STUDENT HANDBOOK

2026-2027



DAO Education Center

Trojan U

435 Stanley Ave ~ Chambersburg, PA 17201
ph-717.261.3350

Mrs. Trisha Thomas - Principal
Mrs. Deborah Luffy - Director of 9-12

Mrs. Kloe Bell – Alternative Instruction
Ms. Maria Banks – Student Support Specialist

Teachers:

English
Mrs. Jessica Prosser

Mathematics
Mr. James Menges

Science/Special Education
Mrs. Heidi Bound

Co-Teacher
Mr. Tyler Bock

Teaching Assistant
Mrs. Christina Sarver

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

Chambersburg AREA SCHOOL DISTRICT

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

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

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

STUDENT HANDBOOK

CHAMBERSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

In partnership with families and the community, the Chambersburg Area School District educates all students in preparation for success as active citizens and life-long learners.

CHAMBERSBURG AREA SCHOOL DISTRICT BELIEF STATEMENTS

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

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 Vl and IX and Section 504, may be directed to Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone (717) 261-3303.

"Si usted no puede hablar o leer ingles y necesita ayuda entiendiendo esta informacion, por favor llame al 261-3359. Digale a la persona gue se comunique 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."

SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT

Updates to the Handbook may be made throughout the year as needed. Those will be added to the Trojan U Schoology Page.

The Chambersburg Area School District uses a variety of video surveillance technology in an effort to create and maintain a safe and orderly environment. Please be aware that access to buildings will be obtained through secured entrance procedures that 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.

Daily Procedures and Expectations

To help ensure a safe, respectful, and productive learning environment, all students are expected to follow the daily procedures outlined below. These procedures are designed to support the success and safety of everyone in the Trojan U community.

Arrival and Building Entry

All students must enter the building through the designated entrance and follow all security procedures each day.

Upon arrival, students will:

- Be greeted by staff and enter respectfully.
- Be screened using a handheld wand.
- Walk through the weapons detection system.
- Follow all directions provided by staff during the screening process.
- Treat staff and peers with respect and patience during entry procedures.

Failure to comply with security procedures may result in disciplinary consequences.

Personal Belongings

To maintain a safe learning environment:

- Cell phones must be placed in the designated Trojan U storage system immediately upon entering the building.
- Coats and outerwear will be briefly searched by staff and then placed on the assigned coat hook.
- Backpacks, purses, bookbags, duffel bags, and other bags are <u>not permitted</u> in the building.
- Small wristlets or wallets may be permitted but will be searched upon entry.
- Students are responsible for ensuring that all personal items brought to school comply with school expectations.
- Only clear, empty plastic water bottles are permitted.

Breakfast Procedures

Students who choose to eat breakfast must:

- Pick up breakfast upon arrival.
- Eat breakfast in the designated area and in an appropriate manner.
- Dispose of all trash immediately after eating.
- Clean up after themselves and leave the area ready for others.

Food, drinks, and trash should never be left unattended.

Lunch Procedures

To help ensure an efficient lunch process:

- Students must make their lunch selection before entering the classroom each morning.
- Students are expected to follow all cafeteria and classroom expectations during lunch.
- Trash must be disposed of properly, and eating areas must be left clean.

Classroom Expectations

At Trojan U, every student is expected to:

- Arrive on time and be prepared to learn.
- Follow directions the first time they are given.
- Use respectful language and behavior with staff and peers.
- Keep hands, feet, and objects to themselves.
- Remain in assigned areas unless given permission to leave.
- Participate positively in all learning activities.
- Students will actively participate in the restorative practice process.
- Accept feedback and redirection appropriately.
- Help create a safe, supportive, and welcoming environment for everyone.

Our Commitment

Trojan U is built on the belief that every student can make positive choices, build strong relationships, and achieve success. By following these daily procedures and expectations, students contribute to a safe school community where everyone has the opportunity to learn, grow, and thrive.

Returning to Your Home School

At Trojan U, our goal is to help students make positive changes, build successful habits, and prepare for a successful return to their home school when they are ready.

Progress Reviews

Every student’s progress will be reviewed by the Trojan U team every **45 days**. During these meetings, the team will examine data and discuss each student's growth in the program.

The review will focus on:

- Average daily behavior points
- Attendance rate
- Behavior incidents
- Academic progress and course completion
- Staff feedback and observations

Progress Benchmarks

Students will be evaluated using the following guidelines:

Performance Level	Average Daily Points
On Track	80% or higher
Monitor	65% – 79%
Intervention Needed	Below 65%

Transition Readiness

A student may be considered for a transition back to their home school when they consistently demonstrate:

- An average of 80% or higher on daily behavior points
- Improved attendance and regular participation in school
- Positive behavior with few or no disciplinary incidents
- Satisfactory academic progress toward graduation requirements
- Positive feedback from Trojan U staff
- The ability to follow school expectations independently and consistently

Transition Decision

Returning to a home school is a team decision. The Trojan U staff, school administration, parents/guardians, and other support personnel will review all available data to determine if a student is ready for a successful transition.

