

STUDENT HANDBOOK

2022-2023



**Chambersburg Area
Career Magnet School**

Career Magnet School

2459 Loop Rd ~ Chambersburg, PA 17202

ph-717.261.5656

Mr. Shawn Stenger – Principal

Mr. Christopher Barnabei – Head Teacher

Mrs. Crystal Fatyol – Counselor A-K

Mrs. Heidi Lebitz – Counselor L-Z

Mrs. Jody Sprecher - Nurse

Mrs. Mary Bennett – Secretary

Mrs. Michele Hollar - Secretary

Teachers:

English

Miss Lou Ann Cunningham

Miss Shannon Pitt

Mrs. Jessica Prosser

Mr. David Stoner

Mrs. Sarah Taylor-Foltz

Mr. Andrew Ulmer

Science

Mrs. Nina Bagriacik

Mrs. Matthew Denaley

Mrs. Jennifer Kissel

Mr. Stephen Osmanski

Mrs. Amanda Zaleski

Technology Specialist

Mr. Christopher Barnabei

STEM

Mr. John Myers

Mr. Daniel Niess

Business

Mr. Corey Grove

Foreign Language

Dr. Nikki Wishard

Mr. Eric Keiper

Mathematics

Miss Eden Eliff

Mrs. Amy Kemp

Mr. Hans Lehman

Mr. James Menges

Mrs. Teresa Metzger

Social Studies

Mr. Joshua Bound

Mr. Wesley Foltz

Mrs. Angela Garland

Mr. Thomas Palguta

CASE Classroom

Ms. Kylara Carbaugh

Special Education

Mr. David Chlebowski

Mrs. Victoria Guyer

Mrs. Cynthia Jewart

Mrs. Kylee Wagner

ESL

Mrs. Jenna Sheaffer

STUDENT HANDBOOK

CHAMBERSBURG AREA SCHOOL DISTRICT MISSION STATEMENT

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

CHAMBERSBURG AREA SCHOOL DISTRICT BELIEF STATEMENTS

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

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

“Si usted no puede hablar o leer ingles y necesita ayuda entendiendo esta informacion, por favor llame al 261-3359. Digale a la persona que se comuniquen con la escuela y ellos se comunicarán con la interpretadora de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias.”

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 may require you to present identification and/or state the reason for your visit. Also, please be advised that all students, staff, and visitors may be subject to video surveillance. Moreover, recordings from video surveillance may be used in disciplinary and/or criminal prosecution.

ACCOMODATIONS FOR AMERICANS WITH DISABILITIES

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

ASBESTOS POLICY

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

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

INTEGRATED PEST MANAGEMENT

The Chambersburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine 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.

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.

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

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

FOOTWEAR

- All shoes must have a back or strap which keeps the shoe on the foot. No slippers or flip-flops are permitted.
-
- Elementary students must wear “closed toe” shoes. Shoes with wheels (“heelies”) are not permitted.

HAIR

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

GANG-AFFILIATED ATTIRE/ACCESSORIES

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

EXCEPTIONS

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

More information about CASD’s student dress code can be accessed at www.casdonline.org/dresscode

ATTENDANCE REGULATIONS

This building operating regulation addresses the monitoring of student attendance in grades K-12. Application of the regulation shall include each of the grades listed and shall be consistent. As with all regulations students shall be treated as individuals with each case being determined on its merits.

Building principals shall prepare reasonably consistent regulations pertinent to record keeping and notification.

It shall be the responsibility of each principal in concert with his staff to develop a plan for encouraging exemplary attendance.

The following procedures shall be in effect.

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

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

Please excuse John Jones for absence on Wednesday, September 13, on account of illness.

Grade (indicate grade of student) Yours truly, (Mrs. John) Mary Jones

This note must be presented to the office or attendance secretary. After each absence from school, the attendance secretary will update the reason for the absence in the student online profile.

