

# **CHAMBERSBURG AREA SCHOOL DISTRICT VISION,** **MISSION AND BELIEFS**

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

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

## **DISTRICT GOALS:**

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

## **BELIEF STATEMENTS:**

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

It is the policy of the Chambersburg Area School District not to discriminate on the basis of race, age, color, religion, sex, handicap, or national origin in its admissions, educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1954, Title IX of the 1972 Educational Amendments, The Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Titles VI and IX and Section 504, may be directed to Director of Human Resources, 435 Stanley Avenue, Chambersburg, PA 17201, Telephone 717.261.3477.

“Si usted no puede hablar o leer inglés y necesita ayuda entendiendo esta información, por favor llame al 717.261.3359. Dígale a la persona que 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.”

**CAMS South vision is growing all students while building relationships.**

## **CORONAVIRUS INFORMATION:**

Information, useful links, and resources pertaining to the Coronavirus (COVID-19) pandemic is available on the district website at <https://www.casdonline.org/covid19>. The district also has pandemic reopening plans and information at <https://www.casdonline.org/reopening>. For school specific information, please check your child's school website. <https://www.casdonline.org/Domain/744>

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

## **SAFE AND ORDERLY EDUCATIONAL ENVIRONMENT**

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

## **ACCOMODATIONS FOR AMERICANS WITH DISABILITIES**

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

### **TEACHER/PARAPROFESSIONAL QUALIFICATIONS**

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

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

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

### **DRESS AND GROOMING FOR STUDENTS (PERMITTED)** **PRIDE IN SELF – DRESS CODE**

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

#### **TOPS**

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

#### **BOTTOMS/DRESSES/SKIRTS**

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

#### **HAIR**

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

#### **FOOTWEAR**

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

## **GANG-AFFILIATED ATTIRE/ACCESSORIES**

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

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

***More information about CASD's student dress code can be accessed at [www.casdonline.org/dresscode](http://www.casdonline.org/dresscode)***

## **ATTENDANCE**

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

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

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

Regardless of whether a note has been sent in, some excuses for absence are still illegal and will be marked as such even if a note is received. Some examples of these types of absences are: Inclement Weather, Road Construction, Missed Buses, Visiting Family, Overslept, Too Tired, etc.

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

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

## **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.

### **Absence from Class:**

1. Unexcused/unlawful: Should a student's absence from class be unexcused/unlawful he shall receive a grade of zero for that class.

2. Excused: Should a student's absence from class be excused he must complete all work within a time period equal to the absence. Should a student fail to complete assigned work his grade for the nine weeks shall be withheld (W). Failure to complete assigned work during the time period the class is in session will result in an incomplete (I) for the course.
3. School related activity: Absence for a school related activity shall follow the guidelines of an excused absence.
4. Permits: Work, farm and domestic permits and other appropriate permits shall be issued in accordance with State law. Applications for permits are available at your respective building or at the administrative building.
5. Educational Trips: 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.
6. Absences Involving Interscholastic Sports: Students participating in interscholastic sports must be in attendance by 10:00 AM of the school day prior to dismissal to be eligible to participate in an interscholastic event or practice that day. Exceptions for absence for educational and other reasons will be made where prior approval has been granted. Any student who is dismissed from school by the nurse or principal for illness may not participate in competition or practice that day.

### **EARLY SIGN-OUT PROCEDURES**

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

- A note from home MUST be brought to the school office or attendance officers the morning of the day the student is to leave early. A student will be issued a green re-admittance slip.
- The student is to remind the teacher at the beginning of the class period as to the time to be excused for the early dismissal.
- All students are required to sign out in the school office prior to leaving the building and sign in upon returning. In every instance of leaving early, students are responsible for completing any missed class-work, homework, and/or tests. If the reason for leaving early is valid, the teacher will set a reasonable period of time to complete the work.
- Students attending medical or dental appointments are required to have the doctor sign the re-admittance slip, which is to be returned to the attendance officers.