Students who meet the transition readiness indicators may be recommended for:

- A full return to their home school, or
- A gradual transition plan designed to support long-term success.

The goal of every review is to help students continue moving forward, making positive choices, and preparing for success both in school and beyond. **At Trojan U, every student has the opportunity to make a U-turn toward success.**

ACCOMODATIONS FOR AMERICANS WITH DISABILITIES

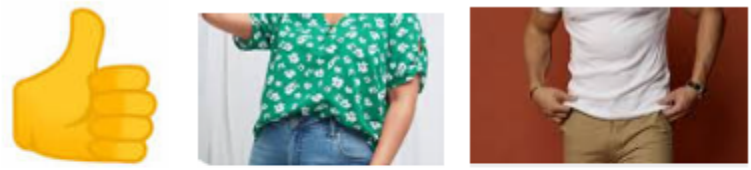
If you are handicapped and need any special assistance in order to attend and/or participate in any events in our schools or to apply for employment, the District will assist with reasonable accommodations. Please call 261-3303 or TDD 261-3317 during school hours. It is suggested that requests be made at least two weeks in advance, if possible.

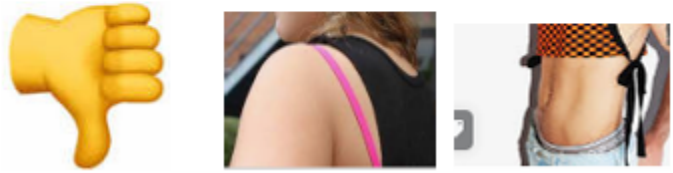
PRIDE IN SELF – DRESS CODE

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.

TOPS

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





BOTTOMS

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

FOOTWEAR

- All shoes must have a back or strap which keeps the shoe on the foot. No slippers or flip-flops are permitted.

HAIR

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

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.

ATTENDANCE REGULATIONS

This building operating regulation addresses the monitoring of student attendance in grades K-12. Application of the regulation shall include each of the grades listed and shall be consistent. 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 concert with his staff to develop a plan for encouraging exemplary attendance.

The following procedures shall be in effect:

When a student is tardy to school he/she must report to the office where he/she signs in. A note is required to provide a reason for the day of tardiness.

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

Absence is the non-attendance of a student on those days and half days in which the school was in session. When a pupil is absent, he must bring a note from home before he/she can be admitted to school. A suggested form for the note from home is as follows:

Please excuse John Jones for absence on Wednesday, September 13, on account of illness.
Grade (indicate grade of student) Yours truly, (Mrs. John) Mary Jones

This note must be presented to the AI counselor. After each absence from school, the attendance representative will update the reason for the absence in the student online profile.

1.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 due to avoidable appointments	

2.After the first but no later than the third unexcused/unlawful absence parents shall receive a first notice.

3.The fourth unexcused/unlawful absence shall result in a truancy citation or a SAIC meeting.

4. After 5 cumulative absences a five day warning may be issued and a school staff member will place a phone call to the students parent/guardian.

5. After 10 cumulative absences a letter may be issued advising a student's parent/guardian must have a doctor's note for any further absences.

Repeated unexcused absences for students eighteen years of age or older shall result in notice of the potential exclusion for non-attendance.

PROCEDURES FOR NOTIFYING PARENTS AND THE RAMIFICATIONS FOR EXCESSIVE ABSENCES

Notification:

- After the fifth (5) absence per semester (not to include absence for a school event), parents will be notified by phone and sent via regular mail a letter of concern for attendance.
- After the tenth (10) absence per semester, parents will be notified via regular mail that further absences must be accompanied by a note from a doctor in order to be considered an excused absence. 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 an educational planning meeting 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.

***If a student misses 20 or more days in a block class, the student may fail the class due to missed work. The principal would determine the outcome for the student's grade.**

Absence from Class

1. Unexcused/unlawful: Should a student's absence from class be unexcused/unlawful he/she shall receive a grade of 0 for that class.
2. Excused:
   Should a student's absence from class be excused they must complete all work within a time period equal to the absence.
   Should a student fail to complete assigned work, grade for the nine weeks shall be withheld (W).
   Failure to complete assigned work during the time period the class is in session will result in an incomplete (I) for the course.
3. School related activity:
   Absence for a school related activity shall follow the guidelines of an excused absence.
4. Permits:
   Work, farm, domestic permits, and other appropriate permits shall be issued in accordance with State law.
   Applications for permits are available at your respective building.
5. Educational Trips:
   Although not encouraged, educational trips are permitted. An educational trip may not exceed five (5) school days. Prior approval of the school is required. To provide for appropriate screening it is asked that requests be submitted ten (10) days before the trip.
   Absences such as college visits, short family trips, and hunting must be pre-approved. These are all subject to educational trip guidelines.

