

CAMP HILL ELEMENTARY SCHOOLS

PARENT HANDBOOK

2019-2020

LION

Positive Attitude

Respect

Integrity

Diversity

Excellence



Eileen C. Czarnecki, Principal
Hoover Elementary School
Grades K-2

Sandra L. Fauser, Principal
Eisenhower Elementary School
Grades 3-5



CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400

www.camphillsd.k12.pa.us

Dear Parents/Guardians,

Welcome to the Camp Hill Elementary Schools. We are excited to start the 2019-20 school year and watch our students grow and learn this year! Each of our elementary schools is a diverse learning community where teachers, staff and parents work together to ensure educational excellence. Recognizing that learning is developmental, we strive to provide educational opportunities that are authentic, experiential, challenging, reflective and collaborative. The Pennsylvania Core Standards provide the framework for all instruction with the goal being that all students attain the level of proficiency. Together we can do it!

To keep you informed and updated about our elementary programs and events, you need to sign up for Blackboard and the Parent Portal. The following additional resources are available as well: Parent Handbook, school websites, teacher websites, and classroom newsletters. To set up a Blackboard/Parent Portal account and to view additional district information, please visit the CHSD website at www.camphillsd.k12.pa.us.

This Elementary Parent Handbook was assembled in order to provide you with information about our school procedures and guidelines. It contains both required and optional forms to complete. This handbook is organized in the following manner:

Section 1: Yellow Pages – contains information and procedures about the school

Section 2: White Pages – contains forms that are required for ALL STUDENTS

Section 3: Blue Pages – contains forms that are required for SOME STUDENTS

Section 4: Green Pages – PTO news and forms

In addition to this handbook, the *Camp Hill School District Calendar* contains additional information about policies and procedures for the entire district. Please take some time to review the contents of this handbook and the CHSD Calendar. Feel free to contact us with any questions.

Once again, we look forward to working with you as we strive to provide opportunities for your child to reach his/her fullest potential during the 2019-20 school year.

Sincerely,

Eileen C. Czarnecki
Principal, Hoover Elementary

Sandra L. Fauser
Principal, Eisenhower Elementary

ARRIVAL AND DISMISSAL PROCEDURES

HOOVER ELEMENTARY SCHOOL – (Grades K-2):

Staff supervision during arrival at begins at 8:15 AM. PM Kindergarten supervision will begin at 12:15 PM. Students should not arrive to school before the designated supervision times. When the opening of school is delayed due to inclement weather, the supervision time is also delayed by the same amount of time.

We strongly encourage your child to walk to school and the enclosed map provides information for students to walk to school from all locations within the Borough. The recommended walking routes are not always the shortest, but they are the safest. Walking and biking to school with family and friends provides students with physical exercise and time for socialization.

If you are planning to drive your child/children to and from school, the route for travel will be:

- Southbound on S. 30th St.
- Eastbound on the access road
- Northbound on S. 24th Street
- We ask that you keep your speed at 10-15 miles per hour on the access road and 24th Street.

During arrival and dismissal times (8:00 AM to 8:30 AM and 2:45 PM to 3:15 PM), 24th Street, in front of the school, will be designated one way going north, and Dickinson Avenue will be closed between 24th Street and Deanhurst. Please consider carpooling with your neighbors to reduce the vehicular congestion and to mitigate various safety concerns during this busy time. Whether families are walking or driving to and from school, staff members from each grade level will be on supervisory duty **beginning at 8:15 AM and 3:05 PM.**

ARRIVAL PROCEDURES:

All students will enter through the gymnasium entrance (double doors closest to the car rider line and parking lot).

BIKERS/WALKERS ARRIVAL PROCEDURES:

- There will be no parking or stopping along S. 24th Street from the parking lot area to the intersection of 24th Street and Dickinson. This will be strictly enforced.
- Bike racks are available on the corner of 24th Street and Dickinson Ave. Bike parking is at your own risk. You may want to consider a bike lock if you choose to leave your child's bike parked during the day. The district/school will not be responsible for missing/stolen bikes, helmets, etc.

CAR RIDER LINE ARRIVAL PROCEDURES:

- Follow the travel route listed above.
- Enter lower parking lot and pull forward to the solid white line.
- Please stay in your car and allow a staff member to open the car door for your child(ren).
- Children should not exit from the car until a staff member opens the car door.
- Students should exit from the left side of the car *only*.
- Wait until cars pull forward before proceeding. Passing or going around cars will not be permitted in the drop off area.
- Exit the lower lot by turning left onto S. 24th Street and merge with thru traffic.