### **PARENT/GUARDIAN PICK UP PROCEDURES**

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

- All children released during school hours must provide a hard-copy permission slip signed or an email sent from an email address we have on file by the parent/guardian of the child.
- The individual picking up the child must produce photo identification, which will be copied by office staff.
- A verification call will be made to the parent/guardian to confirm the individual's identity before any child is released.

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

### **PRE-APPROVED ABSENCES**

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

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

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

### **MAKE-UP WORK DURING ABSENCES**

When a student is absent or expects to be absent three or more days, a parent should request the homework assignments by calling CAMS South at 717-261-3385. HOWEVER, IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE HIS/HER TEACHER TO OBTAIN THE WORK AND HELP, IF NEEDED, TO MAKE UP THE CLASSWORK. Parents should set up time with office of when to pick up assignments.

### **END OF DAY DISMISSAL**

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

### **TRANSPORTATION GUIDELINES**

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

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

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

To help you as a parent to be better informed about any inappropriate bus conduct, we are promoting better communication among parents, bus drivers, and the school. The bus drivers or the bus contractors will report minor offenses directly to the parents; major offenses will be handled by the school administration. The bus driver's minor incident report is a written notification of inappropriate behavior sent directly to the parents. Parents are expected to sign the form and return it to the bus driver.

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

- **First Offense-** The bus driver will contact the parent and document date/time and number of who was contacted.
- **Second Offense-** The bus driver will contact the principal of the student's school. The principal will have a conference with the student and assign discipline.
- **Third Offense-** Major bus misconduct may result in a suspension of bus riding privileges from one day to thirty days per incident. Parents/guardians will be notified of major incidents in writing and with a phone call where possible. If behavior fails to improve or if the safety of others is jeopardized, the students' riding privileges may be suspended for the remainder of the year. The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. **If transportation privileges are suspended, transportation to and from school is the responsibility of the parents and/or guardians.**
- **Dangerous Offenses or Threats to Commit Dangerous Offenses-** When a student commits an offense or threatens to commit an offense that could be injurious to him/herself, another student, or any other person (e.g. threats to do bodily harm to bus driver), the offense may be considered as a "second offense" or "third offense" by the principal and riding privileges accordingly withdrawn. In this case, the principal should immediately report to the Superintendent of Schools.

- The gravity of the above-mentioned may, in the judgment of the administration, justify application of a more appropriate penalty. If transportation privileges are suspended; transportation to and from school is the responsibility of the parents and/or guardians. Each bus is equipped with video surveillance equipment. Per District Policy 810.2 footage will be reviewed by authorized personnel only.
- Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus assignments, but such arrangements must remain the same each day of the week. **Students are not permitted to transfer to other stops and/or routes without approval by the Supervisor of Transportation or designee.**

