

2026-2027



Superintendent of School
Mr. Christopher Bigger
Superintendent

High School Administration

Mr. Rod Brenize	Principal
Mrs. Deborah Luffy	Director of Education 9-12
Dr. Lisa Schoenleber	Academic Principal
Mr. Steven McNew	9 th Grade Principal
Mrs. Jennifer Preisler	10 th Grade Principal
Mr. William Brindle	11 th Grade Principal
Mrs. Lissett Jones	12 th Grade Principal

DEDICATION

As a student in the Chambersburg Area Senior High School, you are encouraged to use this handbook as a constant reference source during your years at CASHS. We endeavored to present the facts as they were available at the time of preparation; however, it is to be expected that changes will occur and conditions will vary with the passing of time. With this in mind, the reader must accept these differences and realize that they were unavoidable. The very best of luck and success is wished for you at Chambersburg Area Senior High School. We hope that this small booklet will help to acquaint you with your surroundings.

THE CASHS ADMINISTRATION

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admissions, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Titles VI and IX and Section 504, may be directed to the Human Resource Director, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone (717) 261-3303.

"Si usted no puede hablar o leer ingles y necesita ayuda entendiendo esta informacion, por favor llame al 267-1485. Digale a la persona que se comunice con la escuela y ellos se comunicarán con la interpretadora de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias."

COUNSELOR ASSIGNMENTS 2023-24

Grade 9	Jamie McMillen	A-K (261-3341)	Lindsay Leonard	L-Z (261-5623)
Grade 10	Devyn Heinbaugh	A-K (261-3338)	Ginger Rotz	L-Z (261-3340)
Grade 11	Victor Acheson	A-K (261-5615)	Emma Mummert	L-Z (261-3339)
Grade 12	Audra Hochreiter	A-K (261-3337)	Lisa Hill	L-Z (261-5660)

THIS AGENDA BELONGS TO:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NO. _____

***** CASHS student handbook is provided to help students and parents understand district and building expectations and policies. While this document is accurate as of it's approval date, information contained within this handbook is subject to change throughout the school year.**

Administrative Offices
435 Stanley Avenue
Chambersburg, Pennsylvania 17201
Telephone (717) 263-9281



2026-2027 Academic Calendar
BOARD APPROVED 6-24-25

AUGUST 2026

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(8 student days)

14 Staff In-Service/Room Prep
17-18 Staff In-Service Days
19 First Day for Students
28 Staff In-Service/PTC

SEPTEMBER 2026

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(20 student days)

07 Labor Day Holiday
18 Staff In-Service/PTC

OCTOBER 2026

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(20 student days)

12 Columbus Day Holiday
22 End of 1st Marking Period
23 Staff In-Service/PTC

NOVEMBER 2026

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(15 student days)

06 Staff In-Service/PTC
11 Veterans Day Holiday
25-30 Thanksgiving Holiday

DECEMBER 2026

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(13 student days)

11 Staff In-Service/PTC
21-31 Christmas Holiday

JANUARY 2027

S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(18 student days)

01 New Year's Holiday
15 Staff In-Service/PTC
18 MLK Day Holiday
19 End of 2nd Marking Period

FEBRUARY 2027

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

(17 student days)

05 Staff In-Service/PTC
15 Presidents Day Holiday
26 Staff In-Service/PTC

MARCH 2027

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(20 student days)

12 Staff In-Service/PTC
25 End of 3rd Marking Period
26-29 Easter Holiday

APRIL 2027

S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(21 student days)

16 Staff In-Service/PTC

MAY 2027

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(19 student days)

14 Staff In-Service/PTC
28 Graduation-CMS & CASHS, Half Day Dismissal
31 Memorial Day Holiday

JUNE 2027

S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(1 student day)

01 Tentative Last Day of School, Half Day Dismissal, end of 4th Marking Period
02 Snow Day 1
03 Snow Day 2
04 Snow Day 3

KEY

- First Day for Students
- Staff in-Service, Parent/Teacher Conferences (PTC) with opportunities for Student Activities/Interventions
- Holiday, Schools Closed
- End of Marking Periods
- Graduation-CMS & CASHS, Half Day Dismissal
- Last Day for Students, Half Day Dismissal
- Snow Days

ACCESS/PSSA/KEYSTONE EXAM SCHEDULE

ACCESS for English Language Learners - January-February 2027 TBD
PSSA - English Language Arts April 26-30, 2027 Grades 3-8
PSSA - Mathematics, Science & Make ups - May 3-7, 2027 Grades 3-8
Keystone Exams - Algebra I, Biology, Literature - Jan. 4-15, 2027
Keystone Exams - Algebra I, Biology, Literature - May 17-28, 2027





CASHS Bell Schedule 2026-2027

Bell Schedule A Normal Bell Schedule	
Staff	7:30
Block 1	8:00 - 9:20
Block 2	9:24 - 10:44
FLEX	10:48 - 11:32
Block 3	11:36 - 1:36
Lunch 1	11:36 - 12:06
Lunch 2	12:13 - 12:43
Lunch 3	12:50 - 1:20
Block 4	1:40 - 3:00
Staff Dismissal	3:00

Bell Schedule B Event Schedule	
Staff	7:30
Activity	8:00 - 9:00
Block 1	9:05 - 10:25
Block 3	10:30 - 12:10
Lunch 1	10:30 - 11:00
Lunch 2	11:05 - 11:35
Lunch 3	11:40 - 12:10
Block 2	12:15 - 1:35
Block 4	1:40 - 3:00
Staff Dismissal	3:00

Bell Schedule C 2-Hr. Delay	
Staff	9:30
Block 1	10:00 - 11:02
Block 3	11:07 - 12:47
Lunch 1	11:07 - 11:37
Lunch 2	11:42 - 12:12
Lunch 3	12:17 - 12:47
Block 2	12:51 - 1:53
Block 4	1:58 - 3:00

Bell Schedule D 2 Hr. Early Dismissal	
Staff	7:30
Block 1	8:00 - 9:02
Block 2	9:07 - 10:09
Block 3	10:14 - 11:53
Lunch 1	10:14 - 10:44
Lunch 2	10:49 - 11:19
Lunch 3	11:23 - 11:53
Block 4	11:58 - 1:00

CHAMBERSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

To provide a safe, nurturing, and engaging environment where students will receive a rigorous and responsive education that will empower them to compete globally.

CHAMBERSBURG AREA SCHOOL DISTRICT BELIEF STATEMENTS

- Student, 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.

CHAMBERSBURG AREA SENIOR HIGH SCHOOL MISSION STATEMENT

The Chambersburg Area Senior High School is committed to student excellence through high educational standards. In partnership with the community, we will assist students in acquiring the skills and the knowledge to achieve their potential and the integrity to meet the demands of the future by creating a challenging educational environment.

CHAMBERSBURG AREA SENIOR HIGH SCHOOL VISION STATEMENT

Prepare students for any career by providing effective instruction that enhances comprehension, analysis, and communication skills in all content areas.

BELIEF STATEMENTS

- We believe that learning is a lifelong process.
- We believe that our students should have equal access to all educational opportunities.
- We believe that education is essential for individual growth and self-worth.
- We believe that education should provide an appreciation and understanding of diversity.
- We believe that all adults should be positive role models for youths.
- We believe that communication is essential for education and is a shared responsibility.
- We believe that schools should increase expectations and challenge students.

