

Carlisle Area School District

Middle School

Student Handbook/Code of Conduct

**LAMBERTON MIDDLE
SCHOOL**
777 South Hanover Street
Carlisle, PA 17013
(717) 240-6800 ext. 15805
Mr. Keith E. Colestock,
Principal
Mr. Nicholas Sadvari, Ast.
Principal

**WILSON MIDDLE
SCHOOL**
900 Waggoner's Gap
Road
Carlisle, PA 17013
(717) 240-6800 ext.
19805
Mr. Jake Evans,
Principal
Mrs. Christine Kassay,
Ast. Principal

Mrs. Amanda Shope
Building Secretary
240-6800 ext. 15805

Sarah Larouche
Attendance Secretary
240-6800 ext. 15815

Mrs. Pat Faller
Counseling Secretary
240-6800 ext. 15825

Ms. Erin Hughes
School Counselor
240-6800 ext. 15806

Mr. Christopher Ail
School Counselor
240-6800 ext. 15816

Mrs. Laura Hume
Mrs. Marion Ledgett
School Nurses
240-6800 ext. 15807



Mrs. Katie Brenneman
Building Secretary
240-6800 ext. 19805

Mrs. Kelly Peterson
Attendance Secretary
240-6800 ext. 19815

Mrs. Kerri Lilley
Counseling Secretary
240-6800 ext. 19825

TBD
School Counselor
240-6800 ext. 19806

Mr. Harold Travis
School Counselor
240-6800 ext. 19816

Mrs. Kim Herman
School Nurse
240-6800 ext. 19814

"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.

ABOUT THE MIDDLE SCHOOLS

PHILOSOPHY

The middle school age child, eleven to fourteen years, is in a period of transition from childhood to adolescence. Each child is undergoing mental, physical, social, and emotional growth and development. In recognition of the complex needs of the middle school child, a program has been developed that stresses flexibility, fundamental competencies, individualization, and exploration. With the emphasis on a success-oriented program, whether it be in the academic, aesthetic, or athletic area, the Carlisle Area Middle School Program will facilitate the middle school student's transition from emerging child to responsible adolescent.

PROGRAM

An interdisciplinary team of teachers who plan together on a regular basis for the same group of students is the basic instructional model of the middle schools. This provides the opportunity for a group of teachers to schedule, group, and instruct the students according to their individual needs. For part of each day, a group of students and their teachers meet in the classroom of the CORE area for English/language arts, social studies, mathematics, and science instruction. The majority of the remaining time is devoted to instruction in music, art, family consumer science, technology education, health, and physical education. Resource time provides an opportunity for the students to receive advisory discussions, additional remediation, individual tutoring, make-up work, counseling sessions, group musical practice, and other activities as needed.

CALENDAR 2023-24

August 11	New Student Orientation and Open House (All Students)
August 22	Students Report to School
August 25	In-Service (No school for students)
September 4	Labor Day-No School
September 29	In-Service (No school for students)
October 9	Professional Development (No school for students)
November 20	In-Service (No school for students)
November 21	In-Service (No school for students)
November 22	Begin Thanksgiving Recess
November 28	Classes Resume
December 20	In-Service (No school for students)
December 21	In-Service (No school for students)
December 22	Begin Winter Recess
January 3	Classes Resume
January 12	Professional Development (No school for students)
January 15	Dr. Martin Luther King Jr. Day-No School
February 16	In-Service (No school for students)
February 19	Presidents' Day-No School
March 28	Begin Spring Recess
April 2	Resume Classes
April 19	In-Service (No school for students)
May 21	Memorial Day – No School
June 5	Last Day of Classes

For a comprehensive listing of days on a calendar, please refer to the district website:

<https://www.carlisleschools.org/calendar>

-Open the district website home page.

-Under "Upcoming Events", click on "More Events" (this calendar has the cycle day listed on every student day).

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Posting of Annual Notices

Please refer to www.carlisleschools.org/AnnualNotices to review important information regarding the topics listed below. If you have trouble accessing the website, or would like a printed copy, please see your building principal for detailed information.

ADA Grievance Procedure	Every Student Succeeds Act (ESSA): Title I Parent Involvement
Asbestos Notification	Family Educational Rights and Privacy Act (FERPA)
Bullying/Cyberbullying	Health Screening Program
Child Nutrition: Free and Reduced Meals	McKinney Vento Homeless Act
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STUDENT HANDBOOK AND CODE OF CONDUCT

ACADEMIC ISSUES

GRADING SYSTEM

All subjects shall be graded A, B, C, D, or F.

PERCENTAGE	GRADE
95-100	A
92-94	A-
89-91	B+
86-88	B
83-85	B-
80-82	C+
77-79	C
74-76	C-
71-73	D+
65-70	D
64 and below	F

GRADING PERIOD

Each marking period will be nine weeks in length. Notification of posted grades will be emailed one week after the end of the marking period.

HONOR ROLL

A student must have at least a B- in **all** classes (including, but not limited to, English, math, science, social studies, foreign language, reading, health, music, band/orchestra, PE, and UA) in order to qualify for honor roll. Those students who earn an A in **all** classes will qualify for distinguished honors. Students are recognized at assemblies for this achievement.

Students who earn an F, D, C, W (withdrawn), I (incomplete) or X (no grade) will not qualify for either honor roll.

INCOMPLETE GRADES

An incomplete grade must be made up by a student within three weeks after the end of any marking period. A student will be given a failing grade of (F) for the work that has not been completed at the end of the three-week

period. The failing grade is assigned only to the part of the subject that has not been completed, and that part is averaged with the student's other grades from the marking period to determine the final grade.

INTERIM REPORTS

Notification for Interim Progress Reports will be emailed to parents of students midway through each grading period.

MAKE-UP WORK

Excused Absences

Students who have been absent from school will be permitted to make up all homework and class work. It is the student's responsibility to contact the teacher for scheduling make-up work. This work should be completed as soon as possible.

Unlawful Absences and Truancies

In this case the students will be given an opportunity to make up work, tests, etc. However, the highest grade which can be achieved for the work which is satisfactorily made up will be a D. The grade could be F if the quality of work made up is poor. If the work is not made up, the grade will be F.

Out-of-School Suspensions

Students serving out-of-school suspensions will have an opportunity to make up all work. Each student is afforded two days to make up missed work for each day of suspension.