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

### **SCHOOL BUS RIDING EXPECTATIONS**

1. The bus driver is in full charge of the bus and riders at all times.
2. It is dangerous for children to move while the bus is in motion. You must not change seats while the bus is in motion or scuffle on the bus.
3. Any distraction of the driver's attention to remind you of some regulation or to answer an unnecessary question jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversations with the bus driver.
4. Students should always be ready for the bus at least five minutes before the scheduled arrival time. Changing weather and road conditions make it impossible for the bus driver to arrive at the exact time.
5. Students should wait for the bus ten feet from the roadway, and not in the traffic lanes, as prescribed in School Bus Pub. 117. When the bus is approaching the bus stop, students must remain seated until the bus comes to a complete stop.
6. **LOADING** – When students must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. **The students will wait for the driver's signal and cross promptly.**
7. **UNLOADING** – At all discharge points where it is necessary for the students to cross the highway, the driver will permit you to cross in front of the bus while the red lights are flashing. Look both ways prior to crossing after receiving the driver's signal. Cross only in front of the bus for your protection. Never cross to the rear of the bus. Be sure to cross while the red lights are flashing.
8. Students should not at any time extend their arms or heads out of the bus windows. This is a state regulation
9. You should do your part to keep the floor clear of wastepaper and dirt, and to keep the upholstery and interior finish of the bus in excellent condition.
10. Any damage to the bus should be reported to the driver immediately.
11. Cell phones/or any other non-school related communication devices are prohibited. This includes any camera and or recording devices.
12. Eating/Drinking on a school bus is prohibited.
13. Spitting or any other transfer of body fluids is prohibited.
14. Students' personal items should not include live animals, fireworks, firearms, glass jars, pets, or any dangerous items. Gym bags, band instruments, school projects shall be held on the students' lap and not placed in the aisle. **If an item does not fit in the student book bag or on student lap it is NOT ALLOWED on the bus.** This is for the safety of all the students riding the bus as prescribed in the Pennsylvania School Bus Handbook - Pub. 91.
15. **SCHOOL BOARD POLICY # 810 ASSIGNMENT OF STUDENTS FOR GRADES K-12**  
Prior to the beginning of each school year, the proposed transportation schedules for that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus stops, but must remain the same for each day of the week, (5 consecutive days). No student is permitted to get on or off at a different bus stop other than his or her assigned stop in the a.m. or p.m. Absolutely NO PINK SLIPS WILL BE GIVEN.
16. The use of dirty, profane, or abusive language while riding the bus will not be tolerated.
17. **Act 26 Violation** by the State of Pennsylvania Prohibits:

- Alcohol – Drugs – Tobacco
- Fighting
- Racial/Sexual harassment
- Possession/Use of weapon
- Terroristic Threats
- Display of Body Parts

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

### **BOOK BAGS AND BACKPACKS**

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

### **HALL LOCKERS & LOCKS**

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

A hall locker will be assigned to each student during the first week of school. Students will have the opportunity to purchase a combination lock. All locks used on lockers must be a **SCHOOL PURCHASED LOCK**. The school purchased locks facilitates admission to a locker in the event of an emergency. Locks not purchased from the school may not be used and will be cut off without reimbursement made to the student. **The school will not be responsible for articles lost or stolen from lockers whether locked, unlocked, or unattended.**

### **TEXTBOOKS**

The school district furnishes textbooks to all students. Unreasonable damage to textbooks will result in replacement costs. Lost textbooks must be paid for or replaced immediately. The cost for lost or damaged books must be paid to the office at the time of damage or loss, and a receipt will be issued. 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 does other damage to school equipment will be required to pay for the damage done or replace the item. Furthermore, the District reserves the right to prosecute to the fullest extent of the law.

### **INTEGRATED PEST MANAGEMENT**

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

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

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

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

### **COMPUTER HARDWARE & SOFTWARE**

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

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

Chromebooks are intended for use each school day and are a necessary and required educational tool. Therefore, students must bring their Chromebooks to all of their classes every day. Chromebooks can access sites on the Internet and the District's Learning Management Systems (LMS) to connect to all the resources and information available for student learning online, anywhere, at any time. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. For access to the Chromebook handbook and policy as well as additional information, go to [www.casdonline.org/1to1](http://www.casdonline.org/1to1).

### **COMPUTER SYSTEM & SOCIAL MEDIA GUIDELINES:**

Students are required to fully **read and sign** the full Acceptable Use Policy (AUP) and Social Media Policy before any computer use takes place. The policies as defined in Board Policy 815 Acceptable Use of The Computers, Networks, Internet, Electronic Communication and Student Information Systems, and Social Media Policy 815.1 are school board adopted policies and current versions are always online at the District's website located at [www.casdonline.org/IT/technologyforms](http://www.casdonline.org/IT/technologyforms).

Policy 815.1 addresses Social Media and a current version can also be found at [www.casdonline.org/IT/technologyforms](http://www.casdonline.org/IT/technologyforms). When using social media, students are responsible for complying with the School District's conduct requirements and may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others as outlined on the policy.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are required to fully **read** the Electronic Communication Device policy. A current version of the policy is located at <https://www.casdonline.org/Page/1616>. The policy outlines student usage guidelines regarding personal electronic devices.

