

***CAMP HILL  
ELEMENTARY  
SCHOOLS HANDBOOK  
2024-2025***

**LION**

**Positive Attitude**

**Respect**

**Integrity**

**Diversity**

**Excellence**



Eileen C. Czarnecki, Principal  
Hoover Elementary School  
Grades K-2

Sandra L. Fauser, Principal  
Eisenhower Elementary School  
Grades 3-5



# CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400

[www.camphillsd.k12.pa.us](http://www.camphillsd.k12.pa.us)

Dear Parents/Guardians,

Welcome to the Camp Hill Elementary Schools. We are excited to start the 2024-25 school year and watch our students grow and learn! Each of our elementary schools is a diverse learning community where teachers, staff and parents work together to ensure educational excellence. Recognizing that learning is developmental, we strive to provide educational opportunities that are authentic, experiential, challenging, reflective and collaborative. The Pennsylvania Core Standards provide the framework for all instruction with the goal being that all students attain the highest possible level of proficiency. Together we can do it!

To keep you informed and updated about our elementary programs and events, you will need to sign up for Blackboard and a Parent Portal. The following additional resources are available as well: Schoology, Parent Handbook, school websites, teacher websites and school/classroom newsletters. To set up a Blackboard/Parent Portal account, and to view additional district information, please visit the CHSD website at [www.camphillsd.k12.pa.us](http://www.camphillsd.k12.pa.us).

The *Camp Hill School District Calendar* also contains additional information about policies and procedures for the entire district and can be found on the CHSD website. Please take some time to review the contents of this handbook and the CHSD Calendar. Feel free to contact us with any questions.

We look forward to working with you as we strive to provide opportunities for your child to reach their fullest potential during the 2024-25 school year.

Sincerely,

Eileen C. Czarnecki  
Principal, Hoover Elementary

Sandra L. Fauser  
Principal, Eisenhower Elementary

# **ARRIVAL AND DISMISSAL PROCEDURES**

## **HOOVER ELEMENTARY SCHOOL (Grades K-2)**

Staff supervision during arrival begins at 8:15 am. Staff supervision for PM Kindergarten will begin at 12:10 pm. Students should not arrive at school before the designated supervision times. When the opening of school is delayed due to inclement weather, the supervision time is also delayed by the same amount of time.

We strongly encourage your child to walk to school, and the enclosed map provides information for students to walk to school from all locations within the Borough. The recommended walking routes are not always the shortest, but they are the safest. Walking and biking to school with family and friends provides students with physical exercise and time for socialization.

If you are planning to drive your child/children to and from school, the route for travel will be:

- Southbound on Deanhurst Avenue
- Enter the Hoover Car Rider driveway

***During arrival and dismissal times (8:00 am to 8:30 am and 2:45 pm to 3:15 pm), 24th Street, in front of the school, will be designated one way going North, and Dickinson Avenue will be closed between 24th Street and Deanhurst (with the exception of cars turning left out of the drop off area).*** Please consider carpooling with your neighbors to reduce vehicular congestion and to mitigate various safety concerns during this busy time. Whether families are walking or driving to and from school, staff members from each grade level will be on supervisory duty **beginning at 8:15 am and 3:00 pm.**

## **Car Riders**

- The gate will be open by 7:50 am for arrival and by 2:50 pm for dismissal.
- Car rider line will begin at 8:15 am for all students, including morning kindergarten. The car rider line is not available during morning kindergarten dismissal and afternoon kindergarten arrival times.
- Enter the car rider line from Deanhurst Avenue and pull up to the canopy area to wait for a staff member to come to the car.
- Please stay in your car and allow a staff member to open the car door for your child(ren).
- Students should be seated on the passenger side of the car and be ready to exit the car with all of their belongings.
- Please wait until cars in front of you pull forward before proceeding. Passing or going around cars will not be permitted in the drop off area.
- Exit the drop off area by turning left onto Dickinson Avenue.

## Walkers/Bikers:

- The main office entrance doors will open at 8:15 am for all walkers.
- **Afternoon Kindergarten arrival begins at 12:10 pm for both classes.**
- Parents/guardians should walk their child to the main office doors.
- There will be no parking or stopping along S. 24th Street from the parking lot areas to the intersection of 24th Street and Dickinson. This will be strictly enforced.
- The school parking lots are reserved for school personnel only.
- Bike racks are available on the corner of 24th Street and Dickinson Avenue. Bike parking is at your own risk. You may want to consider a bike lock if you choose to leave your child's bike parked during the day. The district/school will not be responsible for missing/stolen bikes, helmets, etc.

## DISMISSAL PROCEDURES

- Dismissal procedures will begin at 3:00 PM.
- Students will be dismissed to a parent/guardian with a pickup sign, at one of the designated dismissal locations below.

### Pick-up Signs

- Each family will be issued two signs for dismissal. These signs will have the school's name, your child(ren)'s last name, and an official school seal.
- If you lose or misplace your sign, you may request a replacement by contacting the school office.
- You, or someone you have designated for pick-up, must have your family sign at dismissal. Your child(ren) should not keep the sign in their backpack.
- If the person picking up does not have the sign, they will be directed to the main office to verify pick-up and will be required to show proof of identification. The child will remain with the staff member on duty.
- It is recommended that, if you have anyone other than a parent/guardian picking up, they be added as an emergency contact in the student information system. Students will ONLY be released once the parent or approved person picking up is identified.