1. All absences shall be recorded as excused unless the principal determines reason to list the absence as unexcused/unlawful. Reasons for unexcused/unlawful absence include but are not limited to:
truancy missing the bus personal business not pre-approved by the principal
oversleeping assisting at home absence from class without excuse baby-sitting
tardiness due to avoidable appointments
2. After the first but no later than the third unexcused/unlawful absence parents shall receive a first notice.
3. The fourth unexcused/unlawful absence shall result in a truancy citation or a SIAC meeting. .
4. Repeated unexcused absences for students seventeen years of age or older shall result in notice of the potential exclusion for non-attendance.

PROCEDURES FOR NOTIFYING PARENTS AND THE RAMIFICATIONS FOR EXCESSIVE ABSENCES

Notification:

After the fifth (5) absence per semester (not to include absence for a school event), parents will be notified by phone and sent via regular mail a letter of concern for attendance.

After the tenth (10) absence per semester, parents will be notified via regular mail that further absences must be accompanied by a note from a doctor in order to be considered an excused absence. The doctor's note must indicate that the student was seen and must also indicate a return date to school.

If excessive absences are impacting the academic and/or social performance of a student, parents will be required to attend an educational planning meeting at the school.

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

Absence from Class

1. Unexcused/unlawful: Should a student's absence from class be unexcused/unlawful he shall receive a grade of 0 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).
(Secondary only)
Failure to complete assigned work during the time period the class is in session will result in an incomplete (I) for the course. (Secondary only)
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.
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.

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.

Educational Contracts

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

Appeal

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

This note must be presented to the attendance official for each grade. After each absence from school the pupil must have an admit from the office to be admitted to his homeroom, study hall, and subject classes.

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

EARLY SIGN-OUT PROCEDURES

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

1. A note from home **MUST** be brought to the school office or attendance officers the morning of the day the student is to leave early. A student will be issued an attendance slip.
2. The student is to remind the teacher at the beginning of the class period as to the time to be excused for the early dismissal.
3. All students are required to sign out 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.
4. Students attending medical or dental appointments are required to have the doctor sign the attendance slip, which is to be returned to the attendance officers.
- 5.

LEAVING BUILDING

No pupil is permitted to leave the building at any time during school hours without receiving permission and signing the registry book in the school office. Students will have passes signed with time leaving and returning. Students may leave only through the high 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 or e-mailing the individual teachers. **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.**

EVENING DISMISSAL

Dismissal time for **bus riders** is 2:32 pm on a regular school day.

Dismissal time for **student drivers and parent pick-up** is at 2:40 pm.

Any student who leaves school grounds during the day, 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- The Transportation Department may suspend the riding privileges of the student from one to thirty days. If behavior does not improve the suspension may last for the entire school year.

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

Prior to the beginning of each school year, the proposed transportation schedules for

that year shall be approved by the Board of Directors. Each student for whom transportation is provided shall be assigned to a route and a stop. The School District will allow for different a.m. and p.m. bus assignments, but such arrangements must remain the same each day of the week. Students are not permitted to transfer to other stops and/or routes without approval by the Supervisor of Transportation or designee.

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

SCHOOL BUS RIDING RULES AND REGULATIONS

1. The Bus Driver is in charge of the bus at all times.
2. Unless necessary please keep comments to the Bus Driver to a minimum.
3. You must exit the bus at your scheduled stop.
4. Please be ready for bus pickup 5 minutes prior to the assigned time. Students should wait for the bus in a safe location, at a minimum of ten feet from the traveled portion of the roadway.

Loading- Please wait for the direction of the driver before crossing any roadway to enter the bus.

Unloading- When unloading the bus please follow the direction of the driver and only cross in front of the bus after checking traffic in both directions. Avoid the DANGER ZONE.