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

In an effort to create and maintain a safe and orderly environment, the District uses a variety of video surveillance technology in buildings, on school properties, and transportation vehicles. Please be aware that access to buildings will be obtained through secured entrance procedures that may 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.

CODE OF CONDUCT AND STUDENT EXPECTATIONS

Chambersburg Area Senior High School (CASHS) code of conduct and student expectations are provided to all stakeholders to aid in the success of our students. These key expectations will enable students to continue to grow academically, socially and emotionally during their high school experience.

HERO

H

Hardworking - Having a positive attitude, pride in work, and a desire to do your best at all times.

E

Encouraging - The ability to support and build confidence in others.

R

Respectful - Honoring the personal rights of yourself, others, and the community.

O

Ownership - A willingness to accept responsibility for your words, actions, and goals. The ability to take ownership of their learning and having pride in attending CASHS.

The goal of the “Hero” program is to invite students to:

- **Choose** to do what is right.
- **Work** to heal what is wrong or unjust.
- **Understand** that we are stronger together than apart.

#DoRight | #TrojanStrong | #HeroUp

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.

ACCOMMODATIONS FOR AMERICANS WITH DISABILITIES

If you are handicapped 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 261-3303 or TDD 261-3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

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, 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.

STUDENTS EXPERIENCING HOMELESSNESS

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 meet 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.juarezlemus@casdonline.org.

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 monitoring of 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 261-3405, CASD Office of Buildings & Grounds.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

As a parent of a student in the Chambersburg Area School district, under the Every Child Succeeds Act (ESSA) of 2015, you have a right to know the professional qualifications of the teachers who instruct your child. The Every Student Succeeds Act (ESSA) gives you 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 s/he 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, 261-3303.

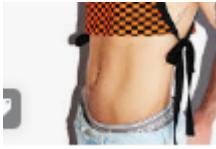
PRIDE IN SELF – DRESS CODE

Students are expected to wear proper clothing in order to create a positive school atmosphere. Students should present themselves in a manner that does not create a distraction to the educational process. Clothing worn from home in the morning will be worn for the day. Changing into other clothing, except for physical education class will not be permitted. Students are advised of the following when selecting their school attire:

TOPS

- Tops may NOT be see-through/revealing, form-fitting, ripped or frayed. Midriff and cleavage must be covered. No undergarments should be visible (examples include bra straps and underwear).
- Outerwear/outdoor wear may be worn to and from school, but not in the school building.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are not permitted.





BOTTOMS

- Cut-offs are not permitted. Bottoms should not contain holes above the knee. No pajama bottoms are permitted.
- Shorts, skirts, skorts, dresses, and jumpers may be worn, but should not expose the buttocks or ride low exposing mid riffs.
- All bottoms must be worn at the waist.
- Leggings, tights, etc. are permitted under skirts/dresses in any color or pattern.
- If wearing leggings, student's top must cover the buttocks.



HATS / HEADWEAR

- No HATS or HOODS are permitted to be worn on the head while in the building.
- Sun glasses are not to be worn in the building.





HAIR

- Fluorescent/rainbow colors are permitted for students grades 9-12.
- 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.

FOOTWEAR

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

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

DRESS CODE VIOLATIONS

After the first dress code warning CASHS will utilize a progressive discipline process that could result in, changing of clothes to In School Suspension or Out of School Suspension.

LEAVING BUILDING

No pupil is permitted to leave the building at any time during school hours without permission and signing the registry book in the school office. Students may leave only through the high school office.

ATTENDANCE REGULATIONS

This building's operating regulations address the monitoring of student attendance in grades 9-12. Application of the regulation shall include each of the grades listed. As with all regulations students shall be treated as individuals with each case being determined on its merits. Building principals shall prepare reasonably consistent regulations pertinent to record keeping and notification. It shall be the responsibility of each principal in working with his/her staff to develop a plan for encouraging exemplary attendance.

When a student is tardy to school (enters the building after 7:59) he/she must report to the office where he/she receives an admit to class. The student must provide a note on the day they are tardy stating a valid reason in order for the tardy to be excused.

Absence is the non-attendance of a student on those days and half days in which the school was in session. When a student is absent, he/she must bring a note from home within three days of the absence. This note must be presented to the front office or placed in one of the labeled attendance boxes located in the hallways.. A suggested form for the note from home is as follows:

Please excuse Jane Jones for absence on Wednesday, September 13, due to illness. Grade (indicate grade of student)
Yours truly,
Mary Jones

Additionally, a google form can be found in the parent portal to submit for absences.

All absences shall be recorded as excused unless the principal determines reason to list the absence as unexcused/unlawful. Reasons for unexcused/unlawful absence include but are not limited to: truancy, missing the bus, personal business not pre-approved by the principal, oversleeping, assisting at home, absence from class without excuse, baby-sitting, tardiness, avoidable appointments, non-district provided transportation

After the first but no later than the third unexcused/unlawful absence parents shall receive a first notice. The fourth unexcused/unlawful absence may result in a Private Criminal Complaint for truancy. Repeated unexcused absences for students eighteen years of age or older shall result in notice of the potential exclusion for non-attendance.

Temporary admits issued by the office are good for three school days. Any temporary admits not cleared by the student through the office will be declared unexcused/unlawful absence.

PROCEDURES FOR NOTIFYING PARENTS AND THE RAMIFICATIONS FOR EXCESSIVE ABSENCES

Notification:

After the third (3rd) unlawful absence the attendance secretary shall issue a first offense notice via regular mail. Upon the fourth unlawful absence (4th) a Private Criminal Complaint for truancy may be filed with the District Justice. Upon five (5) cumulative absences a Five Day warning letter may be issued and a school staff member will place a phone call to the student's parents/guardian. After 10 cumulative absences a letter may be issued advising a student's parent/guardian that the student must have a doctor's note for any further absences from school. The doctor's note must indicate that the student was seen and must also indicate a return date to school. If excessive absences are impacting the academic and/or social performance of a student, parents will be required to attend a School Attendance Improvement Conference at the school.

At any time during this process the principal may place the child on a medical excuse restriction, refer the child to an agency or take any action necessary to remedy excessive absence. Those children whose extenuating circumstances are approved by the principal shall be immune to the system.

Definition of "truant." Is defined as a child subject to compulsory school laws "having three (3) or more school days of unexcused absence during the *current* school year."

Definition for "habitual truancy." is defined as a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the *current* school year." Therefore, a child is habitually truant once he or she accumulates six unexcused absences during the course of the school year. These absences do not need to run consecutively.

**** Any student who has accumulated 10 or more unexcused absences will not be permitted to participate in the Homecoming Dance, Color Day or the Prom.

Absence from Class:

Unexcused/unlawful: Should a student's absence from class be unexcused/unlawful, s/ he may receive a grade of 0 for that class.

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 by the end of the marking period, the grade for the nine weeks may be withheld (W). Failure to complete assigned work during the withheld grace period will result in an F for the marking period.

School related activity: Absence for a school related activity shall follow the guidelines of an excused absence.

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.

