

CMS
Teacher Handbook
2026-2027



Administrators Supervisory Responsibilities

	Administrator	Extension	
<i>Building Principal</i>	Mr. Shawn Stenger	85510	
<i>Assistant Principal</i>	Mrs. Trisha Thomas	85501	
<i>Athletics</i>	Mr. Shawn Kimple	Athletic Department	80568
<i>Sup of Virtual Ed</i>	Mrs. Heidi Minnier	CVA, Credit Recovery, Summer School	14092
<i>Sup of Special Ed</i>	Dr. Emily Goodine	Special Education	13141

Counselors

<u>Alpha Letter</u>	<u>Counselors</u>	<u>Ext.</u>
A-K	Mrs. Traci Miller	85521
L-Z	Mrs. Heidi Lebitz	85520

Secretaries

<i>Building Secretary</i>	Mrs. Mary Bennett	Building Principal Secretary	85503
<i>Attendance Secretary</i>	Mrs. Melinda Shank	Assistant Principal Secretary	85500

Chambersburg Area School District Vision,
Mission and Beliefs

Vision: Every child achieves in school and attains the skills needed to be successful in the future through a highly collaborative culture of honesty, trustworthiness and passion for our mission of bettering the lives of children.

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

DISTRICT GOALS:

- Improve student achievement and outcomes.
- Ensure that students are career and college ready.
- Ensure that the Chambersburg Area School District has the most talented staff.
- Ensure that the Chambersburg Area School District is financially stable and shows evidence of financial stewardship.

BELIEF STATEMENTS:

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

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admissions, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments, The Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Titles VI and IX and Section 504, may be directed to the Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone 717-261-3477.

“Si usted no puede hablar o leer inglés y necesita ayuda entendiendo esta información, por favor llame al 717-261-3359. Dígle a la persona que se comuniquen 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.”

CMS Information Sheet Teachers

Basic Information

- Chambersburg Area Career Magnet School
- 717-261-5656 phone, 717-261-5658 fax
- 2459 Loop Rd. Chambersburg Pa 17202

Evacuation

- Fire Evacuation Plan should be posted in your classroom and explained to all students ahead of a drill or emergency.
- Run, Hide, Fight training should be covered with your students in preparation for an evacuation and/or lockdown.

Hours

- 7:30 A.M. - 3:00 P.M. and half days switch at 11:15 A.M.

Keys

- The office will give you keys for your room and cabinets. Your ID card is the fob to enter the building. You are required to sign off that you received each item.
- Alarm System: If you come in after hours, enter through the front main door. You will set the alarm off if you come through any other doors.

Parking Permit

- You will need to fill out papers in the office and display the parking pass at all times from your rearview mirror.

Morning Announcements

- Please check Schoology for announcements.

Phone System

- Office and Nurse phone numbers are posted by your classroom phone (if not, please request a copy from the office).

Absences

- Absences should be submitted through the CASD Frontline Education (AESOP) system: www.login.frontlineeducation.com or call 1-800-942-3767. The link can also be reached on the CASD website under the Essential Staff tab. An ID/username and password is required to enter an absence.

- Submit absences ASAP (at least 2 hours prior to the time requesting off). If you are submitting an absence late (6:30 a.m. or later) you should also email Mr. Stenger, Mrs. Thomas or Mary Bennett to ensure your classes get coverage.
- Leave attendance rosters, seating charts, substitute plans, safety plans, and any pertinent information for student accommodations in IEP/504 plans that a covering teacher would need in order to supervise your classroom. Office provides the substitute w/ a copy of your schedule and a key. Notify teachers/assistants you work with if possible.
- Personal days are submitted electronically; no paperwork is needed. There are a limited number of teachers in the building, currently 5 who are allowed to use a personal day on any given day. As a result it is recommended you check with the building secretary to determine if the day for which you want to use a personal day is still available before submitting the request electronically.
- It is necessary to have emergency sub plans ready in the event you are unexpectedly absent. Make them visible, or have a colleague know where they are.

TBA Requests

- To request a TBA, using Google Doc.
 - [TBA Needs 26-27](#)
- You must submit at least 24 hours in advance of the TBA.
- Be sure to check the TBA list.
 - [CMS TBA Sign-Up 26-27](#)

Submitting Grades

- **Grades must be updated weekly.**
- Make sure your Schoology grades and Sapphire grades are matching. Grades in Sapphire are the official grades.

