

Carlisle High School

2023 - 2024

STUDENT / PARENT HANDBOOK



Community – Honor – Service

Grades 9-12

www.carliseschools.org

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SCHOOL ACTIVITIES

ASSEMBLIES

Students are expected to proceed to all assemblies in an orderly fashion, follow seating procedures, behave in a courteous manner at all times, and display appreciation for a performance by applause only. The cooperation of all students is expected so that disciplinary measures need not be imposed.

CLUBS

The club program at the high school is organized to provide the opportunity for students to broaden their knowledge and develop their skills in various fields of interest to them. This program enables students to foster social relationships that may not otherwise exist. Clubs meet on pre-arranged dates throughout the school year.

DANCES

General Information

School sponsored dances are for Carlisle High School students only. Middle school students are not permitted to attend CHS dances.

Note: *Guests who are not CHS students are permitted to attend certain dances (homecoming, winter ball, and prom) – this is announced at school to CHS students. Guests must attend the dance as the dates of a CHS student. Guests must be registered when the tickets are purchased and must present school IDs. (if from another high school) or photo IDs (if out of school – 20 or younger) at the door on the night of the dance. Guests will not be admitted without the prior knowledge **and permission** of the administration.*

- School sponsored dances are a privilege, not a right. This privilege may be revoked at the discretion of the administration when students do not follow the established guidelines and/or performing poorly in the classroom (*CHS administration may check grades of CHS students prior to an event, and could deem a student ineligible to attend based on academic performance*).
- All school rules and regulations are in effect at all school sponsored activities to include school dances.
- Violations of the rules and guidelines will result in referrals to the grade level principals for disciplinary action.

Dance Guidelines/Regulations

- Identification (I.D.) Requirement: CHS Student I.D.'s will be accepted or another form of I.D. (drivers license).
- Entry Time Limit: students must arrive within the first hour (unless arrangements have been made with the high school administration).
- Alcohol Screening Devices: students who choose to attend school-sponsored dances shall be subject to spot checks for the presence of alcohol as outlined in these guidelines.
- Leaving the Dance: students who exit the dance site will not be permitted to return and will be required to sign-out.
- Dress Code: the school dress code will be in effect for all dances. Violations of this code will be handled as they are handled in school.
- Dancing Decorum: lewd, sexually explicit dancing is inappropriate in the school environment.

Alcohol Screening Devices – The following guidelines shall apply to all students who choose to attend dances.

- A. The school police officers and the high school administration will operate the screening devices.
- B. Students shall be checked/screened on the basis of a random pattern established by the school police and administrators prior to the dance.
- C. Any attempt by students to move/change their place in line to avoid the screening process shall be considered as suspicious behavior. These students may be screened by school police and/or school administrators.
- D. School police and/or school administrators may establish a “no cell phone use” zone when students enter the dance site. Students may not use their cell phones while in this zone. The dance rule violations shall apply to violators of this provision.
- E. If the screening device indicates the presence of alcohol, the student(s) shall be referred to the local police. The high school administrators shall make every effort to notify the parents of these students at that time; however, the local police will also contact the parents.
- F. Students who violate the Drug and Alcohol Policy of the CASD shall be subject to all of the punishments outlined in the dance guidelines under Drug and Alcohol Violations.
- G. Students who refuse to cooperate with these guidelines will not be permitted to enter the dance site and shall be asked to leave the premises.

Dance Rule Violations – excluding Drug and Alcohol Violations

1. Warning
2. Leave dance – students will be asked to leave the dance site
3. Loss of privilege to attend dances (to include homecoming, winter ball, and prom)

Note: these consequences are in addition to the established penalties for the violation of school rules and regulations.

Drug and Alcohol Violations – the provisions of the Carlisle Area School District Drug and Alcohol Policy are in effect at all times to include school sponsored dances. D & A violations shall be handled as follows:

- Out of school suspension – 10 days
- Police Incident Report – shall be completed by the School Police and forwarded to the Carlisle Police.
- Student Assistance Team (referral) – students must have a mandatory assessment by the Cumberland-Perry Drug and Alcohol representative and/or the Holy Spirit Hospital (Teenline) representative.
- Trespass Notice – students may be forbidden to attend social and athletic events for the duration of one calendar year.

EXTRACURRICULAR ACTIVITIES - CODE OF CONDUCT

Students who participate in extracurricular activities represent the entire student body of CHS and their conduct shall represent CHS in a positive manner. A Code of Conduct has been adopted by the Board of Directors that states district expectations of student participants in extracurricular activities. Advisors and coaches will review the provisions of the code with students involved in extracurricular activities.

Note 1: Eligibility standards will be explained to students who participate in extracurricular activities by the coaches or advisors involved.

Note 2: Students who are absent from school or who report to school after 10:30 A.M. will not be allowed to participate or practice for an activity on that day unless special permission is granted by a building principal (applies to all activities).

EXTRACURRICULAR ELIGIBILITY – ATHLETICS

All students participating in interscholastic sports and extracurricular activities must meet the following academic requirements.

To be eligible for interscholastic athletic competition, students must pursue a curriculum defined and approved by the principal as a full-time curriculum (minimum: 5 major credits, 28 periods/week). Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the school board.

1. Students must be passing five major subjects (*any course which meets 5 times per week*).
2. Eligibility shall be cumulative from the beginning of a marking period, and shall be reported on a weekly basis. Athletic eligibility is checked every Friday. Students who are not passing at least five (5) major subjects shall be ineligible from the ensuing Sunday through Saturday.
3. In cases where a student's work in any preceding marking period does not meet the standards provided for in Section II of the PA School Code, "said student shall be ineligible to participate in interscholastic athletics for fifteen (15) school days of the next marking period, beginning on the due date for the submission of grades for that marking period."
4. The first eligibility check of the school year shall occur on the first Friday after Labor Day. The first eligibility check of the second, third, and fourth marking periods shall occur on the first Friday after (or on) the day the marking period ends.
5. Students who are newly enrolled, must comply with the stated curricular and eligibility requirements. The standard required for the preceding week, the preceding marking period or the preceding year shall be obtained from the records of the last school that the students attended.
6. At the end of the school year, students' final credits in their subjects rather than their grades for the last marking period shall be used to determine eligibility for the beginning of the new school year.

Please note that eligibility for interscholastic athletics requires that students have passed at least five full credit subjects, or the equivalent, at the end of the previous school year.

Note: *Academically Ineligible Student-Athletes*

1. Students who do not meet eligibility requirements weekly will be declared ineligible from the following **Sunday through Saturday**.
2. Coaches have the discretion as to whether ineligible students can practice during the term of ineligibility.
3. Students may not be dismissed early from school to attend any games or meets and cannot dress for competition during the period of ineligibility.

4. The SECOND time students are declared ineligible during the same season they will not be allowed to practice, but they will be required to receive extra academic help as organized by the coaches, parents/guardians, and teacher(s).
5. The THIRD time students are declared ineligible during the same season; they may be removed from the team.

Eligibility Override:

Conceivably, there may be times that the Athletic Eligibility Report is inaccurate with regards to the student-athlete's true academic standing from the associated week. In these incidents, the grade level principal *may* authorize an Eligibility Override, within the best interest of the student-athlete's academic progression and the incident's particular details.

Operating principle: An Override *may* be granted to students by the student's grade level principals when the grade(s) pulled at the eligibility deadline (3:00 PM, Friday) is/are not accurately reflective of the student-athletes' academic performance from the associated week.

Note: Student-Athletes are not entitled to an academic override. Coaches, counselors, teachers, and parents/guardians may be consulted with regards to an Eligibility Override but the issuance of an Eligibility Override is strictly within the purview of the Grade-Level Principal, Athletic Director and/or CHS Principal.

Guiding Examples:

The following examples are not exhaustive, but rather serve as scenarios where an Override *may* be granted:

- The teacher utilizes both Schoology and PowerSchool and grades fail to sync between platforms. Thus, the eligibility report generated from PowerSchool is not accurate to the true academic performance of the student-athlete.
- The Student has had an **excused** absence on Tuesday and subsequently missed graded classwork. The student then completes and submits the work on Thursday but the teacher was not able to grade the work until the following Monday.
- The Teacher allows Test-corrections for a test that a student failed on Monday. The student completes and submits the test corrections on Thursday, but the teacher is absent on Thursday and Friday. The teacher enters the test-corrections on Tuesday of the following week.

Non-Examples:

The following non-examples are not exhaustive, but rather serve as scenarios where an Override *would not* be granted.

- The student was only passing 3 core classes at 3:00PM deadline on Friday. The student returns to school on the following Monday and submits missing work. The teacher grades the work and submits grades to PowerSchool, resulting in passing 5 core classes.
- The student was only passing 3 core classes at 3:00PM deadline on Friday. The student returns to school on the following Monday and submits missing work. The teacher grades the work and enters grades in to PowerSchool, resulting in passing 5 core classes. The student argues that they were absent (unexcused) on the previous Thursday and Friday and that is why the work was missing/not submitted on time.

It is important to note that principals approach each scenario independently and consult with the student's teachers before proceeding with a waiver. While Principals do consider extreme extenuating circumstances: death of an immediate family member, house fire, etc.—no Student is *entitled* to an Eligibility Override.

EXTRACURRICULAR ELIGIBILITY- Non-Athletic (e.g. Band, Choir, Orchestra, Clubs)

All students participating in non-athletic extracurricular activities must meet and adhere to the following academic requirements:

1. A student must be passing five (5) credit subjects to participate in an extracurricular activity. Academic eligibility will be based on the student's academic record. This record will be reviewed via report card grades.
2. Students involved in extracurricular activities will have their grades checked at the end of each marking period. Any student who is not passing five (5) credit subjects will be ineligible for fifteen (15) school days of the next marking period. The period of ineligibility will begin the day after grades are due for the marking period and will continue through the next fifteen (15) school days.
3. Students will be permitted to participate in practices during their period of ineligibility but will not be able to be in "uniform", travel, or participate in any performance, game, or meet.
4. At the conclusion of this fifteen (15) day period of ineligibility, the student will be eligible again to participate in extracurricular activities providing they are passing five (5) credit subjects. If the student is not eligible at the end of the next grade-check period, the process continues and the student is ineligible until eligibility is re-earned.
5. At the end of the school year, the student must pass five (5) credit subjects in order to participate in extracurricular activities at the beginning of the next school year. If the student makes up the failed work, he/she will be eligible for participation in fall activities from the beginning of the fall term. If the student does not make up the failed work prior to the beginning of the fall term, the student is ineligible to participate in extracurricular activities for a period of fifteen (15) school days.
6. The club or activity advisor/coach/director is responsible for checking grades of activity participants.

Note: *check the information under Extracurricular Activities - Code of Conduct*

FIELD TRIPS

Field trips are an integral part of the curricula. Field trip guidelines are established by the high school/district administration. Students going on field trips will be under the supervision of a certified employee. All school rules are in effect during the trip. Parents must sign a notification/permission form in order for their student to participate.

Field trips are a privilege, not a right. Students may be denied opportunities to participate in field trips due to problems related to attendance, behavior, and/or academics (grades). Permission to participate may be denied by the administrators after consultation with the professional staff.

FUNDRAISERS

Class/club sponsored fund raising activities are held for the purpose of purchasing additional instructional materials, funding field trips, supporting community service projects, and for other reasons approved by the CHS principal. Student participation in these activities is on a voluntary basis. Only school-related fundraising activities are permitted.

GENERAL INFORMATION

ACADEMIC INTEGRITY

Carlisle High School is an educational institution dedicated to providing students with the best secondary education possible. The students at Carlisle High School are expected to demonstrate respect, honesty, and maturity in their academic endeavors.

In order to realize this goal, CHS has adopted strict academic integrity expectations to ensure that students take responsibility for their own work and actions. The following guidelines have been designed to aid in fostering the principles of academic integrity both inside and outside of the classroom and to delineate unacceptable practices regardless of whether committed intentionally or unintentionally.

Academic integrity means that all students are committed to completing all schoolwork fairly and honestly without resorting to improper collaboration with fellow students and/or inappropriate use of resources. Students with academic integrity do not approach their work simply to garner points by any means necessary, but rather possess the character to pursue honesty and originality in all their school-related pursuits.

Academic dishonesty undermines the learning process and hinders the development of essential skills that students need to succeed in their future academic and professional lives.

