SPECIAL SERVICES INFORMATION

If you have a physical handicap and need any special assistance in order to attend any function or participate in any activity, the District will assist with reasonable accommodation. Please call the school office at 352-2124.

ENGLISH AS A SECOND LANGUAGE

If you cannot speak or read English and need help in understanding this information, please call 717-267-1485. Ask the person who answers to contact the school and have their interpreter call you. Do not forget to give your name, telephone number, and what questions(s) you need to have answered.

Si usted no puede hablar or leer ingles y necesita ayuda entiendiendo esta informacion, por favor, llame al 717-267-1485. Digále a la persona que se comunique con la escuela y ellos se comunicarán con la interpretadora de la escuela. No se olvide de dejar su nombre, número de teléfono y cuales preguntas usted tiene. Gracias.

Additional services that may be provided are as follows:

- Translating letters and other school-related documents going home to families of CASD children where English is not the primary language used.
- Sitting in on meetings and providing interpreter services with parents and non-parent taxpayers that only speak Spanish.
- Accompanying the Home and School Visitor and/or other District personnel who have a need to go to a home or other meeting site where Spanish is the language of choice and providing interpreter services.
SCHOOL SCHEDULE

Instruction begins for the students in grades K through five at 9:00 am. Students may arrive at 8:45 AM. We request that students are in their seats by 9:00 am ready to begin their day. Instruction ends at 3:30 pm.

DAY SYSTEM

Our school district uses the “day” system (1,2,3,4,5) rather than the traditional Monday-Friday system. Each subsequent school day takes on the next sequential number. For example: if the last day before a vacation was Day 3, the children will return on Day 4, no matter how many days they were off. This system eliminates the problem of missing special classes because of vacation time. Consult the calendar for the day numbers.

EMERGENCY CLOSINGS/SCHEDULED DELAYS AND EARLY DISMISSALS

Please make arrangements for your child as to where they are supposed to go in case of an emergency closing during the school day. Make sure your child and their teacher are aware of the arrangements.

Snow day closings for an entire day or delays are transmitted automatically to your home phone with the district’s automated calling system. You may also choose to check the district’s main website at: http://www.casdonline.org.

Please check the calendar that came home at the beginning of the year with scheduled 2-hour early dismissals to be on time if you are transporting your child.
LUNCH PAYMENT OPTION

An account is set up for your child so that he/she can purchase lunch or other items in the cafeteria without having cash every day. Students will be required to enter their student ID# into a keypad when making a breakfast/lunch/milk/snack purchase. Please help them to learn their # and practice if possible.

Parents may add money using www.SchoolCafe.com or send money with their child to be placed in their student’s account. Checks should be made out to: Food Service. As the student purchases lunch or other items, the system will automatically deduct the amount from the account. Parents can deposit money throughout the year, and an account balance of money spent can be obtained easily. Contact phone number for www.SchoolCafe.com - 855-729-2328

ATTENDANCE, ABSENCES AND EXCUSES

In accordance with school law, all absences of any nature require a written excuse. Please send the excuse to school on the day your child returns from his/her absence. If an excuse is not provided within three (3) days of your child's return to school, the absence will be recorded as "illegal/unlawful." It is your child’s responsibility to hand in written excuses to his/her teacher. Excuses should include the student’s name, homeroom number or teacher’s name, date(s) of absence, reason for absence, and your signature.
Should your family desire to take an educational trip (limited to 5 days per school year) during the school year, you must request an educational trip form from the school office. The form should be completed and returned to the office at least two weeks prior to the trip. Some types of absences are unexcused or unlawful. Please check with the school before your trip if you need further information. After 3 illegal absences, you will receive a notice of unlawful absence. **The principal can deny an educational excuse if a child has accumulated excessive absences and tardiness throughout the year. Educational excuses are not automatically approved.**

See District K-12 handbook on policy of generating letters to parents regarding absences.