5. Please keep all body parts inside the bus at all times.
6. Keep the aisles clear at all times when the bus is moving. Student's personal items shall be placed on the students lap and not placed in the aisle. This includes musical instruments, school projects, gym bags, etc.
7. Speak and respond appropriately to others. The use of inappropriate, foul, or abusive language will not be tolerated.
8. Possession or use of tobacco products and other controlled substances is prohibited. Eating, drinking, and chewing gum are also prohibited.
9. Keep hands, feet and objects to yourself, and remain seated while the bus is moving.
10. The driver is authorized to assign seats.
11. Observe the same good conduct on the bus as you do in the classroom.

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

Law Enforcement

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

STUDENT DRIVERS AND PARKING REGULATIONS

Student parking permits are issued by the school office. Students must park in their assigned numbered space. Driving to/from school is a privilege and may be denied or revoked by the principal at any time. Permits are limited and are available by a "first come, first served" basis. Forms are available in the school office.

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, if provided as needed throughout the school day at designated times.

HALL LOCKERS AND 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 turn it 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 may purchase their own combination lock. The school has the right to remove/cut-off any lock if necessary. The school will not be responsible for articles lost or stolen from lockers whether locked, unlocked, or unattended.

TEXTBOOKS

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

ELECTRONIC DEVICES BOARD POLICY 237

The Chambersburg Area School District believes that Electronic Communications Devices¹ ("ECDs"), including students' Personal Electronic Communication devices ("PECDs"), as defined in the School District's Electronic Communication Devices Policy #237, can be essential to and supportive of the educational program, and also prepare students for future success. Therefore, the Board of School Directors has granted students the privilege with administrative permission, not the right, to possess and silently use PECDs during the school day in School District buildings, on School District property, and at School District-sponsored activities during the school day only.

¹ See the Definition section in the Electronic Communication Devices Policy #237 for the defined terms generally provided in initial capital letters throughout this Permission Form.

when they comply with Policy #237, other School District Policies, regulations, rules, procedures, terms of Internet Service Providers and websites, and local, state, and federal laws and procedures (“Policy #237, this Permission Form, and Other Laws”), *and* when parent(s)/guardian(s) have granted permission on this Permission Form for their child to use PECDs, or ECDs (“this Permission Form”). Students must have administrative permission and fill out the permission form. The Permission Form is a copy of the School District’s Policy #237; a copy is also available on the School District’s website, at: http://www.psba.org/districts_policies/c/115/POLCHMB237.pdf. Students and Parents must read the Policy and this Permission Form carefully, discuss the content, seek answers to their questions, sign and date this Permission Form, then return the Form to the main office of your child’s school. Other School District policies are also available on the website under http://www.psba.org/districts_policies/c/115/chmb-contents.asp#200.

COMPUTER HARDWARE AND SOFTWARE

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

ACCEPTABLE USE OF NETWORKS AND COMPUTING RESOURCES

The Chambersburg Area School District is providing employees and students access to the District’s network and computing resources system, which includes Internet Access.

The District’s system of networks and computing resources has a limited educational purpose, which is to support the instructional and administrative needs of the District.

The use of the District’s systems must be in compliance with established policies, procedures, and conditions of the Chambersburg Area School District and any external entity to which the network or computing resources are connected. A copy of the complete acceptable use policy is available in the high school office.

A parent or legal guardian must sign an agreement to allow their student to have an individual account. Agreements will be given to students to bring home for appropriate signatures. Parents or legal guardians may request alternative activities for their child(ren) that does not require Internet access.

Per the Children’s Internet Protection Act and the District’s Acceptable Use Policy, Chambersburg Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

IPADS

The Chambersburg Area School District will distribute an iPad to each student at the Career Magnet School in order to learn. The iPad is the tool owned by the district and supplied to the student in place of textbooks for current internet resources. An insurance policy through the district will be issued to each student prior to receiving

the iPad. A deductible will be charged to each student prior to receiving the iPad. Students on free and reduced lunch must see the principal for the range of prices for the iPad deductible. All instances of usage and breakage will be the responsibility of the students.

