CAMS South

CHAMBERSBURG AREA MIDDLE SCHOOL SOUTH

Student Handbook

1151 East McKinley Street
Chambersburg, PA 17201
(717) 261-3385

2026-2027

CAMS South vision is growing all students while building relationships.

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CHAMBERSBURG AREA SCHOOL MISSION, DISTRICT VISION, BELIEFS AND SHARED VALUES

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

VISION
Every child achieves in school and attains the skills needed to achieve success in the future in a highly collaborative culture of honesty, trustworthiness and passion for our mission of bettering the lives of children.

BELIEF STATEMENTS

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

SHARED VALUES

- Promote equity in education
- Create global learners
- Accept our community's diversity
- Every student learns and values education
- Know the learner and guide
- Foster perseverance toward high standards

DISTRICT COMMUNICATION

- Website - https://www.casdonline.org/
- Social Media
- District App
- Sapphire Notifications

Updates to the Handbook may be made throughout the year as needed. Those will be added to the CAMS South Website. camss.casdonline.org

OFFICE

During the regular school year, the CAMS South Office is open from 6:30 AM until 4:00 PM, Monday thru Friday.

STAFF

Secretary to the Principal	Ann Angle
Finance Secretary	Roni Gingrich
Secretary to the Assistant Principal	Melissa Russell
Secretary to the Assistant Principal	Heidi Ramos
Office Assistant/Lunch Assistant	JoAnn Kelly
Assistant Principal	Emily Sollenberger - 6A, 6B, 6C, 8A, & 8B
Assistant Principal	Scott Schoenberger - 7A, 7B, 7C, & 8C
Principal	Sarah Herbert

SCHOOL COUNSELORS

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

PARENT CONFERENCES

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

- **Erica Moser (6th Grade)**
- **Lauren Collier (7th Grade)**
- **Kayla Rosenberger (8th Grade)**

WORK PERMITS

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

VISITORS

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

STUDENT CODE OF CONDUCT

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT CODE OF CONDUCT

- The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.
- The Board shall require each student of this District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:
  - Conform to reasonable standards of socially acceptable behavior.
  - Respect the rights, person and property of others.
  - Preserve the degree of order necessary to the educational program in which they are engaged.
  - Obey constituted authority and respond to those who hold that authority.
- The Board approves the use of restorative practices which are in the Code of Student Conduct to address violations where applicable. **Policy 218**

T.R.U.E. TROJAN PROGRAM

WHAT DOES T.R.U.E. MEAN?

T - TAKE RESPONSIBILITY
R - RESPECT OTHERS
U - USE SELF-CONTROL
E - ENGAGE POSITIVELY

TROJAN SIGNATURES

Students can earn signatures for both positive and negative reasons. Each side of their individual card can be signed by any staff member who notices their behavior and would like to acknowledge or redirect it. By earning signatures, students can earn their entrance into events throughout the year and other privileges as appropriate.

REWARDS & INCENTIVES

BUILDING:

Throughout the year, buildingwide reward events will be offered for those students who earn enough signatures on their cards. Details and descriptions of these events will occur closer to each date.

TEAM/CLASSROOM:

Each team and/or classroom may also determine incentives to be offered on a more frequent basis (monthly/bi-weekly) based upon student needs. These offerings will connect back to the overarching concept of TRUE Trojan.

SCHOOL DISTRICT POLICIES

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

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

ACCOMODATIONS FOR AMERICANS WITH DISABILITIES

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

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

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

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

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

ARTIFICIAL INTELLIGENCE

The Board's purpose of implementing a policy on Artificial Intelligence (AI) is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and

administrative processes while safeguarding student privacy and data security. By establishing clear guidelines and procedures, this policy aims to promote transparency and accountability, while fostering a safe learning and working environment.

CASD Policy 815.3

DRESS AND GROOMING FOR STUDENTS (PERMITTED)

DRESS CODE

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

TOPS

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

BOTTOMS/DRESSES/SKIRTS

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

HAIR

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

FOOTWEAR

- All Shoes must have a back or strap which keeps the shoe on the foot. No slippers or flip-flops are permitted.
- Elementary students must wear "closed toe" shoes. No shoes with wheels ("heelies") are permitted.

GANG-AFFILIATED ATTIRE/ACCESSORIES

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

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

SPRAYS & SCENTS

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

More information about CASD's student dress code can be accessed at CASD Dress Code

INTEGRATED PEST MANAGEMENT

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

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

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. **If you would like to be placed on the registry, please notify the Buildings and Ground Office in writing 721 S. 6th Street, Chambersburg, PA 17201.** Please include your email address if you would like to be notified electronically. Each year the district will prepare a new notification registry.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects); notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. If you have any questions, please contact the IPM coordinator at (717) 261.3405, CASD Office of Buildings & Grounds.

ASBESTOS POLICY

The Chambersburg Area School District maintains a proactive Asbestos Management Program to insure that these materials do not constitute an environmental problem. For your personal safety and the safety of others, the asbestos-containing materials should not be disturbed in any way. Any damaged condition should be reported to the building principal. For

further information the Asbestos Management Plan documents are available for review in the administrative office upon request.