Educational Contracts

Principals are given the authority to waive requirements as necessary to develop educational performance contracts with students. Contracts are reserved for those individuals who, after exhibiting poor attendance, show significant improvement. All contracts are to be developed in concert with teachers. Each is subject to approval by the assistant superintendent.

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.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as "individuals who lack a fixed, regular, and adequate nighttime residence." However, because the circumstances of homelessness vary with each family's or unaccompanied youth's situation, determining the extent to which the family or youth fits the definition must be applied on a case-by-case basis.

If you have questions about the homeless program, please contact Gabriela Juarez-Lemus, CASD Social Worker at 717-658-0424.

For further information, please refer to Board Policy 251 on Homeless Students.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal, or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[4]

School of origin is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=BQFJER4A3B07

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 attendance officer the morning of the day the student is to leave early. A student will be issued an attendance 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. All students are required to sign out prior to leaving the building and sign in upon returning. In every instance of leaving early, students are responsible for completing any missed class-work, homework, and/or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work.

4. Students attending medical or dental appointments are required to have the doctor sign the attendance slip, which is to be returned to the attendance officer.

PARENT PICK UP/DROP OFF

Students should be picked up and/or dropped off at the east side of the building. Parents should use the doorbell and prepare to show ID when picking up a student.

LEAVING BUILDING

No pupil is permitted to leave the building at any time during school hours without receiving permission. Students will have passes signed with time leaving and returning. Students may leave only through the exit on the east side of the building.

Any student who leaves school grounds during the day, is not permitted to return to school property to ride district transportation.

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.

TRANSPORTATION GUIDELINES

Some accidents are indirectly caused by students who distract the bus or van 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/van 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/van and holds to a minimum those conditions that might cause students to be injured.

Students who ride school buses or vans are expected to conduct themselves properly at the pick-up location and on the bus/van. 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).

Student parking passes at Trojan U will be issued for situations where employment is confirmed or special circumstances are deemed necessary.

To help you as a parent to be better informed about any inappropriate bus/van conduct, we are promoting better communication among parents, drivers, and the school. The driver(s) or contractor(s) will report minor offenses directly to the parents; major offenses will be handled by the school administration. The 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/van 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/van misconduct may result in a suspension of 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/van driver will contact the parent and document date/time and number of who was contacted.

Second Offense- The bus/van driver will contact the principal of TrojanU. The principal will have a conference with the student and assign discipline.

Third Offense- The Transportation Department may suspend the riding privileges of the student from one to thirty days. If behavior does not improve, the suspension may last for the entire school 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.

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, drivers may use cell phones as a direct connection to the Transportation Department.

SCHOOL BUS/VAN RIDING RULES AND REGULATIONS

1. The driver is in full charge of the bus and riders at all times.
2. It is dangerous for children to move while the vehicle is in motion. You must not change seats while the bus/van 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. Students must not carry on unnecessary conversations with the bus driver.

4. Students should always be ready for the bus/van 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/van ten feet from the roadway, and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus/van is approaching the pick-up location, students must remain seated until the bus/van comes to a complete stop.
6. LOADING – When students must cross the road to be picked up, the driver, after looking for approaching cars, signals 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 them to cross in front of the bus/van 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/van, for your protection. Never cross to the rear of the bus/van. 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/van windows. This is a state regulation.
9. You should do your part to keep the floor clear of wastepaper and dirt and to keep the upholstering and interior finish of the bus/van in excellent condition.
10. Any damage to the bus/van should be reported to the driver immediately.
11. Using 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. 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.
15. The use of dirty, profane, or abusive language while riding the bus will not be tolerated.

The following ACT 26 violations by students will result in disciplinary actions by Administration and Law Enforcement:

1. Alcohol, drug, and or 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 are **not permitted** at the DAO Education Center.

TEXTBOOK AND NOVELS

The school district furnishes textbooks, novels, and other reading materials to all students. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to books will result in replacement costs. Lost textbooks or novels must be paid for or replaced immediately. The cost for these must be paid to the principal 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 Alternative High School.