### Afterschool Care

- After school care students will be dismissed and report to the cafeteria.

### Walkers

- All walkers will exit through the following doors:
  - Main office door: Kindergarten
  - Cafeteria door: Second grade
  - Library door: First grade

### Car Riders

- Students will wait inside the building and will be dismissed to their parents/guardians in the order of the car rider line.
- Parents/guardians should follow the travel route listed above.
  - Enter the drop off area via Deanhurst Avenue and pull forward to the canopy area.
  - Family name/pick-up signs must be displayed on the **passenger side front visor**.
  - Please stay in your car and allow a staff member to open the car door for your child(ren).
  - Students will enter from the passenger side of the car **only**.
  - Please wait until cars in front of you pull forward before proceeding. Passing or going around cars will not be permitted in the pick-up area.
  - Exit the drop off area by turning left onto Dickinson Avenue.

It will be important that your child knows how they are getting home each day. Consistency is key, so if there is a need to make a change in dismissal, please call the main office at 717-901-2550 Option #2 by 2:30 pm so that information can be communicated with your child's teacher before dismissal. Emails/text messages to the teacher or office will not always reach them prior to dismissal.

These procedures are in place to keep our students safe, which is our first priority. In addition, following these rules will make the drop off and pick up procedures go quickly and efficiently.

# ARRIVAL AND DISMISSAL PROCEDURES

## EISENHOWER ELEMENTARY SCHOOL (Grades 3-5)

Teacher supervision occurs at 8:00 am. All Students riding their bikes, scooters, skate boards, etc. to school should enter at 23rd and Lincoln Streets. Once the students reach the school grounds, they should walk with their bikes, scooters, skate boards, etc. on the sidewalks until they reach the bike racks. All items should be locked, if possible. Skateboard, scooters and rollerblades may also be stored in the classroom lockers as well. The district/school will not be responsible for missing/stolen bikes, helmets, scooters, etc.

Students who walk to school will assemble near the doors by the gym. An adult will be on the playground at 8am to help students assemble into grade level lines. Students will enter through the gym doors.

Walking and biking to school with friends provides students with physical exercise and time to socialize. We strongly encourage your child to walk to school, and the enclosed map provides information for students to walk to school from all locations within the Borough. You will notice that the recommended walking route is not always the shortest route, but it's the safest. Please walk the recommended route with your child and encourage him/her to walk with friends.

### Arrival

If you are dropping off or picking up your child, please follow the procedures below:

- Drop off time begins at 8:00 am. If you arrive early, please have your child wait in the car. Students should not be dropped off before 8:00 am and will not be supervised.
- Please be reminded that before and after school care is available via the Children's Center. For more information, contact Marlyn Diehl, CACCC School Age Program Director at (717) 737-4515.
  - Unless you are dropping off or picking up students along one of the recommended walking routes, the **ONLY** drop off and pick up location at Eisenhower is the entrance on 21st Street.
- Please do not park in the driveway in front of the school and leave your car unattended, since this is a fire lane.
  - This includes the before and after school parents.
- When entering the Eisenhower parking lot, pull around to the outside driveway. **The middle area, with parking spaces, is not used for dropping off or picking up.**
- Make a single line.
- Pull up to the first available cone and follow these steps:
  - Have your student sitting on the side closest to the sidewalk.
  - The staff member will open and close your car door.
  - The student will enter through the front doors.
- Students should not exit from the car until the car is at a cone and a staff member asks them to get out of the car.

- Wait until cars pull forward before proceeding. Passing or going around cars is only permitted when a staff member instructs you to do so.
- **Drop off is not permitted at the 23rd Street driveway (back parking lot entrance).** This entrance is for walkers and bikers only.
  - Barricades, as per the Borough, are no longer permitted at Lincoln and 24th St and Paige and 23rd St.
  - For the safety of ALL of our students, please drop your child off before Lincoln and 24th St or Paige and 23rd St.
    - This allows the corner of Lincoln Street and 23rd Street to be free from congestion for our students.
  - We will have a crossing guard at the corner of Lincoln and 23rd St.
  - **A barricade will be placed at the entrance to our parking lot to remind parents/guardians that they are not allowed to park and wait in our back parking lot. We do this to ensure the safety of our walkers/bikers.**
  - Please do not block neighbors' driveways while waiting for your child.

These procedures are in place to keep our students safe, which is our first priority. In addition, following these rules will make drop off and pick up procedures go quickly and efficiently.

### **Dismissal**

- Dismissal of Walkers:
  - Students will be dismissed, via the bell, beginning at 2:45 pm and exit the building using the doors by the gym.
- Dismissal of Car Riders:
  - Students will exit, via the front doors, and wait for an adult to help them get into your car.
  - Parents will display their "car signs" with their last names on them, on their front window dash board for the staff to see.
  - Staff announces to students the last name posted in the vehicle from the loading lane.