#### **Consequences for student use/possession of cell phones during the school day:**

- Confirmed First Offense: Phone turned in to office, 30 minute detention issued, student can collect at end of day.
- Confirmed Second Offense: Phone turned in to office, 60 minute detention issued, parent must pick up the phone.
- Beyond Second Offense: Phone turned in to office, 60 minute detention issued, parent must pick up the phone.

### **ACCIDENTS**



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

### **ACCIDENT INSURANCE**

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

### **SCHOOL NURSE**

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

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

### **MEDICATIONS**

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

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

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

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

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

### **IMMUNIZATIONS**

Please note that the immunization requirements for school attendance have changed as of the 2018-2019 school year. Contact the Pennsylvania Department of Health or your child's primary care provider with any questions regarding immunization changes. Students must meet the Pennsylvania Department of Health immunization requirements.

## STUDENT ASSISTANCE PROGRAM (SAP)

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

## GRADING SCALE

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

**The following alpha grade with its numerical scale shall be used for grading of students 6-12 for the 2022-2023 school year:**

- 90-100 = A
- 89-80 = B
- 79-70 = C
- 69-60 = D
- 59-50 = F
- Lowest grade = 50

W WITHHELD  
I INCOMPLETE

For selected courses:

O OUTSTANDING – 92-100%  
S SATISFACTORY – 74-91%  
N NEEDS IMPROVEMENT – 65-73%  
U UNSATISFACTORY – 64% & BELOW

The following criteria will be used in the determination of honor roll Grades 3-12:

**Distinguished Honor Roll:** Students with all “A’s” and no grades of N, U, or W

**First Honor Roll:** Students with an average 3.5 or higher, no grade lower than a “B” and no grade of N, U, or W

**Second Honor Roll:** Students with average 3.0 or higher, no grade lower than a “C” and no grade of N, U, or W

## **GRADE PROCEDURES**

### **W’s and I’s**

*First, Second and Third Marking Period*

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

*Fourth Marking Period and Final Grade*

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

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

## SUMMER SCHOOL, CREDITS, AND QUALITY POINTS

Summer school provides middle and secondary students with the opportunity to remediate failed courses. An “F” for a final grade will indicate that the student may remediate the class via the approved summer school program. All book bills, time slips, and fines must be completed prior to acceptance to summer school. 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.

### **REQUIREMENTS FOR PROMOTION**

Minimal promotional guidelines for middle school students are as follows:

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **CHILDREN’S ONLINE PRIVACY PROTECTION ACT (COPPA)**

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

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

Parental permission is in place to keep you informed. For our students to use these programs and services, certain personal identifying information might be requested by the service provider, such as the student’s name, a username, password and occasionally a school email address. Under federal law entitled the **Children’s Online Privacy Protection Act (COPPA)**, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. A complete list of the programs with the privacy policy and terms of service for each can be found on our district website at CASD Websites and Apps located at <http://bit.ly/2X4L5Ld>.

This list will be updated throughout the school year. Instead of every website and online service contacting you personally, the law permits schools to act as the parent’s agent and can consent to the collection of student information on the parent’s behalf with your permission. If you have an objection to any of the tools listed, please attach and submit a written letter to your child’s building principal with an opt-out request for specific tools. For more information and a complete list of frequently asked questions (FAQ’s), please refer to FTC’s COPPA website at <http://www.ftc.gov/privacy/coppafaqs.shtm>.

## **STUDENT RECORDS NOTIFICATION OF RIGHTS PARENTS/ELIGIBLE STUDENTS**

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

- *The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.* A parent of an eligible student making such a request must submit to the school principal (or appropriate school official) a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- *The right to request amendment of the student's education records that the parent of eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.* A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal (or appropriate school official). If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- *The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.* Disclosure of personally identifiable information can be made without consent to the following:

School officials, including teachers, 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.

Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record, if so requested.

Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.

Officials connected with a student's application for a receipt of financial aid.

State and local officials who are required to get specific information pursuant to State Law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.

Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.

Accrediting Institutions.

In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent of eligible student prior to the complying with the subpoena or court order.

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

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

## **BOARD DOCS**

<https://go.boarddocs.com/pa/casdpa/Board.nsf>

## **PUPIL RECORDS POLICY/PROTECTION OF PUPIL RIGHTS**

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

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

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

## **STUDENT CODE OF CONDUCT**

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

## **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:

**Elementary Grades K-5** – Intervention Coach, who serves as the Core Intervention Team Chairperson, principal, parents, and classroom teacher. 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.

**Middle School (Grades 6, 7, 8)** – The regular team meetings serve as the CORE Intervention Team at the Middle School. 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.

**High School** – The team meetings are scheduled as the need arises and s 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 must include the following:

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

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

The district offers the following 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 (REVISED 11/16/21)**

### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **Definitions**

**Weapon** - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while 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 coming to or from school.

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

### Transfer Students

When the 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 that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

## **TERRORISTIC THREATS — BOARD POLICY 218.2 (REVISED 11/16/21)**

### **Purpose**

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a terroristic threat.

### **Definitions**

**Communicate** - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

**Terroristic threat** - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

### **Authority**

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

### **Delegation of Responsibility**

The Superintendent or designee, in coordination with the threat assessment team, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, Board policy and administrative regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.

### **Guidelines**

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.



Staff members and students shall be made aware of their responsibility for informing the threat assessment team regarding any information or knowledge relevant to a possible or actual terroristic threat.

The threat assessment team shall immediately inform the Superintendent or designee, Director of Safety and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence from a behavioral service provider that the student does not pose a risk of harm to others.

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

### **Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

### **Definitions**

**Distribution** means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression** means verbal, written, technological or symbolic representation or communication.

**Non-school materials** means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting** means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

### **Authority**

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

### **Unprotected Student Expression**

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

### **Discipline for Engaging in Unprotected Expression**

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where

such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

### **Distribution of Non-school Materials**

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

### **Posting of Non-school Materials**

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

### **Review of Student Expression**

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

### **Delegation of Responsibility**

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further

## **TOBACCO USE — BOARD POLICY 222 (SMOKING)**

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other smoking product, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes.

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

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

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

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

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

## **CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **For purposes of this policy, controlled substances shall include all:**

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

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. In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## **OFF-CAMPUS ACTIVITIES**

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

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. 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.
3. 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.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances. Provide education concerning the dangers of abusing controlled substances. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **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 receiving 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, student 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 receiving 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 and submission of related evidence to them.
7. If warranted, the Superintendent may recommend to the Board of School Directors for possible expulsion.

## **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 and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

*No reprisals nor retaliation shall occur as a result of good faith charges of harassment.*

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic 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 is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Director of Human Resources as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment. 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 district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

## **Complaint Procedure – Student/Third Party**

### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

## **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, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and

mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

*No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.*

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Pupil Services or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. *Curriculum and Materials* - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. *Training* - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. *Student Access* - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. *District Support* - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
5. *Student Evaluation* - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

### **Complaint Procedure – Student/Third Party**

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer. The complainant will use the report form available from the building principal.

#### **Step 2 – Investigation**

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal or Compliance Officer shall inform law enforcement authorities about the incident. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.



### **Step 3 – Investigative Report**

The building principal or Compliance Officer shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

### **Equivalence Between Schools**

The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.

Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis. Records documenting such compliance shall be updated biannually.

The Board understands that equivalence between programs and schools shall not be measured by:

1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.
6. Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

### **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 investigate promptly 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.