ACCIDENTS

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

ACCIDENT INSURANCE

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

SCHOOL NURSE

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

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

MEDICATIONS

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

1. Failure to do so would jeopardize the health of the student.
2. The student would not be able to attend school if the 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.

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 on the package.

IMMUNIZATIONS

Students must meet the Pennsylvania Department of Health immunization requirements.

STUDENT ASSISTANCE PROGRAM

A specially trained team of educators makes up our SAP team in each secondary building of Chambersburg Area School District. The Student Assistance Team is a program to identify high at-risk students who are having school-related problems. It is a method for the identification, intervention, and referral of students who are believed to be at-risk. It is an intervention not a treatment program. Parental involvement is a component of the process.

GRADING SCALE

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

THE FOLLOWING ALPHA GRADE WITH ITS NUMERICAL SCALE SHALL BE USED FOR GRADING OF STUDENT 3-12:

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

For selected courses:

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

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

As established by case law department cannot be used to determine honor roll status.

GRADE PROCEDURE

W’s and I’s

First, Second, and Third Marking Period

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

Fourth Marking Period and Final Grade

If the above occurs during the fourth marking period, a “W” should be assigned as the fourth report grade and the final grade. If the work is not 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 the end of the summer school session or students will not receive credit for the summer school course/s completed. If a student successfully remediates a failed course with an 80% - 91%, his final grade will be changed from an “F” to a “D” 92% or higher, his/her grade will be changed from an “F” to a “C”, and he/she will receive a credit for the class. A student who does not remediate the course or receives a score of 79% or lower will receive zero credits for the course. Quality points earned during the four report periods will be added to the student’s cumulative quality point total in both of the above cases.

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

REQUIREMENTS FOR CLASSIFICATION

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

Chapter 5 Regulations (PA Department of Education) determine graduation requirements from High School. Credits towards graduation are compiled beginning with the ninth grade. One credit is awarded for each academic subject, which meets five days per week. A fraction of a credit is given for all other courses taken, depending on the number of times the class is scheduled.

A student is permitted to drop or change a course only by prior approval from the office. If a student is permitted to change to another course, the grades from the original course will be credited toward the new course average.

GRADUATION REQUIREMENTS

A total of 23 credits in grades 9-12 are required for graduation from the Chambersburg Area Senior High School. Seventeen of the 23 credits must be in major subject areas exclusive of: Band, Instrumental Music, Jazz Band, Symphonic Orchestra, Sophomore Chorus, Glee Club, and Elective Physical Education. Additional requirements include 6 credits of elective coursework, proficiency on the PSSA Reading and Math Assessments or a school district alternative assessment, and successful completion the Junior Project.

Graduation Requirements Summary

4.00	Credit Units of English
4.00	Credit Units of Math (Algebra I, Algebra II, Geometry, 4 th math) (3 credits of math if student has completed two semesters of FCCTC)
3.50	Credit Units of Social Science (Early Am. Hist., World Hist., Am. Hist., and Civics)
3.00	Credit Units of Science (Biology plus 2 other sciences)
2.00	Credit Units of Wellness and Fitness
	Credit Units of Electives
.50	ICT

*** Proficiency on the Keystone Assessments or a school district alternative assessment until the class of 2017. The class of 2019 will fall into the Pennsylvania Department of Education's rules for the State Project into pass Keystone requirements.

HONOR GROUPS FOR GRADUATION

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

- The class rank list at the end of the third marking period of the senior year will be used to determine graduation honors.
- A student must have been enrolled for at least three consecutive semesters at CASD in order to be eligible for graduation honors.

The following academic graduation honors will be recognized for each senior class:

- Valedictorian - #1 class rank end of third marking period, grade 12
- Salutatorian - #2 class rank end of third marking period, grade 12
- Top 20% of each class, based on class rank end of third marking period.

The honor pupils at graduation are divided into two groups; the highest honor group includes those pupils who have maintained an average of 4.0 and no grade below A or no U in any marking period grades 9 through 12, and the high honor group includes those with an average between 3.0 and 3.99 and no grade below B or no U in any marking period grades 9 through 12.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Policies regarding the implementation of students' right and responsibilities are filed in the principal's office and are available upon request.