ATTENDANCE

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

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

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

Regardless of whether a note has been sent in, some excuses for absence are still illegal and will be marked as such even if a note is received. Some examples of these types of absences are: inclement weather, road construction, missed buses, visiting family, overslept, too tired, etc.

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

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

If a student misses 15 days he/she can be disqualified from a privileged event. For example, dances, special field trips, and school sponsored events.

TIME GUIDE FOR ATTENDANCE

	ELEMENTARY 9:00 AM - 3:45 PM	MIDDLE 8:00 AM - 3:00 PM	HIGH 8:00 AM - 3:00 PM

TARDY	Before 11:00 AM	Before 10:00 AM	Before 10:00 AM
½ DAY AM	After 11:01 AM	After 10:01 AM	After 10:01 AM
½ DAY PM	Before 2:00 PM	Before 1:00 PM	Before 1:00 PM
LEAVE EARLY	After 2:01 PM	After 1:01 PM	After 1:01 PM

TARDY & LEAVE EARLY INCIDENTS

- Four incidents of unexcused tardiness/leave early, regardless of number of minutes, shall constitute one half day of illegal absence.

- Four incidents of excused tardiness/leave early, regardless of number of minutes, shall constitute one half day of excused absence.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION

The McKinney-Vento Act defines *homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."*

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)

- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.
- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
- Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability

- Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.
- LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation

- Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.
- LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights

- Free lunch and breakfast (if applicable).
- Free school supplies and uniforms (if applicable).
- Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The Chambersburg Area School District homeless liaison is Gabriela Juarez-Lemus, and she can be reached at the following phone number and email address: 717-709-4002, gabriela.jaurezlemus@casdonline.org.

Link to Policy 251– Homeless Students

ABSENCE POLICIES

ABSENCE FROM CLASS:

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

EARLY SIGN-OUT PROCEDURES

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

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

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

PARENT/GUARDIAN PICK UP PROCEDURES

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

- All children released during school hours must provide a hard-copy permission slip signed or an email sent from an email address we have on file by the parent/guardian of the child.
- The individual picking up the child must produce **photo identification**.
- A verification call will be made to the parent/guardian to confirm the individual's identity before any child is released in the event the child is being picked up by someone not on the approved contact list.

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

PRE-APPROVED ABSENCES

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

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

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

MAKE-UP WORK DURING ABSENCES

When a student has an excused absence or expects to be absent three or more days, a parent should request the missed assignments by calling CAMS South 717-261-3385. **HOWEVER, IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE HIS/HER TEACHER TO OBTAIN**

THE WORK AND HELP, IF NEEDED, TO MAKE UP THE CLASSWORK. Parents should set up a time with the office of when to pick up assignments.

DISMISSAL

END OF DAY DISMISSAL

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

TRANSPORTATION GUIDELINES

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

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

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

To help you as a parent to be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration.

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

- **First Offense**- The bus driver will contact the parent and document date/time and number of who was contacted.
- **Second Offense**- The bus driver will contact the principal of the student's school. The principal will have a conference with the student and assign discipline.
- **Third Offense-** Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The gravity of the above-mentioned may, in the judgment of the administration, justify

application of a more appropriate penalty. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**

- **Dangerous Offenses or Threats to Commit Dangerous Offenses-** When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.
- The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. If transportation privileges are suspended; transportation to and from school is the responsibility of the parents and/or guardians. Each bus is equipped with video surveillance equipment. Per District Policy 810.2 footage will be reviewed by authorized personnel only.
- Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus assignments, but such arrangements must remain the same each day of the week. **Students are not permitted to transfer to other stops and/or routes without approval by the Supervisor of Transportation or designee.**

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

SCHOOL BUS RIDING EXPECTATIONS

1. The bus driver is in full charge of the bus and riders at all times.
2. It is dangerous for children to move while the bus is in motion. You must not change seats while the bus is in motion or scuffle on the bus.
3. Any distraction of the driver's attention to remind you of some regulation or to answer an unnecessary question jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversations with the bus driver.
4. Students should always be ready for the bus at least five minutes before the scheduled arrival time. Changing weather and road conditions make it impossible for the bus driver to arrive at the exact time.
5. Students should wait for the bus ten feet from the roadway, and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus is approaching the bus stop, students must remain seated until the bus comes to a complete stop.
6. LOADING – When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. **The students will wait for the driver's signal and cross promptly.**
7. UNLOADING – At all discharge points where it is necessary for the students to cross the highway, the driver will permit you to cross in front of the bus while the

red lights are flashing. Look both ways prior to crossing after receiving the driver's signal. Cross only in front of the bus for your protection. Never cross to the rear of the bus. Be sure to cross while the red lights are flashing.