#### **BULLYING/CYBERBULLYING– BOARD POLICY 249 (Revised 3/23/21)**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority:** The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the

report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

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

### **Confidentiality**

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

### **Retaliation**

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

### **Delegation of Responsibility**

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

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

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

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

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

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

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

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

### **Education**

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

### **Consequences for Violations**

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

1. Counseling within the school.

2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

### **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.

### **MORNING ARRIVAL PROCEDURES**

- Students will remain on the bus ramp until 7:30 am. At this time, students will enter the building and wait in the auditorium (6<sup>th</sup> grade), west side of main gym (7<sup>th</sup> grade), east side of the main gym (8<sup>th</sup> grade) or may proceed to the cafeteria for breakfast, 6<sup>th</sup> and 7<sup>th</sup> grades are in CAF B and 8<sup>th</sup> grade is in CAF A.
- All students arriving at school must immediately proceed to the gym bus ramp. Students are not permitted to leave school grounds without permission. A violation of this regulation may result in suspension from school.
- Students who arrive at school in vehicles other than school buses should be dropped off on the front entrance ONLY. Students are not able to use the Gym bus ramp for private transportation drop off or pick up.
- There is to be no throwing of snow or any other objects. Violators of these regulations are subject to school suspension.
- Students who need an absence excuse or those needing an early dismissal (doctor, dental appointment, etc.) must submit a note from a parent/guardian. The note should be given to the attendance secretary who will be stationed in the Auditorium each morning. This should be done as soon as a student enters the building before morning homeroom

### **SCHOOL MEALS**

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

### **LUNCH PERIODS**

A closed lunch period is operated three times a day during periods: 10:45 a.m. – 11:15 a.m.; 11:30 a.m. – 12:00 p.m.; 12:30 p.m. – 1:00 p.m. All students report to the cafeteria at the beginning of the lunch period indicated on their schedule. They may carry their lunches or purchase them from the school cafeteria.

Certain basic rules will apply during all lunch periods:

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

### **Meal Charge – 2022-2023**

Breakfast - \$2.20  
Lunch – \$3.15

## **Middle School is Cashless at Lunch**

Reducing the handling and exchange of funds helps speed the process of getting students through the check out more efficiently. Deposits will continue to be received during the breakfast meal service. We recommend **Schoolcafe.com**, as an easy to use tool for parents. This service allows you to deposit funds, monitor balances, and review transactions. A free smartphone App *schoolcafe* is also available through this service. Questions may be directed to the food service office at 717-261-3391.

## **What is a School Lunch?**

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

## **Free and Reduced Meal Benefits**

Applications may be submitted for the 2022 – 2023 school year any time after July 6, 2022 at [www.schoolcafe.com](http://www.schoolcafe.com) . We will notify you of your household status by US postal mail or email.

We recommend families apply for benefits as is may qualify your children for other assistance.

## **Snacks**

Snacks are available on a limited basis. The allowable snacks are available on the Food and Nutrition website. [www.casdonline.org/page/1007](http://www.casdonline.org/page/1007)

Food Service office  
721 South Sixth Street, Chambersburg, PA 17201  
717-261-3391  
LAB 2021

## **DAILY SCHEDULE**

Students are allowed to enter the building at 7:30 a.m. Students entering through the front entrance must report to the auditorium, gym or cafeteria. Students are not permitted to go to their lockers prior to 7:50 a.m.

## **ACTIVITIES PERIOD**

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

## CLUBS and ACTIVITIES

Art Club	Chorus	Band	Orchestra	Yearbook
Drama Club	Multi-Cultural Club	Future Farmers of America (FFA)	Chess Club	Intramurals
CAMS Trojan Council (CTC)	TV Studio	Multicultural Club	Newspaper Club	

## ACTIVITY CONFLICTS

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

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

## MIDDLE-SCHOOL PHYSICAL EDUCATION

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

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

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

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

## PE UNIFORM POLICY

- PE Uniform will be required during the 22-23 school year in all PE classes grades 6-12
- Gym Uniforms
  - Set Price \$15.00
  - Shorts \$10.00
  - Shirts \$8.00
  - Locks - \$7.00
- PE Uniform must be purchased from the Middle School on select dates over the summer as well as during the first week of school. Uniforms cannot be purchased from any outside retail vendors.
- PE Uniform has a CASD exclusive Logo on the Shirt and Shorts that cannot be purchased anywhere else.