In-School Suspensions

Students serving in-school suspensions should see their teachers to get assignments for those classes that were missed during the day.

ONLINE GRADE ACCESS

Parents and students can access grades and attendance online at any time through Powerschool. Questions about this online system should be directed to the front office.

PROMOTION POLICY

If a student fails one major subject and the overall average is D or better, the student will be promoted. However, summer school is recommended for students when any subject is failed.

If a student fails two major subjects, the student must successfully complete summer school. If the student does not attend summer school, he/she may be retained in the present grade.

If a student fails three or more major subjects, the student may be retained in the present grade. Age and social factors are taken into consideration as each student's case is discussed by teachers and administrators.

Students who satisfactorily complete the requirements for a summer school course will receive a grade of D on the cumulative records for that course.

ACADEMIC PROGRAM

CORE CLASSES

The core courses are English/Language Arts, mathematics, science, and social studies.

ENCORE CLASSES

Encore classes include art, computer/business education, technology education, family/consumer science, physical education, health, and music. Special notes related to encore classes:

Family and Consumer Science

The need for students to provide sewing supplies varies based on grade level. A list of supplies will be provided by the teacher.

Physical Education

All middle school girls and boys are required to participate in the physical education program. Students who must be excused from physical education class for medical reasons are required to bring a note from home signed by a parent, guardian, or a physician, and give this note to the

nurse. Students who are excused from the regular physical education class may still be required take part in some type of modified or limited program. Students with medical excuses are encouraged to have the physician suggest some type of activity.

FOREIGN LANGUAGE

French, German, and Spanish classes are available to students in eighth grade only. Language and Culture Exploration will also be offered to invited students to survey the three languages and prepare for high school.

MUSIC OPPORTUNITIES

Students have the opportunity to take band, choir, and /or orchestra. Students are not required to take these classes.

SPECIAL EDUCATION AND READING INTERVENTION

Supports through special education and reading support are offered to students who qualify and/or need them to be successful. In addition, gifted education services are available for students who qualify through the gifted screening process.

ATTENDANCE

Regular attendance is important. To be successful in school a student must have good attendance. All students entering school after the 7:45 AM bell must sign in at the office. Students who are not in their first period at the time of the 7:45 bell will be considered tardy to school.

COMPULSORY ATTENDANCE

Minors are compelled to attend school until they are 18 years old. (Note: A student who is 18 years or older could be administratively withdrawn upon reaching six or more unexcused absences based on a combination of attendance, academic, and behavioral concerns.)

EXCUSED ABSENCES

The following reasons for absences are legal.

- Illness
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Absences requested in writing by parents and approved in advance by the principal (prearranged absences)
- Authorized religious holidays

UNLAWFUL ABSENCES

The following reasons for absences are not legal in accordance with state law.

- Truancy
- Missing the school bus
- Trips/family functions not approved in advance
- Shopping
- Birthdays, anniversaries, or other celebrations
- Working or job hunting
- Oversleeping

NOTIFICATION OF ABSENCE

We request that the parent or guardian telephone the school when a student is absent. A written excuse is also required upon return to school. A notification call and email will be sent out that evening to inform the parent that the child was tardy or absent.

WRITTEN EXCUSES

Written excuses must be submitted within three days after returning to school or the absence(s) will be recorded as unlawful. Three unlawful absences will result in legal action against parents or guardians.

ONE OR TWO-DAY ABSENCES

For one or two day absences, students should rely on classmates to get assignments. It is recommended that these homework buddies are identified early in the school year. Teachers may also communicate work through their websites.

EXTENDED ABSENCE

The parent or guardian may telephone the counseling office to request assignments when the student is out of school for an extended period of time (3 or more days). Please allow twenty-four hours for assignments to be collected.

If a physician states that the student will miss more than three weeks, the parent or guardian should contact the counseling office to inquire about homebound instruction and its application procedures.

MEDICAL EXCUSE REQUIREMENT

A medical excuse will be required if students miss an excessive number of days because of illness. A letter will be sent to parents explaining this requirement. If a medical excuse is required and not provided, the absence will be marked as unlawful.

EARLY DISMISSAL

An excuse must be submitted to the attendance secretary before the beginning of the school day for an early dismissal. Students must report to the office prior to leaving the building. A parent or guardian must sign students out of school. Please observe the following procedures:

- Schedule appointments on remote days, if possible
- Submit a note from parent or doctor before school begins in the morning. Specify who will pick up the child.
- Explain to each teacher that you will be leaving early.
- Sign out before leaving.
- Return to school if it is still in session. Check in at the office upon returning to the building.

FIRST NOTICES AND FINES

Parents will receive a First Notice when students accrue three illegal absences. Parents may be fined for each additional absence in accordance with the law.

PREARRANGED ABSENCES (FORM IN OFFICE AND ON THE CASD WEBSITE)

Prearranged absences, not to exceed five days, may be requested by the student and his/her family for personal reasons. The following conditions must be met:

- The student must acquire a prearranged absence form from the attendance secretary or online, and must have it completed by teachers and parents.
- The request is submitted at least one school day in advance of the absence or at least five school days in advance if requesting assignments. The student should request assignments when having the form approved by the teacher.
- Students have not been absent from school an excessive number of days.
- Students must be in good academic standing.
- All guidelines on the prearranged absence form have been followed.

TARDY TO SCHOOL

Students who arrive late to school (after 7:45) should report directly to the attendance secretary. Students must be in their seats in first period by 7:45.

Tardies will be calculated into the truancy system for compulsory attendance laws. Tardy minutes will be tracked and could result in unlawful absences.

Please note, excessive tardies may result in disciplinary consequences.

TARDIES AND EXTRA CURRICULAR ACTIVITIES

10:15AM is considered one-half day for absence and is the cut-off time for participation in extracurricular activities.

PERFECT ATTENDANCE

Students are considered to have perfect attendance when they are present in school at all times that school is in session. Participation in school-sponsored activities or trips does not count against a student's record of perfect attendance.