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 237

The Chambersburg Area School District believes that Electronic Communications Devices[1] ("ECDs"), including students' Personal Electronic Communication devices ("PECDs"), as defined in the School District's Electronic Communication Devices Policy #237, can be essential to and supportive of the educational program, and also prepare students for future success. Therefore, the Board of School Directors has granted students the privilege with administrative permission, not the right, to possess and silently use PECDs during the school day in School District buildings, on School District property, and at School District-sponsored activities during the school day only when they comply with Policy #237, other School District Policies, regulations, rules, procedures, terms of Internet Service Providers and websites, and local, state, and federal laws and procedures ("Policy #237, this Permission Form, and Other Laws"), *and* when parent(s)/guardian(s) have granted permission on this Permission Form for their child to use PECDs, or ECDs ("this Permission Form"). Students must have administrative permission and fill out the permission form. The Permission Form is a copy of the School District's Policy #237; a copy is also available on the School District's website, at: *http://www.psba.org/districts_policies/c/115/POLCHMB237.pdf*. Students and Parents must read the Policy and this Permission Form carefully, discuss the content, seek answers to their questions, sign and date this Permission Form, then return the Form to the main office of your child's school. Other School District policies are also available on the website: *https://docs.google.com/document/d/1yCwJj66v4lAZNSJzBqmqmhSX8or6A4V-/edit*

CELL PHONE: BELL TO BELL POLICY

Student use of personal cellphones and personal electronic communication devices is **prohibited during the entire school day.**

1

"Cellphones and personal electronic devices" include, but are not limited to:

- Smartphones
- Smartwatches (with communication capability)
- Tablets (not issued by the school)
- Wireless earbuds/headphones connected to personal devices
- Metaglasses

All devices must be **powered off or silenced** and stored in the Trojan U phone storage system.

The school is **not responsible** for lost, stolen, or damaged personal devices brought to campus.

Devices must remain out of sight and unused from the start of the school day until dismissal.

Limited exceptions may be granted under the following circumstances:

- **Medical needs** (documented and approved by administration)
- **Individualized Education Plans (IEPs) or 504 Plans**
- **Teacher-directed instructional use** (only with explicit permission for a specific activity)
- **Emergency situations** as determined by school staff

Communication Home:

The use of cell phones by students to contact parents during the school day—including in cases of illness—is strictly prohibited. Students who become ill should report to their teacher for a pass to the school nurse, who is available for consultation and to coordinate treatment or parental notification.

- Parents/guardians should contact the school office for urgent messages.
- Students may use school phones with permission when necessary.

Violations of this policy will result in the following consequences:

First Offense:

- Device confiscated and returned at end of day
- Warning documented in Sapphire
- Parent/guardian notification

Second Offense:

- Device confiscated and returned at end of day
- Parent/guardian notification
- Discipline documented in Sapphire

Third Offense:

- Device confiscated and returned at the end of the day
- Parent/administration conference
- Discipline documented in Sapphire

COMPUTER HARDWARE AND SOFTWARE

The Chambersburg Area School District is committed to a technology plan, which affords students optimal computer hardware and software. This is done with the hope that this major investment will be properly safeguarded. Unreasonable damage to computers, peripherals, and software will result in the cost of repairs and/or replacement of these items. Assessed costs for unreasonable damage must be paid to the office and a receipt will be issued. Willful damage or vandalism to school district technology hardware and/or software will be dealt with through the appropriate district disciplinary policy and/or procedure.

ACCEPTABLE USE OF NETWORKS AND COMPUTING RESOURCES

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 to which the network or computing resources are connected. A copy of the complete acceptable use policy is available in the high school office. 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 does 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 cyberbullying awareness and response. http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=AM2SDC675B2F

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

<u>Middle School Matrix for Violation of AUP</u>:

- 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

<u>High School Matrix for Violation of AUP</u>:

- 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

IPADS and CHROMEBOOKS

The Chambersburg Area School District will distribute an iPad or Chromebook to each student at the DAO Education Center in order to learn. The device is the tool owned by the district and supplied to the student in place of textbooks for current internet resources. All devices will remain at the DAO Education Center. All instances of usage and breakage will be the responsibility of the students.

ACCIDENTS

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

ACCIDENT INSURANCE

An accident insurance policy may be purchased by any school pupil or teacher. This policy will pay bills of doctors, nurses and hospitals for services rendered during the 52-week period following the date of accident. It provides protection for any accident, which occurs 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 parent/guardians to their family doctor or dentist for diagnosis and treatment of illnesses/injuries that cannot be relieved by first aid measures. The school nurse has many other varied duties, all of which are designed to keep our students healthy and well.

MEDICATIONS

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

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

Students are not permitted to have prescription or nonprescription medications in their possession at any time while in school. All students must surrender any medications to the school nurse or designated school personnel upon entering the building to avoid disciplinary action.

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

Students must meet the Pennsylvania Department of Health immunization requirements.