Educational Trips: Educational trips are permitted. An educational trip may not exceed five (5) school days unless approved by the grade level or building level principal. Prior approval of the school is required. To provide for appropriate screening it is asked that requests be submitted ten (10) school 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.

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.

Appeal: Any student and his parents have the right to appeal under any section of this regulation. This first step of appeal is to the building principal. The second step of appeal is to the superintendent whose decision shall be final. All appeals will be settled in a timely manner.

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:

1. 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 dismissal slip.
2. 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.
3. Parents, guardians, or emergency contacts listed in the Sapphire portal are required to sign students out in the school office prior to leaving the building. Students will 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.

PRE-APPROVED ABSENCES

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

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

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

MAKE-UP WORK DURING ABSENCES

When a student is absent or expects to be absent three or more days, a parent should request the homework assignments by calling the office at 261-3322. 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. Students will be able to locate most assignments in Google classroom/Schoology. An absent student will have the time to make up missed assignments equal to the number of excused days absent.

AFTER SCHOOL DISMISSAL

Any student who has scheduled bus transportation but wishes to walk, ride a bicycle, 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 parents be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration. The bus driver's minor incident report is a written notification of inappropriate behavior sent directly to the parents. Parents are expected to sign the form and return it to the bus driver.

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

First Offense- The bus driver will contact the parent and document date/time and number of who was contacted.

Second Offense- The bus driver will contact the principal of the student's school. The principal will have a conference with the student and assign discipline.

Third Offense - Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**

Dangerous Offenses or Threats to Commit Dangerous Offenses- When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.

The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.

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 RULES AND REGULATIONS

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 may 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 upholstery 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 communication device is 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. 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.

All ACT 26 violations by students will result in disciplinary actions by Administration and Law Enforcement to include:

1. Alcohol, Drug, and or Vaping/Tobacco use or possession
2. Assault/Fighting
3. Harassment
4. Weapon use or possession
5. Terroristic Threats
6. Inappropriate display of body parts

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

(POLICY 226)

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 through the Trojan Store. Locks may be cut off in the event that a student cannot be located and a search of the locker is necessary. The school will not be responsible for articles lost or stolen from lockers whether locked, unlocked, or unattended.

TEXTBOOKS

The school district furnishes textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to textbooks will result in replacement costs. Lost textbooks must be paid for or replaced immediately. The cost for these must be paid to the office at the time of damage or loss, and a receipt will be issued. All book bills must be paid to attend summer school, graduation and other school programs.

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 property or equipment will be required to pay for the damage done or replace the item. Furthermore, a student may be referred to the Chambersburg Area School District Police Department for legal charges if needed.

ELECTRONIC DEVICES BOARD POLICY

(POLICY 237)

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students and teachers from their educational mission and otherwise disrupt the educational environment.

Therefore, the Board adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology.^[1]

The Board prohibits the use of any electronic devices by any high school student during the school day (from the beginning of first period until the end of last period), which includes homeroom and study halls.

All personal electronic devices should be left at home or secured in a student's assigned locker. Any personal devices found in possession of students during the school day will be confiscated, held in the school office and disciplinary measures will be administered according to the school's discipline matrix.

ACCEPTABLE USE OF NETWORKS AND COMPUTING RESOURCES

(POLICY 815)

The Chambersburg Area School District is providing employees and students access to the District's network and computing resources system, which includes Internet access. The District's system of networks and computing resources has a limited

educational purpose, which is to support the instructional and administrative needs of the District. The use of the District's systems must be in compliance with established policies, procedures, and conditions of the Chambersburg Area School District and any external entity of which the network or computing resources are connected. A copy of the complete acceptable use policy is available in the high school office and on the school district's web-site. A parent or legal guardian must sign an agreement to allow their student to have an individual account. Agreements will be given to students to bring home for appropriate signatures. Parents or legal guardians may request alternative activities for their child(ren) that do not require Internet access. Per the Children's Internet Protection Act and the District's Acceptable Use Policy, Chambersburg Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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.

All student attending in person at CASHS will receive an iPad. Students attending CVA courses will be provided Chromebooks for course completion.

Insurance information for iPad:

Coverage Fees:

The initial fee of this coverage for the 2026 - 2027 school year is \$10 for each student.

Insurance Claims:

In the event of damage to the iPad, or if it is lost or stolen, notification must be made in person to the School Office immediately. If necessary, a police report may be required along with proof of filing. An additional fee provided in the Claim Matrix below will be due for accidental damage, misuse or abuse, or if the iPad is lost or stolen.

Deliberate damage to the iPad may result in the full replacement cost of the iPad. The CASD provides a cover and all students are required to use the district issued cover. If damages are incurred and it is found that the CASD issued cover was not on the iPad at the time of damage, the student will be held responsible for all repairs or replacement cost of the iPad. Students found to have tampered with the CASD issued iPad in any way that may void the AppleCare Warranty and will be responsible for the cost of repairs incurred or replacement cost. This fee must be paid by the student, or other responsible party, prior to the CASD issuing a replacement iPad. Subsequent claims will result in higher deductibles as outlined in the Claim Matrix below.

Claim Matrix (if damage was **accidental**):

1 st Claim	2 nd Claim	3 rd Claim	Lost or Stolen
\$0	\$0	Cost of repair from Apple	Cost of iPad/ case replacement

Students with multiple claims determined to be a result of chronic misuse or abuse of CASD issued iPads may result in disciplinary action as provided in the CASD Student Code of Conduct, policies, regulations, rules, and procedures.

In the event of loss or damage of the charging brick and/or sync cable, the student will be required to replace these items with an Apple brand charging brick and/or sync cable through the school district insurance matrix. Students should not be purchasing replacement parts on their own.

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.

ACCIDENTS

In case of an accident, no matter how minor, the student should report it to their teacher, nurse 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 occurs when 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 and maintains 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 parents/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.

Students becoming ill during school hours are to report to their classroom teacher who will issue a pass to the school nurse. If the nurse is not available, the student will report to the high school office. Reporting anywhere else will be considered a cut. **Please note that the use of cell phones to contact parents under these circumstances is prohibited and could result in disciplinary consequences and an unexcused absence.**

MEDICATIONS

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

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

Students are not permitted to have prescription or nonprescription medications in their possession at any time while in school. All students must surrender any medications to the school nurse or designated school personnel upon entering the building to avoid disciplinary action. The only exceptions are those medications permitted for a student to have in their possession by law, such as a rescue asthma inhaler, an epi-pen or medication and equipment to care for diabetes. Before a student can carry these types of medications, students must supply a signed prescription medication form in which the physician has checked and/or written a statement that the student is capable of carrying and self-administering the medication. This grants permission for the student to carry the medication while in school and on the bus.

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

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

IMMUNIZATIONS

Please note that the immunization requirements for school attendance have changed as of the 2018-2019 school year. All 12th grade students are required to have a second meningococcal vaccine (MCV) prior to their senior year. Failure to obtain this vaccine may result in the student being excluded from school until this vaccine is obtained. Contact your child's primary care provider with any questions regarding immunization changes. If a student is uninsured, this vaccine can be obtained from the Franklin County State Health Center. The State Health Center is located at 375 Floral Ave., Chambersburg, PA 17201 and the telephone number is 717-263-4143.