(See School Board Policy #204 ATTENDANCE)

DISCIPLINARY SYSTEM

The middle school administrative team has strong feelings that in order for teaching and learning to effectively take place, a safe and secure school environment must exist. To accomplish this goal, a comprehensive discipline system has been established. **NOTE: Administration has the right to amend these guidelines when they feel that circumstances warrant such a change.**

DISCIPLINARY INFRACTIONS

The following are examples of misbehaviors that may warrant detention, ISS, and/or OSS:

Note: Repeated incidents of any misbehavior may result in a more severe penalty.

- Disobedience, insubordination, and disrespect
- Fighting, instigating a fight, aggressive behavior, physical contact
- Harassing or threatening a fellow student by using ethnic, religious, racial, or gender slurs
- Possession/use of "slam books" to print negative, derogatory messages about others
- Possession, distribution, and/or use of cigarettes, vape pens, tobacco, drugs, alcohol, or look-alike products, matches, lighters, fire crackers, snappers, or similar materials
- Stealing and vandalism
- Truancy
- Cheating or lying
- Dress code violations
- Profanity/obscene gestures
- Computer tampering
- Intimidation of witness/victim
- Extortion
- Possession of weapons
- Possession/exhibition of obscene materials (books, magazines, etc.)
- Eating food/candy outside the cafeteria
- Failure to return forms, library books, or other obligations
- Leaving class or cafeteria without permission
- Roaming the halls without permission
- Tardiness (to school or class)
- Disruptive behavior during state-mandated drills
- Entering another student's locker
- Disrupting/interfering with educational process or school
- Any other offense deemed serious in nature by the building administrators

The following items may result in exclusions from school. Suspensions or expulsions may result from:

- 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 withdrawal under this section
- Possessing and/or use of tobacco products in the school buildings, on school buses or on the school grounds and/or at any school sponsored activities
- Excessive number of dismissals from class
- Tampering with any of the school's safety/signaling systems
- Using physical force on others (including school employees)
- Discharging any pyro-technical device – such as smoke bombs, cherry bombs, scribes, pop-its and the like
- Selling, possessing, using or manufacturing drugs, alcohol, pills or paraphernalia, or look-alikes
- Using obscene or profane language
- Willfully disobeying or defying school authority
- Harassing or assaulting others
- Participating in fight(s)

- Vandalizing or destroying school property
- Violating state/federal laws (ex. stealing, extorting, and harassing)
- Possessing weapons and/or look-alikes on school property
- Harassing or threatening school officials or visitors
- Harassing or bullying (to include cyber-bullying) other students
- Failure to attend mandatory assessment in conjunction with violations of the drug and alcohol policy
- Behaving in a manner that causes a significant disruption or the prediction of a significant disruption to the school (including social media). (Board Policy 218.2 *TERRORISTIC THREATS/ACTS*)
- Committing any other offense deemed sufficiently serious by the administration

The following are examples of offenses that may be referred to the local law enforcement authorities in addition to the school penalties. Carlisle Area School District employs their own security police who work with local law enforcement agencies. In general, misbehavior which is deemed a police matter outside school will be viewed a police matter if it occurs in our schools.

- Possession or sales of drugs, alcohol, or controlled substances
- Defiant trespass (students on OSS are not permitted on school property. They will be arrested if they return illicitly)
- Theft or extortion
- Assault on school personnel
- Vandalism, tampering with signaling device or other physical threat to school
- Possession and/or use of weapons (Act 26 of 1995, amended June, 1997) to include look-alikes
- Fighting (disorderly conduct) – charges could be filed
 - Knowing or promoting a fight to occur
 - Recording a fight
- 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 term includes any knife, cutting instrument, cutting tool, nun- chucks, firearm, shot gun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury.
- Extortion
- Harassment
- Intimidation of witness/victim
- Behaving in a manner that causes a significant disruption or the prediction of a significant disruption to the school (including social media). (Board Policy 218.2 *TERRORISTIC THREATS/ACTS*)

(See School Board Policy #218 STUDENT DISCIPLINE and School Board Policy #233 SUSPENSION AND EXPULSION)

DISCIPLINARY CONSEQUENCES

Students are expected to be obedient and 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 will be subject to the following disciplinary actions:

Warnings

In minor or first-time incidents, students may receive a formal written warning from administration.

Teacher/Team-Assigned Consequences

Teachers and teams reserve the right to implement disciplinary consequences for student misbehavior within their classrooms.

Restorative Conferences, Parent Meetings, Peer Mediations

Administrators may meet with student(s), parent(s), teacher(s) and/or any combination necessary to address the issue and discuss the incident while creating a plan to address the behavior and avoid future issues.

Lunch Detention

During lunch detention, students sit quietly and/or work. Students may purchase school lunch.

After School Detention

During after school detention, students sit quietly and/or work. Students will be given advance notice. Students and parents must arrange for transportation.

In-School Suspension (ISS)

ISS is reserved for more serious or repeated offenses. ISS takes place during the school day. Students are expected to sit quietly, work on assigned work, eat a school lunch or lunch brought from home, and obey all teacher instructions.

Out-of-School Suspension (OSS)

OSS is reserved for the most serious offenses. Parents will be contacted and work may be collected for extended days out of school. A parent conference may be required before students may return to school. Students are not allowed on school property during OSS.

Other Consequences

Each building administrator will establish a building conduct code to deal with the variety of misconduct observed at his/her level. The range of responses the building administrator may utilize includes but is not limited to the following: withdrawal of privileges; notification and conference with parents; requirement to apologize to abused/aggrieved parties; detentions; assignment to time out rooms; counseling; temporary removal from class; requirement to repair; clean or make restitution for property or damage; ISS; OSS; prosecution through law enforcement agencies; public service; Saturday work program; and/or recommendation of expulsion. Depending on the circumstances and nature of the student's misbehavior, the administrator may select the response(s) deemed appropriate and necessary.

(See School Board Policy #233 SUSPENSION AND EXPULSION)

DUE PROCESS RIGHTS

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.

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.

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.

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.

Punishment - All other disciplinary actions (detention, loss of privileges, etc.)

Due Process - The student will be informed of the reason for the action and given an opportunity to respond.

(See School Board Policy #233 SUSPENSION & EXPULSION)

EXCEPTIONAL STUDENTS

Under federal and state law, exceptional children are afforded special protection or rights to include disciplinary measures taken by the school in dealing with these students. The Carlisle Middle School staff and administration shall adhere to all provisions of these statutes in dealing with exceptional students. Parents of these children may receive a copy of their rights by notifying the building administrator.