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 are having school-related problems. 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 GRADING OF STUDENT 3-12:

A	Excellent	-	90-100%
B	Good	-	80-89%

C	Average	-	70-79%
D	Poor, Needs Improvement	-	60-69%
F	Failure	-	59%-Below
I	Incomplete		
W	Withheld		

For selected courses:

O	Outstanding	-	90-100%
S	Satisfactory	-	75-89%
N	Needs Improvement	-	60-74%
U	Unsatisfactory	-	59%-Below

GRADE PROCEDURE
W's and I's
First, Second, and Third Marking Period

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

Fourth Marking Period and Final Grade

If the above occurs during the fourth marking period, a "W" should be assigned as the fourth report grade **and** the final grade. If the work is not completed within the two-week period, the fourth quarter grade should be changed to an "F" and the final grade changed to an "I". If the teacher feels that the student has so much work due that it could not be completed within the two-week extension period, the teacher may assign an "F" as the fourth report grade and an "I" as the final grade. Exceptions to this may be made with the prior approval of the building principal. During the fourth marking period when a teacher anticipates a "W" grade, a deficiency report must be sent to the parent/guardian. When a teacher assigns a "W" as an interim final grade or an "I" as a final grade, a written explanation must be submitted to the building principal and the student's counselor.

ACADEMIC DISHONESTY

The Chambersburg Area School District 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 - 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 all forms of A.I., 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. 2. 3. 4. 5.

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. There is a fee for summer school courses. An "F" for a final grade will indicate that the student may remediate the class via the approved summer school program. All book bills, time slips, and fines must be completed prior to the end of the summer school session or students will not receive credit for the summer school course/s completed. If a student successfully remediates a failed course with an 80% - 91%, his final grade will be changed from an "F" to a

"D" 92% or higher, his/her grade will be changed from an "F" to a "C", and he/she will receive a credit for the class. A student who does not remediate the course or receives a score of 79% or lower will receive zero credits for the course. Quality points earned during the four report periods will be added to the student's cumulative quality point total in both of the above cases.

An "I" will be given as a final grade only. By giving a student an "I" as a final grade the teacher is telling the student, the counselor, and the principal that the student did not complete the required work and/or tests. A student earning an "I" for a final grade may not remediate the course via the approved summer school program. The student will receive zero credits and zero quality points for the course.

Credit Recovery Eligibility Criteria

- Students in 9th-12th grade can take credit recovery courses during the regular school year and during summer school. There is a fee for summer school courses.
- Students must have failed the course with a 50%-59% final grade.
- Students must take the same course; failed courses cannot be replaced with other courses.
- Students who were absent for over 25% of the year (45 days) in which they failed the course are not eligible for credit recovery.

REQUIREMENTS FOR CLASSIFICATION

Guidelines for determining passing for the year are based on year-end credits earned and/or courses successfully completed.

Chapter 5 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 five days per week. A fraction of a credit is given for all other courses taken, depending on the number of times the class is scheduled.

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.

GRADUATION REQUIREMENTS

Course and Credit Requirements

A total of 23.0 credits in grades 9-12 are required for graduation, as outlined below. In addition, each student must meet one of the PA Graduation Pathways described on the following pages. Students should meet with their School Counselor yearly to ensure that they are on track to graduate.

4.00 Credit Units English
4.00 Credit Units Math
3.00 Credit Units Science
3.50 Credit Units Social Studies

1.00 Credit Units Wellness & Fitness
.50 Credit Units Health
6.50 Credit Units Electives
.50 Communications Seminar Applications* or .50 Personal Finance Management**
23.00

*Class of 2027
**Beginning with the Class of 2028 in their junior year

Act 158 Pennsylvania Graduation Pathways

Overview: Students have the opportunity to follow one of five different pathways to meet the graduation requirements set forth by the state of Pennsylvania. The five options are outlined on Pennsylvania Department of Education: Graduation Requirements

HONOR GROUPS FOR GRADUATION

A student will be eligible for graduation honors recognition if they meet the following guidelines:

- The class rank list at the end of the third marking period of the senior year will be used to determine graduation honors.
- Top 20% of each class, based on class rank at the end of the third marking period.

Students must meet requirements from **Chapter 158 Chapter 339** in order to satisfy state mandated pathways to graduation.

STUDENT RIGHTS AND RESPONSIBILITIES

The State Board of Education has adopted regulations and guidelines on student rights and responsibilities. Chambersburg Area School District is in compliance with these regulations.

Policies regarding the implementation of students' right 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.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=BBTL6354F703

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 eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

   A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official).

   If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
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 well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.
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 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 student have close family relationships; legally recognized privileged relationships such as that of a lawyer, doctor, or minister; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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.

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 (717) 261-3405, CASD Office of Buildings & Grounds.

STUDENT DISCIPLINE

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 que) - parent contact -detention (30 minutes) -detention (60 minutes)
Level II	Examples to include, but not limited to:		Consequences based on administrative policy

	-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		-student conference -detention -Youth Court -loss of privileges -parent conference -ISS/Alternative instruction/community service -student contract -SAP referral
Level III	Examples to include, but not limited to:		Consequences on administrative discretion and district policy

	-Indecent exposure -Open lewdness -Obscene and other sexual materials and performance -Sexual harassment -Racial ethnic intimidation -Other form harassment/intimidation -Fighting -Stalking -Robbery/burglary -Theft and related offenses -Institutional vandalism -Criminal trespassing -Failure of disorderly person to dispense -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		-Building level review -1 to 5 days ISS/OSS -1 to 10 days ISS/OSS -Police notification if necessary -SAP referral -Youth Court -Student contract -ISS/Alternative instruction/community service
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		-1 to 5 days ISS/Alternative instruction/community service -1 to 10 days OSS -Building level review -Administrative review -Alternative placement -Expulsion -Restitution -Threat assessment -SAP referral -Police notification

Any student who has accumulated 10 or more suspension days (AI or OSS) and/or 10 or more unexcused absences will not be permitted to participate in the Homecoming Dance, CMSitival/Color Day or the Prom.