DISMISSAL PROCEDURES:

Pick-up Signs

Each family will be issued two signs for dismissal for the 2019-2020 school year. These signs will have the school's name, your child(ren)'s last name, and an official school seal. If you lose or misplace your sign, you may request a replacement by contacting Mrs. Czarnecki via email.

You, or someone you have designated for pick-up, must have your family sign at dismissal. Your child(ren) should not keep the sign in their backpack. If the person picking up does not have the sign, they will be directed to main office to verify pick-up and will be required to show proof of identification. The child will remain with the staff member on duty. It is recommended that, if you have anyone other than a parent/guardian picking up, they be added as an emergency contact in the student information system. Students will ONLY be released once the parent or approved person picking up is identified.

BIKERS/WALKERS DISMISSAL PROCEDURES:

- Kindergarten Bikers/Walkers - Front doors of the building (24th Street)
- Upstairs 1st/2nd Grade Classrooms (Catalano, Russell, Dormer, Kalfas, Greene) - Dickinson Avenue exit doors (next to cafeteria)
- Downstairs 1st/2nd Grade Classrooms (Leese, Collingsworth, Maurer, Puzdrak, Mitchell) – Library Door (facing 24th Street)

All Car-riders- Exit from gymnasium doors via the car-rider line. Family sign must be displayed on the driver's side of the front windshield.

CAR RIDER LINE DISMISSAL PROCEDURES:

- Follow the travel route listed above.
- Enter lower parking lot and pull forward to the solid white line.
- Your child will exit from the gym doors once their name is called.
- Please stay in your car and allow a staff member to open the car door for your child(ren).
- Students will enter from the left side of the car only.
- Wait until cars pull forward before proceeding. Passing or going around cars will not be permitted in the drop off area.
- Exit the lower lot by turning left onto S. 24th Street and merge with thru traffic.

It will be important that your child knows how they are getting home each day. Consistency is key, so if there is a need to make a change in dismissal, please call the main office by 2:30 PM so that information can be communicated with your child's teacher before dismissal. Emails/text messages to the teacher or office will not always reach them prior to dismissal.

These procedures are in place to keep our students safe, which is our first priority. In addition, following these rules will make the drop off and pick up procedures go quickly and efficiently.

EISENHOWER ELEMENTARY SCHOOL – (Grades 3-5):

Upon arriving at school, all bicycles should be parked in the bike racks located near the playground. Teacher supervision occurs at 8:00 AM. Students **should not** arrive to school before the designated teacher supervision time unless they are participating in band and/or chorus.

All students riding their bikes, scooters, skate boards, etc. to school should enter at 23rd and Lincoln Streets. Once the students reach the school grounds, they should walk with their bikes, scooters, skate boards, etc. on the sidewalks until they reach the circular area where the bike racks are located. All items should be locked in the circular area. Skateboards, scooters and roller blades may also be stored in classroom lockers as well.

Students who walk to school will assemble near the doors by the gym. Students who are dropped off will assemble out front. Students are dismissed each day from the same doors.

Walking and biking to school with friends provides students with physical exercise and time to socialize. We strongly encourage your child to walk to school and the enclosed map provides information for students to walk to school from all locations within the Borough. You will notice that the recommended walking route is not always the shortest route, but it is the safest. Please walk the recommended route with your child and encourage him/her to walk with friends.