STUDENT RIGHTS & RESPONSIBILITIES

Students do have rights. They have the legal rights given 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 insidious 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, students 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 to the following:

1. 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.
2. Report information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and welfare of the school community and the protection of school property. Students should dress and groom so that they do not cause a disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care of district facilities, restrooms, equipment, buses, etc. (Failure to comply may result in discipline consequences)
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

(See School Board Policy #235 STUDENT RIGHTS/SURVEYS)

NON-CURRICULAR OPPORTUNITIES

All students are accountable to [Eligibility Guidelines](#) to participate in non-curricular opportunities. See Eligibility on page 16 for more information.

CLUBS

The middle schools offer a wide range of clubs and activities. Clubs may be offered before or after school as designed and orchestrated by teachers. Clubs are developed to engage students in special school-related activities beyond the school day. Students are encouraged to participate in non-curricular opportunities throughout their middle school careers. Students should listen to morning announcements for information about clubs and activities.

INTERSCHOLASTIC SPORTS

The seventh and eighth grade boys' program includes soccer, basketball, cross country, and wrestling. The girls' program includes field hockey, cross country, soccer, basketball, and volleyball. Participants must be covered by accident insurance. This is not provided by the school.

INTRAMURAL ACTIVITIES

The intramural program provides additional opportunities to put into practice those skills learned in physical education class. This program is recreational and offers both individual and team competition opportunities. Possible activities include, baseball, basketball, bowling, cross country, flag football, frisbee, indoor golf, , hiking, floor hockey, softball, swimming, table tennis, tennis, track and field, volleyball, etc. These activities typically run for a few days or weeks at a time. Usually, students are allowed to attend these sessions as their schedule permits. Parent permission is required to participate.

RULES AND EXPECTATIONS

ACCEPTABLE USE AGREEMENT (AUP)

Students have the privilege of using district technology. In doing so, students are expected to treat these devices with care and to respect the rules set forth in the "Acceptable Use Agreement."

All district policies and guidelines as stated in the "Acceptable Use Agreement" permission form are to be followed. Items acquired by internet and e-mail use at home should only be brought to school if they serve an educational purpose.

These guidelines have been developed for the safety and security of students and staff. All students are encouraged to avoid making poor choices that would lead to any form of punishment or penalty.

(See School Board Policy #815 ACCEPTABLE USE OF INTERNET AND RELATED TECHNOLOGIES)

ACCIDENTS

Every accident in the school building or on school property, including accidents at athletic or social events, must be reported to the person in charge.

ASSIGNMENT BOOK (AGENDA)

An assignment book may be provided to every student to assist in organizing their daily assignments. Students are expected to carry the book during the school day and to take the book home each afternoon. They are as important as their textbooks. The replacement charge could be at full value.

ASSEMBLY BEHAVIOR

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.

ATHLETICS AND CONDUCT

Students who participate in interscholastic athletics are expected to adhere to the district athletic code of conduct. Athletes may also be required to follow specific team rules/ team code of conduct. Athletes who may violate district or team conduct could receive a school-based punishment.

BACKPACKS

Backpacks may be brought to school, and may be carried from class to class.

BICYCLES/SCOOTERS

Bicycles must be parked in the racks provided at the front of the building. It is the responsibility of the student to lock and secure their bike/scooter while on campus. The act of taking another student's bike/scooter/skateboard (etc) may result in a police report.

BUS

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The normal rules of conduct are applicable to our students while on our buses. School buses are considered district property; therefore, the rules concerning actions or behavior must also be obeyed.

Bus Rules

- Wait until the bus comes to a complete stop before approaching it. Students are required to arrive at the stop location five minutes before the scheduled pick-up time.
- Students must remain seated and facing forward while the bus is in motion.
- Refrain from tampering with the bus or its equipment. Charges for damage will be submitted to parents.
- Do not extend hands, arms, legs, or any body parts out of the bus window.
- Refrain from using profane language or obscene gestures. In the event this occurs, charges may be filed for disorderly conduct.
- Refrain from throwing items inside or outside of the bus.
- Refrain from distracting the driver with loud talking or disorderly behavior.
- The possession of tobacco products and/or weapons is strictly prohibited.
- Pets and animals are not permitted on school buses.
- Obey the bus driver at all times.

A more complete list of rules is given to all bus students. The bus driver submits misconduct notices to make administrators and parents aware of problems. School buses in the district may be equipped for the use of video cameras, which are used to monitor student behavior.

Consequences for Breaking Bus Rules

The bus is an extension of the classroom and school grounds. Inappropriate behaviors will be documented and consequences assigned as they would in class or at school. However, due to the heightened safety elements in play on a moving vehicle, consequences may increase and progress more rapidly. Additionally, certain offenses (fighting, refusing to obey driver, etc.) may result in immediate and indefinite suspension of bus riding privileges. Some offenses may also warrant additional school consequences (detention, ISS, etc.).

Bus Passes

All students are required to ride their assigned buses to and from their assigned stops. Bus drivers will require a SCHOOL BUS PASS for students to change buses or discharge locations. Changes are made for emergency reasons only and will not be honored for sleepovers, sports events, etc. Parents of students requiring an emergency change should send a note to the school principal. If students need to ride another student's bus OR get off the bus at another student's stop, a note from both students' parents must be presented to the school principal.

(See School Board Policy #810 TRANSPORTATION)

CAFETERIA RULES

Students should abide by the following guidelines while in the cafeteria.

- All students must use ID cards to purchase items.
- Money is to be deposited in the cafeteria in the morning before class, or deposited online.
- Glass bottles are not permitted.
- Seating will be determined by building staff.
- Students must help keep the eating area clean.
- Parties are not permitted.
- Proper etiquette is required.

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.

DRESS CODE

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 cause a disruption of the educational process, create disorder, constitute a health/safety hazard, or are immodest in any respect.

The CASD dress regulations are an effort to improve the educational setting and school environment which will contribute to greater student success in the classroom.