Student Information

- Sapphire Suite Information System (look for icon on desktop) is the hub for attendance, grades, IEPs, 504 plans, ELL information, medical information, parent contact information, and student information.
- To prepare for parent meetings with a translator, our CMS Spanish translator is Maritza Moore. Their offices are at the Chambersburg Engagement Center and in the student services hall. They will schedule the meeting for you if you give them a date and time.
- You can also use **LanguageLine** for parent meetings:
 - Dial: 18668743972
 - Provide Client ID: 507978
 - Indicate the language you need

- Provide access code: 804

IEP meetings

- If a special education teacher contacts you for information about a special education student in your class, please give them detailed responses, including what modifications you are or are not using.

Duty:

If assigned a duty you are to show up promptly and stay for the entire duration of your designated duty.

CMS Updates

- Updates are sent out at least once a week and will include important upcoming academic and social events as well as celebrations. It should always be read carefully!
- Please check Schoology daily for updates.

Discipline

- If you need to enter a student discipline referral to an administrator, follow the steps below:
 1. Once logged in, click on “Discipline.”
 2. Click “New Referral.”
 3. Under “Student ID,” type in student’s name.
 4. Click floppy disc for save.
 5. Type in incident details under “Edit Official Description.”
 6. Click floppy disc for save.

Copy Work

- For small amounts of copies you can use any printer in the building. If printing more than 25 copies you should use a larger copier.
- To send work to be the copy center please use the CASD COPY REQUEST FORM. Copies of this form can be found on the short counter in the mailroom. A request needs to be completed and paperclipped to each assignment. You must fill in the following information on the request form:
 - Requestor Name (Your name)
 - Document Title (What is your document called?)
 - Date submitted

- Date due (when you want to have it back - a 2 day turn around is average)
- # of originals (how many pieces of paper is the original)
- # of copies (how many copies you need)
- Check the box that corresponds to the total number of pages (Pieces of paper) over or under 700
- SIGN!
- Finishing Work
 - Collated, stapled, 1 vs 2-sided, folding, 3 hole punch, special instructions (colored paper) must be written on the lines provided.
- You can also email the copy center at xerox@casdonline.org. You must provide the information listed above in your email with your assignment attached.

Supply Requests

- Supplies can be requested to Mary Bennett
 - Supplies you can request (but not limited to):
 - Paper (lined, computer, graphing, construction, poster board)
 - Folders, hanging file folders, manila folders
 - Composition notebooks
 - Pencils, crayons, markers, colored pencils
 - Glue (liquid and sticks)
 - Tape dispenser, refill, masking tape
 - Scissors, rulers, meter sticks
 - Stapler, staples
 - Paper towels
 - Binder clips (large and small), rubber bands, post-its, paper clips (large and small), index cards (large and small)
 - Expo markers, erasers, whiteboard cleaner
 - Timeslips

Daily tasks

- Every day
 - **Submit 1st period attendance by 8:10 a.m.. Any student that comes to class after 8:00 a.m. is tardy. Allow students to enter your classroom and update their attendance in Sapphire. You will not need to send them to the main office for a tardy slip. This will avoid unnecessary, extra traffic in hallways.**
 - Band students will have their attendance taken in band. Do not mark them absent. They are dismissed so they should be in your classroom by 8:10 a.m. *Make a note/highlight all band students on your*

roster/attendance/seating chart so that a substitute does not mark them absent.

- On 2-hour delays there is no band in the morning so you will be responsible for taking their attendance.
- **Check your students' attendance through the daily absence list or by looking at the daily attendance in Sapphire**
 - If a student cuts your class, make a note of it on your attendance sheet and question the student when they return. You can also email that student's previous teachers for the day to see if he/she was present in their classes, had an early dismissal, was sent to the nurse, etc. If a student skips 3 consecutive days, verify their presence in school through their other teachers.
 - If the student admits to cutting upon questioning or you can verify they cut your class through their attendance in other classes, submit a discipline referral for cutting class. Be sure to list specifics in your referral. A phone call to parents/guardians is also recommended.
- **Mark students who are tardy to your class.**
 - After 1st and 2nd tardy, issue a verbal warning. After the 3rd tardy students should be issued a 30 minute time slip. You can also enter this as a discipline referral with the ACTION being that you issued a time slip. A call/email home is recommended. Follow the discipline behavior matrix on next steps.
- **Document behavior issues early and often.** Check with the student's other teachers to see if this is a recurring behavior that needs to be addressed. Contact the parent/guardian early.
- **When submitting referrals, you should include all actions that you have taken prior to referral submission.** You should keep a call log of all phone calls/email contact you have made or attempted to make with the parent/guardian. These efforts should be documented in the communication manager section in the student's Sapphire portal.
- **Dress code issues should be sent to the office/ principal ASAP.** (1st period)
- **Contact the grade level counselor prior to sending the student.** This will verify that the counselor is in their office and available to meet with the student.
- **Check your mailbox and email daily.**
- **Make all attempts to respond to emails within a 24 hour time frame.**
- **Check that your phone is not off the hook.** If bumped slightly, they can appear to be correctly positioned but are actually off the hook. This prevents the office from being able to quickly contact your room.