**Notes From Home**

Listed below are some of the situations that require a note from a parent and/or guardian:

1. Any absence excuse school (must include a reason for the absence)

2. Car riding to or from school (send the note with child on first day to school or the day they will be picked up)

3. Any appointment that will require a child to miss any part of the school day (note must include a reason). Please include the name of the person who will pick up the child.

4. Permission slips- YMCA, Field Trips, Good News Club, Released Time, Family Educational Trips, Bus Slips (per the CASD transportation policy), After-School Bowling, etc.

5. A change in the child’s transportation to or from school.
CAR RIDERS

If you bring your child to school in the morning, please drop your child off at the side entrance. A staff member will be there to welcome students when our morning bell rings at 8:45am. Do not drive in the bus circle. This driveway is to be left open for bus traffic and emergency vehicles only.

If you are picking up your child at dismissal, please form a line in your car at the side cafeteria entrance. All students who are regularly picked up will be assigned a number. (NOTE: more than one student in the family will all have the same number) Parents picking up their children will display their child’s number in the windshield so staff members on duty are able to easily see it. Staff will call out the displayed numbers for students to exit the building and be picked up.

Late arrivals- park in the side parking lot and walk your child into the building to be signed in. (see attached traffic flow diagram)

TRANSPORTATION

In the event that the bus driver needs to bring your child back to school due to no one at home or at the bus stop (specifically K students) or due to misbehavior, you will be called and it is your responsibility to immediately pick up your child in the office.

For additional information see attached: School Bus Etiquette

EMERGENCY INFORMATION

Parents and / or guardians are requested to complete an Emergency Information sheet for each child. This sheet is to be completed at the start of the child’s school year. Should an emergency arise, this information is needed to contact parents and/or guardians. It is very important that we have a phone number where a parent/guardian
can be contacted during the school day. It is VERY important that parents and/or guardians keep this information up to date by notifying us of any changes throughout the school year. Please call the office at 717-352-2124.

SCHOOL VISITORS

It is required by the CASD that all visitors sign in/out and obtain a visitor’s badge in our school office when visiting our building. They will be asked to bring a driver’s license or other form of identification to the office. This enables us to better monitor the visitors in our building and minimize the classroom interruptions. Please be reminded that all outside doors will be locked during the school day. All visitors may buzz for entry through the front lobby doors only. We are committed to providing a safe school environment for our students and staff. All volunteers need to complete clearances to assist in the classrooms.

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

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

SCHOOL NURSE

In an effort to maintain a healthy environment for your child, it is important to make a wise decision concerning when not to send your child, who has been ill, to school. This reduces the chance of infecting others. Listed below are some guidelines to help you make this decision:

1. Consult your doctor with a fever of 100 degrees or greater.

2. Do not send your child to school following an illness until his/her temperature has been normal for 24 hours without fever reducing medicine.

3. Do not send your child to school if there has been vomiting or fever during the night.

4. Masks are required to be worn in the Health Room. (Mask policy in the Health room may be updated frequently per CASD guidelines.)
5. All medications and supplements require an order from your doctor. Please contact the school nurse with any questions or concerns @ 717-261-5627.

Ensure a good start for your child each day by serving them a healthy breakfast, either at home or at school. Statistics are very clear that a child does better both academically and socially when they have eaten a good breakfast. Children who don’t eat breakfast are less alert and more likely to complain of an upset stomach by mid-morning.

**Contacting Head Teachers**

If for any reason you need to speak with Mr. Swindell or Mrs. Moran about school concerns, they are available from 8:00-4:30 on any school day. Email is often the best way to contact them (David.Swindell@casdonline.org and Tera.Moran@casdonline.org) Keep in mind that the first priority during the school day is to their classes, and calls or emails will be answered in a timely manner. Mrs. Wilson, the school secretary, will be happy to take a message and have a head teacher return your call at their earliest convenience.

**Contacting Dr. Sarah Herbert, Regional Principal**

Dr. Herbert can be reached at sarah.herbert@casdonline.org or by calling Guilford Hills Elem. at 717-325-2124 or Falling Spring Elementary at 717-261-3440.