# Walking Routes

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.



## VEHICULAR TRAFFIC PATTERNS

### CROSSING LOCATIONS FOR RECOMMENDED WALKING/BIKING ROUTES

CROSSING	AM TIME COVERED	PM TIME COVERED
Dickinson & Deanhurst Streets	7:30 – 8:30 am	2:30 – 3:30 pm
21 <sup>st</sup> & Lenox Streets	7:15 – 8:30 am	2:30 – 3:30 pm
21 <sup>st</sup> & Walnut Streets	7:30 – 8:30 am	2:30 – 3:30 pm
24 <sup>th</sup> & Market Streets	7:15 – 8:30 am	2:30 – 3:30 pm
24 <sup>th</sup> & Chestnut Streets	7:00 – 8:30 am	2:30 – 3:30 pm
24 <sup>th</sup> & Dickinson Streets	7:30 – 8:30 am	2:30 – 3:30 pm
32 <sup>nd</sup> & Market Streets	7:30 – 8:30 am	2:30 – 3:30 pm
32 <sup>nd</sup> & Chestnut Streets	7:15 – 8:30 am	2:30 – 3:30 pm

Parents are encouraged to drop off their child(ren) along the suggested walking/biking routes which helps alleviate traffic congestion and promotes physical activity.

The District encourages parents to acquaint their children with the suggested designated walking/biking routes and to know where adults are located along their walk/ride to school should students need assistance with any concerns or problems.

# CAMP HILL ELEMENTARY SCHOOLS

## GENERAL INFORMATION

### **ABSENCES, APPOINTMENTS AND ATTENDANCE**

#### **ABSENCES:**

- A parent/guardian must call the **Absence Call-In Line, (717) 901-2600, opt 1 (Eisenhower Elementary) or (717) 901-2550, opt 1 (Hoover Elementary)** when their student is going to be absent or arriving late to school. Parent/guardian should call to report the absence/tardy by 9:00am. Be prepared to indicate your child's name, grade and reason for the absence/tardy. **(Note: If we do not receive a call in the morning about the student's absence/tardy, the school will contact you to verify it.)**
- Upon a student's return to school, a written excuse from the parent/guardian is required. On the excuse, please indicate: child's name, date of absence (s), grade, teacher, reason for absence and signature of parent/guardian. The excuse is then given to his/her homeroom teacher. **NOTE: IF THE EXCUSE IS NOT RECEIVED BY THE THIRD DAY OF THE STUDENT'S RETURN TO SCHOOL, THE ABSENCE WILL BE CONSIDERED UNLAWFUL.**
- Excused absences can only be considered for sickness, impassable roads, quarantine, death in the immediate family, school approved educational trips, observance of religious holidays and emergency situations. (We will require an explanation for emergency circumstances.)
- If a student is absent for three or more consecutive school days, a doctor's note may be required in order for the absence to be excused.
- A doctor's excuse may be faxed or emailed to our office if you did not get one at your visit.
- Since each student has an individual file, please do not put more than one student on any excuse.

#### **REPORTING TO SCHOOL LATE:**

- When a student reports late to school, for any reason, they must report directly to the office upon arrival to school. The student should bring a note from a parent/guardian indicating the reason for the tardiness or an excuse from the doctor.

#### **APPOINTMENT/EARLY DISMISSALS:**

- If a student requires an early dismissal, a note must be sent in with the student on the day of the early dismissal, indicating the time and reason for the dismissal.
- The parent/guardian is required to report to the school entrance area, sign out the student, and remain in the entrance area until the student reports for their dismissal. If someone other than the parent/guardian is picking up the student, please indicate this on your written note.
- If a student arrives late from an appointment, or leaves during the course of the school day for an appointment, **a note from the appointment location** is required in order to mark the time as excused.

Arriving to school after 10:00 am or leaving before 1:30 pm will be marked as a ½ day absence. It is important for your child to come to school every day, be on time every day, submit excuses for absences, and return from an early dismissal with an excuse.

### **ADDRESS AND PHONE CHANGES**

- Any address changes must be completed at the District Administration Office. Two forms of ID will be required before any changes can be made. Phone/email changes can be made through the Parent Portal. This information is important to keep up to date in case we need to contact you during the school day.

### **ATTIRE**

- Please refer to the district's Dress and Grooming Policy, No. 221, which may be reviewed on the district website under Board Policies.
- Attire that is generally inappropriate and causes a disruption to the educational program or poses a health/safety hazard shall not be permitted.
- It is recommended that students wear comfortable, properly fitted shoes. Sneakers are required for all Physical Education classes.
- For safety reasons, students should not wear sneakers with wheels in school.

### **CLASSROOM CELEBRATIONS/PARTIES**

- All visitors will be required to have clearances on file with the district.
- Individually wrapped and commercially pre-packaged snacks are preferred from this suggested [list](#).

### **CLASSROOM PLACEMENTS**

- A team approach is utilized in placing students into classrooms. While we cannot place students based solely on parent requests, we do value your input. It is best to describe your child's strengths, needs, interests, and teaching style that best fits your child, rather than naming a specific teacher. Information regarding your child's classroom placement should be submitted, in writing, directly to the principal before **May 1st**. The principal makes the final decision on all student placements.