Violations of Academic Integrity (i.e. Academic Dishonesty):

Artificial Intelligence (AI) Resources when Presented as Own Work – Unless prohibited by College Board guidelines, artificial intelligence or assistant application resources may be used in a responsible manner to develop ideas and support learning. AI generated resources include, but are not limited to, content, tools, persona, images, art, music or computation/algorithms. Unless otherwise stated, work submitted for an individual or collaborative assignment or assessment is expected to be original and authentic.

Teachers may require students to include a submission form or reflection, electronically or hand-written, to ensure authenticity and/or describe any sources used and in what manner, in support of academic integrity guidelines as specified in the school's handbook and Code of Conduct. Any application of artificial intelligence must be disclosed and specify the manner in which such resources were used.

In addition, many AI tools require registering for accounts and acknowledgement that the user is of a certain age. The District does not condone the access or use of AI tools, or any application, by students who have not met the standards addressed in the [Children's Online Privacy Protection Rule \(COPPA\)](#). Students who are of age to use various online AI tools, and do choose to utilize them, must acknowledge their use and the extent to which the responses have been incorporated into their tests, papers, homework, or classwork, in writing to their teacher.

Examples of acceptable use of AI include but are not limited to:

- Exploring information, ideas, or insights related to content or a topic
- Recommending resources for research of a topic
- Coaching/tutoring on grammar or mathematical concepts
- Developing an outline
- When a teacher specifically permits use of AI in an assignment

Examples of unacceptable use of AI include but are not limited to:

- Cheating on assignments or tests
- Using Google Translate to produce full-sentence discourse to submit as one's original work
- Accessing inappropriate or harmful content based on the [District's Acceptable Use Guidelines \(Board Policy 815\)](#)
- Using the exact prompt of an assignment to generate AI material
- Any AI generated materials included in a final product without properly citing
- Word-for-word text or paraphrasing

Plagiarism - Plagiarism is the use of another person's work without proper citation

Examples include but are not limited to:

- A student uses the thoughts, ideas, or work of someone else but does not give the author proper credit either throughout the paper or on the "Works Cited" page.
- A student copies and pastes words, sentences, or paragraphs from a source into his/her paper or project without properly crediting the source.

Resubmission – Resubmission occurs when a student submits an assignment for one class that has also been submitted to another class (past or present) by self or someone else (ex. sibling, peer). Resubmission is a form of plagiarism and is never acceptable. Students must have a discussion with the teacher regarding an interest to build upon or further develop a submission from one course assignment for another.

Cheating - Cheating is the attempt to gain an unfair academic advantage during an assessment.

Examples include but are not limited to:

- A student writes answers or formulas on his or her hand prior to an examination.
- A student refers to notes, class work, or another student's work and changes answers accordingly.

Inappropriate Collaboration (i.e., Copying) – Copying is a form of plagiarism in which students take another student's work and present it as their own. Copying also includes collaboration when the teacher's instruction was for work to be done individually. **Unless otherwise directed, students should assume work is to be completed independently.**

Examples include but are not limited to:

- A student writes down the answers from another student's paper onto his/her own worksheet before submitting it.
- For an individual project, students divide the parts of the project, each doing one section, and then copy each other's answers onto their own papers.

Examples of **appropriate** collaboration, include but are not limited to:

- A group of students divides the parts of a group project equally among the group members.
- Students who are absent from class copy the class notes from another student (as part of the teacher's classroom protocols).

Fabrication – Fabrication is the making-up or distorting of information and presenting it as fact.

Examples include but are not limited to:

- A student cannot find the statistics he/she needs for a project, so he/she invents some figures and presents them as the results of research.

- A student cannot find a quotation that supports his/her argument, so invents one for the purposes of the given assignment.

Academic Theft – Academic theft is the use of already existing materials without permission of the creators or for a purpose that does not meet the legal doctrine of ‘Fair Use’.

Examples include but are not limited to:

- Copyright infringement - A student makes or acquires a photocopy or digital copy of a book, piece of music, or other copyrighted resource without permission from the author or publisher, for a purpose that is not in alignment with the four tenants of the [US Copyright Office legal doctrine of “Fair Use”](#).
- Posting a presentation on a public YouTube page if copyrighted/licensed music is playing in the background.
- Scanning an entire book and uploading it to the internet.

Collusion - Collusion is helping another student to do any of the aforementioned activities that violate academic integrity.

Examples include but are not limited to:

- A student shares or provides notes to another student for the purpose of cheating.
- A student describes exam questions and/or provides answers to another student who has not yet taken the test.
- A student lies to cover up any academic dishonesty.
- A student uses a digital device or application to take pictures of a test, quiz, or graded content.

Note: The use of electronic devices during graded tests, quizzes, and other formal classroom assessments specified by the teacher will be interpreted as academic dishonesty and will supersede the infraction of prohibited electronic devices.

Outcomes of Acts of Academic Dishonesty:

- The teacher will meet with the student to inform them of the violation.
- The teacher will contact the parents/guardians and documentation will be provided.
- A grade penalty will result – the student will receive a zero for the work in question, and the student will not be able to recover these lost points.
- A discipline referral will be sent to the grade level principal. This offense can be classified as a suspendable offense, based on severity and reoccurrence. Parents/guardians will receive a copy of this referral.

Notes:

- These guidelines and procedures apply regardless of if a student intentionally or unintentionally violates academic integrity.
- Teachers maintain the right to use plagiarism or artificial intelligence detection tools such as, but not limited to, turnitin.com to assess the authenticity of student work.

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ARRIVAL AT SCHOOL

When students arrive at school, they should enter and remain in the lobby areas of the Fowler, Swartz (cafeteria), McGowan buildings until the bell rings. Only students who have secured passes in advance from a teacher will be permitted to go into the interior of the buildings to the location (or teacher) specified on the passes.

ATTENDANCE

Regular school attendance is important for students to be successful in school. CHS will follow the provisions of the Compulsory Attendance Section of the Pennsylvania School Code.

Note: Written excuses for absences, early dismissal or any other related attendance matter, must be written and signed by a parent. Students that are 18 years of age are not permitted to write excuses for any attendance matter.

Excused Absences - The following reasons for absences are legal.

- illness
- serious illness or death in the immediate family
- impassable roads
- quarantine
- emergency medical/dental attention
- authorized religious holidays

Unlawful/Unexcused Absences - The term unlawful applies to student absences that are unacceptable when the student is **sixteen years of age or younger**. The term unexcused applies to student absences that are unacceptable when the student is **seventeen years of age or older**. The following reasons for absence are examples of absences that are neither legal nor excused under the provisions of the PA School Code. This list is not intended to be a comprehensive list.

- failure to submit a written note/excuse within three (3) days of the absence (see Excuses)
- truancy
- missing the school bus or a ride to school
- trips not approved in advance (according to the pre-arranged guidelines)
- shopping
- birthdays, anniversaries, or other Celebrations
- working or job hunting
- overslept or slept in due to the trip

Note 1: Unlawful absences - Parents of students who are under the age of eighteen and who have accrued three (3) days of unlawful absences are subject to a fine and/or imprisonment under the compulsory attendance provision of the PA School Code. Students may also be fined.

Note 2: Unexcused absences - Students eighteen years of age and older who accrue six (6) unexcused absences may be withdrawn from school.

Note 3: Cut off time: Prior to 10:30A.M., students are considered tardy to school. If they arrive after 10:30, it is considered a half day of absence.

Partial Day Absence - Students who arrive at school after 10:30 a.m. shall be considered absent for half a day.

- Student departure from school prior to 12:45 p.m. shall be considered a half day absence.

Pre-arranged Absences - These absences, not to exceed five (5) days, are permitted providing the following guidelines are met.

- The request is submitted in writing one school day in advance of the absence. A form for this purpose is available from the attendance secretary in the main office.
- Students have not been absent an excessive number of days determined by a building principal.
- All guidelines on the pre-arranged form have been followed, and the form has been completed properly.
- Students are passing all courses at the time of the request.

Note: *The principals make all decisions on requests for pre-arranged absences.*

- Examples of acceptable reasons for this type of absence are college visitations, Farm Show participation, and family trips.

Early Dismissal - Students may be dismissed from school for doctor or dental appointments and driver's examinations providing a written note is presented to the attendance secretary. Students should adhere to the following guidelines.

- Submit a note to the grade level secretary before school.
- Sign-out at the main office before leaving the building. Sign-in if and when you return.

Note: By policy (CASD 204) "Request for released time for dental and medical appointments shall be honored when impossible to arrange them on non-school time."

Tardy to School - students who arrive late to school without a note signed by a parent or guardian will be considered tardy - unexcused, or unlawful. After four (4) unexcused or unlawful tardies, students will be assigned to detention. Persistent tardiness could result in other consequences besides detention.

Note: All students who are late to school must sign in with their grade level secretary. When students fail to sign in, they are recorded as absent in the attendance files. This absence will be recorded as illegal/unexcused. (See Unlawful/ Unexcused absence in the Attendance section.)

Extracurricular Activities - Students who are absent from school (*unexcused*) or who report to school after 10:30 A.M. will not be permitted to participate in extracurricular activities on that day (*unless special permission is granted by the grade level principal because of unforeseen circumstances*). Likewise, such students may not attend extracurricular activities to include athletic events, social functions, or any other school-sponsored activities.

Leaving Campus - Students who need to leave school during the school day must adhere to the following guidelines.

- Get permission from a building principal (*school nurse could give permission based on illness*)
- Sign out at the main office
- STUDENTS MAY NOT LEAVE CAMPUS WITHOUT PERMISSION

Notification of Absence - When a student is absent from school, a written excuse (with the student's full name, dates of absence, reason for absence, and signature of parent or physician) must be presented to the attendance secretary when the student returns to school.

Note: Written excuses must be submitted regardless of whether or not the parent contacts (e.g. phone or email) the school about the absence.

Excuses - Written excuses must be submitted within three (3) days after the student returns to school or the absence will be recorded as either unlawful or unexcused depending on the age of the student. It is suggested that parents/guardians telephone the school to follow-up on their student's submission of excuses whenever their student has demonstrated problems with not submitting excuses to the attendance secretary. This action may avoid a fine for violation of the compulsory attendance law.

Letter of Concern – A form letter is sent home after students accrue 10% of the total days of attendance. The intent of this communication shall be to inform parents of the school's concern and of possible results of additional absences. There is no analysis on the part of the school regarding whether or not the absences are excused or unexcused/unlawful at this point; it is simply to express the concern that absences from school affect students' performance/success.

Medical Excuses - Students who have accumulated an excessive number of absences in the current or previous school year may be required to provide a physician's excuse for all absences. Excessive absences would be defined as 15% of the days of attendance for which there has not been a documented medical condition causing the absence.

At that time, letters will be sent to the parents explaining this requirement. The medical excuses must be presented on the date of return to school indicating the dates in question. Should the students fail to present excuses signed by the physician; the absences will be considered unexcused or unlawful depending on the students' age.

Note: In lieu of seeing a physician, students may see the school nurse on that day - if the nurse believes an absence is warranted, the students will be sent home.

Make-up Work

Excused and unexcused/ unlawful absences require students to complete work that they missed. The following guidelines will apply relative to make-up work timelines and the grading of this work.

- Students are responsible for completing all work due to absences from school.
- If students are absent one or two days, they will have two days to make-up the work. When students are absent for more than two days, they must consult with their teachers regarding a timeline for work completion. In the event of a prolonged absence, students or parents may contact the counseling center regarding assignments (240- 6800, ext. 27820 Swartz or ext. 26815 McGowan).
- If the deadline for completing make-up work exceeds the date for the end of the marking period, students could receive an incomplete grade on their report card for all affected courses.
- Students who fail to complete work missed due to absences within the allotted time frame could receive an F for the work not completed.
- Unexcused/unlawful absences:
 - If parent condoned, the maximum grade for work completed satisfactorily is a D.
 - If initiated by the student (without parent knowledge of the absence), such as truancy, class cuts, etc., the grade assigned will be an F whether the work is made up or not.

Bison Block

An alternating block schedule allows for the incorporation of two additional 40 min class period every two days. CHS is calling the extra period, “**Bison Block.**” This period provides the following benefits along with other flexibility to have success at CHS. The Bison Block period will rotate through each class period allowing students to rotate back through their schedule to have additional time with each teacher.