With this aim in mind, the following limitations shall apply:

- Hats are not allowed to be worn in the building during school hours.
- Athletic sweatbands are not allowed.
- Bandanas are not to be worn or displayed.
- Prescription sunglasses may be worn in the building only when accompanied by a doctor's note.
- Chains, spiked collars, spiked wrist bands or spikes of any kind are not to be worn.
- Low cut tops that expose cleavage will not be allowed.
- Shirts and tops with low cut backs are not to be worn.
- Spaghetti straps, midriff tops, tube tops, tank tops, transparent, or revealing clothing that expose personal body parts or attract undue attention are not allowed.
- The stomach area must be covered at all times.
- Pants must be worn at the waist. Sagging is not permitted.

- Underwear (boxers, thongs, panties, bra straps) may not be visible.
- Spandex (running or biking shorts) is not allowed.
- Shorts and skirts must be of a modest length. Short shorts and skirts that do not reach tips of finger tips when arms are extended at the waist (even in movement) are not to be worn.
- Jeans with holes must meet the fingertip test.
- Clothing with pictures or slogans that depict the use of drugs, alcohol, tobacco, and weapons is not allowed.
- Clothing with pictures or slogans with sexual connotations, or that is degrading to any group on the basis of race, religion, gender, sexual orientation, etc. is not allowed.
- Shoes are to be worn at all times. Bedroom slippers are not allowed.
- Sleepwear is not permitted.
- Dress code applies to all school functions, spirit days, and special days.
- **When in doubt cover up!**

Any student in violation of CASD Dress Guidelines is to be sent to the office immediately for appropriate intervention by the building administration. Administrators will assist the student in finding a change of acceptable clothes to wear, review the dress code policy, and notify the parent. Refuse to change, or repeated dress code violation of the same nature may result in disciplinary consequences.

The administration reserves the right to amend these guidelines when the circumstances of dress interfere with safety of students or cause a disruption of the educational setting. This action will include offering a change of clothing to acceptable wear.

(See School Board Policy #221 DRESS & GROOMING)

DRILLS, BEHAVIOR

Fire, severe weather, and security drills are required by PA state law. All students are expected to adhere to the procedures set forth during these drills.

DRUGS AND ALCOHOL

Students apprehended using, selling, or in possession of prohibited drugs or alcohol will be suspended, and further action will be taken. Parents, police, and the superintendent will be informed.

Drug Dog Searches

Searches of the building may be conducted throughout the school year at the discretion of the middle level administration. Drug dogs from the Carlisle Police Department Canine Unit will be used in this effort to keep our schools and campuses drug-free.

(See School Board Policy #227 CONTROLLED SUBSTANCES/PARAPHERNALIA)

(See Appendix B - DRUGS, ALCOHOL, PARAPHERNALIA AND LOOK-ALIKES)

ELECTRONIC DEVICES

School personnel recognize the need for students to have personal electronic devices. However, the use of these electronic devices is prohibited during school hours. Students should not use personal electronic devices anywhere, including classrooms, locker rooms, restrooms, and hallways during the school day. Electronic devices brought to school should remain in the student's backpack at all times.

Electronic devices include, but are not limited to, personal tablets, cell phones, iPods or other MP3 players, game consoles, laser pointers, and cameras.

(See Board Policy #237 ELECTRONIC DEVICES)

EMERGENCY AND CONTACT INFORMATION

Upon registration and at the beginning of each school year, families will electronically update their contact and emergency information. It is critical that the school always has up-to-date information on students. Therefore, please be diligent in contacting the school if there are any changes.

EXTRACURRICULAR/SPECIAL ACTIVITY ELIGIBILITY

School activities such as socials, dances, assemblies, etc. are times when students have the opportunity to socialize with peers. Lewd or offensive dancing/behavior will not be tolerated. Student academic performance

and behavior will be considered for participation in these events. For after school activities, dismissal times will be announced prior to each event, and parents are expected to pick up students promptly. All school rules apply at all events.

All students participating in interscholastic sports, extracurricular activities, and school events must meet the following academic requirements:

1. Students may be failing no more than one subject.
2. Students who are absent from school or who report to school after 10:15 AM will not be allowed to participate or practice for an activity on that day unless special permission is granted by the building principal. Students who are suspended OSS or ISS may not be able to participate in extracurricular activities. This rule also applies to students who are absent from school.
3. Academic eligibility will be determined weekly, or as designated, using the student's current grades for the given marking period.

Students who are declared ineligible will sit out games, activities, and events until they become eligible again.

FIELD TRIPS

Students must submit written permission from a parent to go on a field trip. Individual teams will provide academic and behavior guidelines for attending field trips. In the event a student has committed numerous disciplinary offenses, permission to go on a field trip may be revoked or a parent may be required to accompany his/her child on the trip. In either case, the parent will be notified in advance. All school rules apply on all field trips.

Chaperones

The issue of authority and responsibility for discipline on school buses during field trips should be clearly expressed to chaperones/professional staff prior to the field trip. The school district has established guidelines which outline these responsibilities.

- Each school bus involved on a field trip must be accompanied by at least one professional staff member employed by the school district.
- When sufficient chaperones are available on the school bus, they should position themselves in the front, middle and rear locations of the bus. Throughout the trip, the chaperones should periodically move up and down the aisles of the bus to make sure that students have not changed seats or that no inappropriate behavior is occurring. This should occur when the bus is stopped.
- It is the responsibility of the professional staff member to maintain student behavior and discipline students when necessary.
- All rules concerning school bus transportation are in effect during field trips.
- In the event that the school bus driver becomes concerned with the student behavior or decorum he or she will report to the professional staff member in charge. The professional staff member should take action to correct the situation immediately.

Note: Chaperones should be reminded that field trips remove the school bus driver from their normal travel environment. For that reason, it is imperative that a driver's attention be devoted to traffic and road conditions which occur during the field trip. (Effective July, 2009 JWF.)

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.

(See School Board Policy #807 OPENING EXERCISES/FLAG DISPLAYS)

GIFTS

The exchange of gifts at school during holiday season or any other time is discouraged.

HALLWAY BEHAVIOR

Students are expected to abide by the following while walking in the hallways:

- Pause in the hallway during the playing of the National Anthem and The Pledge of Allegiance.
- Walk through corridors and hallways quietly.

- Keep hallways open by walking to the right and by avoiding standing in groups.
- Discard trash in the containers provided and pick up paper throughout the building and the surrounding grounds.
- Refrain from physical contact with others.
- Get approval through e-Hall Pass prior to leaving the room.