## **CLOSINGS AND DELAYS**

Please check the District website ([www.camphillsd.k12.pa.us](http://www.camphillsd.k12.pa.us)) for the following potential decisions:

- Cancellation of Classes (Both elementary schools will be closed for the entire day)
- Flexible Instructional Days (FID)
  - Should an occurrence of inclement weather occur during the school year, the District will invoke a decision to operate remotely (at home instruction through Schoology) through a Flexible Instruction Day (FID) or a Snow Day (school closed/no instruction). This decision will be made the evening prior or at the earliest notice possible. This decision will be broadcasted through Blackboard Messenger by the Superintendent's Office and through Schoology by each school's administration.
    - The District will not exceed 5 FIDs and 1 Snow Day throughout the academic year. Should additional inclement weather closures be needed they will be added as a make-up day on June 5<sup>th</sup> and beyond.
    - Teachers and students will use Schoology as the learning management platform and a combination of synchronous (i.e. 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.
- Two-Hour Delays
  - Eisenhower will begin at 10:10 am.
  - Hoover
    - Morning Kindergarten, 1st and 2nd grades will begin at 10:25 am.
    - Morning Kindergarten will dismiss at 12:20 pm.
    - Afternoon Kindergarten will be at 1:10 pm and dismiss at 3:05 pm.

If a situation develops that requires a delay in opening or cancellation of classes for the day, the announcement will be sent through the Blackboard Alert System, Schoology, local radio/television stations and /or the district webpage.

It is extremely important that your child(ren) knows what to do in case of an early dismissal. Please discuss your specific plans with your child so that there is no confusion. There is also a form in the WHITE PAGES that must be filled out for each child, which we retain on file so that we know where to send students.

***For additional information regarding emergency closings see the district calendar.***

## **DISCIPLINE**

A safe and orderly learning environment is imperative for student success. Students will be expected to follow rules and policies which have been adopted at the district and at the building level. Please review with your child the Elementary Code of Conduct in this handbook and in the district's "Discipline Policy" contained within the district calendar.

## **EDUCATIONAL TRIP**

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:

- Requests **shall be made at least one (1) week in advance of the trip**, to the building principal by completing an Education Trip Request form for **each** child. A copy of this form can be found in this handbook and on the district website.
- The principal shall act on such cases based on the criteria specified on the request form.
- No more than a cumulative total of five (5) days shall be approved in a given school year.
- The student is responsible for all schoolwork missed while on the approved trip. A trip that is not approved will be considered unexcused, and work may not be made up. 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.

## **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/guardians have a shared responsibility for ensuring the success of homework assignments.

### ***Teachers***

- Plan assignments carefully
- Present procedure and purpose of assignments clearly to students
- Review homework

### ***Students***

- Complete assigned work to the best of their ability
- If absent, get assignments
- Ask the teacher for further explanation if unclear on them
- Study for tests and quizzes on a regular basis

### ***Parents/Guardians***

- Provide a work area, time and conditions necessary to complete assignments
- Assist your child with homework assignments when needed
- Inform his/her teacher of potential areas of difficulty for the child
- If your child misses 2 or more days of school, you may want to contact the teacher for assignments

The following time guidelines have been established for homework assignments. Please be reminded that these times are based on how long it should take the average student to complete tasks. On some evenings, it may take more/less time depending on a variety of factors. However, if you notice a pattern, which suggests that your child is spending a considerable amount of time beyond the grade level guideline, you should discuss the matter with your child's teacher as soon as possible.

- Kindergarten: **a few minutes occasionally**
- First Grade: **10-15 minutes daily**
- Second Grade: **15-25 minutes daily**
- Third Grade: **25-35 minutes daily**
- Fourth Grade: **35-35 minutes daily**
- Fifth Grade: **45-60 minutes daily**

*\*The daily times do not include independent reading at home which we strongly encourage to be done daily at all levels.*

### **BEFORE/AFTER SCHOOL CARE**

- A before and after school program, operated by "The Children's Center: Churches Affiliated Child Care Center, Inc." is housed at both Eisenhower and Hoover Elementary Schools. The schools do not coordinate or enroll students in these programs. All calls about this program should be directed to Marlyn Diehl, Director of School Age Programs, at (717) 737-4515.
- The after school program does not operate in either building on 2-hour early dismissals or 2-hour delays.

### **LOST AND FOUND**

- Parents are encouraged to periodically check these areas when in the buildings.
- Placing names in clothing does make a BIG difference.
- Any items left at the end of the school year are sent to charity organizations.

### **LUNCH PROGRAM**

- Students may bring lunch from home, buy lunch from school or go home during the regularly scheduled lunch period for their grade. ***No outside fast food items may be brought into school (i.e. Subway, McDonalds, Robertos, Cornerstone, etc.)*** Menus are posted on the district website monthly.
- Due to safety and security, all students in grades 1-5 will need a parent/guardian to sign them in/out in the main office during lunch time.
- The cost of a "full meal" is \$3.25 and includes one entree, vegetable and/or fruit, and a milk choice. ***If students choose not to get a complete lunch, they will be charged a la carte pricing, which is more than the complete lunch. For example: if a student chooses an entree at \$2.25, a milk at \$.75 and just a fruit at \$1.00, the cost would be \$4.00.*** Students may purchase extra milk for \$.75. Students who pack lunch may also purchase white/chocolate milk for \$.75. An extra lunch entree may be purchased for \$2.25.