Please note about Bison Block:

There may be students who miss Bison Block periods because of career internships experiences, Workforce Ed. Experiences, or other approved academic programs. These students can be **held accountable** for material discussed in Bison Block, but their absence from Bison Block is excused and extra time should be allotted for the student to complete assigned documents.

Expectation for Bison Block:

- The expectation for Bison Block is that students are actively and productively engaged in activities related to class (*as described below*). Bison Block is an extension of the regular class period. New for 2023-2024 school year, **any student** including those who have career internship, Workforce Ed Experience, etc. need **to meet academic eligibility** to be permitted to sign-out for the additional experience. If they do not meet the academic eligibility, they will be expected to be in the classes during Bison Block. Communication will be provided to students and families about their eligibility situation.
 - Bison Block is not a study hall period (unless the actual period is a study hall on your schedule)

Examples of appropriate Bison Block activities include, but are not limited to:

- Teacher designated enrichment or acceleration opportunities
- Opportunities to make up missed class assignments, labs, and assessments
- Opportunities to continue working on projects with teacher guidance
- Routine grade checks / review
- Large or small group tutoring sessions
- Q and A on course content
- Additional time to build positive student / teacher rapport
- Enriching class activities or discussions, guest speakers, etc. (*recognizing that some students may not be present*)
- Career and college readiness activities
- Provide additional instruction pertaining to course content

Building Benefits of Bison Block

- Targeted opportunities for career readiness, counseling, and other tasks and activities (if needed)
- A focused time to connect with students, conduct grade checks, provide additional instructional and/or strengthen other academic safety nets
- Fewer interruptions to the academic schedule for assemblies, activities, and school-wide events (*as Bison Block will be used for these events auxiliary school events*)
- Opportunity for principals and counselors to meet with students as needed

BREATHALYZER

While under the jurisdiction of the school to include during the school day, at a school-sponsored function, and/or on school property at anytime students who are suspected of being under the influence of alcohol shall be subjected to the use of alcohol screening devices by school officials to confirm or refute this suspicion. If the screening device indicates the presence of alcohol, the student(s) shall be referred to the local police and the parents shall be contacted. Students in violation of the District D & A Policy shall be subjected to the punishments indicated in the Discipline Section of this handbook.

School Board Policy #227 CONTROLLED SUBSTANCES/ PARAPHERNALIA**CAFETERIA**

The districts food service provider Chartwell's offers a variety of menu items for staff and students. Students are expected to adhere to the following guidelines:

1. Trash must be deposited in wastebaskets.
2. Trays and utensils must be returned to the washroom window.
3. Parties (and party foods) are not permitted.
4. **Food deliveries to the school are prohibited. Fast food is NOT to be delivered to students nor are students to bring fast food lunches into school with them upon their return from appointments.**
5. Students must respect the rights of others (e.g. no cutting in line, no throwing of food, paper, etc.).
6. Students must eat in their grade level cafeteria - Swartz (grades 9/10); McGowan (grades 11/12) - only principals can grant an exception.
7. Students are expected to report to the cafeteria location printed on their schedules and to remain there for the entire period.
8. Students may not leave campus for lunch.
9. Food and candy sales may not be held or sold during lunch periods in the cafeteria.

FOOD PURCHASES:

- Regular Lunch / Breakfast will be served daily Lunch (\$3.10) Breakfast (\$1.95) for the 2023-2024 school year.
- All students will use their student ID number to purchase food from the food court or snack bar.
- No cash transactions occur at the register.
- No cash withdraws will be permitted from the students' account.
- Students are not allowed to charge for any ala carte items.
- If students have no cash and no credit in their accounts, they are only allowed to charge a Type A - hot lunch. Any negative balances outstanding at the end of the school year will be turned into the school offices as obligations. Type A lunches do not include any ala cart items.
- Reminder **food deliveries are prohibited.** No use of DoorDash, UberEast, GrubHub, etc. is permitted.

Note: *Breakfast and lunch are available for all students.*

CHANGE OF ADDRESS / TELEPHONE NUMBER

All changes of address within the district should be reported to the main offices so that student records may be changed accordingly. This procedure also applies to changes with telephone numbers.

COMPUTERS - Acceptable Use Policy (AUP)

The CASD Board of Directors has established an Acceptable Use Policy (AUP) that governs the use of the Internet within the high school. This policy explains the purpose, conditions, rules and procedures for appropriate online behavior, as well as interacting on social networking websites and chat rooms, cyberbullying awareness, and security for the use of our technology. Privileges may be revoked by the parent or guardian by submitting a written notice to the school. The school district may also revoke privileges for violations of the AUP. See the discipline section for violations of the AUP. School Board

Policy #815 ACCEPTABLE USE OF INTERNET AND RELATED TECHNOLOGIES**DRESS/APPEARANCE**

Students have a responsibility to be well groomed and appropriately dressed for school. Although hair styles and styles of clothing are matters of individual taste, building administrators may impose restrictions when grooming and/or attire cause a disruption of the educational process, cause school disorder, constitute a health/ safety hazard, and/or are immodest in any respect (e.g. students must wear shoes or sandals and keep the torso covered).

Specifically, articles of clothing which advertise drugs, alcohol, and/or tobacco products or which display words, images, or symbols that are profane, obscene, sexually explicit, or offensive in a religious, ethnical, or racial context are not to be worn in school. Also prohibited are undergarments worn as outer garments, and garments which would be worn at a swimming pool. Dress or apparel (e.g. chains) which may cause damage to school property will not be allowed to be worn in school.

Students who come to school dressed inappropriately may be sent home to change into proper attire

Refer to the Discipline Section for additional information.

DRILLS - Fire, Severe Weather, Bus Evacuation, Security

Emergency drills are required by PA State law. During all drills, students should not leave items of personal value in the classrooms. All students must move quickly and quietly in an orderly fashion to the location given to them by the school staff.

Bus Evacuation Drills - Two bus evacuation drills are held each school year. Instructions are given to students by the bus driver. The Director of Transportation coordinates this drill with the building assistant principals.

Fire Drills - At the sound of the fire alarm, students should move out of the building according to the exit locations posted in the classrooms. Windows and doors should be closed. When outside, students should stand at a safe distance well clear of the building and they should avoid blocking driveways.

Security Drills - The purpose of this drill is to prepare us in the event of a security emergency that might occur in our school. Procedures have been developed and will be practiced by students and staff throughout the year.

Severe Weather Drills - When the notice is given over the PA system, students should move to the secure areas of the buildings according to the instructions of the staff. Students must remain at the evacuation sites until the signal is given to return to their classrooms.

DRIVING/PARKING REGULATIONS

Students who drive to school and who will park on the school campus must obtain a parking permit from the McGowan Main Office (*no fee for 2023-2024 school year*). Rules for driving and parking on school property will be given to students at the time the parking permit is issued. Student will be assigned a parking location and a map will be given to all students. Students are responsible for adhering to these rules.

Students are not permitted to go to their cars or to the parking areas for any reason during the school day without the permission of school officials (*school office, principal, etc. – student must have a pass*)

There is a mandatory seat belt rule in effect on school property. Students must wear seat belts or risk losing driving and parking privileges. CHS fully supports the South Central PA Highway Safety program in their efforts to make the use of seat belts mandatory on all school campuses.

Note: Parking on campus is a privilege which can be revoked. Unpaid parking citations become obligations.

DRUG DOG SCANS

Scans of the building (and parking areas) may be conducted throughout the school year at the discretion of the high school administration. Drug dogs from the Carlisle Police Department Canine Unit are used in this effort to keep our district schools and campuses drug-free.

ELECTRONIC DEVICES

General Board Policy

School Board Policy relative to electronic devices is designed “to maintain an educational environment that is safe and secure for district students and employees” as well as to negate disruptions to school.

Electronic Devices/One to One

High School students will be issued a laptop to access online instructional resources and enhance opportunities for learning. If reasonable precautions are taken in the use of the laptop, the laptop should not experience physical damage. The laptop and its accessory equipment (battery, power cord, case) are the property of the Carlisle Area School District. The laptop is to be used by the student only. The student should not loan their laptop to anyone. If anyone else accesses the laptop and violates policy, the student will be held accountable. Refer to www.carliseschools.org/1to1 for specific guidelines related to this program. In addition, all aspects of the “Guidelines for Acceptable Use Policy (Board Policy #815)” apply to the use of this equipment on and off campus.

- Additionally, the Board prohibits the possession of laser pointers.

In response to this policy the district assumes no responsibility and is not liable for the loss, damage, or misuse of any electronic device brought to school by students.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. 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.
2. The student is a member of an extracurricular activity and has been notified that particular off campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete an (illicit or prohibited) transaction to include obtaining an image or prohibited data outside of school that would violate the Student Code of Conduct.

Student violations of this policy shall result in disciplinary action and may result in confiscation of the electronic device.

School Board Policy #237 ELECTRONIC DEVICES

EMERGENCY CLOSING OF SCHOOL

If inclement weather warrants starting school late or even canceling school for the day, a School Message will be sent to all students, the information will also be posted on our website (www.carliseschools.org), and an announcement will also be made on TV stations as well.

ENTERING THE BUILDINGS

Before the bell rings to begin each school day students should remain in the designated, supervised areas of the buildings. These areas will be explained to students during the first week of school.

FLEXIBLE INSTRUCTIONAL DAY (FID)

The Pennsylvania Department of Education (PDE) approved the use of Flexible Instructional Days (FID) as an alternate form of instruction in place of a day otherwise cancelled due to inclement weather or District emergency. PDE will count this as a full day of school. The District has been approved to use up to a maximum of five (5) FID for this school year. The FID will be held on the day of the District closure.

Notification: All decisions related to weather closures and/or the use of FID will be communicated to you via the notification system for school closures and schedule changes.

Assignments: Students will be provided with assignments using standard, online platforms used throughout the year; Seesaw (grades K - 5) or Schoology (grades 6 - 12). Students are expected to complete assignments for all classes that would normally meet on the FID as this would count as a typical school day. Younger students or students with accommodations may require support from an adult.

Work Completion: Recognizing that students may face other circumstances or a lack of Internet connection on a day of inclement weather, students will have three days beyond the FID to complete all assignments. Students that do not complete the assignments within three days for the designated FID will not receive credit for work due.

Attendance: Students will be noted as absent for that day following the District's attendance policy.

Teacher and Staff Availability: Your child's teacher(s) will be available for assistance via email from 9 am - 12 pm and 1 pm - 3 pm during the FID. Your school's principal, counselor and nurse will also be available on a FID via email.

The District believes that using a Flexible Instructional Day will allow students and teachers to continue the learning process while responding to a weather closure in an efficient manner. If you have any questions or concerns, please do not hesitate to contact your school principal or visit www.carliseschools.org/FID for more information and FAQ.

GRADUATION

Students must meet all requirements for graduation in order to participate in the commencement ceremony. Counselors meet with students regarding their graduation status and all questions related to this issue should be directed to the counselors. Minimum graduation requirements that must be met by all students are as follows:

4	English
3/4	Mathematics
3/4	Science
3/4	Social Studies
2	Arts/Humanities
6	Electives
2	<u>P.E. / Health I & II / Safety Education / Financial Literacy*</u>
24	Total Units (credits)

*** Financial Literacy class is mandatory for the graduating class of 2025 and on.**

Note 1: Numbers shown represent units (credits) in each curricular area.

Note 2: In certain **Career and Technical Programs**, students must complete a total of 25 units (credits). The details of these requirements are shown in the high school Educational Planning Guide.

Note 3: Students must complete at least ten (10) units (credits) from mathematics, science, and social studies combined during the course of their high school career.

Note 4: Arts and Humanities includes all art, music, and world language electives, and some careers technology electives. Contact the counseling centers for a complete listing of courses classified as the Arts and Humanities courses.

Note 5: This graphic is to provide a visual overview of graduation requirements. Contact the counselors for a full and complete explanation of student graduation requirements.

Note 6: Career and Technical Education students mentioned in Note 2 have different requirements than those mentioned here. Counselors meet with students regarding their requirements specific to the vocational program in which they are enrolled.

Note 7: All students must pass (score proficient or advanced) on the Keystone Exams in Algebra I and English Literature, Biology or meet the standards set forth in Act 158.

Note 8: All students must meet the Act 158 requirements through one of the five pathways provided by Pennsylvania Department of Education.