HARASSMENT/BULLYING

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. Bullying, as defined in the School Board Policy, includes cyber bullying. If after an investigation students are found to be in violation of these provisions, students shall be disciplined by measures up to and including suspension and expulsion.

Harassment and Sexual Harassment

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

- Verbal, nonverbal, physical or written (including online) harassment that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- 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;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other written, verbal, graphic, or physical conduct of a sexual nature.
- 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.

Harassment and Employees

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.

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

(See School Board Policies: #248 UNLAWFUL HARASSMENT and #249 BULLYING/CYBERBULLYING)

LOCKERS

Students may be assigned lockers with built-in combination locks. Locker doors should be kept completely closed. Combinations should not be given to other students, and students may not store their belongings in

lockers not assigned to them. Lockers may be accessed whenever permission from the teacher is granted. A student visiting a locker does not excuse tardiness to class. No horseplay (inappropriate physical behavior), loitering, or socializing in the locker row.

Lockers are the property of the school. They are loaned to students. Lockers may be opened by school officials for a variety of reasons. School officials have the right to conduct searches for contraband when there is reasonable suspicion. Locker privileges may be withdrawn if lockers are not maintained appropriately.

*Since the COVID-19 Pandemic, the use of lockers has evolved. Lockers may be assigned and locker policies shared from Team Leaders to students and parents.

(See School Board Policy #226 SEARCHES)

LOST AND FOUND

The school will maintain an area for Lost and Found. Valuables, such as jewelry and money, should be taken to the office. Lost and found items will routinely be disposed of if not claimed within a reasonable time. Students will be notified when this is going to occur.

OFF-CAMPUS BEHAVIOR

Students' behavior that occurs off-school property may result in disciplinary action if the misconduct occurs during the time that the student is traveling to or from school, to or from a school-sponsored activity, or while attending a school-sponsored activity. This applies whether or not the school district provided transportation. This also applies to students waiting at bus stops. For a more detailed explanation, see School Board Policy #218, Student Discipline.

(See School Board Policy #218 STUDENT DISCIPLINE)

ACADEMIC INTEGRITY: PLAGIARISM/ACADEMIC DISHONESTY

Any form of academic dishonesty that violates or devalues the educational process is unacceptable and will not be tolerated. These violations include representing another person's work as your own on essays, papers, speeches, tests, quizzes, labs, or any assignment given to the student.

Please see the full statement on CASD Academic Integrity in Appendix G.

PROBATION

Each middle school may cooperate with probation officers for students who may be on court adjudicated probation.

SALES

Only school-sponsored sales are permitted at school. Both the Parent Association and the Student Council organize fund-raisers. Any fund-raiser activity must be approved by the building principal.

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. Lockers are the property of the school. They are loaned to the student. Administrators may open lockers for a variety of reasons. Locker privileges may be revoked if they are not maintained accordingly.

(See School Board Policy #226 SEARCHES)

SUBSTITUTE TEACHERS, BEHAVIOR WITH

Our school is fortunate to have capable people help whenever our regular teachers are absent. Substitute teachers are important guests whose impressions of our school will be carried into the community, and we want them to be positive. Students are required to be cooperative, obedient, polite, and helpful.

SURVEILLANCE EQUIPMENT

School officials reserve the right to place temporary or permanent surveillance equipment in the buildings, on school grounds, and on school buses. This measure is intended to provide additional safety for all students and staff.

(See School Board Policy #820 USE OF VIDEO MONITORING EQUIPMENT)

TELEPHONE USE

Students who want to use the phone must have permission from a staff member. Emergency calls must be made from the office. Students may not use their own cell phones during the school day.

TEXTBOOK USE AND CARE

Textbooks shall be issued to students on a loan basis. Students are informed of the current cost of all textbooks when they are issued. If a book is damaged, students are expected to pay replacement costs. The replacement cost is the actual amount of money the school district must pay to replace the book and not the original cost. It is district policy that students cover books issued to them.

TOBACCO USE (ACT 145 OF 1996 – USE OF TOBACCO IN SCHOOL)

This law requires prosecution of individuals 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 shall pay a fine plus court costs.

Students are not allowed to smoke on school buses, in the school building, or on school property. All smoking materials, such as matches and lighters, will be taken from students. The middle schools are smoke-free buildings.

In addition, other tobacco products and tobacco look-alike products, including chewing tobacco and snuff, are strictly prohibited.

*(See School Board Policy #227 CONTROLLED SUBSTANCES/PARAPHERNALIA)
(See School Board Policy #222 TOBACCO USE)*

VALUABLES

Money or other valuables should not be left in the locker. Avoid bringing large sums of money or valuables to school. If necessary, ask the principal or a teacher to keep valuables in a safe place. The Carlisle Area School District cannot be responsible for any items lost or stolen.

VISITORS

All visitors are to report to the office as they enter the building. No student visitors will be permitted to be in the building during the school day.

WALKING HOME FROM SCHOOL

When walking home from school, students are expected to walk on sidewalks, respect residential property, and to be respectful at all times.

Students must obtain written permission to be present at other buildings or on other school district property after school.

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.

The Board of Directors of the Carlisle Area School District wishes to bring to the attention of all persons entering this school certain sections of Act 26 of 1995 (amended 1997) as enacted by the Pennsylvania State Legislature. A “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, and any tool, instrument, or implement capable of inflicting serious bodily harm.

A person commits a misdemeanor of the first degree if he/she possesses a weapon in the building, on the grounds, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education, or any elementary or secondary parochial school.

Any person carrying a weapon on school property (as described by this act) may be liable to prosecution by the law enforcement agency and will be suspended from school by the Carlisle Area School District.

(See School Board Policy #218.1 WEAPONS)

WITHDRAWING OR TRANSFERRING

Students moving from the Carlisle area should report this information to the counseling office a few days in advance of leaving. The name of the new school to be attended should also be reported. On the morning of the last day of attendance, a withdrawal slip should be obtained at the counseling office. This withdrawal slip is to be signed by each teacher at the time books are returned and all other obligations are fulfilled and then returned to the office. A transfer card will be given to the student. The health and dental records, grades, and permanent record information will be mailed to the new school once a request has been made from the new school.