8. Students should not at any time extend their arms or heads out of the bus windows. This is a state regulation.
9. You should do your part to keep the floor clear of wastepaper and dirt, and to keep the upholstering and interior finish of the bus in excellent condition.
10. Any damage to the bus should be reported to the driver immediately.
11. Cell phones/or any other non-school related communication devices are prohibited. This includes any camera and or recording devices.
12. Eating/Drinking on a school bus is prohibited.
13. Spitting or any other transfer of body fluids is prohibited.
14. Students' personal items should not include live animals, fireworks, firearms, glass jars, pets, or any dangerous items. Gym bags, band instruments, school projects shall be held on the students' lap and not placed in the aisle. **If an item does not fit in the student book bag or on student lap it is NOT ALLOWED on the bus.** This is for the safety of all the students riding the bus as prescribed in the Pennsylvania School Bus Handbook - Pub. 91.
15. SCHOOL BOARD POLICY # 810 ASSIGNMENT OF STUDENTS FOR GRADES K-12
    Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus stops, but must remain the same for each day of the week, (5 consecutive days). **No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Absolutely NO PINK SLIPS WILL BE GIVEN.**
16. The use of dirty, profane, or abusive language while riding the bus will not be tolerated.
17. Act 26 Violation by the State of Pennsylvania Prohibits:
    - Alcohol – Drugs – Tobacco
    - Fighting
    - Racial/Sexual harassment
    - Possession/Use of weapon
    - Terroristic Threats
    - Display of Body Parts

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

EVERYDAY PROCEDURES

DAILY SCHEDULE:
Students are allowed to enter the building at 7:30 a.m. Students entering the building will go to their locker then report to their homeroom or breakfast. Students are not permitted to go to their lockers prior to 7:30 a.m.

MORNING ARRIVAL PROCEDURES

- Students will remain on the bus ramp until 7:30 am. At this time, students will enter the building and go to their lockers then proceed to breakfast in the cafeteria or their homerooms.
- All students arriving at school must immediately proceed to the gym bus ramp. Students are not permitted to leave school grounds without permission. A violation of this regulation may result in suspension from school.
- Students who arrive at school in vehicles other than school buses should be dropped off on the front entrance ONLY. Students are not able to use the Gym bus ramp for private transportation drop off or pick up.
- There is to be no throwing of snow or any other objects. Violators of these regulations are subject to school suspension.
- Students who need an absence excuse or those needing an early dismissal (doctor, dental appointment, etc.) must submit a note from a parent/guardian. The note should be given to the attendance secretary who will be stationed in the Auditorium each morning. This should be done as soon as a student enters the building before morning homeroom.

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

HALL LOCKERS & LOCKS
Lockers remain the property of the school and the principal and assistant principals have the right at any time to search a hall locker or check it for cleanliness. During a locker search, the principal and assistant principals may seize any contraband items. Moreover, the principal and assistant principals may hold any contraband seized during a locker search as evidence in disciplinary proceedings and /or turned over to law enforcement. It is the responsibility of each individual student to keep his/her locker clean at all times. Students shall use lockers to store school related items and/or authorized personal items. Students shall not use lockers to store contraband meaning illegal or unauthorized items, items in violation of board policy, or any other item determined to be a potential threat to the safety or security of others.

A hall locker will be assigned to each student during the first week of school. Students will have the opportunity to purchase a combination lock. All locks used on lockers must be a **SCHOOL PURCHASED LOCK**. The school purchased locks facilitates admission to a locker

in the event of an emergency. Locks not purchased from the school may not be used and will be cut off without reimbursement made to the student. **The school will not be responsible for articles lost or stolen from lockers whether locked, unlocked, or unattended.** Please reference **Policy 226.**

Policy 226 - Searches

TEXTBOOKS

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

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school equipment will be required to pay for the damage done or replace the item. Furthermore, the District reserves the right to prosecute to the fullest extent of the law.

FOOD DEPARTMENT

LUNCH PERIODS

A closed lunch period is operated three times a day during periods: 11:00 a.m. – 11:30 a.m.; 11:45 a.m. – 12:15 p.m.; 12:30 p.m. – 1:00 p.m. All students report to the cafeteria at the beginning of the lunch period indicated on their schedule. They may carry their lunches or purchase them from the school cafeteria.

Certain basic rules will apply during all lunch periods:

- No glass containers will be permitted.
- No deliveries will be made to the cafeteria during lunch periods
- The throwing of food and/or eating utensils will receive immediate disciplinary action
- Soliciting money or food from other students will not be permitted

Breakfast - FREE
Lunch – FREE
Note - Any additional items such as ice cream, chips, specialty drinks and so on will have an additional cost

SCHOOL MEALS

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

Middle School is Cashless at Lunch

Reducing the handling and exchange of funds helps speed the process of getting students through the check out more efficiently. Deposits will continue to be received during the

breakfast meal service. We recommend **Schoolcafe.com**, as an easy to use tool for parents. This service allows you to deposit funds, monitor balances, and review transactions. A free smartphone App ***schoolcafe*** is also available through this service. Questions may be directed to the food service office at 717-261-3391.

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

Snacks
Snacks are available on a limited basis. The allowable snacks are available on the Food and Nutrition website. https://www.casdonline.org/departments/foodservices
Food Service office
721 South Sixth Street, Chambersburg, PA 17201
717-261-3391
LAB 2021

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

ELECTRONICS

COMPUTER HARDWARE & SOFTWARE
The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded.

Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. All students are issued a Chromebook and parents have the option to buy insurance. Claims will be established for any damaged and willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

Chromebooks are intended for use each school day and are a necessary and required educational tool. Therefore, students must bring their Chromebooks to all of their classes every day. Chromebooks can access sites on the Internet and the District's Learning Management Systems (LMS) to connect to all the resources and information available for student learning

online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. For access to the Chromebook handbook and policy as well as additional information, go to https://www.casdonline.org/departments/cva/technology-support
.

COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES:
Students are required to fully **read and sign** the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1.

Link to Policy 815.1

When using social media, students are responsible for complying with the School District's conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined in the policy.

DEVICE (CHROMEBOOK/IPAD POLICY) *24-25 Revisions

DEVICE DAMAGE

Damages, Fees, Discipline
Last Updated: 7/9/24

Damages (Determinations and Definitions)
Accidental Damage - this includes any damage that is typical to the use of the Chromebook by a student. Examples could include closing a pencil in the lid or accidentally knocking the Chromebook off of a desk.

Intentional Damage - this is damage above and beyond the normal accidental damage or wear and tear from use. Repeated incidents will be treated as intentional**.**

Fees for Damages

The School Principal, with the Technology Department and Police will evaluate damage to the device and determine if the damage is intentional or accidental. Any damages that are deemed to be intentional will be charged to the student. A parent/guardian will receive the invoice for assessed charges to be billed to the student.

Intentional damages will also be addressed by the school administration team. The student will be charged for damages as assessed and may receive disciplinary action as outlined in the document below.

Disciplinary Action for Damages - Intentional

Elementary Matrix for Intentional Damage:
First Offense: Principal's Discretion & Charge for Repair
Second Offense: 1-3 Days ISS & Charge for Repair

Third Offense: 1-3 days OSS & Charge for Repair

Middle School Matrix for Intentional Damage:
First Offense: ISS/Behavior Contract & Charge for Repair
Second Offense: ISS or OSS/ Loss of Privilege & Charge for Repair
Third Offense: OSS / Loss of Privilege & Charge for Repair

High School Matrix for Intentional Damage:
First Offense: ISS/Behavior Contract & Charge for Repair
Second Offense: ISS or OSS/ Loss of Privilege & Charge for Repair
Third Offense: OSS / Loss of Privilege & Charge for Repair

ACCEPTABLE USE POLICY

Violation of Acceptable Use Policy/ Handbook

This section covers the policy when a student violates the Acceptable Use Policy or expectations as outlined in the Chambersburg Handbook.

Definition of a Computer Violation includes but is not limited to:

- Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
- Using the network or devices for commercial or private advertising;
- Using the network or devices for private financial or commercial gain;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- Using the internet and district resources in any way that would disrupt its use by others;
- Using another user's account or password;
- Intentional posting of material authored or created by another;
- Intentionally posting anonymous messages and/or misrepresenting one's own identity to others; excluding surveys and/or discussion boards set by teachers.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material;
- Capturing, recording, or transmitting the words and/or images of any student, staff member, or other person in the school without express prior notice and explicit consent;
- Using the network while access privileges are suspended or revoked;
- Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy, including the use of a VPN (or similar) to bypass the district proxy;
- Repeated off-topic or off-task use of technology during class time.
- No device may be used to record, store, or transmit any type of image, sound, or video, without the explicit permission of the teacher or school administrator.

Violations as described in this Policy, Student Device Handbook & Policy Guide, regulations, rules, and procedures and other School District policies, may be reported to the School

District, and to appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. Actions that constitute a crime under state and/or federal law, could result in arrest, criminal prosecution, and/or lifetime inclusion on a sexual offenders registry. The School District will cooperate to the extent legally required with authorities in all such investigations. Vandalism will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline. Any and all costs incurred by the School District for repairs and/or replacement of software, hardware and data files and for technological consultant services due to any violation of this Policy, other School District policies, regulations, rules, and procedures, or ISP terms, or federal, state, or local law, shall be paid by the User who caused the loss.

Disciplinary Action for Violations of the Acceptable Use Policy 815
Elementary Matrix for Violation of AUP:
First Offense: Principal's Discretion
Second Offense: 10 days Limited Access Group/ 1-3 Days ISS
Third Offense: Limited Access Group for remainder of school year/ 2-5 Days OSS

Middle School Matrix for Violation of AUP:
First Offense: Parent Conference
Second Offense: 10 days Limited Access Group/ 1-3 Days ISS
Third Offense: Limited Access Group for remainder of school year/ 2-5 Days OSS

High School Matrix for Violation of AUP:
First Offense: 10 days Limited Access Group/ 1-3 Days ISS
Second Offense: Limited Access Group for remainder of school year / 3-5 Days OSS

Limited Access Group is a specific group for student users who continue to violate the Acceptable Use Policy. These users will only have access to previously approved sites for instructional purposes when using their district provided credentials and device.

It is important to note that any student who helps another student to circumvent this disciplinary action is violating the Acceptable Use Policy and subject to disciplinary action as well.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

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

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

Parental permission is in place to keep you informed. For our students to use these programs and services, certain personal identifying information might be requested by the service provider, such as the student's name, a username, password and occasionally a school email address. Under federal law entitled the **Children's Online Privacy Protection Act (COPPA)**,

these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. A complete list of the programs with the privacy policy and terms of service for each can be found on our district website at CASD Websites and Apps located at http://bit.ly/2X4L5Ld.