- Free and Reduced Lunch Program – If your student is on the Free and Reduced lunch program, they must take all Meal Deal components for it to qualify as a free meal.
- Free and Reduced application and instructions will be available after July 1st on the school district website (under Food Services). Applications for the 2024-2025 school year can be submitted after July 1, 2024.
- Please make sure your students know what makes up the Meal Deal if that is what you wish them to purchase.

**Schoolcafé will replace MySchoolBucks as of July 1, 2023.** Parents will be able to set up their students' accounts at that time. Instructions are on the website at <https://www.camphillsd.k12.pa.us/Page/82>. **Please set up your student's account before the beginning of the school year.** All current lunch balances will transfer to the new system. Our goal is to make this transition seamless for both the parents and students. Schoolcafé offers access to everything you will need in one place including:

- current account balances
- ability to add funds to your student's account (a service charge of \$2.25 will be assessed per transaction)
- list of all purchases for each day
- ability to set purchase limits
- ability to place restrictions (example: student cannot purchase ala carte items)
- apply for Free & Reduced Lunch Program

Students can still pay cash at the register and payments can be made by sending a check to the Administration Building, Attn: Business Office. Please make all checks payable to **CHSD Cafeteria Fund** with the **student's first/last name and grade noted in the memo section**. You may deliver this directly to the Business Office or to the school secretary. **Please note: it may take several days for money to appear in the student's account.**

If you have any questions regarding Schoolcafé or the transition, please contact Minke Kooistra at [mkooistra@camphillsd.k12.pa.us](mailto:mkooistra@camphillsd.k12.pa.us).

## **PARENT-TEACHER CONFERENCES**

- Parents/guardians are strongly encouraged to attend at least one conference each year. Teachers will send out a link prior to conference time in November so that you can sign up electronically.
- Additional conferences, throughout the year, may be arranged by contacting your child's teacher.

## **SCHOOL ACTIVITIES THAT BEGIN BEFORE THE START OF SCHOOL**

- At this time, we will have optional band and chorus activities for students in grades 4 and 5 prior to the start of the school day. Please note that crossing guards do not arrive at their posts until the specified times, so parents/guardians have the responsibility to ensure their child's safe arrival to school.
- Doors will only be opened for students from 7:30-7:45 am to enter the building early for rehearsals. Please do not drop off your student prior to 7:30 am. If students arrive prior to this, they will have to wait outside until the doors are open. After 7:45 am, students will no longer be permitted into the building, and will be marked absent from band/chorus for that day.

## **SCHOOL PICTURES**

- There is only one opportunity to have your child photographed in school
- Picture Day information will come out soon for both **Hoover** and **Eisenhower**. It is typically scheduled for early October.
- Parents/guardians are under no obligation to purchase any packages. However, all students are photographed for our student records.

## **SCHOOL SECURITY**

- All visitors should report directly to the main entrance for assistance. Press the intercom button and office staff will allow you to gain entry into the building. Whether you are dropping off a lunch, coat, an instrument or your child – **Please report to the main office.**
- The district uses a visitor management system called School Gate Guardian. The system is a computerized security program that requires any visitor entering one of our schools to provide a state issued photo ID. The ID will be scanned and the information will be checked against the national sex offender database. If no match is found, the system will print a visitor's sticker with a picture identifying them as an approved visitor. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. This system will also help identify approved district volunteers. The process to scan an ID, run the check and print a visitor's sticker takes approximately 30 seconds to complete. Please be sure to bring your photo ID with you when you plan to visit our schools.

## **SCHOOL SUPPLIES AND MATERIALS**

- Parents/guardians will need to purchase headphones for their child to be used at school. Here's a list of suggested [headphones](#) to purchase.
- If additional supplies are needed you will be notified by your child's teacher, or it may be posted on the teacher's web page on the district website.
- If students lose or destroy school materials, payment for their replacement will be required.



## STUDENT SUPPORT SERVICES

- The CHSD offers a variety of regular and special education programs for students who qualify. If the teacher determines a need for academic support or enrichment services, parents/guardians will be notified.
- If you have concerns about these services or your child's needs, please discuss them with your child's teacher, guidance counselor, learning support teacher or enrichment support teacher. Additional information can be obtained from the District Handbook or by contacting the Director of Special Education/Student Services office at 717-901-2400, option 5.

## TECHNOLOGY USE POLICY

- The school district has made a substantial commitment to the use of technology at all levels.
- See the Technology/Internet Use Policy 815 on the CHSD website and the Technology/Internet Use Authorization form in the white section of the handbook.
- See the Electronic Communication Devices Policy 237 on the CHSD website for the use of personal devices at school.