PHYSICAL EXAMINATIONS

A physical examination is mandated by the Pennsylvania Department of Health for all 11th grade students. This physical requirement can be obtained from your private physician, a local walk-in clinic for a nominal fee, or free of charge from the school physician. Physical examination forms are sent home during the 10th grade school year or can be obtained through the CASHS website on the Health Services link in the "For Parents" section.

SCHOOL BASED HEALTH CENTER

CASHS is fortunate to have a School Based Health Center located within the building. The School Based Health Center is a walk-in clinic, staffed by Keystone Pediatrics primary care providers. The Health Center functions in the same manner as any other walk-in clinic in terms of types of services offered and billing insurance for those services. Parental permission must be obtained before a student can be treated by the School Based Health Center providers. The permission forms for the School Based Health Center were sent home with the student's health history review. Please sign and return these permission forms at your earliest convenience if you want your child to have access to the School Based Health Center.

STUDENT ASSISTANCE PROGRAM

A specially trained team of educators makes up our SAP team in each secondary building of Chambersburg Area School District. The Student Assistance Team is a program to identify high at-risk students who have school-related problems relative to mental health issues and/or drug/alcohol use/abuse. It is a method for the identification, intervention, and referral of students who are believed to be at-risk. It 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 CASHS students:

A	Excellent	-	90-100%
B	Good	-	80-89%
C	Average	-	70-79%
D	Poor, Needs Improvement	-	60-69%
F	Failure	-	59%-Below
W	Withheld		

For selected courses:

P	Pass	-	60%-100%
F	Fail	-	59%-Below

GRADE PROCEDURE

W's

First and Third Marking Period (Second Marking Period for Year Long Classes)

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 and third marking periods (and second marking period for a year long class), if the work is not made up within two weeks of when grades were due, the "W" grade will be changed to an "F". Exceptions to this may be made with the prior approval of the building principal.

Final Marking Period of Any Course and Final Grade

If the above occurs during the final marking period of any course, a "W" should be assigned as the marking period grade **and** the final grade. If the work is not made up within the two-week period, the final marking period grade should be changed to an "F". 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 final marking period grade. During the final marking period of any course, when a teacher anticipates a "W" grade, a written notification must be sent to the parent/guardian. When a teacher assigns a "W" as an interim final grade, a written explanation must be submitted to the building principal and the student's counselor.

ACADEMIC DISHONESTY

The Chambersburg Area Senior High School is committed to teaching students how to become ethical users of information and ideas. Students are held accountable for proper documentation and honest work. Furthermore, students are expected to submit original work that accurately references all sources of information utilized for assignments. Plagiarism and cheating, including the use of Artificial Intelligence (AI) that does not comply with the [CASD Policy 815.3](#) are regarded as serious offenses and will be addressed appropriately. It is an expectation that all departments and students adhere to and enforce this policy.

Plagiarism demonstrates a lack of integrity and character and a false view of a student's strengths and weaknesses, which interferes with the assessment and feedback processes that are necessary for academic growth. Plagiarism is defined as:

- Copying another person's ideas or work whether intentional or not, in whole or in part, from a print or non-print source, and attempting to pass them off as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- Presenting the work of tutors, parents, siblings or friends as one's own work.
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.
- Submitting material that was used previously for another assignment.
- Citing sources that are not actually sources.
- Using Artificial Intelligence (AI) to unethically and/or irresponsibly complete academic or other school related tasks as stated in CASD School Board policy.

ARTIFICIAL INTELLIGENCE - BOARD POLICY 815.3

[POLICY 815.3](#)

As with plagiarism, cheating demonstrates a lack of integrity and character, leaving the instructor with an unclear view of the student's strengths and weaknesses. Cheating prohibits students from demonstrating competence and hinders instructors from gauging their teaching methods. Cheating is defined as:

- Exchanging assignments with other students whether it is believed they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Giving or receiving answers before, during, or after a quiz, test, etc. It is the responsibility of the student to secure his/her own papers so other students will not have the opportunity to copy.
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of administration.
- Using summaries/commentaries (such as, but not limited to *Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials.

If a teacher has sufficient reason to believe that a student is participating in academic dishonesty, the teacher must determine the level of the violation based on the criteria below. Following this determination, appropriate actions will be taken.

First-Degree Violation- May occur due to ignorance or inexperience on the part of the student. This may include a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work. Recommended procedures include:

1. Completion of a make-up or alternative assignment at a more difficult level.
2. Parental notification.
3. A grade reduction on the original assignment.
4. A letter in the student's academic file detailing the offense.

Second-Degree Violation- Considered a more serious offense. Examples include use of one or more paragraphs of another's ideas and/or work without correct citation. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. Recommended procedures include:

1. Completion of an alternative assignment at a more difficult level.
2. Parental notification.
3. A grade reduction on the original assignment.
4. A letter in the student's academic file detailing the offense.
5. Notification to the National Honor Society advisor, if applicable.

Third Degree Violation- Considered the most **severe** case of violation to policies. Indicates the majority of a student's work has been taken from another source and not referenced. An example may be a purchased paper. Also, this would include improperly acquiring information and/or intentionally altering it. In addition, it may include students who have previously been found guilty in the past. Recommended procedures include:

1. No credit for the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Parental notification.
4. Notification to National Honor Society advisor, if applicable.
5. Reduction in overall course grade for the term or year.
6. Disciplinary action taken by administration.

SUMMER SCHOOL, CREDITS, AND QUALITY POINTS

Summer school provides middle and secondary students with the opportunity to remediate failed courses. An "F" for a final grade will indicate that the student may remediate the class via the approved summer school program. The failing grade earned in the original course will remain on the student's transcript and will be used for GPA calculation. Students who successfully complete a credit recovery course with a 60% or higher will receive credit for the course, which will count toward graduation. The transcript, however, will list the course as Pass/Fail, and the grade will not be used when calculating a student's GPA.

(Maximum credit recovery credits permitted are listed below by class)

GRADUATION REQUIREMENTS

Chapter 4 Regulations (PA Department of Education) determine graduation requirements from High School. Credits towards graduation are compiled beginning with the ninth grade. One credit is awarded for each academic subject which meets for one full block period five days per week for an entire semester, or for a class meeting every other day for the entire school year. A fraction of a credit is given for all other courses taken, depending on the scheduled instructional time of the class. A student is permitted to drop or change a course only by prior approval from the office. If a student is permitted to change to another course, the grades from the original course will be credited toward the new course average.

Students are provided time within their high school experience to earn 8 credits a year/ 32 credits over 4 years. Students are expected to pass 23 credits to earn a diploma from CASD. Starting in 2026-2027, students will be expected to retake courses during the school day, or they can take online credit recovery courses. Here are the new parameters for each graduating class that CASD will use for credit recovery:

Class of 2027

- Students will be able to take any available credit recovery courses to graduate on-time with their peers at the May graduation.