General guidelines for student conduct are contained in this handbook. Specific questions regarding student behavior should be referred to the principal's office.

Student Records Notification of Rights Parents/Eligible Students

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

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

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

- a. School officials, including teachers, with legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record, if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and State and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.

- e. State and local officials who are required to get specific information pursuant to State Law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
 - f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
 - g. Accrediting institutions.
 - h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
 - i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent of eligible student prior to the complying with the subpoena or court order.
- The school district may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

PUPIL RECORDS POLICY/PROTECTION OF PUPIL RIGHTS

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

The Protection of Pupil Rights Law requires that prior written consent of a parent is needed for any survey, analysis, or evaluation of unemancipated minors which reveals information about political affiliation; potentially embarrassing psychological or mental problems; sexual attitudes or behavior; self-incriminating illegal or antisocial behavior; critical appraisals of other individuals with whom 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 DISCIPLINE

A. Deportment and Demerits

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

The deportment grade a student receives is determined by the number of demerits assigned by school personnel. Demerits in excess of a one per week average for the term to date would result in ten (10) or more demerits for the nine week report card period, and would therefore be graded "F".

No student shall be placed on a low deportment list until he has received ten (10) demerits. From that point until the end of that specific report period, the student is not permitted to attend or participate in any of the school's extra-curricular activities such as sports, clubs, and assemblies as determined by the building principal or any performance representing the school. The student also loses all corridor pass privileges unless he is going to see a teacher for academic purposes.

When the student's deportment grade falls to "F", i.e., ten (10) or more demerits, a parent-school official conference shall be requested in order to discuss steps for the resolution of the problem.

The administration of the junior and senior high schools may choose to remove all "pass" rights and send a letter to the parents concerning the infraction/s.

The maximum single deduction that can be made by teachers is four demerits. If a student is repeatedly given demerits for the same offense, another form of discipline would be considered. Truancy or suspension from school will automatically result in a six-demerit deduction by the administrative official handling the case.

Teachers shall be responsible for informing students when demerits are given and the corresponding deportment deductions made. The reason for such deduction shall also be indicated on the student's record.

B. Detention and Detention Hall

1. The use of detention provides administrators and faculty, with administrative approval, an alternative to assigning demerits. It is used in cases of minor infractions of classroom or school rules and generally falls within the area of student misconduct classified as Level 1. The Levels of Student Misconduct are defined in Section 1 of these guidelines. If detention is used, proper supervision of the involved student must be provided. The parent should also be notified unless other appropriate means of transportation are available for the student.
2. The use of detention procedures at the senior high school becomes a more formalized operation. In contrast to the individualized relationship between offending student and teacher or student and principal that occurs at elementary, middle, and junior high levels, the senior high utilizes a detention hall concept. The detention hall is usually a classroom to which students must report after school hours in order to serve the time penalty imposed by school personnel.

C. Guidelines of Assignments to Detention Hall

1. Time slips shall be issued using multiples of thirty minutes, with a minimum of 30 for the first infraction and a maximum not to exceed 120 minutes for more serious infractions.
2. Time slips may be used in combination with demerits for Level 2 types of student misconduct.
3. Time slips should be used to control minor infractions in the classroom, corridors, and on school property. Minor infractions in the classroom should include general school rules as well as the teacher's own rules, requirements and regulations. Minor infractions outside the classroom should be based upon the student handbook and the teacher handbook requirements.
4. When students are issued time slips they will be advised of the violation, how much time he/she is receiving, and when it should be made up.
5. Students should start making up the time slips on the following day, unless other arrangements have been made with the teacher.
6. The staff member in detention hall will sign the slip each time the student completes time. The student will return the slip to the teacher who issued it when the time slip is completed.
7. If the student does not make up the time, the uncompleted time will be doubled. Make every effort to make up the doubled time slip. After a reasonable period of time, the uncompleted time slip will be attached to a discipline referral.