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

CELL PHONES AND ELECTRONIC DEVICES

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

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

- Confirmed First Offense: Phone turned in to office, 30 minute detention issued, student can collect at end of day.
- Confirmed Second Offense: Phone turned in to office, 60 minute detention issued, student can collect at end of day.
- Confirmed Third Offense: Phone turned in to office, 90 minute detention issued, student can collect at end of day.
- Confirmed Fourth Offense: Phone turned in to office, ISS is issued, student can collect at end of day.

*Additional consequences are at the discretion of administration.
*Students will NOT be allowed to take their phones to CIA during the school day.

If a student refuses to hand over a device to a staff member, administration will intervene. CASD police and the parent/guardian of the student will also be notified. This will result in ISS for the student and confiscation of the device.

While we are allowing students to bring their own devices to school, this does not mean that students can carry the device on their person. Cell phones are to be turned off and locked in the student's locker between 7:30 a.m. and 3:00 p.m.
All parent/guardian communication to students should be handled through the main office (717-261-3385). Students are not permitted to use cell phones to text or call parents. They should report to the office to do so.

USE OF TELEPHONES BY STUDENTS

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

ACCIDENTS / NURSE

ACCIDENTS

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

ACCIDENT INSURANCE

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

SCHOOL NURSE

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

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

MEDICATIONS

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

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

Students are not permitted to have prescription or nonprescription medications in their possession at any time while in school. All students must surrender any medications to the school nurse or designated school personnel upon entering the building to avoid disciplinary action. The only exceptions are those medications permitted for a student to have in their possession by law, such as a rescue asthma inhaler, an epi-pen or medication and equipment to care for diabetes. Before a student can carry these types of medications, students must

supply a signed prescription medication form in which the physician has checked and/or written a statement that the student is capable of carrying and self-administering the medication. This grants permission for the student to carry the medication while in school and on the bus.

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

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

IMMUNIZATIONS

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

PHYSICAL EXAMINATIONS

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

ACADEMICS & GRADING

STUDENT ASSISTANCE PROGRAM (SAP)

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

GRADING SCALE

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

The following alpha grade with its numerical scale shall be used for grading of students 6-8:

- 90-100 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59-0 = F

W - WITHHELD
I - INCOMPLETE

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

- **Distinguished Honor Roll:** Students with all “A’s”
- **Honor Roll:** Students with an average 3.5 or higher, no grade lower than a “B”

GRADE PROCEDURES

W’s and I’s

First, Second and Third Marking Period

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

Fourth Marking Period and Final Grade

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

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

HOMEWORK

Beliefs Regarding Homework:

1. Research confirms that homework increases performance among all ability levels and is an essential part of the learning process.
2. Homework should be a direct reinforcement or extension of lesson objectives.
3. Homework is the responsibility of the student.
4. Homework teaches accountability, responsibility, and preparedness.
5. Teachers and parents can expect that students will:
    - Record his/her homework assignments in the student agenda.
    - Complete all homework assignments on time.
    - Utilize activities period for homework if they do not have a club or homeroom activity that day.

- Be aware of the Team's Homework Policy.
- Contact each of his/her classroom teachers on the day of the student's return to school to make arrangements for completing missed assignments.

SUMMER SCHOOL

Students and families will be informed throughout the school year about the student's possibility of failure by the grade level counselor and administrative team.

FINANCIAL RESPONSIBILITY

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

REQUIREMENTS FOR PROMOTION

Minimal promotional guidelines for middle school students are as follows:

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

STUDENT RIGHTS

STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/ELIGIBLE STUDENTS

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

- *The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.* A parent of an eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- *The right to request amendment of the student's education records that the parent of eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.* A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the district decides not to amend the record as requested, the principal

will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- *The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.* Disclosure of personally identifiable information can be made without consent to the following:
    - School officials, including teachers, have a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.
    - Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record, if so requested.
    - Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.
    - Officials connected with a student's application for a receipt of financial aid.
    - State and local officials who are required to get specific information pursuant to State Law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
    - Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
    - Accrediting Institutions.
    - In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
    - Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent of eligible student prior to the complying with the subpoena or court order.

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

- *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA*. The name and address of the office that administers FERPA is:

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

BOARD DOCS. – **Link to Board Docs.**

PUPIL RECORDS POLICY/PROTECTION OF PUPIL RIGHTS

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

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

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

SAFETY

WEAPONS–
WEAPONS BOARD POLICY 218.1 (REVISED 11/16/21)
Link to Policy 218.1

TERRORISTIC THREATS-
TERRORISTIC THREATS — BOARD POLICY 218.2 (REVISED 11/16/21)
Link to Policy 218.2

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

TOBACCO USE — BOARD POLICY 222 (SMOKING)
Link to Policy 222

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

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

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

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

CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227
Link to Policy 227

DISTRIBUTING, PUSHING, AND/OR SELLING OF DRUGS OR ALCOHOL
The Chambersburg Area School District prohibits the use, possession for resale, sale, attempted sale, delivery or distribution of any drug, alcohol, misbranded or look-alike substance on school property, on school buses, or at any school sponsored activity as outlined in the student handbook. Students found pushing drugs, alcohol, paraphernalia, misbranded or look-alike substances will be:

- Reported to parents
- Result in assignment to the Out-of-school suspension for 3 days.
- Result in assignment to the Out-of-school suspension for 10 days after an offer of a due process hearing in the office of the principal within 5 days for temporary suspension.
- Referred to law enforcement authorities, in accordance with the Drug-Free School Act.
- Referred to the Superintendent for recommendations to the Chambersburg Area School District Board of School Directors for expulsion and referral for prosecution.

- Referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program as recommended. Satisfactory completion of the program must be in writing from the facility before readmission to school.

UNLAWFUL HARASSMENT – BOARD POLICY 248
Link to Policy 248

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – BOARD POLICY 103
Link to Policy 103

SAFE2SAY SOMETHING PENNSYLVANIA
Safe2Say Something is a school safety anonymous reporting system. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late. The system is anonymous so it's easy and completely confidential to report safety concerns to help prevent violence and tragedies.

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

HAZING – BOARD POLICY 247
Link to Policy 247

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

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

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

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

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

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

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

1. Board's Bullying Policy.

2. Report of bullying incidents.

3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines
The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

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

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

Consequences for Violations
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.

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

ALTERNATIVE INSTRUCTION

RESTORATIVE PRACTICES - Middle Level

- Teen Safety matters lessons (2 times per grade level)
- AI for instructional purposes for students
- Connections Classroom
- CABS 2
- Small Group Lessons with grade level counselor
- List items for PBIS
- True Trojan at South
    - Various events throughout the year to recognize the entire student body, smaller groups of students, and individual students
- Trojan 100 Club at North
    - Various events throughout the year to recognize the entire student body, smaller groups of students, and individual students

ALTERNATE INSTRUCTION

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

IN BUIDLING ALTERNATE INSTRUCTION

Academic instruction will be provided in a separate setting in the school building (1-3 DAYS)
Academic assistance will be provided for the needs of the student from a certified teacher.
They also are not permitted to participate in athletic events, extracurricular activities, etc.

OUT OF BUIDLING ALTERNATE INSTRUCTION

Academic assistance will be in an alternative location in the school district. (up to 10 days).
Academic assistance will be provided for the needs of the student from a certified teacher.
They also are not permitted to participate in athletic events, extracurricular activities, etc.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

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

Level 1	Examples to include, but not limited to:	Consequences based on Classroom Teacher
	-Violation of tardy policy -Profanity -Failure to return doctor's notes -Throwing items -Cellphone violation (Follow school policy & procedures) -Sleeping in Class -Tardy to class -Excessive talking -Off task behavior -Missing homework -Not prepared for class -Public display of affection -Backpack in class -Dress and grooming (Follow office procedures)	-Verbal redirection -Private student conference -Classroom intervention (ex. seating arrangement, non-verbal que) - Parent contact -Detention (30 minutes) -Detention (60 minutes
Level II	**Examples to include, but not limited to:**	**Consequences based on Classroom Teacher and/or Administrative Discretion**
	-Minor Altercation -Bullying -Disruption of the educational setting -Cyber Bullying -Truancy -Cutting Class -Disrespect to authority -Time not served -Forging notes -Breaking school rules -Computer violation -Dishonesty lying/cheating -Horseplay without injury -Defiance insubordination -Plagiarism ** Continuation of Level 1 offenses	-Student conference -Loss of privileges -Parent conference -Detention (30 minutes) -Detention (60 minutes) -Student contract / Behavior Plan -ISS/Alternative Instruction -SAP referral -Police notification if necessary ***
Level III	**Examples to include, but not limited to:**	**Consequences based on Administrative Discretion and District Policy**
	-Repeated Bullying -Indecent exposure -Open lewdness -Obscene and other sexual materials -Sexual harassment -Racial / ethnic intimidation	-Student contract / Behavior Plan -Building level review -1 to 5 days ISS/OSS -1 to 10 days ISS/OSS -ISS/Alternative Instruction -Police notification if necessary ***

	-Other form harassment/intimidation -Fighting -Stalking -Robbery/burglary -Theft and related offenses -Institutional vandalism -Criminal trespassing -Disorderly conduct -Possession or under the influence of a controlled substance -Drug or alcohol violation -Possession use or sale of tobacco -Vaping materials -Trespassing -Criminal mischief ** Continuation of Level 2 offenses	-SAP referral
Level IV	Examples to include, but not limited to:	Consequences based on Administrative Discretion and District Policy
	-Simple assault -Aggravated assault (on staff or student) -Rape -Involuntary sexual intercourse -Statutory sexual assault -Sexual assault -Aggravated indecent assault -Indecent assault -Kidnapping/interference with custody of child -Unlawful restraint -Threatening school official/student -Reckless endangering -Crimes related to criminal homicide -Arson and related offenses -Rioting -Bomb threats -Terroristic threats -Sale or distribution of a controlled substance -Sale/possession or under the influence of alcohol -Institutional sexual assault -Possession of a weapon ** Continuation of Level 3 offenses	-1 to 5 days ISS/Alternative Instruction -1 to 10 days OSS -Building level review -Administrative review -Alternative placement -Expulsion -Restitution -Threat assessment -SAP referral -Police notification

A Guide to Special Education Services and Programs

This guide lists and explains the Special Education Services and Programs available in the District.