## VOLUNTEERS

- Please refer to the CHSD Volunteer policy regarding visiting/volunteering
- Volunteers are responsible for obtaining current clearances and **submitting hard copies to the District Administration Office**. Refer to the district website for more information.
- All volunteers will be required to sign in and wear a visitor's badge while in the building, which allows both the students and staff to know that the individual has checked into the office and has been authorized to be in the building. All badges should be returned to the main office before leaving the building.

## WITHDRAWALS

- If you are moving or withdrawing your child from our school system, you must contact the school office to fill out a withdrawal form. There is also a Release of Information Form required to transfer the necessary student information.

## CAMP HILL ELEMENTARY CODE OF CONDUCT

The *Camp Hill Elementary Code of Conduct* is designed to complement 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 Positive Interventions and Support

Eisenower and Hoover Elementary are PBIS (Positive Behavioral Interventions and Support) schools. This approach to student conduct in schools develops a Multi-Tiered System of Supports (MTSS) framework for enhancing adoption and implementation of a continuum of evidence-based interventions to achieve academically and behaviorally important outcomes for all students. The MTSS framework uses systems, data and practice to support student outcomes. Both schools have worked collaboratively to develop a common language to set expectations for all students, K-5. The expectations align with Lion PRIDE, which all students are expected to exhibit. The behavioral expectations for the students have been laid out in the school's Behavior Matrix, which highlights the different areas of the school.

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, persevere and doing your best work.

## Hoover and Eisenhower Behavior Matrix

**Voice Levels KEY:** 0 = No Voice, 1 = Partner Whisper, 2 = Small group, 3 = Whole Class, 4 = Outside Voice

<b>School Rules Settings</b>	<b>Classroom</b> <b>Voice Level: 0-3</b>	<b>Hallways/ Transitional Times</b>  <b>Voice Level: 0-1</b>	<b>Cafeteria and Lunch Line</b>  <b>Voice Level: 0-2</b>	<b>Playground</b>  <b>Voice Level: 0-4</b>	<b>Bathrooms</b>  <b>Voice Level: 0-2</b>
<b>Positive Attitude</b>	-Use encouraging words -Celebrate others' successes	-Respond to greetings	-Use kind words and tone	-Show good sportsmanship	-Wait patiently for your turn
<b>Respect</b>	-Follow adult directions first time -Whole Body Listening -Use materials and technology for intended purposes -Honor others' personal space	-Follow adult directions first time - Hands and feet to yourself -Walk on the right side of the hallway -Honor others' personal space	-Follow adult directions first time -Use manners -Stay in your seat -Honor others' personal space	-Follow adult directions first time -Use equipment safely and for intended purposes -Take turns -Honor others' personal space	-Hands, feet and eyes to yourself -Give privacy to others -Flush -Honor others' personal space
<b>Integrity</b>	-Be honest -Take responsibility for actions and materials -Accept consequences	- Walk directly to your destination -Hold the door for the person behind you - 3 second water fountain drink	-Clean up after yourself -Touch and eat your own food -Food is for eating	-Report unsafe behavior -Stand up for others -Stay within boundaries	-Use materials and facilities appropriately -Wash your hands
<b>Diversity</b>	-Accept others' differences -Try new things	-Appreciate the work of others	-Include others sitting near you	-Include others -Try new activities	-Accept others' differences
<b>Excellence</b>	-Persevere -Participate	-Use walking feet	-Focus on eating	-Be a positive role model -Put equipment away	-Clean up after yourself

## COMMENDATIONS

A variety of opportunities will exist to recognize 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

## CORRECTIONS

The “correction” aspect of the Elementary Schools’ Code of Conduct consists of several components: 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 procedures and disciplinary options/responses employed 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 multiple 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.

Levels	Definitions	Levels of Correction - <i>Options</i>
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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.	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Teacher – student discussion</li> <li>● In class time-out</li> <li>● Loss of recess</li> <li>● Problem solving worksheet</li> <li>● Formal apology</li> </ul>
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 to curb 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.	<ul style="list-style-type: none"> <li>● Contact appropriate administrative personnel – principal, head teacher, or counselor</li> <li>● Investigate the infraction</li> <li>● Contact the parent/guardian</li> <li>● Problem solving worksheet</li> <li>● Loss of recess</li> <li>● Formal apology</li> <li>● Service to the school</li> <li>● Out of class time detention</li> <li>● Behavior plan developed</li> </ul>
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.	<ul style="list-style-type: none"> <li>● Contact appropriate administrative personnel – principal, head teacher, guidance counselor</li> <li>● Investigate the infraction – conference with the student(s)</li> <li>● Contact parent/guardian</li> <li>● Possible communication with higher administrative level</li> <li>● Formal apology</li> <li>● Service to the school</li> <li>● Out-of-classroom time-out</li> <li>● Multiple days of out of classroom time-out/detention with completion of Problem solving worksheet</li> <li>● In-school suspension</li> <li>● Out of school suspension</li> <li>● Behavior Plan</li> </ul>
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.	<ul style="list-style-type: none"> <li>● Investigate the infraction</li> <li>● Conference with the student and parent/guardian</li> <li>● Formal apology</li> <li>● Restitution</li> <li>● Report to police</li> <li>● Banned from attending extra-curricular activities</li> <li>● Referral to higher administrative authority</li> <li>● Possible referral to the school board</li> <li>● Possible referral to an outside agency</li> <li>● Out of school suspension</li> <li>● Expulsion</li> </ul>

### **Examples of Inappropriate Behaviors and Possible Level of Correction**

While this is an extensive list of the most frequently observed inappropriate behaviors and the most serious inappropriate behaviors, it is not an all-inclusive list. The list will be reviewed and updated periodically.