**\*\* Students are NOT permitted to alter the uniform.**

How students are graded:

- Middle school students receive approximately 22 days of Physical Education Instruction during each marking period.

- Students earn 3 pts. Per day for the following:
  - Preparation – includes wearing of school uniform and sneakers
  - Participation
  - Effort
- (approx. 66 points per marking period)
- Students are also evaluated with formative and summative assessments on their knowledge of the content that is presented by their teacher during class on various Physical Education concepts. Examples: quizzes, group work, discussions, tests, projects, etc. This equates to approx. 66 pts.

**Total Points for the marking period is approximately 132.** This represents a balance between student participation and knowledge gained. Students are not only graded on what they can do, but also on what they know as with core classes.

## **MUSIC DEPARTMENT**

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

## **CRITERIA FOR STUDENT COUNCIL ELECTIONS**

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

- Have a 3.0 overall quality point average from the previous school year to have their names placed on the ballot.
- Maintain a 3.0 overall quality point average while in office. Students are required to show their report cards to their advisor at the end of each marking period. If their grades fall below the 3.0, an impeachment hearing process will take place.
- Have maintained a “B” average in department from the previous school year. While in office, they must maintain a “B” average each marking period (no more than 7 demerits). Officers must show their report cards to their advisors at the end of each marking period. If a department grade of “B” is not maintained, an impeachment process will be instituted.
- Write-in candidates may be permitted to run for office provided they meet the established criteria. A qualified write-in candidate who gets the most votes would win the election.
- An impeachment process will include the following members on the Impeachment Hearing Board: Student Government Advisors (2), Class Principal from involved class (1), Teacher advocate speaking on the behalf of the student (1), President and Vice-president of Student Government (2), Student in question (1). Impeachment hearing proceeding applies to every officer on roster. If impeached, the student may not return to office in that current school year. A student council officer may also be removed from office at the discretion of the building principal.
- No re-election will be held to replace any officer removed from office. The vice-president will assume the presidency, if necessary. If any officer, other than the president, is removed, the duties will be divided among the remaining officers.
- Any officer convicted of a misdemeanor or felony would be liable for impeachment proceedings
- Voting procedures shall be determined by the building principal.

## **PHONE INFORMATION**

Information Hotline - Important announcements pertaining to district events are available by phone 24-hours a day.

- For English, dial (717)261.5680.
- Para Espanol, llame (717)261.5684.

## **SALE CAMPAIGN AND FUNDRAISINGS**

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

## **LIBRARY**

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

## **FIELD TRIPS**

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

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

## **SCHOOL-RELATED AFTER SCHOOL ACTIVITIES**

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

## **PHYSICAL EXAMINATIONS**

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

## **SCHOOL COUNSELORS**

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

## **PARENT CONFERENCES**

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

**Lauren Collier (6<sup>th</sup> Grade)**

**Traci Miller (7<sup>th</sup> Grade)**

**Erica Moser (8<sup>th</sup> Grade)**

## **WORK PERMITS**

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

## **FINANCIAL RESPONSIBILITY**



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

### **USE OF TELEPHONES BY STUDENTS**

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

### **VISITORS**

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

### **SPRAYS & SCENTS**

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

### **HOMEWORK**

#### **Beliefs Regarding Homework:**

1. Research confirms that homework increases performance among all ability levels and is an essential part of the learning process.
2. Homework should be a direct reinforcement or extension of lesson objectives.
3. Homework is the responsibility of the student.
4. Homework teaches accountability, responsibility, and preparedness.
5. Homework is one of the main forms of communication between school and home.
6. Teachers and parents can expect that students will:
  - Record his/her homework assignments in the student agenda.
  - Complete all homework assignments on time.
  - Utilize activities period for homework if they do not have a club or homeroom activity that day.
  - Be aware of Team's Homework Policy.
  - Contact each of his/her classroom teachers on the day of the student's return to school to make arrangements for completing missed assignments.

**Today, I WILL  
IMPROVE!**