- Students will pay for credit recovery courses online at \$100/class (school year) or \$180/IU class (summer).*

Class of 2028

- Students will be able to recover a maximum of 4 credits (2.0 credits for Alg 1 and 2.0 other credits).
- Students will be able to take credit recovery courses to graduate on-time with their peers at the May graduation.
- Students will pay for credit recovery courses online at \$100/class (school year) or \$180/IU class (summer).*

Class of 2029 and beyond

- Students will be able to recover a maximum of 2.0 credits (Algebra 1 will be only 1.0 credit).
- Students will be able to take credit recovery courses to graduate on-time with their peers at the May graduation.
- Students will pay for credit recovery courses online at \$100/class (school year) or \$180/IU class (summer).*

A total of 23 credits in grades 9-12 are required for graduation from the Chambersburg Area Senior High School. 16.5 of the 23 credits must be in major subject areas exclusive of: Band, Instrumental Music, Jazz Band, Symphonic Orchestra, Sophomore Chorus, Glee Club, and Elective Physical Education. Additional requirements include 6.5 credits of elective coursework, proficiency on the Keystone Biology, Algebra I and 10th grade English assessments, or a school district alternative assessment. (**Act 158/Chapter 339**)

Graduation Requirements Summary

4.00	Credit Units of English
4.00	Credit Units of Math (Algebra I, three other Math courses)
3.50	Credit Units of Social Science
3.00	Credit Units of Science (One of which must be Biology)
1.50	Credit Units of Wellness and Fitness (.5 credits of which must be Health)
.50	Credit Units of Communication Seminar (2026 and 2027), Personal Finance Management (Beginning with class of 2028)
6.50	Credit Units of Electives
***	Completion of Act 158 requirements (stated above)

HONOR GROUPS FOR GRADUATION

- A student will be eligible for graduation honors recognition at CASHS if they meet the following guidelines:
- The class rank list at the end of the first marking period of the senior year will be used to determine graduation honors for fall semester graduates.
- The class rank list at the end of the third marking period or the senior year will be used to determine graduation honors for spring semester graduates..
- Top 20% of each class, based on class rank at the end of the third marking period.

QUALITY POINT AVERAGE COURSE WEIGHTING

Course weighting is an attempt to aid class rank and hopefully encourage students to elect more difficult courses.

1.4 Weighting

AP Language & Composition
 AP Literature & Composition
 AP Biology
 AP Calculus AB
 AP Calculus BC
 AP Physics 1: Algebra-based
 AP Physics 2: Algebra-based
 AP Chemistry
 AP US History
 AP Statistics
 AP Spanish
 AP German
 AP World History
 AP European History
 AP Govt. & Politics
 AP Psychology
 AP Environmental Sci
 AP Studio Art
 AP Music Theory
 AP Computer Science Principles
 AP Computer Science A
 IB Language A: Literature HL
 IB History of the Americas HL
 IB Psychology HL
 IB Biology HL
 IB Chemistry HL
 IB Latin HL
 IB Music

1.2 Weighting

Hon. English 9, 10, 11, 12
 Human Anatomy & Physiology
 Pre- Calculus
 Hon. Latin I, II
 Hon. German I, II, III
 Hon. Spanish I, II, III
 Hon. Chemistry
 Hon. Biology
 Hon. Physics
 Hon. Geometry
 Hon. Algebra II
 Hon. Early Am. History
 Hon. Modern Am. History
 Hon. World History
 IB Music
 IB Math SL: App. & Interp.
 IB Info. Tech. Global Society
 IB Sports SL
 IB Spanish ab initio SL
 IB Lang. B SL (Ger. & Spanish)
 Accounting III

NATIONAL HONOR SOCIETY

CASHS is proud to have an active chapter of The National Honor Society. Membership is based on scholarship, service, character, and leadership. At the end of the third marking period, all juniors and sophomores with a QPA of 3.75 are invited to complete a form which requests eligible students to list their activities at school, home, work, and community. The student then lists all of his/her teachers so that the teachers can provide information concerning any incidents of lying, cheating, disrespect for authority, time slips, demerits, withheld grades, or any other information relative to the student's behavior. If there are any negative comments, the student is asked to respond and to furnish an explanation for the negative comments. All successful candidates will be inducted at a formal evening ceremony in the spring. Annual dues are \$30.00. All members must maintain the high standards by which they were selected. The N.H.S. is a service organization. Membership is an honor and privilege for which every student should strive.

COUNSELING SERVICES

The counseling program in the Senior High School is concerned with all phases of a student's development – academic, mental, emotional, physical and social. Each counselor will be available to help students discuss personal problems, confidentially and to help them develop their career and educational plans. All available data identifying the student's abilities, aptitudes, skills, and discussions with career speakers and post-secondary school representatives will be utilized to help students make their own choices and decisions. Interested parents are encouraged to schedule appointments with the counselors

SCHOLARSHIPS

The Chambersburg Area Senior High School, through the Counseling Department, offers to senior students a variety of applications for local and national scholarships. The criteria and procedure for the scholarship applications are announced as they are received. The announcement takes place over the daily intercom system, the Counseling Department bulletin board, and on-line at the CASHS counseling web page. The details of each scholarship, as well as the deadline dates, both for the Counseling Office and to the scholarship sponsors, are included in the announcements, the counseling bulletin board and on-line. Students may obtain additional information from the Counseling Office.

STUDENT RECORDS

Policies regarding the dissemination of student records are available in the counseling office. This policy requires a signed release form before school records are sent to employers or other schools. The school is not permitted to release the records of any students who have not paid for lost textbooks or other unaccounted for school property.

LIBRARY INFORMATION FOR STUDENTS

The library is open from 7:40 AM to 3:10 PM during each school day for staff and student research and pleasure reading. Students are encouraged to make use of all the resources and services that the library has to offer.

Library Access:

Passes are required at all times during the school day. If a class is scheduled in the reference area and a student must use this area to do reference work, a pass authorized by the subject area teacher is required. Passes are not required before and after school.

Order of Priority:

As the library has seating for less than 5% of the student body, access to facilities is provided in a priority order: 1) students in scheduled library classes; 2) students with assigned research to complete; 3) students for pleasure reading. Students with work that has no relevance to library resources are asked to complete this work elsewhere.

Policies:

Students are expected to provide ID cards when checking out books. Students using library computers must sign in and follow the district's AUP. All school rules, policies, and procedures are followed in the library. Specifically, students are expected to abide by all expectations for academics prep periods while in the library.

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:

1. 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.
2. The right to request amendment of the student's education records that the parent of an 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 in writing 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.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. **School officials, including teachers, with legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or wellbeing 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.**
- b. **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.**
- c. **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.**
- d. **Officials connected with a student's application for a receipt of financial aid.**
- e. **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.**
- f. **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.**
- g. **Accrediting institutions.**
- h. **In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.**
- i. **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.

4. 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

5. 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.

6. 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.

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 unemancipated 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 students have close family relationships; legally recognized privileged relationships such as that of a lawyer, doctor, or minister; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

STUDENT DISCIPLINE

Discipline procedures are based upon the need to handle, as objectively as possible, the unacceptable attitudes or behavior exhibited by students in the school environment

Any student who has accumulated 10 or more suspension days (ISS or OSS) and/or 10 or more unexcused absences will not be permitted to participate in the Homecoming Dance, Color Day, or the Prom, Mini-thon, Special Olympics, Trojan Walk, Senior Decision Day, Talent shows, Hoops for Heart, Powder Puff football game, or activity club participation events.

SCHOOL BOARD

[SCHOOL BOARD DOCS](#)

STUDENT RIGHTS & 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 students' 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.