Senior Class Celebration, Class Trip, and Renaissance Program – All seniors that are candidates to graduate may participate in these activities during the last week of school. A student could be excluded by a principal for disciplinary reasons which would eliminate their chance to participate. All seniors who will be participating in the Renaissance Program are required to attend the rehearsal for this program. They may pick up their cap and gown with other members of the senior class providing they have no outstanding obligations.

Commencement – Only seniors who will graduate (i.e. have met all graduation requirements and will receive a Carlisle High School Diploma) may participate (dress and walk) in the commencement ceremony; once again unless they have been excluded by a principal for disciplinary reasons. Seniors who

have met the graduation requirements of CHS must attend both (inside and outside) rehearsals for this event unless they have been excused by the senior class associate principal, or principal. Students will be excused from attendance at the rehearsals for emergencies only (a principal shall determine whether or not the request for absence constitutes an emergency).

Note 1: International Students who are seniors may participate in commencement exercises providing they pass all of the courses they are carrying during the present year. They must maintain a full load of courses (at least five majors) and are subject to the Course Withdrawal Guidelines as well (i.e. they cannot just drop a course they are failing or will fail to circumvent this guideline). International students will receive a Certificate of Attendance and not a CHS Diploma.

Note 2: It is possible for an International Student to receive a CHS Diploma providing they can meet all the CHS graduation requirements by the end of their senior year. International Fellows students (IF's) associated with the Army War College, who are interested in receiving a CHS Diploma must indicate this to their counselor upon their arrival at their intake/course selection session at the beginning of the year. The counselors shall forward this request promptly to the high school principal who will begin the task of securing/ interpreting the necessary transcripts in order to audit credits and establish a student schedule for the senior year. The high school principal shall consult with the assistant superintendent on the credit status/audit and once this is done, the high school principal will contact the student's counselor with a decision on the request. A follow-up letter relative to the decision will be placed in the student's file and the student/parents will be notified.

GRADING SYSTEM

Report cards are issued every nine weeks. Students will be graded using the following letter grades:

Percentage Ranges	Grade	OP Values
95-100	A	4.0
92-94	A-	3.667
89-91	B+	3.333
86-88	B	3.0
83-85	B-	2.667
80-82	C+	2.333
77-79	C	2.0
74-76	C-	1.667
71-73	D+	1.333
65-70	D	1.0
64 and below	F	0

- Only quality point values assigned to each letter grade are used to determine whether or not students pass each course.
- Students must have a 1.0 Quality Point Average (QPA) in order to pass each course.

Note: Students *who refuse to complete course requirements will fail the course regardless of the marking period grades received to that point.*

HONOR ROLL

There are two categories of academic honors - Distinguished Honors and Honors. In order to attain Distinguished Honors status, students must have an A (4.0) average. In order to attain Honors status, students must have a minimum of a B (3.0) average with no subject grades below a B-. Students who attain a yearly (weighted or un-weighted) quality point average of 3.7 or higher will be invited to the Honors Banquet that is held in the spring of the year.

IDENTIFICATION (ID) CARDS

All students will be issued ID cards. These cards will show student names, pictures, and student numbers. It must be carried at all times and must be shown for identification purposes when requested by a school staff member. Students must not lend their ID cards to anyone. Failure to present the card upon request or allowing another student to use the card may result in disciplinary action. ID cards will be required for entrance to the library. They will be used for library attendance as well as checking out materials. ID cards are used to purchase food in the cafeteria, to purchase tickets for athletic contests, and to gain admission to school dances.

- Lost or stolen cards should be reported to the Swartz / McGowan main offices. Duplicate cards will cost \$3.00.
- Students in grades 9 through 11 are reminded to keep their current ID cards over the summer. These ID's will be used until new ones are issued by the school the following October. Replacement cost is \$3.00.

INSURANCE

The school district does not carry insurance on students and assumes no financial responsibility for routine student injuries. When an accident occurs, students must report it to the teacher in charge or to the main office.

Note: Students who participate in either interscholastic or intramural sports must have personal insurance or they must have their parents sign a waiver of liability.

LEAVING THE BUILDINGS

After the dismissal bell rings at the end of the day, students should exit the buildings. Only students who have made arrangements to meet with a teacher, who are working on classroom projects/conducting research in the library, or who are involved in a supervised activity will be permitted to remain in the buildings.

- **At all other times during the school day, students are not permitted to leave school without the permission of a building principal. This includes going to their cars in the parking lot.**

LOCKERS

All students may request in their grade level office to be assigned a general school locker, if they would like to use a school hallway locker.

Notes:

1. Only school issued locks may be used on PE lockers. Lock combinations should not be disclosed to other students.
2. Valuables should not be left in school lockers.

3. Lockers remain the property of the school district at all times. The school district assumes no responsibility for the security of items stored in lockers.
4. Lockers may be opened and the contents examined by school authorities at any time with or without notice to students.
5. Random searches (including canine sniff searches) are authorized when deemed appropriate by school officials. Students should have no expectation of privacy with respect to items stored in school lockers.

School Board Policy #226 SEARCHES

LOST AND FOUND

The school keeps a lost-and-found area in the main office areas for items that are turned in each day. Students may check with the main office staff for items that are lost. It is suggested that all items brought to school be marked with names written in permanent ink.

MEDIA ACCESS TO STUDENTS – parent permission

There are times that the local news media to include but not limited to local newspaper reporters, television crews, and radio personnel come to the high school to interview and/or to film students and staff. Typically, this is done to get reactions to news events, to cover interscholastic sporting events and pep or unity rallies, and occasionally to solicit input for feature articles or documentaries done by these news sources. Often the media personalities randomly choose students and staff to interview or film and station themselves in common areas of the buildings such as the lobbies, cafeteria entrances, hallways, or gymnasiums, or at times they are outside on the athletic fields. In addition, school staff also-- take pictures and interview students for inclusion in school publications, Herd TV, and the District Website.

The sheer number of CHS students makes it virtually impossible to prevent high school students moving from one destination to another throughout the day or who attend events or activities on school grounds in the evenings from exposure to the media personnel. CHS does not get written permission in advance relative to individual student exposure to the various media sources covering events or activities on the high school campus.

Note: Parents of students who do not wish their students to be exposed to such media sources should submit a written request to their student's grade level principals and should contact the principals to ensure that the request was received.

PARENT CONFERENCES

Parents can make appointments for conferences with individual teachers or counselors by calling the counseling centers to arrange for mutually convenient meeting times. Teachers welcome the opportunity to meet with students and parents to discuss academic and/or behavioral concerns.

PARENT ON-LINE ACCESS

The PowerSchool Parent On-Line Access function is available for all 6th through 12th grade parents or guardians. Through a logon and password, parents or guardians will be able to view current grades, attendance, school announcements, and teacher email addresses.

PHYSICAL EDUCATION

Excuses

The following guidelines will apply relative to students who need to be excused from taking physical education (PE) classes

- A. All parental and physician excuses must be presented to the P.E. teacher prior to class. These absences are expected to be made up.
- B. Students who are physically unable to participate in regular P.E. class for half the marking period or more, may be assigned to take P.E. in a different semester or take Adaptive P.E. (Proper attire is required in Adaptive P.E.) If the need for adapted physical education is temporary, students should obtain a note from their physician stating the time requirements needed for this assignment. Thereafter, students will return to their regular physical education classes.
- C. If students are absent one or two days, they will have two class days to make up missed work. Students who are absent for more than two days must meet with their teacher to establish a make-up schedule. Students who fail to complete work missed due to absences within the allotted time frame will receive a "0" for the work not completed.

Uniform

The physical education uniform will consist of a clean white or gray t-shirt, athletic shorts, socks, and sneakers. Students are not to wear clothes during physical education class that they wear to school. The athletic shorts may not have pockets or buttons. T-shirts must be appropriate for school and cannot be muscle shirts or tank tops. Students may not wear athletic uniforms, jackets, sweaters, Lycra shorts, boxer shorts, or thermal underwear. Sweatshirts and sweatpants may be worn in addition to gym clothes.

Information about students who do not dress for class:

1. Individual conference with teacher and parent contact.
2. A non-dress will be considered an unexcused absence. Students who fail to make up the absence will receive no credit for the class.
3. Students who do not dress for four or more classes will receive an F for the marking period.
4. Teacher communication to the grade level principal will be made if this behavior continues.

Note: Satisfactory completion of PE is required each year. PE failure will prevent students from graduating with their class (See Graduation).

PICTURES

At the beginning of the school year individual pictures are taken by a commercial photographer for permanent records, the yearbook, and identification cards. The ID cards are used for lunch purchases, library sign-outs, for admission to athletic events, and for some social functions. Students and parents may purchase these pictures. Information on senior portraits may be obtained from the main office of the McGowan Building during the summer prior to the senior year.

Note: Senior boys must wear a shirt and tie to have their portrait included in the yearbook.

PROGRESS REPORTS

At the approximate midpoint of each marking period, parents may receive a report from their student's teachers. This report could reflect outstanding achievement or it could indicate low achievement along with suggestions for improvement. Parents are encouraged to contact teachers at any time regarding the progress of their student.

PROMOTION/GRADUATION

In order to be promoted to the next grade level and inevitably in order to graduate from CHS, students must meet the following criteria.

- 9th grade - assignment by the middle school principal
- 10th grade- must be able to complete 10 major units (credits) and required minors (PE, Health/Family Living, Safety Education)
- 11th grade - must be able to complete 16 major units (credits) and required minors
- 12th grade - must be able to complete all graduation requirements (22 majors and minors in PE, Health/Family Living, Safety Education, Senior Health)

Parents should check with the counseling center regarding the credit status of their student(s). Counselors audit credits with the students assigned to them on a regular basis.

Note: As previously stated, students in some vocational programs have different graduation requirements. Parents should consult with the counselors on these requirements which are listed in the Educational (curriculum) Planning Guide.

RANK-IN-CLASS

CHS students receive their first official rank-in-class at the end of their junior year in high school. They are ranked again at the end of the first semester of the senior year as well as at the end of the senior year.

At the end of the school year student rank-in-class will be run twice; once after school closes (beginning of summer) and again after summer school ends (when summer school grades have been entered into the system).

Students are incorporated into the ranking process after they attend CHS for a period of one full year and return for the following school year.

Grade Conversion – grades shall be transferred to the CHS system in this order:

- First - by marking period if they are provided in this manner
- Second – by semester if this is the only means by which they are provided
- Third – by year if this is the only means by which they are provided

Note: Semester 1 / Semester 2 assessment grades that have not been incorporated into the marking period, semester, or final grades shall not be included in the transfer/ranking process.

SKATEBOARDS / ROLLERBLADES / E-Scooters

Skateboards are not to be used on school property. Scooters, wheelies, and rollerblades are not permitted on school property. Students are **not** allowed to charge their E-Scooters/devices in the school buildings because of the potential fire risk.

STUDENT RECORDS (Military Access)

Students (age 18 or older) and parents (of students under the age of 18) shall be notified at the beginning of each school year of this matter and their right to have their name or their student's name excluded from the lists of names provided to military recruiters.

Students or their parents must submit a letter that has been signed and dated to their students counseling center by September 21 of the present school year to have their name or their child's name removed from the list. After that date lists will be made available to military recruiters as required by federal and state statutes.

There are three statutes about military access to students and student information:

- Both federal and state laws require public schools to treat military recruiters just as they would institutions of higher education...or other prospective employers in terms of affording equal access to students. These laws require public schools to furnish certain student information to military recruiters.
- In addition to requiring equal access to students for recruiters, federal statutes to include the NCLB Act of 2001 (found at 20 US Code & 7908) and the National Defense Authorization Act for Fiscal Year 2002 specifically require that public schools provide upon request the names, addresses, and telephone numbers of secondary students to military recruiters or institutions of high education. NOTE: recruiters can and do ask for class lists of seniors, juniors, and rarely sophomores, but can request "Directory Information names, addresses, and telephone numbers" for all secondary students.
- Pennsylvania law (PA Act 10 of 1991- The Armed Forces Recruiting Act) has imposed a similar equal access mandate, but only applies to students during their senior year in 51 PS & 20221 et seq. Without getting into details it should be noted that PA law requires that public schools provide (military recruiters) a list of students no later than the beginning of the senior year. This list should contain the names, addresses, and telephone numbers (a.k.a. Directory Information) of these students.