- **Lesson plans for the upcoming lessons should be readily available.**
- **Material prep.** Sending out copies as needed, gathering materials, securing laptop carts/computer labs, etc.
- **Set up for the next day.** In the event of an unplanned absence it is helpful if you already have materials needed for the next day in an easy to find location.
- **Never leave students unattended.** Ask the teacher next door to assist or call the main office.
- **Always have updated and easy to find:**
 - **Seating Charts.** Seating charts created using student ID photos are especially helpful when someone has to cover your classes. This can be created in Sapphire.
 - Notate any specific notes that may be helpful for the TBA or sub covering the class.
 - **Emergency Lesson Plans.** It is easier on you and your substitute if you have some emergency lesson plans and materials ready to go. Illnesses can't always be predicted so in the event that you will have a last minute absence it is helpful to have something already pre-planned and ready to go (articles to read, review materials, etc.)
 - **Hard copy of gradebook.** When students transfer to another class (or just change class periods with the same teacher), the assignment grades do NOT transfer with them. Technology can always unexpectedly fail. You should always keep a paper copy of your gradebook.

Child-Line Referral Instructions

- Keep in mind -- you are the mandated reporter -- not the investigator. Be considerate with your questioning.
- Step by step - click on the following to start on your referral
 - CASD website
 - For Staff
 - Human resources
 - Mandated reporter - reporting child abuse
 - Click on the blue link (scroll down to middle of page)
 - Individual login
 - Access my referrals
 - Scroll down to the bottom - press continue
 - Enter username
 - Enter password
 - Start referral - add in as much or little information as you know.
- Remember to let the building principal and school police officers know that you have submitted the referral.
- You will need to send a copy of your referral to Kurt Widmann, Denise Fike, and Gary Carter

Accommodations for Americans with Disabilities

For individuals with disabilities as defined by the Americans with Disabilities Act (ADA), Chambersburg Area School District will provide reasonable accommodations for access to school(s) and/or events. Please call 717-261-3303 or TDD 717-261-3317 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, the asbestos-containing materials should not be disturbed in any way. Any damaged condition should be reported to the building principal. For further information the Asbestos Management Plan documents are available for review in the administrative office upon request.

SAFETY/ SECURITY

- Employee IDs should be worn and visible at all times.
- Windows and doors are to be locked and secured.
- Do not use magnets or other items to prop doors.
- Keys should be secured. Do not allow students the use of keys.
- Arm security systems when appropriate.
- Know the layout of your school and the nearest exit.
- Familiarize yourself with the nearest fire extinguisher and AED.
- ★ **When entering a building after hours or on weekends:**
 1. Use your ID badge to fob in at the main entrance of the building. This will deactivate the alarm.
 2. Sign in on the provided sign in/ out sheet. Name and time-in are required.
- ★ **When exiting a building after hours or on weekends:**
 - a. Sign out on the provided sign in/ out sheet.
 - b. Check the sign in/ out sheet to see if anyone else remains in the building.
 - c. If you are the last one out, push and hold the away button on the alarm keypad to arm.
 - d. Once the keypad begins counting down, exit the building.



OTHER HELPFUL TIPS

To report a maintenance issue or room temperature problem.

1. Notify Daytime Custodian.
2. A work order will be submitted through FMX.
3. Requests are prioritized by the Assistant Facilities Director and will be completed as quickly as possible.