8. Any student reporting to detention hall must have with him/her texts and/or assignments. No credit for time will be given if student talks or does not do approved schoolwork.

I. Levels of Student Misconduct

- A. Level 1 Minor behavior by a student who disrupts classroom procedures and interferes with the educational process. This level of misconduct can and should be handled by the classroom teacher, but may sometimes require additional action by guidance and/or administrative personnel.
1. Minor disturbances in classrooms/halls.
 2. Tardiness to class.
 3. Failure to satisfy academic requirements.
 4. Behavior disruptive to the educational process.
- B. Level 2 This level of student misbehavior represents student misconduct that tends to disrupt the general learning climate of the school and/or the learning of that student.
1. Tardiness to school.
 2. Cutting class or leaving school grounds.
 3. Truancy.
 4. Disruptive behavior in assemblies.
 5. Abusive language.
 6. Failure to obey school rules.
 7. Possession of undesirable and/or inappropriate items.
 8. Cheating or lying.
 9. Repeated failure to complete detention time.
 10. Continuation of Level 1 misbehavior.
- C. Level 3 This level of student conduct represents actions of a student that may be a threat to the health and/or safety of that student or to other students or staff of the school, or result in minor property damage.
1. Threats to others.
 2. Fighting. (Police will be notified and citations issued.)
 3. Possession and use of tobacco products.
 4. Minor vandalism as determined by intent and degree.
 5. Open defiance of student toward staff.
- D. Level 4 These are student actions which could or do result in violence to another person or property or which pose a direct threat to the safety of others in the school. All are illegal acts.
1. Possession, use, or distribution of alcohol or controlled substances.
 2. Bomb threats.
 3. Major vandalism as determined by intent and degree.
 4. Assault/battery.
 5. Theft.
 6. Possession, use or transfer of a weapon as defined in Policy 218.1.

II. Recommended Disciplinary Actions for the Various Levels of Student Misconduct

The classroom teacher or subject specialist assigned to a classroom or a related school activity will be responsible for students' conduct and will endeavor to secure cooperation of students through methods customarily used by professional educators.

- A. Level 1 At the high school level it is recommended that detention hall (time slips) be considered for Level 1 types of student misconduct.
- If the student fails to complete detention hall time slips, the staff member should take the following action:
1. The uncompleted detention time should be doubled.
 2. The new detention hall time slip should be given to the student by the staff member involved.
- If the new assignment is not made up in a reasonable period of time, the stub of the new time slip should be attached to the discipline sheet of the student in the appropriate assistant

principal's office. Every effort should be made by the issuing teacher to see that detention hall time slip is completed.

3. The student should be informed of these actions by the staff person who is issuing the penalty.
4. Defiant action by a student toward this discipline should be considered a Level 2 type of misconduct.

- B. Level 2 It is recommended that a combination of detention/detention hall or demerits and suspension be used for all Level 2 student misconduct.
- C. Level 3 It is recommended that suspension be used on Level 3 types of student misconduct.
- D. Level 4 Level 4 misconduct is representative of serious problems, which may require legal actions as well as school action. It is recommended that the following actions be taken by the appropriate school officials:
1. The parents and proper police officials should be informed immediately.
 2. The student should be suspended from all school activities for the maximum time allowed by school law.
 3. A written report should be given to the Superintendent of Schools for his consideration and action.

Out of School Suspension

During an out-of-school suspension, a student may not be in or around School District property. They also are not permitted to participate in athletic events, extracurricular activities, Prom, etc.

SPECIAL EDUCATION REFERRAL PROCEDURES

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

Screening/Early Intervening Services

The Chambersburg Area School District provides screening for possible eligibility for special services through the implementation of a Core Intervention Team. The Core Intervention team is comprised of:

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

The screening process may include the following:

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

- A determination as to whether the student's difficulties are a result of a lack of instruction or limited English proficiency.
- A determination as to whether the student's needs exceed the functional ability of the regular education program to maintain the student at an appropriate instructional level.
- Documentation that information about the student's progress was periodically provided to the student's parents.