1. Chewing gum – 1
2. Running in school – 1
3. Bringing non-instructional items to school without permission – 1, 2
4. Disrespectful or inappropriate dress (see dress code) – 1
5. Horseplay/scuffling – 1, 2
6. Loud boisterous noise – 1, 2
7. Name calling or teasing – 1, 2
8. Put-downs – 1, 2
9. Wearing a hat in the school building (unless given permission) – 1
10. Writing on desks, walls, books (vandalizing school property) – 1-4
11. Pinching, kicking, pushing, shoving, hair pulling, scratching, biting, hitting, spitting – 1-3
12. Temper tantrum – 1-3
13. Tardy to school – 1,2
14. Throwing objects – food, snowballs, etc. – 1,2
15. Disobeying classroom rules – 1,2
16. Refusal to follow the directions of the teacher or aide in charge – 1-3
17. Inappropriate behavior in the bathroom, hallway, or cafeteria – 1-3
18. Inappropriate behavior at a school sponsored activity – 1-3
19. Theft – 2-4
20. Leaving school area without permission – 2-3
21. Use of inappropriate language or gestures – profanity – 2-3
22. Harassment of fellow student – 2-4
23. Loitering in unauthorized areas of the school buildings/grounds – 2-3
24. Fist Fighting – 3-4
25. Possession of obscene materials – 3-4
26. Showing flagrant disrespect to school personnel in word and/or gesture – 3-4
27. Cheating on a test or other graded assignment – 2-3
28. Racial slurs – 3-4
29. Threats – 3-4
30. Bullying – 3-4
31. Assault on students and/or staff – 3-4
32. Possession of drugs, alcohol, tobacco, or a weapon or sexual harassment – refer to School District Policies-3-4
33. Forgery, plagiarism, falsification of records or excuses - 3
34. Arson or bomb threat - 4
35. Possession, transfer, or use of weapons or explosive devices - 4

**Repeated or severe violation of any level of inappropriate behavior could mean that the next level of corrective actions would be taken.**

**The following pages must be completed for  
ALL students.**

- **Parents will receive hard copies of these forms to sign at Back to School Night.**
- **If you were unable to attend back to school night, copies will be sent home with your child the first day of school. Please sign and return these forms by:**

**Thursday, August 29, 2024.**



# CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400

[www.camphillsd.k12.pa.us](http://www.camphillsd.k12.pa.us)

Dear Elementary Students and Families,

We need your cooperation with our commitment to the facilitation of a safe and productive learning environment. Please thoroughly review the following sections in the yellow portion of this document:

**Attendance, School Rules, Elementary Code of Conduct, as well as the section in the Camp Hill District Calendar on "Discipline."**

All policies should be discussed and explained, as appropriate, to your child. To indicate your child's understanding of these procedures and policies, please sign the form, remove it, and return it to school as soon as possible. Your cooperation with this request is appreciated.

Sincerely,

Eileen C. Czarnecki  
Hoover Elementary

Sandra L. Fauser  
Eisenhower Elementary

We have reviewed the rules and regulations contained in the Parent Handbook as well as the other relevant information from the Camp Hill School District Calendar.

Student's Name \_\_\_\_\_

PLEASE PRINT STUDENT'S NAME

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**CAMP HILL SCHOOL DISTRICT  
Early/Emergency Dismissal Form**

In the event of inclement weather or any other emergency causing us to dismiss students from school early, we need to know your intentions for your child during such an event. This information is vital in reducing anxiety on the part of the child and is also very helpful to the school since it would be impossible to notify each parent via phone if a situation should arise. Please remember to share your intentions with your child so that he/she is adequately prepared if we need to dismiss early!

Please complete for each child attending one of our elementary schools.

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

**During an early dismissal, my child will:**

- be dismissed as usual *(NO after school care on early dismissal days)*
- car rider
- walker
- follow special instructions below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Specific Instructions (Who? Walker? Car rider?)</b>					
<b>Contact Person &amp; Phone No.</b>					

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following pages must be completed for SOME students. If applicable, please return completed forms to school.**

**CAMP HILL SCHOOL DISTRICT**  
**Lunch Dismissal Permission for Elementary Students**

The school district operates a supervised lunch program. Students may purchase a school lunch or pack their lunch on a daily basis. Following lunch time, students engage in a supervised recess.

An additional option exists for students in grades one through five during the regularly scheduled lunch time. If parents/guardians choose, students in these grades may leave the building during their scheduled lunch time. However, a parent/guardian must supervise the student during their absence from school.