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the course of study prescribed by local school authorities.
10. Report accurately in student media
11. Do not use obscene language in student media or on school premises.

DISCIPLINE GUIDELINES

Level 1	Examples to include, but not limited to:	Consequences based on Administrative Discretion
	-Violation of tardy policy -Profanity -Misuse of permanent hall pass -Failure to return doctor's notes -Duplicate admit issued -Throwing items -Cellphone violation -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	-Verbal redirection -Private student conference -Classroom intervention (ex. seating arrangement, non-verbal cue) - Parent notification and documentation -Detention (30 minutes) -Detention (60 minutes) -Detention (90 minutes)
Level II	Examples to include, but not limited to:	Consequences based on 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 (to include use of AI violating Policy 815.3) -Continuation of Level I offense***	-Student conference -Detention -Youth Court -Restorative Practice Groups -Loss of privileges -Parent conference -1-3 ISS/Alternative instruction/community service -Student contract -SAP referral
Level III	Examples to include, but not limited to:	Consequences based on Administrative Discretion and District Policy
	-Indecent exposure -Open lewdness -Obscene and other sexual materials and performance -Sexual harassment -Racial ethnic intimidation -Bullying -Cyber Bullying -Other form harassment/intimidation -Fighting -Stalking -Robbery/burglary -Theft and related offenses -Institutional vandalism -Criminal trespassing -Failure of disorderly person to disperse -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 II offense***	-SAP referral -Youth Court -Restorative Practice Groups -Student contract -ISS/Alternative instruction/community service -Building level review -1 to 5 days ISS/OSS/Alternative Instruction -1 to 10 days ISS/OSS/Alternative Instruction -Police notification if necessary ***

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 III offense***	-1 to 5 days ISS/Alternative instruction/community service -1 to 10 days OSS/Alternative Instruction -Building level review -Administrative review -Alternative placement -Expulsion -Restitution -Threat assessment -SAP referral -Police notification***

WEAPONS – BOARD POLICY 218.1

[POLICY 218.1](#)

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS – BOARD POLICY 220

[POLICY 220](#)

TOBACCO/NICOTINE USE — BOARD POLICY 222

[POLICY 222](#)

CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227

[POLICY 227](#)

UNLAWFUL HARASSMENT – BOARD POLICY 248

[POLICY 248](#)

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – BOARD POLICY 103

[POLICY 103](#)

HAZING – BOARD POLICY 247

[POLICY 247](#)

BULLYING/CYBERBULLYING – BOARD POLICY 249

[POLICY 249](#)

GENERAL REGULATIONS & HINTS

1. Smoking and possession of tobacco, vaping and/or alcohol and drugs or drinking by students in the school building or in the school vicinity during any school activity is prohibited. Possession of tobacco, intoxicating beverages, and drugs on school property or school-sponsored trips is prohibited. The first offense for drugs or alcohol will result in a ten-day suspension, and the second offense will result in a ten-day suspension and may result in permanent expulsion from school.
2. A telephone is available for public use in the school office. It is earnestly requested that parents and pupils use the office telephone in cases of emergency only. The office assistants will handle such calls courteously. Public phones are limited to three minutes and emergency use only.
3. During suspension, students are not permitted to represent the school in extra-curricular activities such as sports, clubs, and public performances. Students are not permitted on any school grounds during a suspension.
4. Books and supplies lent to pupils are to be returned in good condition or paid for. By action of the school board, credits may be withheld for non-payment of school bills.
5. Tidy classrooms and halls are real evidence that education has begun to yield results; pupils should help in every way to maintain good building conditions.
6. Personal attire need not be expensive to be attractive. Personal attractiveness begins with personal cleanliness.
7. Even the most brilliant pupils need to do some home study.
8. The official school colors are navy blue and white.
9. Appreciation of persons appearing on the stage of the auditorium is evidenced by proper applause. Over applause and other discourteous actions have no place in a school assembly. Chambersburg Area Senior High School observes the practice of not applauding sacred numbers. There are times when speakers cannot be heard all through the auditorium; common courtesy demands that pupils at least be quiet when a speaker is before them.
10. In the interest of safety and good behavior, pupils must refrain from throwing objects of any kind in or around the building. The use of profane and/or obscene language will not be tolerated.
11. Pupils should have the feeling of partial ownership of the high school, together with a feeling of individual responsibility for its operation and general welfare.
12. All students must report back to their homeroom before going to their elective activity.
13. Students must stay on school property when they arrive either by bus or cars.
14. Radios, CD players, hand-held games, cameras and video cameras disrupt the school setting and are discouraged. These items must be secured in a locker at all times, and students are solely responsible for such items.
15. Possession of electronic devices and any text messaging devices is not permitted at school. These items will be confiscated from the student and released to the student once appropriate consequences have been fulfilled.
16. Students may not gamble or play games of chance.

Restorative Practices

CASHS implements Restorative Practices (RP) in several ways. According to the International Institute for Restorative Practices (2024), restorative practices are processes to strengthen relationships between students and our school community. It is a way to help our students address discipline situations and create healthy relationships while reinforcing their sense of belonging in our CASHS community. Several teachers implement RP in their classrooms. In addition, our counselors and community partners provide group circle sessions to address specific behaviors to include vaping, attendance, and other disruptive behaviors. Lastly, CASHS offers Youth Court as a restorative alternative to suspension. Restorative Practices help to improve student behavior and the CASHS culture and climate (IIRP, 2024)

DETENTION HALL

Students may be assigned to detention from 7:30 A.M. until 7:55 A.M. or from 3:08 P.M. until 3:38 P.M. in a designated room for failure to do assigned work, irregular attendance and tardiness, or for disciplinary reasons. The teacher in charge will give credit for the time made up if the student is orderly and does regular assigned work. Failure to make up assigned detentions will result in ineligibility to attend other school related events. Students must present current school ID cards to be admitted to make up time.

Detention and Detention Hall

Detention is used in cases of minor infractions of classroom or school rules and generally falls within the area of student misconduct classified as Level 1. The Levels of Student Misconduct are defined in Section 1 of these guidelines. If detention is used, proper supervision of the involved student must be provided. The detention hall is usually a classroom to which students must report before or after school hours in order to serve the time penalty imposed by school personnel.

Guidelines of Assignments to Detention Hall

1. Students will be advised by the teacher when detention is issued using multiples of thirty minutes, with a minimum of 30 for the first infraction and a maximum not to exceed 90 minutes for more serious infractions.
2. Time slips should be used to control minor infractions in the classroom, corridors, and on school property. Minor infractions in the classroom should include general school rules as well as the teacher's own rules, requirements and regulations. Minor infractions outside the classroom should be based upon the student handbook and the teacher handbook requirements.
3. When students are verbally notified of detention, they will be advised of the violation, how much time he/she is receiving, and when it should be made up.
4. Students should start making up the time slips on the following day, unless other arrangements have been made with the teacher.
5. Any student reporting to detention must have his/her texts and/or assignments. No credit will be given for time if the student talks or does not do approved school work.
6. After school transportation will not be available for students who attend after school detention.

IN BUILDING ALTERNATIVE INSTRUCTION

Academic assistance will be provided in a separate setting in the school building (1-3 days). Academic assistance will be provided for individual student needs from a certified teacher.