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

The district offers the following special education programs:

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

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

Due Process:

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

WEAPONS — BOARD POLICY 218.1

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

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

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

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

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

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

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

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

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

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

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

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

Affidavit/Parental Registration Statement

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

Dissemination of Policy

Students and staff shall be informed of the contents of this policy at least annually.

Exemptions

Weapons under the control of law enforcement personnel are permitted on School District property.

TOBACCO USE — BOARD POLICY 222 (SMOKING)

The Board recognizes that use of tobacco by students presents a health and safety hazard that can have serious consequences for both users and nonusers. For the purpose of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; and smokeless tobacco in any form.

(For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, snuff, matches, or other lighting devices.)

The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property.

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

Confirmed First Offense

Out-of-School Suspension (one day)

Confirmed Second Offense

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

Confirmed Third Offense

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

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

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

CONTROLLED SUBSTANCES/PARAPHERNALIA— BOARD POLICY 227

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

POSSESSION, USE OR DISTRIBUTION OF DRUGS AND ALCOHOL

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

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

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

DEFINITIONS

1. Drugs — all prescription drugs and controlled substances.
2. Prescription drugs — those medicines prescribed by a physician.
3. Controlled substances — those substances identified in the Schedules contained in “ ‘The Controlled Substance, Drug, Device and Cosmetic Act’ of the Commonwealth of Pennsylvania.”
4. Alcohol — beverages sold under state license containing alcohol.
5. Misbranded substances/look-alikes — those substances offered for sale or sold under the name of a drug or in such a manner as to give rise to a reasonable probability that the purchaser will be led to believe that he is purchasing a drug.
6. Anabolic steroids
7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
8. User — one who possesses or partakes of drugs, alcohol, or misbranded substances.
9. Paraphernalia — instruments used in connection with drug usage, i.e., bongs, bowls, roach clips, syringes, needles, etc.
10. Pusher — one who possesses for sale, sells or distributes drugs, alcohol, or misbranded substances.

OFF-CAMPUS ACTIVITIES

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

There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.

The conduct involves the theft or vandalism of school property.

CONFIRMED FIRST OFFENSE

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

1. Require the student to be isolated from his peers and 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 authorities 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 by all district students and staff member, contracted individuals and vendors, and volunteers in the schools.

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

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

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

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

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

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

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

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

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

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

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

1. Building principals.
2. Counselors.

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

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

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

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

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

Discipline

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

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

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

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the Director of Human Resources.
2. The Director of Human Resources shall review the initial investigation and report and may also conduct a reasonable investigation. She/he shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – BOARD POLICY 103

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

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

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

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

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

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

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

Complaint Procedure

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

Step One

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

Step Two

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

Step Three

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

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

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— BOARD POLICY 218.2

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

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

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

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

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

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

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

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

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; reporting the incidents to law enforcement, if appropriate; and developing a supervision plan with parents.

BREAKFAST – CAFETERIA

Pupils may eat breakfast in the cafeteria. The student must consume all cafeteria purchased food and drink at the Cafeteria East tables. Breakfast will be served from 7:25 A.M. to 7:52 A.M. Students may not purchase food to be eaten in homeroom or other classes. All food must stay in the cafeteria. Please be sure to clean your breakfast area and dispose of garbage properly.

LUNCH – CAFETERIA

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

Pupils should go to the cafeteria in an orderly fashion, secure a tray, and follow the line in which they are moving. Proper behavior and good etiquette are expected at all times. After eating, students should take their tray to the dishwashing window.

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

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

Following graduation, seniors with a positive lunch account balance will have until July 1, 2022 to request a refund or a transfer. Any remaining balance, following this date will be donated to the No Child Hungry fund.