Under both federal and state law, students may request (opt-out provision) that their information be excluded from the list.

You are being notified of your right to submit a written request to have your name (or your child's name if he/she is still a minor) to be excluded from the list before it is made available for release. Be advised that military recruiters are thereafter entitled to request and receive these lists throughout the school year.

If you (students aged 18 or older) or your parents (students under the age of 18) chose to have your name excluded from the lists provided to recruiters, signed and dated letters to indicate such should be submitted to the appropriate counseling center upon receipt of this notice. Remember lists must be provided to recruiters at the beginning of the school year (as indicated at the top of this notice).

Students may contact their child's grade level principal or counseling center office with questions about the opt-out provision of these statutes.

STUDENT GOVERNMENT CODE OF CONDUCT (Elected Positions)

While we have high expectations of all students at Carlisle High School, we expect exemplary conduct from our elected officers who occupy positions in student government. Therefore, in order to run for or hold any elected office, students must have a good record of academic achievement, attendance, and school citizenship.

In order to run for any position in student government and/or hold an elected position in student government, all conditions listed must be met:

1. Achievement – students must have no grades below a C on their report card to run for student government and they must maintain this provision if elected to serve in student government.
2. Attendance – students may not have unexcused/illegal absences to exceed three for the school year in which they run for office or while they hold an elected office.
3. School Citizenship – students can have no disciplinary infractions resulting in the assignment of out-of-school suspension during the school year in which they run for office or hold an elected office.

Students in violation of any of these criteria will be ineligible to run for elected positions in student government.

Students holding elected positions in student government who fail to meet any of these criteria will appear before the group advisor(s), the grade level principal, and the high school principal to review the deficiency. If it is determined that the student is in violation of any of these criteria, the student will be removed from office.

STUDY HALLS

All study halls will be used for the purpose of completing homework, class assignments, or other projects. Students are not permitted to leave study hall for any reason without permission from the teacher. Passes to leave the study hall location that are obtained in advance will be honored and should be presented to the teacher at the beginning of the period. Students will not be permitted to leave the study hall to get a pass from one of their classroom teachers. The teacher in charge will provide students with rules/expectations.

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people help us whenever our regular teachers are ill or attending conferences. Substitute teachers are important guests whose impressions of our school will be carried into the community, and we want these impressions to be good ones. Students are expected to be cooperative, respectful, polite, and helpful to all substitute teachers.

SUMMER SCHOOL-ADMISSION GUIDELINES

All students shall be eligible for summer school unless any of the following criteria exists.

- 1.) students must complete the course failed (i.e. students may not withdraw from the course at any time during the year, students must take the final examination for the course)
- 2.) Students may not receive an x-grade on their report card. The x- grade is assigned when a student refuses to complete required course work. The x-grade also results in a course failure.

SURVEILLANCE EQUIPMENT

In order to provide a secure environment, Carlisle High School uses security cameras and other equipment to monitor public areas both inside and outside the buildings.

During the time that students are under the jurisdiction of the school, surveillance equipment may be used to monitor their behavior.

TELEPHONES

If students need to use a phone during class, they must have the permission of a staff member and should report to the nearest building office. Telephones in the offices are for staff use only. They may be used by students during emergency situations only with the permission of office personnel.

TEXTBOOKS

Textbooks are furnished by the school district. Students must pay for books that are lost or damaged.

Students should write their names, class period, and teacher's name on the spaces provided inside of the front covers of the books issued to them. This information will be used to return lost books to the owners.

Fees for lost or damaged books must be paid before the end of each marking period. Costs for books may be obtained from the main offices. Students who do not pay fees will be subject to the loss of certain privileges as determined by building administrators.

VALUABLES

Money and other valuables should not be left in lockers. Students should not bring large sums of money or items of value to school. If necessary, ask the office to keep valuables in a safe place. The Carlisle School District cannot be responsible for items which are lost or stolen.

VISITORS

All visitors to our schools must scan in either with the designated individual in the school lobby or the main offices of the building (all visitors will be required to present a valid ID and will receive a ID tag, which must be present while in the building).

- People who enter the buildings without the knowledge and consent of the administration may be subject to trespass regulations.
 - Please assist us in keeping our buildings secure for our students and staff.
 - Students from other area schools will be denied access to this campus unless approved by building administrators.

WITHDRAWALS AND TRANSFERS

Students who are moving from the district should report to the counseling center at least a week in advance to obtain procedures for withdrawal from school from their counselor. The name of the new school should also be reported. On the morning of the last day of attendance a withdrawal form should be obtained from the counseling center. This form must be signed by each teacher at the time books are returned and all other obligations are fulfilled and then returned to the counselor. An unofficial transcript may be requested in advance to be hand-carried, but official records (health/dental, grades, and other permanent record information) will be mailed to the new school.

WORK PERMITS

Students under the age of eighteen and who wish to obtain employment must secure a work permit. The parent/guardian must come to the Swartz Main Office and present their student's birth certificate or baptismal certificate for proof of the student's date of birth. Office hours are from 7:30 A.M. to 3:30 P.M.

SERVICES

ADAPTIVE PHYSICAL EDUCATION

Students unable to take regular PE class, who are physically challenged, or who suffer from a long-term injury or disease may be assigned to an adaptive gym class. The school nurses will validate all PE excuses. Students must present one of the following: a note from a parent which can be used for a maximum of two PE classes or a physician's note which is required for assignments longer than two classes. In either case, the note must be taken to the nurses' offices no later than 8:00 A.M. on the day that the assignment is to become effective.

Note: PE clothes must be worn in order for students to receive credit for class. Failure to dress for PE is considered a disciplinary infraction.

CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

McKinney-Vento Act definition of homeless: "Homeless children and youths" as individuals who lack fixed, regular, and adequate nighttime residence. Eligibility for McKinney-Vento Service. If your family lives:

- In a shelter
- In a motel, hotel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building or bus or train station
- Doubled-up with other people due to loss of housing or economic hardship

For more information please visit the Education for Children and Youth Experiencing Homeless website for Region 3 at <http://ecyeh.wikispaces.com/>.

Carlisle Area School District's homeless liaison, Sandy Seaux, may be reached via email at seauxs@carliseschools.org

COUNSELING SERVICES

There are six counselors at CHS. All students are assigned to a counselor and it is the counselor who tracks academic progress, assists with problems, answers questions, and serves as an advisor with career plans. Parents may contact the counseling centers for a more comprehensive list of services provided by the high school counseling centers.

Students may schedule appointments with the counselors before or after school or during study halls. Please contact the counseling center secretaries to schedule appointments and to secure passes for appointments during the school day.

Students may also schedule an appointment to work with NAVIANCE and Smart Futures, which are computerized guidance programs that help students learn more about themselves, careers, and post high school opportunities.

HEALTH SERVICES

The school health program is designed to maintain, improve, and promote the health of every school child. The school nurse is responsible for supervising the physical well-being of the students. She provides routine health care and immediate first aid in case of accident or illness. The school nurse keeps a health record on each student and evaluates the health status of the students through a variety of means including screening. It is important for parents to inform the school nurse of any significant health problems or surgery occurring before or during the school year.

Students who become ill during the school day should report to a school nurse. Students should NOT make their own arrangements by calling their parents on cell phones. The nurse will decide if the student needs to go home, will consult with the parent, and will release students from school. If a nurse is unavailable, students should report to the main offices.

Medication Policy

The following procedures must be followed relative to any medication (s) used by students during school.

- A. A note signed by the parents/guardians must be sent to school with all medications. A note from a physician is required for all prescription medications. A note from parents is required for prescription medication AND over-the-counter medications sent in by the parents.
- B. Prescription medications must be in the original bottles with current dates and the names of the students on the bottle.
- C. Non-prescription medicines should be sent to school in their original container showing the names and recommended dosage of the drugs and kept with the school nurses. NOTE: Students should never bring envelopes, or “loose” in their pockets/purses.
- D. All medications should be taken to the nurses before 8:00 A.M.
- E. Students may not take medications in school unless the nurses give permission. Students with doctor’s orders on file with the nurses to carry asthma inhalers with them may do so, but it is advisable to keep a spare inhaler in the nurses’ office.
- F. Medicines to be taken three times a day may be taken at home in the morning, after school, and at bedtime. Only medicines that must be given four times a day or with lunch should be sent to school.
- G. If students need an emergency medication for bee stings, asthma attacks, migraine headaches, or other reasons must provide those medications to the nurses with a note giving permission to take it so they can act quickly in emergency situations.
- H. Advil, Tylenol, or antacids will be given to students at the nurses’ discretion. They will be given only if indicated during the registration and re-enrollment process or if students return a signed emergency form. No medications will be given without forms on file. Also, parents will not be called to seek permission.

Vaccinations

For attendance IN ALL GRADES, students need the following vaccinations:

- 4 doses of tetanus, diphtheria, and pertussis*
- (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday) **
- 2 doses of measles, mumps rubella***

- 3 doses of hepatitis B
- 2 doses of varicella vaccine or history of chickenpox disease
- *Usually given as DTaP or DTP or DT or Td
- ** 4th dose is not necessary if the 3rd dose was given at age 4 years or older and at least 6 months after previous dose
- ***Usually given as MMR

LIBRARY SERVICES

The high school media center is located in the Fowler Education Center. The library hours will be established early in the school year. Opportunities to use the library prior to the start of the school day and after the school day has ended will be built into the daily schedule.

Students are encouraged to use the library not only for research but for pleasure reading as well. The library contains over 42,000 books, both fiction and non-fiction, and subscribes to newspapers and magazines for students to utilize in the library.

Books in the general collection may be signed out for two weeks. Reference materials may be checked out for three days.

The library also subscribes to multiple databases for student research. The databases can be accessed from the district website or the grade level course page in Schoology. Students needing passwords for work at home can access the information either in person in the library or in the grade level Schoology course.

Also, students should know that the Carlisle Area School District uses the services of TurnItIn.com as a paperless way for students to submit writing assignments. Teacher grading, peer editing, and plagiarism/AI detection are all part of the TurnItIn program.

Students must have their I.D. card to enter the library. A photo of the ID will not scan and therefore cannot be accepted. Students are expected to carefully follow sign-in procedures so that their attendance is noted.

Students using the library are expected to follow all school rules and are not permitted to owe unpaid fines for lost or damaged materials. Students will be subject to the loss of privileges as follows:

- **NOTICES** - Students with overdue books or fines will receive a written overdue notice either in print, student email, or Schoology message every week during the school year until the book is returned and/or the fine is paid. Parents/Guardians will receive a notification at least once quarterly that lets them know their child has an obligation to the school that needs to be returned or paid for if items are a month or more overdue, lost from a previous year, or damaged.
- **LIBRARY PRIVILEGES** – Students who do not return the book, or pay the fine if an item is lost or damaged, within a four-week period will lose their library privileges and will be denied access to stay in the library, including before and after school. However, students will continue to be permitted to access the building printers located within the library and check out books assigned by their English teachers for class work as needed.
- **DISCIPLINE REFERRAL** – Students with materials more than eight weeks overdue will be referred to the appropriate principal for disciplinary action, and then every four weeks after. The principals will continue with the disciplinary action until the material is returned or the fines are paid.

CARLISLE VIRTUAL ACADEMY

Carlisle High School offers several courses via the Internet. Interested students may speak with their school counselor, grade level principal, CVA coordinator or CHS Principal. Students will have to complete a registration process.

DISCIPLINE

ACADEMIC INTEGRITY

The guidelines provided in previous section have been designed to aid in fostering the principles of academic integrity both inside and outside of the classroom and to delineate unacceptable practices regardless of whether committed intentionally or unintentionally.

Outcomes of Acts of Academic Dishonesty:

- The teacher will meet with the student to inform them of the violation.
- The teacher will contact the parents/guardians and documentation will be provided.
- A grade penalty will result – the student will receive a zero for the work in question, and the student will not be able to recover these lost points.
- A discipline referral will be sent to the grade level principal. This offense can be classified as a suspendable offense, based on severity and reoccurrence. Parents/guardians will receive a copy of this referral.

Notes:

- These guidelines and procedures apply regardless of if a student intentionally or unintentionally violates academic integrity.
- Teachers maintain the right to use plagiarism or artificial intelligence detection tools such as, but not limited to, turnitin.com to assess the authenticity of student work.