SPECIAL EDUCATION PRE-REFERRAL PROCESS

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

Screening/Early Intervening Services

The Chambersburg Area School District provides screening for possible eligibility for special services through the implementation of a Core Intervention Team. The Core Intervention Team members may consist of: academic coach, principal, parents, intervention specialist, classroom teacher, school counselor, school psychologist, and/or representatives from community agencies depending on the needs of the student.

The screening process may include the following:

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

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

The district offers the following services:

- Autistic Support
- Emotional Support
- Life Skills Support
- Gifted Support
- Learning Support
- Multiple Disabilities Support
- Speech/Language Support

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

CLASSROOM SUPPORT

● **Instructional Support:** Every effort will be made to adapt a regular education program to your child's needs before he is evaluated for special education services. Classroom adjustments may include curricular adaptations, modifications in assignments, changes in instructional approaches, and/or changes in instructional or behavioral management approaches.

● **Due Process:** The Fourteenth Amendment to the United States Constitution ensures everyone "due process" and "equal protection" of the law. Due process is a series of steps to guarantee each student a free, appropriate public education. At each step in determining your child's need for specially designed instruction, parents are involved in the decision-making process. An explanation of your due process rights is available upon request in our schools.

● **Confidentiality:** The District ensures the confidentiality of student records in the following ways:

- Limited access to authorized school personnel for the purpose of aiding the student.
- Obtaining parental approval for release of information to all other sources.

SUPPORT CLASSROOMS

● **Autistic Support/PDD**: Services and programs for exceptional students with a diagnosis of autism or pervasive developmental disorder (PDD).

● **Emotional Support:** Services and programs for students with inappropriate behavior and inability to develop interpersonal relationships that adversely affect educational performance over a long period of time.

● **Hearing Impaired Support:** Services and programs for students with hearing loss, ranging from mild to severe, interfering with communication.

● **Learning Support:** Services and programs for exceptional students whose primary identified need is academic support.

● **Life Skills Support:** Services and programs for exceptional students where instruction is focused primarily on functional academics and daily living.

● **Multiple Disabilities Support:** Services and programs for exceptional students who are identified as having a combination of physical and mental disabilities.

● **Physical/Occupational Therapy:** Services and programs for exceptional students with orthopedic and/or fine motor skill difficulties.

● **Speech and Language Support:** Services and programs for exceptional students whose language, voice, fluency or articulation impairments, affect communication.

● **Visually Impaired Support:** Services and programs for exceptional students with loss of vision, affecting educational performance.

● **Gifted Support:** Services and programs for gifted identified students who need curriculum enrichment and/or advancement.

How to Access Special Education Services and Programs

Parents, guardians, teachers, counselors or others identify students who may have special needs.

School teams with parents/ guardians should meet to discuss student needs. Screenings are available to guide next steps for planning forward either academically, behaviorally, or socially/emotionally which may result in recommendations for intervention and /or testing. All recommendations are focused on support in place for the student.

Written parental permission is required for a formal evaluation. At any time during the process a parent has the right to request an evaluation through the school district. A comprehensive evaluation report is developed by a certified school psychologist who determines the nature and degree of the impairment. An individual education program (IEP) team reviews the recommendations from the evaluation and determines if the student needs specially-designed instruction. If the student is eligible for services, the team develops an IEP. IEP's are reviewed and updated annually. Reevaluations are conducted bi-annually and triennially.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND CHAPTER 15/SECTION 504 SERVICES

NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN CHAMBERSURG AREA SCHOOL DISTRICT

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, charter schools, and intermediate units are required to conduct child find activities for children who may be eligible for special education services or services via Section 504 of the Rehabilitation Act of 1973. Information related to special education services can be accessed via the Individuals with Disabilities Education Act and via 22 PA Code Chapter 14. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts and charter schools are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, charter school, and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities of eligible young children. In addition to this public notice, each school district, charter school, and intermediate unit shall publish

written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the district of residence. Contact information is listed at the end of this public notice.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For more information contact the Lincoln Intermediate Unit 12 Preschool Office at (717)624-6491.

EVALUATION PROCESS

Each school district, charter school, and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Preschool Program Supervisor, Lincoln Intermediate Unit #12, 65 Billerbeck Street, New Oxford, PA 17350.

CONSENT

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, charter school staff, or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

FERPA

CONFIDENTIALITY OF INFORMATION

The school districts, charter schools, and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State Law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.
   Parents or eligible students who wish to inspect the child's records should submit to the school principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place in which the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
   Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, or appropriate school official, clearly identifying the part(s) of the record(s) they want changed and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
   Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate education interest must be set forth in the annual notification for FERPA rights.