SCHOOL SUPPORTS AND SERVICES

CLOSINGS, LATE STARTS, AND EMERGENCY NOTICES

If bad weather warrants starting school late or canceling school for the day, announcements will be made in the following ways:

- On the following radio and TV stations: WHYL, W100, WHP (ch. 21), WGAL (ch. 8), WINK 104, WKBO, and WHTM (ch. 27).
- Automated phone call, text message, and/or email notification. (As long as emergency contact information is up-to-date).

In case of an early dismissal please make prior arrangements for your child so you can avoid telephoning the school.

COLLABORATIVE MEETINGS

Our ultimate goal is overall success for each student. To this end, students, parents, and staff may request meetings to discuss academic, behavioral, attendance, or other concerns. Meetings should be scheduled through the counseling secretary or teachers.

COUNSELING PROGRAM

Counseling services are available to all students. Among the staff members who provide counseling services to students are counselors, principals, psychologist, nurse, teachers, advisors, and community agencies.

The middle school counseling program is designed to help students understand relationships with others and to help students select courses of study as well as to assume personal responsibility for their own academic and social progress. Students and parents may be referred to additional services in or out of district supports. Many techniques are used to meet these goals. These may include formal and informal testing, group counseling, and individual counseling with students of community agencies (CPD&A and Teenline).

FOOD SERVICE

Breakfast

Breakfast is served in the cafeteria daily from 7:25 AM to 7:40 AM.

Lunch

The lunch program helps students choose a well-balanced meal and gives attention to proper nutrition. Students who carry their lunch can buy milk and/or other items. Lunch options include hot and cold options. Lunch periods are thirty minutes in length. On some occasions students may have the opportunity to go to the gym or outside for free time, provided their area is clean.

Prices

Breakfast and lunch prices are determined over the summer and set by the Food Services Department. Applications for free and reduced meals are available on-line and in the middle school office. Each

student will have a lunch account, and may add money to the account each morning until 7:40 AM. If a student's lunch account has a negative balance, they may not purchase additional items beyond the standard lunch offering.

HEALTH/NURSE 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 are weighed and measured each year to note growth and development. Body Mass Index (BMI) is calculated on all students and parents are notified via email. If parents are not interested in receiving this information, they should contact the school nurse. Vision is also evaluated each year. Students in grade 7 have their hearing screened. Scoliosis screening is required for all students in grades 6 and 7.

Private or school dental exams are required by the State for students in Grade 7.

Vaccinations

In Grade 6, a physical exam is required as well as the following immunizations.

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

For attendance in Grades 7 – 8, students need these additional vaccinations:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

Parents are encouraged to have student examinations done by the family physician and dentist.

Nurse and Health Procedures

When a student needs to be sent home due to illness or accident, the parent/guardian will be notified, in order to transport the student home. In the event that a parent cannot be reached, an individual whose name appears on the electronic Emergency Form will be notified. Therefore, it is important to provide the school with up to date information regarding emergency contact phone numbers.

Students must get permission from a teacher to visit the school nurse during the school day. Students may NOT call parents/guardians via their own device to be picked up for health reasons. The nurse will contact parents/guardians when pick-up is required.

Students should not be in school when they are ill. Any child who is SUSPECTED to be suffering from infectious diseases with a temperature of 100.4 or greater shall be excluded from attending school. Students should not return to school, until fever free for 24 hours, without the use of fever reducing medications such as Tylenol or Motrin. Also, students with stomach upset, should remain at home, free of vomiting/diarrhea, for a period of 24 hours, before returning to school.

Prescription Medication

1. Prescription medication must be brought into the building by a parent/guardian.
2. All prescriptions must be in a prescription bottle with a current date and the name of the student.
3. A written order from the physician and the signed medication permission form from the parent/guardian must accompany the medication.
4. Medication that is to be given 3 times a day may be given before school, after school, and at bedtime. Therefore, this medication should not be brought to school.
5. Only the doses to be given at school should be brought to school. For a long-term medication, a 4-week supply may be brought to school. The district requests that parents of elementary students bring the medication to school.
5. Students may carry prescription inhalers under some circumstances. This decision is made on an individual basis with the parent and school nurse.

Non-Prescription Medication

Parents may send a non-prescription medication to school with their child provided it is kept in the nurse's office and is accompanied by a note from the parent requesting that it be given. The medication must be in its original container or packaging. **NO UNLABELED TABLETS IN ENVELOPES OR BAGGIES WILL BE GIVEN.**

Parental permission is given to the school nurse to give the student acetaminophen (Tylenol), ibuprofen (Motrin), cough drops, or an antacid by signing the electronic Emergency Form which is issued every August or upon registration.

All medication will be given by a Registered Nurse (RN).

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 Mrs. Sandy Seaux, may be reached via email at seauxs@carliseschools.org.

LIBRARY PROGRAM

The library is available for research and individual study. Library guidelines include:

- Library opens at 7:30 AM.
- General collection is circulated for two weeks.
- Library time is a privilege.
- General collection has a two-time limit renewal policy.
- Reference books may be checked out after 2:00 PM, kept overnight, and returned at 7:26 AM the next day.
- Students are charged replacement value or items lost or damaged.
- Library skills are integrated with classroom research.

POWER SCHOOL ACCESS

All students and families are provided with access to Power School, the online grading and record system. If you need a new password, contact the counseling secretary. Powerschool hosts the official grades and records of students.

Schoology Access

All students will have access to course work and teachers through Schoology. Schoology is considered a Learning Management System and hosts course materials and grades to some assignments. Parents and students can access this program to view assignments, work, and message teachers.

SAP TEAM

Available to students is the help of the Student Assistance Team. Members of this team are specially trained to identify and help students with problems of substance abuse or suicidal ideation. Members of the team include the nurse, both principals, both counselors, a number of teachers, and two representatives from local agencies.

APPENDICES

APPENDIX A. DIRECTORY, MEDIA and PUBLICATIONS

The District will provide directory information to other educational institutions and others with a legitimate education or public interest in compliance with State and Federal laws.

The following is considered directory information by the Carlisle Area School District:

- student's name
- student's photo
- address
- telephone listing
- date and place of birth
- participation in officially recognized activities and sports
- awards received
- most recent previous educational agency or institutional attended by the student

There are times when local media and/or school staff may publish photos or information about school or district-wide events on a website, social media platform, or other publication. Parents who do not want their student's name or photo to be exposed to media or District publications must submit a written request, each school year, to their student's principal and contact the principal to ensure that the request was received.