BUS BEHAVIOR

School bus transportation is a privilege that may be withdrawn for inappropriate conduct. School buses are considered district property. Therefore, the building rules of conduct are applicable to our students while on our school buses. All students must abide by the following rules:

- Wait until the bus comes to a complete stop before boarding/disembarking.
- Arrive at the bus stop 5 minutes before the scheduled pick-up time.
- Refrain from tampering with the bus or its equipment. Charges for damages will be submitted to parents.
- Keep hands, legs, and arms inside of the bus at all times.
- Refrain from using profane language or obscene gestures.
- Refrain from throwing objects out of the bus windows.
- Avoid distracting the driver with loud talking or disorderly behavior.
- Do not bring pets or animals on the bus.
- Obey the bus driver at all times

A more complete listing of bus rules is given to all bus students. The bus drivers submit misconduct notices to make building administrators and parents aware of problems with students. Disciplinary actions for bus misconduct are listed in the Discipline Code Section of this handbook. All school buses are equipped for the use of video cameras that are used to monitor student behavior.

All students are required to ride their assigned buses to and from their assigned stops. A school bus pass is required for students to change buses or discharge locations. Changes are for emergency reasons only and will not be honored for sleepovers, sports events, etc. Parents of students requiring an emergency change should submit a note in advance to the building offices.

COMPUTERS - AUP Violations

Violations of the Acceptable Use Policy are violations of the discipline code and will be handled according to the level of misuse. The levels of violations are classified as I, II, or III.

Level I violations: the lowest levels of misuse, will result progressively in the assignment of detention, ISS, and then OSS depending on the number of times this level of misuse has been reported. Also, students will lose computer privileges for 2 weeks for the first offense, 3 weeks for the second offense, etc. Examples of Level I violations are storing files that are non-educational, use of network for non-educational purposes, and saving or viewing of inappropriate files.

Level II violations: will result in the assignment of ISS, then OSS progressively. Level II violators lose computer privileges for 1 month for the first offense, 2 months for the second offense, etc. Examples of Level II violations include the use of unauthorized drivers or files, sharing one's password with another student, and accessing the network with another person's password.

Level III violations: are the most serious and will result in OSS immediately along with the permanent loss of computer privileges. Examples of Level III violations are computer tampering, insertion of viruses into the computer, and any use of the computer that would constitute an Act 26 classification (see Act 26 of 1995). Level III violations may result in the involvement of the local police and the filing of criminal charges.

School Board Policy # 815 GUIDELINES FOR ACCEPTABLE USE POLICY

DISPLAYS OF AFFECTION

It is inappropriate for students to embrace each other and display other forms of intimate affection at school. Good taste decrees that students conduct themselves as ladies and gentlemen at all times.

DRESS/APPEARANCE

Carlisle Area School District Board Policy states that "pupils shall conform to the rules of the schools and be clean in person and dress." Although hair styles and styles of clothing are matters of individual taste, building administrators may impose restrictions when grooming and or attire causes a disruption of the educational process, causes school disorder, constitutes a health/safety hazard, and/or is immodest in any respect.

STUDENT DRESS CODE PHILOSOPHY

Updated with student and staff groups during the school year 2022-2023

Carlisle High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Our values are:

- All students should feel comfortable enough to express themselves in a safe and supportive environment. All students should be able to dress comfortably for school and

engage in the educational environment without fear of unnecessary discipline or body shaming.

- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing or self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should use body-positive, inclusive language to explain the dress code and to address code violations. Students who are bullying or harassing fellow students based on their clothing will be held accountable.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (*eye or body protection*), dance (*bare feet, tights/leotards*), or PE (*athletic attire/shoes*).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

DRESS CODE

Carlisle Area High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event.

Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code

enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must always be covered for all students.

- Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (*for example, a skirt, sweatpants, leggings, a dress or shorts*), AND
- Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (*for example, athletic shoes for PE*).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (*as long as this is done in a way that does not violate Section 1 above*).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (*or any illegal item or activity*).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, hate symbols, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (*visible waistbands and visible straps are allowed*)
- Swimsuits (*except as required in class or athletic practice*).

- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (*PPE*)).

5. Dress Code Enforcement

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.
- School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- kneeling or bending over to check attire fit;
- measuring straps or skirt length;
- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact, CHS Principal.

Modeled after the ETHS: Student & Family Handbook. Inspired in part by Oregon NOW Model Dress Code.

Any student in violation of CASD Dress Guidelines is to be sent to the office immediately for appropriate disciplinary action to be determined by the building administration.

The CASD dress regulations are an effort to create and maintain a school environment that will lead to greater student success in the classrooms.

For each offense students will be required to change clothing to acceptable attire and parents notified. In addition, the following menu of consequences will be applied for dress code violations:

OFFENSE	CONSEQUENCE
1 st	Warning
2 nd	Warning
3 rd	One Detention
4 th	One Detention
5 th	One ½ Day - ISS
6 th	One Day – ISS or Sat Work

School Board Policy #221 DRESS AND GROOMING

DRUG/ALCOHOL POLICY VIOLATIONS

Students found to be in violation of the District Drug and Alcohol Policy shall be subject to the following punishment:

- A. Students will be suspended out-of-school for ten (10) days.
- B. An incident report will be filed with the local police resulting in possible criminal charges.
- C. Students must complete a drug and alcohol assessment and students and parents will be informed of this provision by the administration.
- D. Students could face a trespass notification barring them from attending school activities.
- E. Students involved in extracurricular activities face additional penalties that are specified in the Extracurricular Activity Code of Conduct given to them by their coaches.

See the Carlisle Area School District Discipline Code of Conduct (located in this handbook). Item XIV - Drugs, Alcohol, Paraphernalia and Look Alikes and Appendix B- Controlled Substances/Paraphernalia.

School Board Policy #227 CONTROLLED SUBSTANCES/ PARAPHERNALIA

EXPULSION

Exclusions from school (suspensions or expulsions may result from)

- A. Recurring unexcused absences or tardiness (when students are past compulsory attendance age). For high school students a total of six days of unexcused absences warrants consideration for suspension and/or expulsion under this section.
- B. Using or possessing tobacco products.
- C. Excessive dismissals from class.
- D. Tampering with any of the school's safety/signaling systems.
- E. Using physical force on others (including school employees).
- F. Discharging any pyro-technical device.
- G. Selling, possessing, using, or manufacturing drugs, alcohol, pills, paraphernalia, or look- alike.
- H. Using obscene or profane language.

- I. Disobeying or defying school authority.
- J. Assaulting other students.
- K. Participating in fights.
- L. Vandalizing or destroying school property.
- M. Violating state/federal laws (stealing, extortion, harassment, etc.).
- N. Possessing weapons and/or lookalikes on school property.
- O. Harassing, threatening school officials or visitors.
- P. Harassing or bullying (to include cyber-bullying) other students.
- Q. Failure to attend mandatory assessment in conjunction with violations of the drug and alcohol policy.
- R. Committing any other offense deemed sufficiently serious by the administration.

School Board Policy #233 SUSPENSION AND EXPULSION

FORGERY

Forgery is an attempt by students to distort or skew

Examples (Including but not limited to):

- The alteration of records and documents: A student signs his/her own permission form or forges the signature of a parent, guardian, or teacher.
- Forging data for a course assignment from a lab or study that was not completed, or that did not have the desired results.

HALL MONITORS

Hall monitors are adults who have been hired by the district to supervise the halls during passing times and while classes are in session. They may also be used to supervise entrances/exits to the buildings and parking areas at any time during the school day. Hall monitors are available to assist students in their movement around the high school. Their primary job is to keep students moving to their destinations. Like other adults employed by the district, students are expected to comply with instructions that are given to them by these monitors. Failure to do so may result in disciplinary referrals that will be sent to the appropriate grade level principals.

HALLWAY BEHAVIOR

Students are expected to respect the rights of others while changing classes. Eight minutes are allotted to change classes. Classroom teachers will handle tardiness. Students are expected to abide by the following guidelines:

- Stop in the hallway during the playing of the National Anthem.
- Walk through the corridors inside of the buildings.
- Keep hallways open at all times by walking to the right in heavy traffic and by not standing in groups.
- Discard trash and all drink containers in the trashcans provided.
- Secure hall passes from teachers whenever it is necessary to leave classroom.

HARASSMENT

Harassment and bullying of students by other students, school officials, and volunteers who have direct contact with students will not be tolerated in the school district. Therefore, harassment, bullying, hazing, or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance, and/or personality characteristics are prohibited.

This provision is in effect while students are on school property; while on school- owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while on their way to school or on their way home from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation student is found to be in violation of these provisions, the student shall be disciplined by measures up to and including suspension and expulsion.

Harassment as set forth above may include but is not limited to the following behavior/overt acts and or circumstances.

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim. It includes bullying which is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students. Which occurs in a school setting and/or outside of a school setting, that is severe, persistent, and/or pervasive and has the effect of...substantially interfering with a student's education, creating a threatening environment, and /or disrupting the operation of the school. Bullying includes cyberbullying.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering of the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that students submit to bullying or harassment by other students, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by students is used as a basis for decisions affecting the students.

Retaliation against students because the students have filed a bullying or harassment complaint or assisted or participated in harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any students who are found to have retaliated against others in violation of this policy.

School officials will promptly and reasonably investigate allegations of harassment. The grade level principals will be responsible for handling all complaints by students alleging harassment, conducting the investigation, and following through with the results.

School Board Policies: #248 UNLAWFUL HARASSMENT, #249 BULLYING/CYBERBULLYING

PASSES

Students in the hallways or other areas of the campus while classes are in session must have passes from the staff members responsible for them at that time (**CHS will utilize E-Hall Pass**). Failure to obtain proper passes may result in disciplinary action. Students may not be in any of the parking lots at any time during the school day without the permission of building administrators.

SCHOOL POLICE

Section 778 of the Pennsylvania School Code of 1949 allows the Board of Directors of the school district to apply to the court of common pleas for permission to hire persons to act as police officers in the school district. Article seven of the Constitution requires that these persons take an oath before an alderman, magisterial justice, or prothonotary prior to entering upon the duties of their office. The code also states that these officers shall have the powers of a constable in this Commonwealth in their respective districts.

In compliance with the school code the CASD employs school police officers. In general, the responsibilities of the school police are to enforce school laws, school regulations, and/or school procedures. Specific examples of the responsibilities of the school police include: protecting the safety and welfare of people and property, providing crowd control at athletic and social events, providing traffic control at activities to include the parking of vehicles, providing first aid (if trained), and serving as a representative of the district.

In addition to these responsibilities, school police are expected to maintain high degrees of visibility on campus, to conduct patrols of the campus, to conduct investigations of possible violations of the crimes code along with appropriate administrators, to serve as a liaison between the local police and the school, and to perform other functions as assigned by the district administration.

SMOKING POLICY

Possession or use of tobacco products on school property is illegal. Tobacco products include smokeless tobacco as well as tobacco-less and tobacco look- alike products. Students who are in possession of or who use tobacco products on school property will be fined in accordance with ACT 145. In addition, court costs will be added to the fine. The corresponding disciplinary action for a violation of this policy will be:

Students will be sent home the day of the incident

1st offense 1 day of OSS (depending on the time of the day student was sent home, this could be the same day of the incident)

2nd offense 1 day of OSS

3rd offense 2 days OSS, plus meeting with parents

Additional consequences will be handled with discussion when meeting with the parents.

ACT 145 of 1996- Use of Tobacco in Schools

This law requires prosecution of students who are convicted of possession/use of tobacco in a school building, bus, or on school property. The law defines tobacco/tobacco products and states that violation of this law is a summary offense. Upon conviction, the student may have to pay a fine plus court costs.