CHAMBERSBURG AREA SCHOOL DISTRICT

CALENDAR FOR SCHOOL YEAR -- 2022-23

2022	M	T	W	Th	F		M	T	W	Th	F		M	T	W	Th	F
AUG.	1	2	3	4	5	DEC.				1	2	APR.	3	4	5	6	7
	8	9	10	11	12		5	6	7	8	9		10	11	12	13	14
	15	16	17	18	19		12	13	14	15	16		17	18	19	20	21
	22	23	24	25	26		19	20	21	22	23		24	25	26	27	28
	29	30	31				26	27	28	29	30						
SEPT.				1	2	2023						MAY	1	2	3	4	5
	5	6	7	8	9	JAN.	2	3	4	5	6		8	9	10	11	12
	12	13	14	15	16		9	10	11	12	13		15	16	17	18	19
	19	20	21	22	23		16	17	18	19	20		22	23	24	25	26
	26	27	28	29	30		23	24	25	26	27		29	30	31		
							30	31									
OCT.	3	4	5	6	7	FEB.			1	2	3	JUNE				1	2
	10	11	12	13	14		6	7	8	9	10		5	6	7	8	9
	17	18	19	20	21		13	14	15	16	17		12	13	14	15	16
	24	25	26	27	28		20	21	22	23	24		19	20	21	22	23
	31						27	28					26	27	28	29	30
NOV.		1	2	3	4	MAR.			1	2	3						
	7	8	9	10	11		6	7	8	9	10						
	14	15	16	17	18		13	14	15	16	17						
	21	22	23	24	25		20	21	22	23	24						
	28	29	30				27	28	29	30	31						

Tentative End of 1st Semester - Jan. 19

Tentative Start of 2nd Semester - Jan. 20

Tentative Last Day of School
Elem Conf & Gr. 5-12 Planning
Elementary Conferences
K-5 2 hr Early Dismissal

INSTRUCTIONAL DAYS

Aug.	5 Days
Sept.	21 Days
Oct.	20 Days +1 Act 80
Nov.	17 Days +1 Act 80
Dec.	15 Days
Jan.	20 Days
Feb.	18 Days +1 Act 80
Mar.	22 Days
Apr.	18 Days
May	22 Days
June	2 Days
Total	180 Days
Total	183 Days with Act 80 Included

Inclement Weather/Emergency Days:
Provided the cancellation is at least ten school days before the next make-up day.

February 17, 2023
March 17, 2023
June 5-30, 2023

SUMMARY OF DAYS SCHOOL NOT IN SESSION

*Aug. 22-24	Teacher Inservice	Jan. 2	New Years Day
Sept. 5	Labor Day	Jan. 18	Martin Luther King
Oct. 10	Columbus Day, Inservice	Feb. 17	Teacher Inservice
Nov. 11	Veterans Day	Feb. 20	President's Day
Nov. 24-28	Thanksgiving	Mar. 17	Spring Break
Nov. 29	Prof. Dev. Flex Day - Act 80	Apr. 7-10	Easter Break
Dec. 22-30	Christmas Vac	May 29	Memorial Day

IMPORTANT DATES: (All dates are TENTATIVE)

Oct. 28	End of 1st Marking Period
Jan. 19	End of 2nd Marking Period
March 28	End of 3rd Marking Period
June 2	End of 4th Marking Period
Nov. 2, 3, 4	Elem. Parent Conferences K-5 Students 2 hr early dismissal
Mar. 31	Elem. Parent Conferences K-5 and 6-12 Planning Students 2 hr early dismissal
ACCESS for ELL - January-February 2023 TBD	
PSSA - Eng Lang Arts April 24-28, 2023 Grades 3-8	
PSSA - Mathematics, Science & Make ups - May 1-12, 2023, Grades 3-8	
Keystone Exams - Alg I, Bio, Lit - Jan. 4-18, 2023	
Keystone Exams - Alg I, Bio, Lit - May 15-26, 2023	

Approved by Board of School Directors