A. Detention and Detention Hall

1. The use of detention provides administrators and faculty, with administrative approval, an alternative to assigning demerits. It 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 parent should also be notified unless other appropriate means of transportation are available for the student.
2. The use of detention procedures at the senior high school becomes a more formalized operation. In contrast to the individualized relationship between offending student and teacher or student and principal that occurs at elementary, middle, and junior high levels, the senior high utilizes a detention hall concept. The detention hall is usually a classroom to which students must report after school hours in order to serve the time penalty imposed by school personnel.

B. Guidelines of Assignments to Detention Hall

1. Time slips shall be issued using multiples of thirty minutes, with a minimum of 30 for the first infraction and a maximum not to exceed 120 minutes for more serious infractions.
2. Time slips may be used in combination with demerits for Level 2 types of student misconduct.
3. 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.
4. When students are issued time slips they will be advised of the violation, how much time he/she is receiving, and when it should be made up.
5. Students should start making up the time slips on the following day, unless other arrangements have been made with the teacher.
6. The staff member in the detention hall will sign the slip each time the student completes time. The student will return the slip to the teacher who issued it when the time slip is completed.
7. If the student does not make up the time, the uncompleted time will be doubled. Make every effort to make up the doubled time slip. After a reasonable period of time, the uncompleted time slip will be attached to a discipline referral.
8. Any student reporting to the detention hall must have with him/her texts and/or assignments. No credit for time will be given if the student talks or does not do approved schoolwork.

Out of School Suspension

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.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=CD7M2L59260C

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.

SPECIAL EDUCATION REFERRAL PROCEDURES

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 is comprised of:

> ***High School*** – The team meetings are scheduled as the need arises and serve as the CORE Intervention Team. Participants include the regular classroom teachers, the guidance counselor and the building principal. Other school personnel (School Psychologist, Supervisor of Special Education etc.) and/or representatives from community agencies may also serve on the team depending on the needs of the student.

The screening process may include the following:

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

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

The district offers the following special education programs:

1. Autistic Support

2. Emotional Support
3. Gifted Support
4. Learning Support
5. Multiple Disabilities Support
6. Speech/Language Support

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

Due Process:

Due process is a series of steps designed to ensure each student a free, appropriate public education. At each step, in determining a child's need for specially designed instruction, parents are involved in the decision-making process. At the time of referral, parents will be provided with a Notice of Procedural Safeguards explaining their due process rights.

WEAPONS — BOARD POLICY 218.1

The Board recognizes the importance of a safe school environment to the educational process. Conduct that disrupts that environment cannot be tolerated. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. A swift and meaningful reaction is required when a weapon is discovered

When used in the policy, the term weapon shall include, but not necessarily be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Further, the term shall include any tool, instrument or implement that, in its overall appearance is substantially similar in size, shape, color or markings or lack thereof, to a "weapon" as defined above.

When used in this policy, the term possessing, shall mean the exercise of actual control of a weapon or the evidencing of the intent to exercise control of a weapon on the person of the student, in the student's locker, under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school.

The Board prohibits students from possessing weapons in School District buildings, on school property, to any school-sponsored activity, or on any conveyance, public or private, providing transportation to or from school or a school-sponsored activity.

The Board shall expel for a period of not less than one (1) year any student who violates this policy. Such expulsion shall be undertaken in accordance with the due process requirements of the Student Bill of Rights. The Superintendent may recommend modification of this penalty on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

When the School District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the District may assign the student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

The Superintendent or his/her designee shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and to the student's parents/guardians and shall report all incidents relating to expulsion for possession of a weapon to the Pennsylvania Department of Education.

The Superintendent or his/her designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year as required by the Pennsylvania Department of Education.

It is the responsibility of the administration to respond quickly and decisively to the presence of a weapon. The following shall be implemented:

1. Immediate isolation of the student and confiscation of the weapon.
2. Immediate notification of the parent.

3. Immediate three (3) school day temporary suspension.
4. Immediate notification of the police.
5. Immediate notification of the Superintendent.
6. An informal due process hearing shall be held within three (3) school days with an extension of suspension to ten (10) school days.
7. Referral to the Superintendent with recommendation for further disciplinary action that may include expulsion.