School Board Policy #222 TOBACCO USE

SUSPENSION - Violation of School Rules

1. Students will receive out-of-school suspensions for the following infractions:
2. Fighting/assaults
 - 1st offense (fighting).....3 days
 - 1st offense (assault)...5-10 days
 - Additional offenses 5-10 days and may result in a recommendation for expulsion
3. Pills, drugs, alcohol (use of)...10 days
Note: *Assessment (counseling) is mandatory with the first offense.*
4. Possession of drugs to include marijuana, hash, pills, alcohol, etc. or paraphernalia... 10 days
Note: *Assessment (counseling) is mandatory with the first offense.*
5. Manufacture or sale of drugs, alcohol, pills, paraphernalia...10 days
6. Gross insubordination toward staff or administration...5-10 days
7. Violations of state/federal laws (e.g. theft, disturbing the peace, gambling, weapons offenses, etc.)...length of punishment depends on circumstances
8. Harassment, intimidation of others, threatening others, profanity directed toward school employees...3-10 days
9. Profanity – use of the F-word or its equivalent obscene gesture...length of OSS depends on circumstances
10. Racial Slurs – length of OSS depends on circumstances
11. Other offenses which the administration deems to warrant OSS (Example: gross unbecoming conduct)

School Board Policy #233 SUSPENSION AND EXPULSION

Note: Infractions which warrant OSS may also involve criminal charges being filed with the local police (e.g. drug policy violations, theft, fighting/assault, etc.). It should be noted that infractions which constitute a police matter outside of school could constitute a police matter inside of school.

TRESPASS

CHS maintains a closed campus for the safety and security of all students and staff. Persons entering campus without legitimate business may be subject to trespass charges and may be reported to the appropriate law enforcement agencies.

WEAPONS

Possession of weapons on district property is illegal and constitutes a misdemeanor of the first degree (PA Crimes Code- Sections 907 and 912). A weapon is defined as, but not limited to, any knife, cutting instrument, cutting tool, nun-chucks, firearm, shotgun, rifle, and/or other tool such as look-alikes, chains, jewelry, or any instrument/implement capable of inflicting serious bodily injury. The following disciplinary actions will be followed for any violations of this district policy include: suspension and/or expulsion.

1. Police notification and arrest in accordance with the crimes code.
2. A mandatory informal hearing within three days of the date of the incident. Parent or guardian attendance is mandatory.
3. A formal hearing before the Board of School Directors for expulsion proceedings.

ACT 26 of 1995 (amended 1997) – Safe Schools and Possession of Weapons

All school districts in the State of Pennsylvania must comply with the provisions of this law.

Students who commit acts of violence and/or who violate the weapons policy may be recommended to the Board of Directors for expulsion from school. Incident reports will be filed with the local police and students may face criminal charges for their misconduct.

School Board Policy #218.1 WEAPONS

DISCIPLINARY SYSTEM

OVERVIEW

The high school administrative team believes that schools, to be effective, must establish and maintain a school environment addressing the following two factors. First, the environment must be safe and secure for all students and staff. Second, the environment must enable all teachers to be able to teach and all students to be able to learn. To accomplish these goals, the following guidelines have been established respectful to teachers, helpful and courteous to other students, hardworking and cooperative in classes, and respectful of school property. Those students who do not follow the rules and regulations or who do not satisfy all obligations when requested by school officials will be subject to the following disciplinary actions:

1. Loss of privileges such as participation in athletic events and other school functions as deemed appropriate by building administrators.
2. Detention-before and/or after school
3. Suspension- In School (ISS)
4. Saturday Work Program
5. Suspension-Out of School (OSS)
6. Trespass
7. Restitution
8. Expulsion

Note 1: *Other plausible responses for misbehavior are listed in the CASD Discipline Code of Conduct.*

Note 2: *Students are under the jurisdiction of the school during the day as well as during all school-related activities regardless of the time of day. All school rules and regulations apply in either circumstance.*

DETENTION

Detention **sessions** will be held from 3:00- 3:45 P.M. and also from 7:00-7:45 A.M.

Students assigned to detention must be in the designated area by 3:00 P.M. or 7:00 A.M. Students arriving late will not be admitted and an additional detention will be assigned.

Students are expected to work in detention and must bring materials with them. A one-day advance notice is given to students who are assigned to detention. Students are not excused from detention for extracurricular activities or for personal reasons (e.g. job commitments). Failure to attend detention will result in an additional detention. Students who refuse to attend detention or who do not abide by detention rules and procedures may be suspended.

IN-SCHOOL SUSPENSION

Students assigned to ISS will report to the designated locations as instructed by their grade level principals. Rules and regulations will be given to the students. Students will eat lunch in the ISS room. They may purchase a bagged lunch from the cafeteria or they may bring a bag lunch from home. Students who choose to carry their lunch from home should bring it to the ISS room when they report in the morning. All work missed due to an ISS placement must be made-up according to the work make-up guidelines.

Note: Students who must be removed from ISS for any misconduct may be suspended out-of-school by their grade level principals.

SATURDAY WORK PROGRAM

The Saturday work program will operate on pre-announced Saturday mornings from 8:00 A.M. to 11:00 A.M. at the high school. Students assigned to this program will be expected to do light labor in custodial or maintenance related projects.

Note: Students who are assigned to Saturday work and who do not attend may receive out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

OSS is reserved for the most serious school rule infractions. While on OSS students are expected to keep up with their schoolwork. Assignments may be obtained going to teacher Schoology pages or by emailing teachers directly if needed. While on out-of-school suspension students may not be on school property at any time (e.g. they may not attend any school functions during the evening hours or weekends). Students who violate this condition of OSS will deal with the local police and may receive a citation for criminal trespass.

DISCIPLINE CODE

The following misbehaviors are examples of offenses that warrant assignment to detention.

- disobedience/disrespect
- failure to meet obligations
 - e.g. return forms, library books, uniforms, pay fines, etc.
- inappropriate clothing
- leaving class or cafeteria without permission
- uncooperative
- tardiness
- cutting class
- missing class without the consent of the assigned class room teacher

The following misbehaviors are examples of offenses that result in in-school, Saturday work program, or out-of-school suspension, depending on the severity and/or frequency of circumstances.

- Academic dishonesty (e.g. cheating)
- refusal to obey a staff member
- fighting/instigating a fight/ aggressive behavior/physical contact
- harassing or threatening another student by using ethnic, religious, racial, or gender slurs

- Racially derogatory (remarks, comments, insults) – directed toward, other students / staff / faculty.
 - **Note:** Example – An epithet – an insult based on race, class, religion, or politics.
- possession, distribution, or use of tobacco/tobacco look-alike products, matches, or lighters
- possession/use of fire crackers, snappers, or similar materials
- vandalism/destruction of property
- refusal to serve detention or continued cutting of detention
- continued misconduct after assignment to detention
- truancy/unlawful-unexcused absences
- removal from ISS for misbehavior
- leaving campus without permission
- profanity
 - **Note:** Use of the “F” word or its equivalent obscene gesture results in OSS.
- any other offense deemed serious in nature by the building administration

The details of the following misbehaviors will determine the penalty.

- cheating or lying
- disruptive behavior during state mandated emergency drills
- interfering with school safety systems (fire alarms, 911 calls, etc.)
- intentionally videotaping a physical altercation (showing no intent to help the situation)
- entering another student’s locker without permission
- extortion
- insubordination
- possession of weapons
- possession/exhibition of obscene materials (books, magazines, etc.)
- violations of the computer Acceptable Use Policy (AUP)
- intimidation of a victim/witness
- throwing food, trash, etc. in the Cafeteria
- refusal to follow school rules
- harassing/threatening another student
- inappropriate display of affection
- failure to comply with classroom safety guidelines
- mischief/horseplay

The following offenses are examples of offenses that could warrant referral to the local law enforcement authorities in addition to the school penalties.

- fighting
- vandalism
- theft
- use/possession of tobacco products (Act 145)
- drug/alcohol violations
- weapons policy violations (Act 26)
- school safety systems violations

- extortion
- harassment (to include ethnic intimidation)
- computer (AUP) violations - Level III
- intimidation of a victim/witness
- refusal to follow school rules
- failure to promptly report a situation that may constitute a danger to other students, including, but not limited to, the possession by another student of a weapon, which includes any knife, cutting instrument, cutting tool, nunchaku, firearm, shot gun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury.
- violations of the PA Crimes Code
- any other offense warranting police involvement as determined by the administration

REPEATED INCIDENTS OF ANY MISBEHAVIOR MAY RESULT IN A MORE SEVERE PENALTY

BUS BEHAVIOR

The following penalties for misbehavior on a school bus have been established between the district and the private carrier.

- 1st offense - warning
- 2nd offense - a letter sent home to parents from the carrier and detention assigned
- 3rd offense - a letter sent home and a one week suspension from riding the bus
- 4th offense - indefinite suspension of bus-riding privileges

Certain offenses (e.g. fighting, refusing to obey driver) may result in immediate and indefinite suspension of bus riding privileges. Also, refer to Bus Behavior Section of this handbook.

BUS TRANSPORTATION FOR UNCOOPERATIVE OR ILL STUDENTS

Please be alert to the following guidelines:

1. Students who display disruptive or aggressive behavior at the end of the school day **SHOULD NOT** be placed in a school bus for the trip home. Please recognize that bus drivers may not have the ability to respond to aggressive disturbances that continue on the school bus. If these situations develop, the principals should contact the parents/guardians or the student transportation department in order to make other arrangements for the students' transportation.
2. Students who complain of illness or sickness at the end of the school day **SHOULD NOT** be placed on a school bus for the trip home. The motion of the bus and the higher temperatures that occur on a bus may aggravate the students' conditions and result in more severe actions, vomiting, etc. A bus driver has limited options when this occurs-return to school or continue on their run. In most cases this not only places the ill students at risk (choking) it may jeopardize other students who are in a relatively small confined area and come in contact with exposed bodily fluids. If these situations develop, the principals should contact the parents/guardians or the student transportation department in order to make other arrangements for the students' transportation.

The discipline guidelines have been developed for the safety and security of students and staff. In addition, we are committed to the establishment of a building climate where teachers can teach and students can learn.

All students are encouraged to avoid making mistakes that would lead to any form of punishment or penalty that would make their parents unhappy and to take pride in appropriate and acceptable behavior.

CARLISLE AREA SCHOOL DISTRICT DISCIPLINE CODE OF CONDUCT

OVERVIEW

Chapter 12 of the Pennsylvania School Code establishes the rule-making power of the Board of School Directors. The code states, "The school board has the authority to make reasonable and necessary rules governing the conduct of students in school.... A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose." The code further states, "Each board of school directors shall adopt a code for student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities." Law requires that the district's code be published and distributed to students and parents.

Since this discipline code is designed for the Carlisle Area School District grades K-12, our purpose is to establish general guidelines and cite policy applicable to all students. This code may be supplemented by each building's code. Parents should contact your child's building principal for copies of special rules and regulations.

APPENDIX A: Vision, Mission and Believe Statements

VISION

“Empowering Every Learner”

MISSION STATEMENT

The Carlisle Area School District is committed to providing all students with educational and leadership opportunities to meet the challenge of personal responsibility, enabling them to become contributing members of our diverse society. The district will excel in student achievement, community engagement, and financial stewardship.

BELIEF STATEMENTS

- **Student Achievement:** All students will have the opportunity to achieve academic excellence in order to become life-long, responsible and resourceful learners who think critically and creatively, communicate effectively and collaborate in a global world.
- **Professional Learning Community:** Highly qualified, innovative and compassionate staff will be committed to life-long learning and professional growth in order to meet the individual learning needs of all students in a safe and supportive environment.
- **Academic and Extra-Curricular Programs:** A diverse, challenging and academically rigorous instructional program will meet the college and career readiness goals of all students. Extra-curricular programs will provide opportunities for students to develop leadership, interpersonal and team-building skills.
- **Student Services:** A wide range of support services will be provided to students in order to meet their academic, emotional and social needs.
- **Diversity:** Each student will have an educational experience that values and accepts diversity as an integral part of a global society.

Community Engagement: Partnerships with the community will allow our students to engage in service learning experiences and career opportunities, will provide increased access to community services and resources, and allow members of the community to participate in a variety of educational opportunities.

Financial Stewardship: Resources and financial assets will be managed in a fiscally responsible manner that supports and enhances the academic, extra-curricular and support services in order to meet the needs of every student.

PHILOSOPHY

Education is a community responsibility. Students, teachers, parents, staff members, and citizens have a vested interest in what takes place in our schools. Reasonable rules and regulations are essential to the school's operation. While no one likes to impose rules on others, we recognize that the Carlisle Area School District is nearly as diverse as our society. Just as society needs laws to govern its members, we need rules to ensure that each of us knows what is expected from us and what we can expect from others.