   The following general criteria will be used to determine whether an individual is a school official who might need access to education records:

- A person employed by the agency or school in an administrative, counseling, supervisory, academic, student support service, or research position, or a support person to these positions.
- A person employed by or under contract to the agency or school to perform a special task, which could include, but is not limited to, a volunteer, contractor, consultant, attorney, auditor, medical professional, or therapist.
- A parent or student that volunteers to serve on an official committee, such as a disciplinary or grievance committee.
- A parent, student, or other volunteer assisting another school official in performing his or her tasks.

The following general criteria will be used to determine whether a legitimate educational interest exists that would allow a school official to be granted access to education records:

- The information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement.
- The information is to be used within the context of official agency or school business and not for purposes extraneous to the official's areas of responsibility or to the agency or school.
- The information is relevant to the accomplishment of some task or to a determination about the student.
- The information is to be used consistently with the purposes for which the data are maintained.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school or school district to make a *reasonable effort* to notify the parent or student of the records request unless it states in an annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

    Student Privacy Policy Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, DC 20202

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer

booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity **listed** below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the intermediate unit.

DISCLOSURE OF INFORMATION

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the individual –
    - Performs an institutional service or function for which the agency or institution would otherwise use employees;
    - Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and
    - Complies with the requirements governing the use and redisclosure of personally identifiable information from education records.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of making a reasonable attempt to notify the parent or eligible student at the last known address or parent of the eligible student, unless:
    - The disclosure is initiated by the parent or eligible student; or
    - The annual notification includes a notice that the agency or institution includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities,

such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to:
    - Develop, validate, or administer predictive tests;
    - Administer student aid programs; or
    - Improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency, inclusive of that student, other students, or other members of the school community.
- Information the school has designated as "directory information."
    - This information may be disclosed if the agency or institution has given public notice to parents of students in attendance and eligible student in the attendance at the agency or institution of:
        - The types of personally identifiable information that the agency or institution has designated as directory information;
        - A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
        - The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

DIRECTORY INFORMATION

FERPA requires that the agency or institution may disclose appropriately designated "directory information" without written consent, unless you have advised the agency or institution to the contrary in accordance with agency or institution procedures. The primary purpose of directory information is to allow the agency or institution to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the agency or institution to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School District in writing. The School District has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the

user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, veteran status or marital status. No preschool, elementary or secondary school student enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

MIDDLE-SCHOOL PHYSICAL EDUCATION

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

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

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

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

<u>PE UNIFORM POLICY</u>

- PE Uniform will be required in all PE classes grades 6-12
- Gym Uniforms (are these prices still the same?)
    - Set Price $15.00
    - Shorts $10.00
    - Shirts $8.00
    - Locks - $2.00
- PE Uniform must be purchased from the Middle School on select dates over the summer as well as during the first week of school. Uniforms cannot be purchased from any outside retail vendors.
- PE Uniform has a CASD exclusive Logo on the Shirt and Shorts that cannot be purchased anywhere else.

***** Students are <u>NOT</u> permitted to alter the uniform.***

How students are graded:

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

This represents a balance between student participation and knowledge gained. Students are not only graded on what they can do, but also on what they know as with core classes.

STUDENT INVOLVEMENT

ACTIVITIES PERIOD

The first period of the day is set aside for student activities. All students are required to report to homeroom for activities period before going to a scheduled club activity. Those students having a scheduled activity are required to sign out from homeroom with the approval of the homeroom proctor and report to the activity. Students going to another teacher must have obtained a properly completed hall pass from the teacher to be visited prior to activities period and sign out from homeroom. Students going elsewhere in the building must have a completed pass from the homeroom teacher and have signed out from homeroom. Any student found in the building without a legitimate hall pass is subject to disciplinary action. Those students remaining in homeroom are required to have books and materials necessary to use the period for productive work. Students participating in sports or performing in an event must meet the attendance standards on the day of the event to be eligible to participate.

Clubs and activities are a privilege, if you are failing two or more classes you will not be permitted to participate in any clubs or activities. If you have 3 or more detentions or a suspension, you will be prohibited from attending the club or activity for that marking period.

CLUBS and ACTIVITIES

Art Club (8th)	Chorus	Band	Orchestra	Yearbook
Video Game Club (7th & 8th)	STEM Club	Student Store	Recycling Club	Trojan Dollar
Drama Club	Multi-Cultural Club	Future Farmers of America (FFA)	Chess Club	Intramurals
CAMS Trojan Council (CTC)	TV Studio	Newspaper Club	Library	Trout Club (8th th)

<u>ACTIVITY CONFLICTS</u>

When a student is involved in two or more previously approved school-related activities, and the activities conflict because of a unique educational opportunity, the student must make

his/her own decision as to which activity he/she will participate. The student must notify the teacher/coach involved at least one week prior to the scheduled event of his/her decision. Failure to observe this policy may lead to the student being denied the privilege of appearing in either engagement. No student will be punished for nonparticipation in a conflicting activity.

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

MUSIC DEPARTMENT

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

LIBRARY

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

FIELD TRIPS

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

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

SCHOOL-RELATED AFTER SCHOOL ACTIVITIES

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

STUDENT COUNCIL

CRITERIA FOR STUDENT COUNCIL ELECTIONS

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

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