Affidavit/Parental Registration Statement

At the time of a child's registration, the District shall provide to his/her parents/guardians an affidavit/parental registration statement that requires disclosure of information regarding the student's previous expulsion from any public or private school for any act of violence, including, but not necessarily limited to, any offense involving weapons, alcohol, drugs, willful infliction of injury, or any other act of violence.

Dissemination of Policy
Students and staff shall be informed of the contents of this policy at least annually.
Exemptions
Weapons under the control of law enforcement personnel are permitted on School District property.
http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=CDVJB54C483B

TOBACCO/NICOTINE USE — BOARD POLICY 222 (SMOKING/VAPING)

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

TOBACCO/NICOTINE USE — BOARD POLICY 222 (SMOKING/VAPING) continued

Confirmed First Offense

- Citation
- Out-of-School Suspension (one day)

Confirmed Second Offense

- Citation
- Out-of-School Suspension (up to 3 days)

Confirmed Third Offense

- Citation
- Out-of-School Suspension (up to 10 days)

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

The District reserves the right to prosecute to the fullest extent of Title 18 whenever a student is in possession or use of tobacco or tobacco products as defined in this policy.
http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=BQ8RMJ65B231

CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227

It is the policy of the Chambersburg Area School District to work for the elimination of the use of drugs and alcohol by the students of the district's schools. To accomplish these objectives we will attempt to: (1) develop an understanding of drugs and alcohol and their effects on the health and safety of the user, (2) create an awareness on the part of the faculty and parents, of drugs and alcohol and the effects of drug and alcohol usage, (3) instruct students, faculty and parents about drugs and alcohol, (4) make all students, faculty, and parents aware of the legal implication and district procedures related to the use of drugs and alcohol.
http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=AM9GVJ45A261

POSSESSION, USE OR DISTRIBUTION OF DRUGS AND ALCOHOL

This policy is intended to conform to the requirements of the Public School Code of 1949, as amended; possession, using, delivering, selling, or attempting to sell alcohol or any other controlled substance, or related paraphernalia, shall have reference to these actions as they are defined in the Controlled Substance, Drug, Device, and Cosmetic Act of the Commonwealth of Pennsylvania.

The possession, use, delivery, attempt to deliver, selling or attempt to sell a small amount of controlled substances, alcohol, look-alike drugs, paraphernalia, prescription drugs, (without a valid prescription), substance not intended for individual health-related use or being under the influence of the above on school property, at school-related activities, and/or during the time spent traveling to and from school shall be reason for school officials to take appropriate action. This policy will be in effect on the way to or from school.

Please note that the Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

DEFINITIONS

1. Drugs — all prescription drugs and controlled substances.
2. Prescription drugs — those medicines prescribed by a physician.
3. Controlled substances — those substances identified in the Schedules contained in " 'The Controlled Substance, Drug, Device and Cosmetic Act' of the Commonwealth of Pennsylvania."
4. Alcohol — beverages sold under state license containing alcohol.

5. Misbranded substances/look-alikes — those substances offered for sale or sold under the name of a drug or in such a manner as to give rise to a reasonable probability that the purchaser will be led to believe that he is purchasing a drug.
6. Anabolic steroids
7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
8. User — one who possesses or partakes of drugs, alcohol, or misbranded substances.
9. Paraphernalia — instruments used in connection with drug usage, i.e., bongs, bowls, roach clips, syringes, needles, etc.
10. Pusher — one who possesses for sale, sells or distributes drugs, alcohol, or misbranded substances.

OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
The conduct involves the theft or vandalism of school property.

CONFIRMED FIRST OFFENSE

Possession or use of drug, alcohol, paraphernalia, misbranded or look-alike substance by a student will:

1. Require the student to be isolated from his peers and receive the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to the Out-of-school Suspension for 3 days.
4. Result in assignment to the Out-of-school Suspension of the student for 10 days after an offer of an informal due process hearing in the office of the principal within 5 days of the temporary suspension.
5. Be referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
6. Result in the student undergoing an appropriate after-care as determined by the Student Assistance Team.
7. Require a conference with the parents for re-admittance to school.
8. If warranted, or upon non-completion or non-compliance with Program rules, students will be referred by the school to law enforcement officials.
9. It is suggested a written report of the sequence of the investigation be kept for school files.

CONFIRMED SECOND OFFENSE

1. Require the student to be isolated from his peers and receive the necessary medical treatment as appropriate.
2. Be reported to parents.
3. Result in assignment to the Out-of-school suspension of the student for 3 days.
4. Result in assignment to the Out-of-school suspension of the student for 10 days after an informal due process hearing in the office of the principal within 5 days of temporary suspension.