Written permission shall be given as follows:

- Parents/guardians of students who are leaving regularly (once or more per week) must complete and return the required form which will be kept on file for one school year only.
- Parents/guardians of students who are leaving on a day-to-day basis for a special reason or occasion should send a note to the teacher on the day that the student is to be excused for lunch.
- **Parents/guardians will be required to pick up their student in front of the main office. Students will not be permitted to walk/ride their bikes home during lunch.**

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Please return this portion.

**My child has my permission to leave school during his/her regularly scheduled lunch period. I accept the responsibility to ensure the safety of the child and will supervise them during their absence from school.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**A separate form must be completed for each child in the family taking advantage of this option.**

**CAMP HILL SCHOOL DISTRICT**  
**Bicycle Information for students in Grades 3-5**

With parent/guardian permission, students in grades 3-5 may ride their bicycles to school. Bike racks for students are located near the playground at Eisenhower. Bike riders are strongly encouraged to lock their bikes to the racks during the school day. **The school will not be responsible for any damage or theft to bicycles.**

All bike riders should have a permanent Camp Hill license number. Students may purchase their licenses at the Camp Hill Police Department. When applying for a license, information about the make, serial number, and color of the bike is required.

A permission form must be on file in the school office if a student will be riding a bike to and from school. If a student violates traffic laws and/or the Bicycle Helmet Law, the privilege of riding a bike to school may be revoked by the student's parent/guardian or the principal. If the principal takes action because of a violation, parents will be informed of the reason and the length of the suspension of bike riding privileges.

During the school year, in conjunction with the Police Department, bicycle safety rules will be reviewed and discussed with the students. Your cooperation and support in helping to instill proper safety measures is greatly appreciated.

If your child will be riding their bike to school at any time during the upcoming school year, a permission form is required. A separate form is needed for each child in the family taking advantage of this option.

**CAMP HILL SCHOOL DISTRICT  
Bicycle Permission Form**

**Bicycle Model** \_\_\_\_\_

**Bicycle Serial Number** \_\_\_\_\_

**Bicycle Color** \_\_\_\_\_

**Camp Hill License Number** \_\_\_\_\_

***STUDENT AGREEMENT***

I am requesting permission to ride my bicycle to school. I will obey traffic laws, school rules, and the Bicycle Helmet Law. I understand that if I do not ride safely, my privilege of riding my bike to school may be taken away by my parent/guardian or my principal.

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

***PARENT/GUARDIAN PERMISSION***

\_\_\_\_\_ has my permission to ride his/her bicycle to school during the present school year.

Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

**CAMP HILL SCHOOL DISTRICT  
EDUCATIONAL (PREARRANGED) TRIP REQUEST FORM**

Parents, during the school year, shall be permitted to request that their child be excused from school attendance to participate in an educational tour or trip not sponsored by the District. **Such requests MUST be made at least one (1) week in advance of the trip by completing this form.**

The form will be reviewed by the principal, who will then act on the educational merit of the trip, the academic record, and the attendance record of the student.

NO MORE THAN FIVE (5) DAYS SHALL BE APPROVED DURING A GIVEN SCHOOL YEAR.

NO TRIPS WILL BE APPROVED DURING STATE OR FINAL ASSESSMENT WINDOWS.

A trip that is not approved will be considered unexcused, and work may not be made up.

*Students should see teachers prior to the trip in order to secure any work which can be completed while on the trip. Students are responsible to make up all work missed while on the prearranged trip.*

Homeroom teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Trip Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

First trip this school year: Yes \_\_\_ No \_\_\_

Educational benefits derived from this trip: \_\_\_\_\_

A request form must be submitted to the appropriate office for each child in the District attending the trip. Please list the name(s) and grade(s) of other children participating:

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date of request

**OFFICE USE ONLY**

Approved \_\_\_\_\_

Not approved/Dates not approved: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**The following page has information about the  
Camp Hill Elementary Parent Teacher  
Organization (CHEPTO).**

**CHEPTO pays for your child's field trips,  
assemblies, teacher special requests and  
many more enrichment activities. Please join  
us and become involved in your child's  
education!**



The Camp Hill Elementary Parent Teacher Organization (CHEPTO) is dedicated to serving students, families, and teachers in the Camp Hill elementary schools, grades K-5.

CHEPTO organizes student/family events and raises funds to support programs for our schools:

- Fall Fest
- May Fair
- Roller skating parties
- Student assemblies
- Teacher meals during parent/teacher conferences
- Treats at the Hoover Fun Run and field days
- Muffins for PSSA testing
- Teacher classroom reimbursements

**...and so much more!**

## GET INVOLVED

CHEPTO needs volunteers! Fundraising to support programs for students and teachers happens through our two major events: Fall Fest and May Fair. These events aren't possible without the help of volunteers.

Check our Facebook page and be on the lookout for Schoology messages where we'll share details on event planning meetings. Whether you have new ideas to shape the event or time to give on the day of, we'd love your help!

## STAY CONNECTED



Camp Hill Elementary PTO: [facebook.com/groups/CHEPTO/](https://facebook.com/groups/CHEPTO/)



Watch Schoology emails for updates and meeting minutes.

## REACH OUT

Contact us at [camphillpto@gmail.com](mailto:camphillpto@gmail.com)!