OUT OF BUILDING ALTERNATIVE INSTRUCTION

Academic assistance will be in an alternative location in the school district (up to 10 days). Academic assistance will be provided for individual student needs by a certified teacher.

IN SCHOOL SUSPENSION

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

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, Prom, etc. Out-of-school suspension will be assigned at the discretion of the principal.

****Students serving any type of alternative instruction or suspension are not permitted to participate in any athletic events, practices or other extracurricular activities during the assigned date(s) of the consequence.

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:

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

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

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

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

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:

- o 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.
- o 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.
- o A parent or student that volunteers to serve on an official committee, such as a disciplinary or grievance committee.
- o 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:

- o 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.
- o 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.
- o The information is relevant to the accomplishment of some task or to a determination about the student.
- o 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 –

- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o To accrediting organizations to carry out their accrediting functions.
- o To parents of an eligible student if the student is a dependent for IRS tax purposes.
- o To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- o To appropriate officials in connection with a health or safety emergency, inclusive of that student, other students, or other members of the school community.
- o 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.
- o 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.
- o 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.

ACTIVITY CONFLICTS

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

EXTRA-CURRICULAR ACTIVITIES

The following are the extra-curricular opportunities offered in our senior high school to which any talented or especially interested student may aspire.

*Baseball	Esquires	*Softball
*Band	*Field Hockey	*Soccer
*Basketball	*Football	Stage & Lighting
Bell Choir	Girls' Chorus	Steel Band
*Bocce Ball	Glee Club	Student Government
*Cheerleaders	*Golf	*Swimming/Diving
Choristers	*Indoor Guard	*Tennis
*Cross Country	*Lacrosse	*Track & Field
Drama	Library Staff	*Volleyball
Echo Staff	Orchestra	*Wrestling

*All students participating in certain extra-curricular activities will be required to pay a \$100 activities fee and will be subject to random drug screening.

CLUBS

The following is a list of clubs to which students who have an interest may become a member.

Academic Competition Team - ACT	English Lang. Learners (ELL) Club	Multi-Cultural Society
American Field Service - AFS	Fellowship of Christian Athletes-FCA	National Art Honor Society
American Sign Language - ASL	Future Business Leaders of America	National Honor Society
Audio-Visual (A-V) Club	Future Farmers of America - FFA	National Spanish Honor Society
AVEDIUM Club	German Club	Puzzles and Chess Club
CASHS Dance Club	Hero Student Committee	Ski Club
CFA Leadership	Hooked on Trout Club	Special Olymp. Planning Committee
Camera Club	Interact Club	STEM Club
Chemistry Club	Intramurals	Student Government
Christian Fellowship Club	JROTC Assembly	Symphonette
Class Advisors	Latin Club	Trojan Allies Club
Computer Science Honor Society	Library/Graphic Novel Club	Trojan TEAM
District Chorus/Cantamos/Choristers	Link Crew	Video Game Club
Drama Club	Mini Thon	
ECO Warriors	Mu Alpha Theta	

INTERSCHOLASTIC ATHLETICS

Interscholastic Athlete Substance Abuse

It is the philosophy of the Chambersburg Area School District to eliminate substance abuse in its school populations. A result of this philosophy is a Chambersburg Area School District policy to eliminate the use of controlled substances among its student athletes. Based upon the premise that athletic participation is a privilege and that athletes serve as role models to the youth of our community, this policy applies to substance abuse during and outside of school hours. As noted under "Extra Curricular Activities" student athletes will be subject to random drug screening.

Parents, educators, and community leaders must accept equal roles in eliminating substance abuses. All coaches, under the direction of the Athletic Director, are directed to work with their athletes in educational efforts to eliminate substance abuse. Athletes who come in contact with substance abuse are asked to immediately leave the circumstance of abuse.

It is recognized that from time to time substance abuse by athletes will occur. The following uniform discipline procedure is adopted to ensure fairness and equity. These procedures apply to athletes who consume or possess alcohol, drugs, and/or drug paraphernalia.

First Violation

The principal shall suspend the student-athlete for twenty (20) school days from the date the Athletic Director renders his decision. The student may not attend or participate in practices for the first ten (10) days of their suspension. After ten (10) days, the student-athlete may practice but not compete.

Second Violation

The principal shall suspend the student-athlete from attending and participating in practices and games with his/her team for 1 year (365 days) from the date rendered by the Athletic Director.

Third Violation

The principal shall permanently suspend the student-athlete from participating and attending all school sponsored athletic events while attending CASHS beginning with the date the Athletic Director notifies the school district.

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

The following procedures apply to athletes who smoke, chew tobacco, or use snuff in school or out of school:

1. First offense: Athletic competition suspension for 10 school days. Athletes will participate in team practice during this time period.
2. Second Offense: Dismissal from the team.

ELIGIBILITY

All students are eligible to participate on a variety of interscholastic athletic teams. They must meet the following standards:

1. The school rules of scholarship, deportment and attendance
2. The PIAA rules of age, amateur status, attendance, health, curriculum, and period of participation.
3. All athletes must have accident insurance in some form.
4. All athletes must agree to the training rules established by the head coach for each sport.
5. All athletes must return all athletic equipment in good condition at the end of the sport season.

NCAA STANDARDS

For a student who wishes to participate in athletics at an NCAA institution, they must:

1. Apply at www.eligibilitycenter.org.
2. Earn at least a 2.3 grade-point average in a core curriculum of at least 16 courses during grades 9-12 which satisfies the NCAA definition of a core course. Please check with your counselor to determine courses which meet NCAA standards.
3. Meet the GPA/SAT or GPA/ACT sliding scale standards. Visit www.eligibilitycenter.org for more information.

SOCIAL FUNCTIONS

The CASHS administration has adopted the following regulations:

1. There will be no re-admission to an event once a student has left the building or designated site of the event. Students may leave an event at any time but may not return.
2. Guest passes must be secured at the office before four o'clock of the date of the event and must be signed by an assistant principal. Guest passes will be signed at the door only in case of emergency. Students will avoid embarrassment for themselves and their friends by securing tickets at the proper time. The holder for the purpose of identification will retain guest passes throughout the evening in case any member of the faculty makes such a request.
3. In order to maintain high standards of conduct at high school social functions, the CASHS administration reserves the right to determine from time to time what constitutes fitting behavior and to bar from high school parties all persons guilty of violating the regulations made.
4. Parents, alumni (in good standing), and other guests may be admitted to any high school function upon the discretion of the administrator in charge.
5. Any student who has accumulated 10 or more days of suspension (ISS or OSS) will not be permitted to participate in Homecoming, Color Day, the Prom, Talent shows, Senior Decision Day, Special Olympics, Powder Puff football game, Trojan Walk, Mini-thon, KIDA, and other extra curricular events.
6. Students who owe detention or are placed on academic lockdown will not be permitted to attend above mentioned (#5) activities.