STUDENT RIGHTS & RESPONSIBILITIES

Students do have rights. They have the legal rights given to them by the Constitution and other laws. These rights include the right to an education, the right to express their opinions and the right to be free from invidious discrimination. Students also have human rights. These include the right to be treated with dignity and the right to contribute to the educational process. All persons residing within the Commonwealth of Pennsylvania between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, student share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to conform with the following:

- A. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
- B. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- C. Dress and groom to meet fair standards of safety and welfare of the school community and the protection of school property.
- D. Assist the school staff in operating a safe school for all students enrolled therein.
- E. Comply with Commonwealth and local laws.
- F. Exercise proper care when using public facilities and equipment.
- G. Attend school daily and be on time to all classes and other school functions.
- H. Make up work when absent from school.
- I. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- J. Report accurately and not use indecent or obscene language in student newspapers or publications.

School Board Policy #235 STUDENT RIGHTS/SURVEY**SUSPENSION AND EXPULSION**

Exclusions from school (suspensions or expulsions may result from)

- A. Recurring unexcused absences or tardiness (when students are past compulsory attendance age).
For high school students a total of six days of unexcused absences warrants consideration for suspension and/or expulsion under this section.
- B. Using or possessing tobacco products.
- C. Excessive dismissals from class.
- D. Tampering with any of the schools safety/signaling systems.
- E. Using physical force on others (including school employees).
- F. Discharging any pyro-technical device.
- G. Selling, possessing, using, or manufacturing drugs, alcohol, pills, paraphernalia, or look- alike.
- H. Using obscene or profane language.

- I. Disobeying or defying school authority.
- J. Assaulting other students.
- K. Participating in fights.
- L. Vandalizing or destroying school property.
- M. Violating state/federal laws (stealing, extortion, harassment, etc.).
- N. Possessing weapons and/or lookalikes on school property.
- O. Harassing, threatening school officials or visitors.
- P. Harassing or bullying (to include cyber-bullying) other students.
- Q. Failure to attend mandatory assessment in conjunction with violations of the drug and alcohol policy.
- R. Committing any other offense deemed sufficiently serious by the administration.

School Board Policy #233 SUSPENSION AND EXPULSION

CLASSROOM MANAGEMENT

Classroom management will be a team effort. Each classroom teacher will establish guidelines for appropriate behavior. When disruptions occur, however, the teacher and/or administrator will respond as necessary to insure the educational rights of all.

MISBEHAVIOR AND RESPONSES

Each building administrator will establish a building conduct code to deal with the variety of misconduct observed at that level. The range of responses the building administrator may utilize includes but is not limited to the following:

- A. verbal reprimand
- B. special assignments
- C. withdrawal of privileges (recess, break, etc.)
- D. notification and conference with parents
- E. requirement to apologize to abused or aggrieved parties
- F. Detention
- G. assignment to time-out rooms
- H. counseling
- I. temporary removal from class
- J. requirement to repair, clean or make restitution of property or damages
- K. in-school suspension (1 to 10 days)
- L. out-of-school suspension (1 to 10 days)
- M. prosecution through law enforcement agencies
- N. Saturday Work Program
- O. public service
- P. recommendation of expulsion

Depending on the circumstances and nature of the student's misbehavior, the administrator may select any response(s) deemed appropriate.

STUDENT RIGHTS WHEN RECEIVING DISCIPLINE

Unless it is clear that the health, safety or welfare of the school community is threatened, students have due process rights which cannot be violated when they are to receive punishment.

Parents also have certain just expectations. They will be notified immediately in writing whenever a suspension is assigned. Parents will usually be notified when any punishment is issued by an administrator.

- A. **PUNISHMENT** - Out-of-school suspension for 1-3 days or in-school suspension for 1-10 days.
DUE PROCESS - The student will be informed of the reasons for the suspension and given an opportunity to respond.
- B. **PUNISHMENT** - Out-of-school suspension for 4-10 days or in-school suspension for more than 10 days.
DUE PROCESS - The students and parents shall be given an opportunity for an informal hearing. (See APPENDIX A - Hearing Rights.)
- C. **PUNISHMENT** - Expulsion (more than 10 consecutive days out-of-school)
DUE PROCESS - All expulsions require a formal hearing with the board of school directors or their agent before the expulsion becomes effective. (See APPENDIX A - Hearing Rights.)
- D. **PUNISHMENT** - All other disciplinary actions (detention, loss of privileges, etc.)
DUE PROCESS - The student will be informed of the reasons for the actions and given an opportunity to respond.

Note: *Exceptional students enrolled in the district may have additional rights. Parents of these children may receive a copy of their rights by notifying the building administrator.*

APPENDIX B HEARING RIGHTS

Formal Hearings

A formal hearing could be warranted with expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible.
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400-1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Informal Hearings

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
2. The following due process requirements shall be observed in regard to the informal hearing:
 - a. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his/her own behalf.
- e. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

*The Hearing Rights listed here are those guaranteed by the Pennsylvania Code Title 22. Education, Chapter 12 of 1984.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

POLICE INVOLVEMENT

In general, misbehavior that is deemed a police matter outside school will be viewed a police matter if it occurs in our school.

The police will be notified in all cases of

- A. possession or sales of controlled substance (to include alcohol and "pills").
- B. defiant trespass - Students on out-of-school suspension are not permitted on school property. They will be arrested if they return illicitly.
- C. theft or extortion.
- D. assaults on school personnel.
- E. vandalism, tampering with signaling device or other physical threat to the school.
- F. possession and/or use of weapons (as specified by ACT 26 of 1995: Amended June of 1997), to include look-a-likes.

OFF-CAMPUS ACTIVITIES

A student shall be considered "in attendance" and subject to all school rules and policies when engaged in field trips, sporting events/practices (either as a participant or a spectator), social activities sponsored by the school and/or its groups, or when traveling to and from school (i.e. at bus stops, etc.).

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities, student government, and National Honor Society is a privilege. This privilege may be taken away as the result of misbehavior in the general school community, or misbehavior while involved in extracurricular activity. Unless it is clear that the health, safety or welfare of the school community is threatened, students will be advised of the reason for disciplinary action and given an opportunity to respond before the privilege of extracurricular participation is withdrawn.

Students who are suspended out-of- school may not participate in extra-curricular activities and sports. Participation in extra-curricular activities and sports may resume the calendar day following the last day of suspension.

**This rule also applies to students who are absent from school.*

Students who participate in interscholastic athletics may be suspended or expelled from their teams in accordance with the district's Athletic Code of Conduct. Athletes will be issued a copy of the Athletic Code of Conduct and other team rules before they begin practice. Coaches will discuss the code and team rules with the athletes prior to the start of preseason practice.

ATTENDANCE

Good school attendance is essential to academic success. While education is a right, attendance is a responsibility. Minors are compelled to attend school until **either** graduation or eighteen years old. Absences from school are excusable if they are due to illness, quarantine, impassable roads or exceptionally urgent reasons that affect the student. Written excuses stating the reason for each absence must be presented to the grade level office **within** three (3) school days of the student's return from the absence. Failure to present and/or email notes within this time frame will cause the absence to be declared unexcused/unlawful.

Furthermore, college visitations, Farm Show participation, and other family activities may be excused “if there is prearranged approval in advance” and the student travels with an identified adult. Students may be excused for a total of **FIVE DAYS**. Prearranged Absence Request Forms are available in each school office.

All other absences will be considered unexcused/unlawful. Unexcused absences for students who are seventeen years or younger are unlawful. Parents will be issued a first notice when their child accrues (3) three unlawful days of absence and after (6) six or more unlawful, a School Attendance Improvement Plan (SAIP Meeting) is requested. Parents and/or students may be fined in accordance with the PA School Code for each additional unlawful absence.

Students who are **eighteen** years old or older and accumulate six unexcused absences may be expelled.

School Board Policy #204 ATTENDANCE

TRANSPORTATION

BUS TRANSPORTATION - School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/ guardian and submitted to the office.

The normal rules of conduct are applicable to our students while on our buses. The building administrator will handle all bus discipline problems in conjunction with the building's discipline policy. Furthermore, students who are cited for misbehavior on buses may be prohibited from riding the bus according to the following:

- 1st offense - A warning will be issued. If drug, alcohol, tobacco, look-alike, paraphernalia related or fighting, the student will not be permitted to use district transportation for one week.
- 2nd offense - The students will receive a misconduct notification and detention will be assigned.
- 3rd offense - The student will not be permitted to use district transportation for one week.
- 4th offense - The student will not be permitted to use district transportation for an indefinite period of time (more than three weeks).

Among the requirements are:

- Students must wait their turn to enter the buses as directed by the driver.
- Students must be seated

- Students may not stand in the aisles.
- Students may be taken on and discharged from the bus only at their designated loading zone determined by the administration at the extreme right of the road.
- Students may not block aisles with books, lunch boxes, etc.
- Students shall show drivers the same respect and orderliness we expect in our classrooms.
- Students may not play radios or tape recorders.
- Students may not throw trash or other objects in the bus or out bus windows.
- Students may not place parts of the body out of windows.
- Students may not use tobacco products on the bus.
- Students may not open emergency door unless directed to do so by the driver.
- Students may not have water pistols or similar objects on the bus.
- Students may not bring animals of any kind on the bus.
- No food or drink consumed on the bus.

School Board Policy # 810 TRANSPORTATION

DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES

The Carlisle Area School District recognizes that substance abuse is one of society's greatest problems. Since the school is an integral part of society, substance abuse must be addressed. Suspected cases of substance abuse will be considered medical emergencies. The well-being of the student will be primary. However, when students abuse substances or possess, sell or distribute drugs, alcohol, paraphernalia or look- a likes, they are violating school rules and, in most cases, breaking state laws. It is the responsibility of every member of the school community to assist in providing a drug-free environment so that our students may best address their true purpose for attending school-to learn, mature and prepare for adulthood.

The complete Carlisle Drug, Alcohol, Paraphernalia and Look-Alike Policy is located in APPENDIX B. This APPENDIX is included in the Discipline Code for grades 6-12. Others who desire a copy of this policy should contact the building administrator of their child's school.

APPENDIX C: Annual Notices for Parents and Guardians

Please go to www.carlisleschools.org/AnnualNotices to review important information regarding the following topics:

- ADA Grievance Procedure
- Asbestos Notification
- Bullying/Cyberbullying
- Code of Conduct – Handbooks
- Code of Conduct – Discipline
 - Drugs, Alcohol, Paraphernalia, and Look-A-Likes
 - Hearing Rights (Suspensions and Expulsions)
 - Student Rights and Responsibilities
 - Suspensions and Expulsions
- Child Nutrition: Free and Reduced Meals
- CHIP (Children’s Health Insurance Program)
- Every Student Succeeds Act (ESSA): Limited English Proficiency Program
- Every Student Succeeds Act (ESSA): Title I Parent Involvement
- Family Educational Rights and Privacy Act (FERPA)
- Health Screening Program
- McKinney Vento Homeless Act
- Non-Discrimination Statement/Title IX
- Pesticide Application Notice
- Protection of Pupil Rights (PPRA) for Student Rights/Surveys
- Racial, Ethnic, Religious Statement
- Special Education Services and Programs, Services for Gifted Students, and Services for Protected Students, Handicapped Students
- Terroristic Threats/Acts

Additional Notice Information

SEARCHES

School officials do have the right to conduct searches for contraband when there is reasonable suspicion. If there is reasonable suspicion, school officials may use a wand to search for contraband.

School officials reserve the right to utilize surveillance equipment on buses, district buildings, and to ensure safety of all students.

Lockers are the property of the school. They are loaned to the student. Lockers may be opened by school officials for a variety of administrative reasons. Locker privileges may be withdrawn if they are not maintained appropriately.

School Board Policy #226 SEARCHES

OTHER IMPORTANT TOPICS

FLAG SALUTE AND PLEDGE OF ALLEGIANCE - It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students who refrain from saluting the flag due to personal belief or religious convictions must respect the rights of classmates who wish to participate.

School Board Policy #807 OPENING EXERCISES/FLAG DISPLAYS

CONFIDENTIAL COMMUNICATIONS - Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other person is clearly in jeopardy.

TELEPHONES - Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency. Normally the phone calls for students will be handled between classes, during lunchtime, after school and during study hall.

School Board Policy #815 GUIDELINES FOR ACCEPTABLE USE POLICY