APPENDIX B. RACIAL, ETHNIC, RELIGIOUS STATEMENT

The Carlisle Area School District celebrates the multicultural diversity of its population. Institutional and individual sensitivity is critical to the successful operation of all schools. Racial, ethnic, religious or cultural demeaning, defamation or intimidation of any kind will not be tolerated.

APPENDIX C. POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The Carlisle Area School District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its program or activities.

Colleen Friend, 623 West Penn Street, Carlisle, PA 17013, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the ADA coordinator.

APPENDIX D. CARLISLE AREA SCHOOL DISTRICT ADA GRIEVANCE PROCEDURE

The Carlisle Area School District has adopted an internal grievance procedure providing for prompt and equitable resolution or complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Colleen Friend, Superintendent, 717-240-6800, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within five (5) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Superintendent. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Superintendent and a copy forwarded to the complainant no later than twenty (20) days after its filing.
5. The ADA coordinator shall maintain the files and records of the Carlisle Area School District relating to the complaints filed.

APPENDIX E. DISTRICT-WIDE STANDARDIZED TESTING PROGRAM

The district-wide testing program of the Carlisle Area School District is designed to provide pertinent information concerning the proficiency of students in the district on standardized tests of academic achievement and aptitude. During the school year, students will participate in a variety of local assessments and selected grades will participate in state assessments. If you have any questions, please contact Mr. Gogoj for more information.

Mr. Michael Gogoj, Assistant Superintendent
623 West Penn Street, Carlisle, PA 17013
Phone 717 240-6800 x 16806

APPENDIX F.

LIST OF BOARD POLICIES RELEVANT TO STUDENTS

Please Note: This list is not exhaustive. Complete Board Policy can be found at www.carliseschools.org.

100 PROGRAMS

100 Strategic Plan
101 Mission Statement/Vision Statement/Belief Statements
102 Academic Standards
103 Nondiscrimination In School And Classroom Practices
103.1 Nondiscrimination – Qualified Students With Disabilities
104 Nondiscrimination In Employment And Contract Practices
105 Curriculum Development
105.1 Curriculum Review By Parents/Guardians And Students
105.2 Exemption From Instruction
105.3 Alternatives To Dissection
106 Guides For Planned Instruction
107 Adoption Of Planned Instruction
108 Adoption Of Textbooks
110 Instructional Supplies
111 Lesson Plans
112 School Counseling
113 Special Education
113.1 Discipline Of Students With Disabilities
113.2 Behavior Support
113.3 Screening And Evaluations For Students With Disabilities
113.4 Confidentiality Of Special Education Student Information
114 Gifted Education
115 Career And Technical Education
116 Tutoring
117 Homebound Instruction
118 Independent Study
121 Field Trips
121.1 Field Trips To Foreign Countries
122 Extracurricular Activities
123 Interscholastic Athletics
123.1 Concussion Management
124 Summer School
125 Continuing Education
127 Assessments
130 Homework
136 Religion In The Schools
137 Home Education Programs
137.1 Extracurricular Participation By Home Education Students
138 Limited English Proficiency Program
140 Charter Schools
140.1 Extracurricular Participation By Charter/Cyber Charter Students
142 Migrant Students
143 Standards For Persistently Dangerous Schools
144 Standards For Victims Of Violent Crimes

200 PUPILS

200 Enrollment In District
201 Admission Of Students
202 Eligibility Of Nonresident Students
203 Immunizations And Communicable Diseases
203.1 HIV Infection
204 Attendance
205 Postgraduate Students
206 Assignment Within District
207 Confidential Communications Of Students
208 Withdrawal From School
209 Health Examinations/Screenings
209.1 Head Lice
210 Medications
210.1 Possession/Use- Asthma Inhalers/Epinephrine AutoInjectors
212 Reporting Student Progress
213 Assessment Of Student Progress

214 Class Rank
215 Promotion And Retention
216 Student Records
216.1 Supplemental Discipline Records
217 Graduation Requirements
218 Student Discipline
218.1 Weapons
218.2 Terroristic Threats/Acts
219 Student Complaint Process
220 Student Expression/Distribution And Posting Of Materials
221 Dress And Grooming
222 Tobacco Use
223 Use Of Bicycles And Motor Vehicles
224 Care Of School Property
225 Relations With Law Enforcement Agencies
226 Searches
227 Controlled Substances/Paraphernalia
229 Student Fundraising
230 Public Performances By Students
231 Social Events And Class Trips
233 Suspension And Expulsion
234 Pregnant Students
235 Student Rights/Surveys
236 Student Assistance Program
237 Electronic Devices
239 Foreign Exchange Students
240 Contests For Students
246 Student Wellness
247 Hazing
248 Unlawful Harassment
249 Bullying/Cyberbullying
250 Student Recruitment
251 Homeless Students

800 OPERATIONS

800 Records Management
801 Public Records
802 School Organization
803 School Calendar
804 School Day
805 Emergency Preparedness
805.1 Relations With Law Enforcement Agencies
806 Child/Student Abuse
807 Opening Exercises/Flag Displays
808 Food Services
808.1 Lunch Credits
809 Recycling
810 Transportation
810.1 Drug And Alcohol Testing - Covered Drivers
810.3 Video Cameras On Buses
811 Bonding
812 Property Insurance
813 Other Insurance
814 Copyright Material
815 Acceptable Use Of Internet, Computers And Networked Technology Resources
818 Contracted Services
822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
825 State Mandate Waivers
828 Fraud
830 Breach Of Computerized Personal Information

APPENDIX G. CASD ACADEMIC INTEGRITY POLICY.

Carlisle Area School District, and its middle schools are educational institutions dedicated to providing students with the best secondary education possible. In order to realize this goal, CASD has adopted strict academic

integrity protocols 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.

General Definition: The students in CASD are expected to demonstrate respect, honesty, and maturity in their academic supports. 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 of spirit to pursue honesty and originality in all their school-related pursuits.

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 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 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 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 over other students during an assessment.

Examples, include but not limited to:

- A student writes answers and 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 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 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 not limited to:

- A student cannot find the statistics he/she needs for a project, and 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 excessive use of already existing materials without permission of the creators or for a purpose that does not meet the legal doctrine of ‘Fair Use’.

Example, include but 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 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 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 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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