Pest Control Procedures:

1. To report insects and pests (bees, ants, spiders, beetles, etc.).
 - a. Keep students away from the area if applicable.
 - b. Notify Daytime Custodian.
 - c. Requests will be documented into the Integrated Pest Management book.
 - d. Requests will be addressed by CASD's Pest Control Contractor during their monthly service inspections.
 2. For cockroaches.
 - a. Notify your Daytime Custodian or Administrator immediately.
 3. For bed bugs.
 - a. Discreetly remove the student from the classroom.
 - b. Send the student to the school nurse to be examined.
 - c. Collect and bag a specimen if possible.
 - d. Notify the Day Custodian.
 - e. The Custodial Supervisor will schedule an inspection with the Pest Control Company as soon as possible.
- ### Winter Inclement Weather
1. Wear appropriate footwear.
 2. Plan ahead and give yourself sufficient time. All parking spots may not be available.
 3. Watch where you walk. Avoid areas that have not been cleared or appear glazed over.
 4. Avoid carrying large, heavy, or awkward objects that can obstruct your view and affect your balance.
 5. Use caution when entering a building. Avoid wet areas from snow melt.



GUIDELINES FOR ADMINISTRATIVE AND CLASSROOM OPERATION

- ❖ Indoor Air Quality
- ❖ Fire Safety Regulations
- ❖ Security/ Safety
- ❖ Energy Conservation and Temperature Guidelines
- ❖ Other Helpful Tips



INDOOR AIR QUALITY

- No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals, or other pets allowed.
- Minimize food storage in classrooms and offices. If food is going to be stored in these areas, it must be stored in a rigid, airtight container.
- Limit food consumption to designated areas (i.e. cafeterias, lounges, or designated break rooms). Spills should be cleaned up and/or reported to custodial staff immediately. Food waste should be disposed of in a lined garbage container and will be removed by custodial staff within a 12 hour period.
- Limit plants in classrooms and offices. No plants should be placed on or above a unit ventilator.
- Household cleaning products or pesticides must not be brought in by staff.
- Air Freshener products, such as “plug-ins” and electronic air fresheners, must not be used in schools or offices.
- The top and front of unit ventilators should be clear and free from obstructions to allow for proper ventilation.
- Unit ventilators and other ventilation systems should be operational at all times while the building is occupied.
- No latex balloons should be used within the building.
- Be aware of your classroom environment; keep in mind those with allergies and chemical sensitivity.



FIRE SAFETY REGULATIONS

- ❖ Personal appliances are not allowed in classrooms or offices. This includes coffee pots, toasters, fans, refrigerators, heaters, hot plates, microwaves, etc.
- ❖ Extension cords are not allowed, except for temporary use. Extension cords must be heavy-duty type, 3 pronged, and no more than 10ft. long.
- ❖ Power strips are permitted as long as they are UL listed, equipped with circuit breakers, and plugged directly into an outlet.
- ❖ Christmas lights, string lights, and other temporary lights are not permitted.
- ❖ Candles, candle warmers, or open flames are not permitted.
- ❖ 1 lamp is permitted per classroom as long as the lamp is UL listed, 3 pronged, the cord is in good condition and free from damage, it is plugged directly into an outlet, and it doesn't remain on while unattended.
- ❖ Storage must be kept at least 18 inches below sprinkler heads for adequate coverage.
- ❖ Exit doors and corridors are to be kept clear at all times.
- ❖ Fire rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system.
- ❖ Flammable and combustible liquids should be stored in an approved cabinet when not in use.
- ❖ Staff should minimize clutter in their rooms, offices, and storage areas. Excessive clutter can be a potential fire hazard.



ENERGY CONSERVATION AND TEMPERATURE GUIDELINES

1. Classroom doors shall remain closed as often as possible when HVAC is in operation.
 2. All office machines (copiers, laminating equipment) and computer monitors should be turned off each night.
 3. All capable PC's should be programmed for the “energy saver” mode using the power management feature.
 4. All unnecessary lighting shall be turned off. Make certain that lights are turned off when leaving the classroom/ office.
 5. Thermostats should not be covered or blocked with classroom materials. Never use wet paper towels to cover a thermostat.
 6. The HVAC will be occupied approximately 1 hr prior to the school day and remain on until approximately 1 hr after the school day ends. HVAC will remain unoccupied at all other times unless an event is scheduled.
 7. Air conditioning equipment will not be set below 74°F for cooling and above 72°F for heating.
- ★ Cooling Season Occupied Set Points:
- 74°F – 78°F
- ★ Heating Season Occupied Set Points:
- 68°F – 72°F



INTEGRATED PEST MANAGEMENT

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

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

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

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects); notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

If you have any questions, please contact the IPM coordinator at (717) 261-3405, CASD Office of Buildings & Grounds