DANCES

The following guidelines should be followed in relation to school dances:

1. No school club or activity shall sponsor or advertise through the use of posters or the daily announcements any dances that are held off the school property except the Prom.
2. All school dance sponsors must make arrangements with the appropriate principal for police coverage, custodial arrangements, cafeteria preparation, and must follow standard procedures related to ticket sales and crowd control.
3. These procedures are given to each club advisor at the beginning of the school year.
4. Ninth grade students may not attend the Prom.
5. Individuals older than 20 years of age may not attend the Homecoming Dance or Prom.
6. Student dress guideline at dances will include the following:
 - a. Dresses must be finger tip length.
 - b. Dresses may not have cut-outs.
 - c. Dresses may not have extremely low backs (strapless dresses are permitted).
 - d. Shoes must stay on students' feet.
 - e. Gentlemen must not wear vests without shirts.

CRITERIA FOR ELECTION FOR HOMECOMING COURT AND COLOR DAY COURT

1. A student must have a 2.0 grade average during the 11th grade school year to be nominated for Homecoming Court.
2. A student must have a 2.0 grade point average to be eligible to be nominated for Color Day Court for the year.
3. No senior may participate on both Homecoming Court and Color Day Court.

CRITERIA FOR ELECTION TO OFFICE

Students wishing to run for CASHS class officers must meet the following requirements:

1. Have a 2.5 overall quality point average from the previous school year to have their names placed on the ballot.
2. Maintain a 2.5 overall quality point average while in office and show their report card to their advisor at the end of each marking period. If their grades fall below 2.5, the student will be removed from office.
3. Officers must show their report cards to their advisors within one week of issuance.
4. No student may hold two offices at the same time such as President of the Senior Class and President of the Student Government.

5. Class officers are expected to attend meetings before school hours and participate in the preparation and planning of school events such as Homecoming, Color Day, and Prom.

Students wishing to run for Student Government offices must meet the following requirements:

1. Be a member of the Junior Class except for the president-elect who will be a sophomore at the time of the election.
2. Gather a petition of a minimum of 25 signatures.
3. Maintain at least a 2.5 cumulative QPA since grade 9.
4. Receive the written endorsement of a senior member of Student Government.
5. No student may hold two offices at the same time such as President of Student Government and Senior Class President.

ASSEMBLIES

There are two types of assemblies held in the gymnasium or auditorium. The first type of assembly is the voluntary assembly. The second type of assembly is the mandatory type. During the mandatory assembly all students must report to the assembly.

STUDENT PARKING PERMITS

Students may obtain a parking permit in the high school office. Parking permits are necessary in order to park on school property. Students must park in the area designated as the "student parking lot." Moreover, the principal may revoke parking permits for a designated amount of school days if students are cutting classes and leaving school property. Furthermore, any reckless driving or horseplay in the student parking lots will result in a revocation of the parking permit and the possibility of charges being levied by the Chambersburg Area School District Police Department.

CONDUCT OF STUDENTS BEFORE AND AFTER SCHOOL

Bus entrance doors will be opened at 7:20 A.M. Pupils are required to enter the building or stay on the school property until the first bell rings at 7:50 A.M. We ask students to be good neighbors. Students who walk and/or drive should report directly to the campus before school. They may not leave the school area. After school is dismissed students must depart directly for home or work.

SCHOOL PASS

Students are not permitted in the halls during class periods unless an authorized staff member has granted permission and they have a pass/student ID. If a student does not bring their student ID to class, he/she may not be granted hall privileges (exception would be extreme emergency). If a student loses an ID card, a duplicate card may be purchased from the office for \$5.00.

CORRIDOR ETIQUETTE

In a large school such as Chambersburg Area Senior High School, order must be maintained in the corridors at all times. The following rules should always be first in the minds of the students:

1. When the student arrives at school early, he/she should enter the cafeteria or gym lobby and await in an orderly manner the opening bell.
2. Pupils should always keep to the right in the hallways.
3. Running, loud talking, and profane language in the corridor is prohibited.
4. Standing in groups in the corridors will cause congestion and must be avoided.
5. Pupils should move rapidly and promptly to the next class.
6. Students should not wear hats or headbands in the corridors or classrooms.
7. Before a pupil leaves his locker he/she should see that the doors are closed properly and that nothing is lying on the floor in front of his locker. The locker door should be locked.
8. Students are to report directly to school in the morning. They may not be in parked cars on school property, leave the school property, or be loitering in the vicinity of the school.
9. Drinking fountains must be kept clean. A pupil who deposits chewing gum or other matter in a fountain basin is endangering the health of the school population.
10. Punching, pushing, and pinching are types of actions that are not permitted on school property.
11. Public displays of affection are not permitted.
12. Upon dismissal at the end of the day students are expected to immediately leave the building unless they are participating in an after school activity.

ID CARDS

ID cards must be carried at all times, when on school property or at school functions. Failure to present the card when requested by a faculty or staff member may result in disciplinary action. Duplicate ID cards may be purchased from the office for \$5.00.

ACADEMIC PREPARATION PERIODS

Every pupil is assigned to an academic preparation period for all periods he is not occupied by class work or other assigned work. The academic preparation period is an excellent opportunity for training in concentration, self-control, honesty, respect for others and good manners. A pupil should use these periods for conscientious study or other worthwhile work. Cutting an academic prep period will be considered a class cut with appropriate disciplinary consequences.

BREAKFAST – CAFETERIA

Pupils may eat breakfast in the cafeteria. The student must consume all cafeteria purchased food and drink in the Cafeteria. Breakfast will be served from 7:30 A.M. to 7:53 A.M. Students may not purchase food to be eaten in homeroom or other classes, unless authorized. All food must stay in the cafeteria. Please be sure to clean your breakfast area and dispose of garbage properly.

LUNCH – CAFETERIA

Pupils may carry lunches to school. All others are expected to purchase a meal from the school cafeteria. A la carte lunches are available. Hot sandwiches, salads, soups, ice cream, and many other items are available at posted prices. Pupils are not permitted to leave campus for lunch.

Pupils should go to the cafeteria in an orderly fashion, secure a tray, and follow the line in which they are moving. Proper behavior and good etiquette are expected at all times. After eating students should take their tray to the dishwashing window. 12th grade students may visit outside in the court area when weather is appropriate. At no time may students order food to be delivered to the cafeteria from outside establishments.

Current breakfast and lunch meal pricing and a la carte pricing can be found on the school website under; Departments – Food and Nutrition.

Meal benefits must be applied for yearly. Families may apply after July 1, at www.schoolcafe.com

Following graduation, seniors with a positive lunch account balance will have until July 1 of their graduation year, to request a refund or transfer. Any remaining balance, following this date, will be donated to the No Child Hungry fund.

BULLETINS & ANNOUNCEMENTS

Students make the announcements for the day over the public address system each morning. If you wish to have announcements made regarding school activities, you must have the announcement initiated by the teacher or advisor, and by an administration.

PRIVACY ACT

Surveys of students regarding the following information are only authorized if prior consent of adult students or parental permission of younger students is obtained. Issues include:

- Political affiliations
- Mental and psychological problems which may be embarrassing to students and/or family
- Sex behavior and attitudes
- Illegal, anti-social, self-incriminating and/or demeaning behavior
- Critical appraisals of other individuals with whom the student has close family relationships
- Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and/or ministers
- Income, other than that required by law to determine eligibility of participation in a program or for receiving financial assistance

In addition, any materials that will be used in connection with said survey or as an evaluation, shall be available for inspection by the student or parent.