5. Be referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program. Satisfactory completion of the program must be in writing from the facility.
6. Result in notification of law enforcement authorities and submission of related evidence to them.
7. If warranted, the Superintendent may recommend to the Board of School Directors for possible expulsion.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=AM9GVJ45A261

DISTRIBUTING, PUSHING, AND/OR SELLING OF DRUGS OR ALCOHOL

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

1. Reported to parents.
2. Result in assignment to the Out-of-school suspension for 3 days.
3. Result in assignment to the Out-of-school suspension for 10 days after an offer of a due process hearing in the office of the principal within 5 days for temporary suspension.
4. Referred to law enforcement authorities, in accordance with the Drug-Free School Act.
5. Referred to the Superintendent for recommendations to the Chambersburg Area School District Board of School Directors for expulsion and referral for prosecution.
6. Referred by the principal to the Student Assistance Team for appropriate referral to an education/treatment program as recommended. Satisfactory completion of the program must be in writing from the facility before readmission to school.

UNLAWFUL HARASSMENT – BOARD POLICY 248

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff member, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to report promptly such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of publication in handbooks.

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Building principals.
2. Counselors.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that she/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject staff members to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the Director of Human Resources.

2. The Director of Human Resources shall review the initial investigation and report and may also conduct a reasonable investigation. She/he shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=A3KHP847A41E

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – BOARD POLICY 103

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.

In order to achieve the aforesaid goal, the Board directs the Superintendent and/or his designee to assume the responsibility of coordinating all implementing activities as Compliance Officer.

It shall be the duty of the Compliance Officer to monitor:

1. Curricula Content— Review current and proposed curriculum guides and textbooks to detect any bias based upon race, sex, sexual orientation, religion, national origin, ancestry, culture or handicap/disability; ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.
2. Staff training—Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial, sexual, religious, national, cultural or handicap/disability bias in all aspects of the school program.
3. Student Access—Review current and proposed programs, activities, and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability in any duty, work, play, classroom or school practice, except as may be permitted under State regulations.
4. District Support—Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. Student Evaluation—Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, sex, sexual orientation, national origin, or handicap/disability.

The Compliance Officer may be assisted in these duties by a committee composed of teaching staff members.

The Compliance Officer shall report to the Board on progress in the nondiscrimination program for school and classroom practices annually.

Complaint Procedure

A complainant has the right to be accompanied by a third party during all steps of this procedure.

Step One

1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the building principal.
2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.

Step Two

1. If not satisfied with the principal's decision the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.

Step Three

1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Board at its next regular Board meeting by notifying the Board Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer's decision.

   The Board shall conduct a review and issue a decision within thirty (30) days following the Board meeting at which the complaint was presented.

http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=CERJ854BE500

HAZING – BOARD POLICY 247

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

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or District employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and District staff that hazing of District students is prohibited, by means of:

1. Publication in handbooks (student and faculty).
2. Verbal instructions by the coach or sponsor at the start of the season or program.

Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=C3ZN7R5E457E

BULLYING– BOARD POLICY 218.2

The Chambersburg Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the School District. Bullying can also escalate into more serious violence. Therefore, the School District strives to offer all students an educational environment free from bullying.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The School District will not tolerate known acts of bullying occurring on School District property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities. Moreover, staff members who observe acts of bullying shall take steps to intervene to stop such conduct. The nature of the intervention will vary depending upon the age of the student (both victim and aggressor), the severity of the bullying and the student's involvement in prior acts of bullying. The purpose of the intervention is to take prompt remedial steps to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior. If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the building principal. Other school employees who observe acts of bullying shall report the conduct to the building principal.

Also, the School District expects students and parents who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents may contact the building principal to report acts of bullying.

Each Building principal or designee shall investigate reports of bullying brought to their attention by students, parents or school employees. Any investigation of a report may include meetings with students, parents or employees; a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

Students who bully others will be subject to disciplinary action that may include counseling, a parent conference, suspension, expulsion, a loss of school privileges, exclusion from school sponsored activities and/or other consequences as decided by building/district administrators.

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting the incidents to law enforcement, if appropriate; and developing a supervision plan with parents.
http://go.boarddocs.com/pa/casdpa/Board.nsf/goto?open&id=C3ZN7V5E457F

BREAKFAST

Pupils may eat breakfast in the classroom. All food must be consumed or disposed of properly. Storage of food is not permitted.

LUNCH

Pupils may carry lunches to school. All others are expected to purchase a meal. Pupils are not permitted to leave campus for lunch.

Proper behavior and good etiquette are expected at all times. After eating, students should dispose of their garbage properly.

At no time may students order food to be delivered to the school from outside establishments.

Three charges will be allowed to each student within the school year. Students will be required to present their student identification card in order to charge a lunch. A list will be maintained of the students who have charged in the current school year and the number of occurrences for each student. A packed lunch or money to purchase lunch will need to be provided from home for these students. All charges MUST be paid the following day.

Following graduation, seniors with a positive lunch account balance will have until July 1, 2027 to request a refund or a transfer. Any remaining balance, following this date will be donated to the No Child Hungry fund.