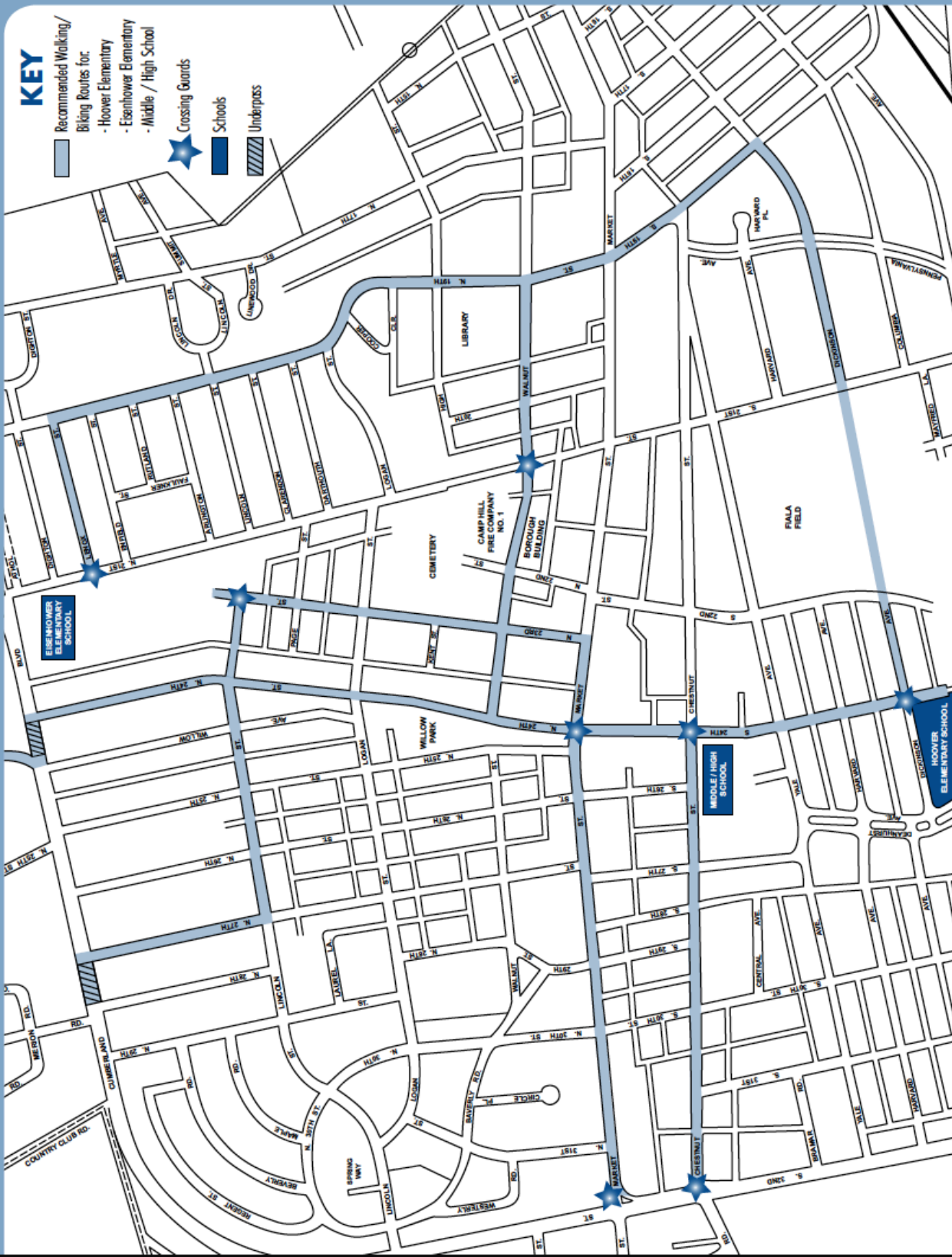
If you feel that your child must be driven to school, please consider carpooling with your neighbors.

If you are dropping off or picking up your child, please follow the procedures below:

- Drop-off time begins at 8:00 AM. If you arrive early, please have your child wait in the car. Students dropped off before 8:00 AM will not be supervised.
 - Please be reminded that before and after school care is available via the Children's Center. For more information, contact Marlyn Diehl, CACCC School Age Program Director at (717) 737-4515.
- Unless you are dropping off or picking up students along one of the recommended walking routes, the **ONLY** drop off and pick up location at Eisenhower is the entrance on 21st Street.
- Drop-off is not permitted at the 23rd Street driveway. This entrance is for walkers and bikers only.
- Please do not park in the driveway in front of the school and leave your car unattended since this is the fire lane.
 - This includes the before and after school care parents.
- When entering the Eisenhower parking lot, pull around to the outside driveway. **The middle area with parking spaces is not used for dropping off or picking up.**
- Make a single line.
- Pull up to first available cone. Please stay in the car and allow a staff member to open the car door and assist your children.

- Students should not exit from the car until the car is at a cone and a staff member opens the car door.
- Wait until cars pull forward before proceeding. Passing or going around cars is only permitted when a staff member instructs you to do so.
- For pick-up, please follow the same procedures listed above.

These procedures are in place to keep our students safe, which is our first priority. In addition, following these rules will make the drop off and pick up procedures go quickly and efficiently.



Students are encouraged to walk and bike to school. If transporting to school, parents are encouraged to drop off students along the suggested walking/biking routes thereby alleviating traffic congestion near the schools and promoting physical activity.

Walking Routes

VEHICULAR TRAFFIC PATTERNS

CROSSING LOCATIONS FOR RECOMMENDED WALKING/BIKING ROUTES

CROSSING	AM TIME COVERED	PM TIME COVERED
19 th & E. Chestnut Streets	7:30 – 8:30 AM	2:30 – 3:30 PM
Dickinson & Deanhurst Streets	7:30 – 8:30 AM	2:30 – 3:30 pm
21 st & Lenox Streets	7:15 – 8:30 AM	2:30 – 3:30 pm
21 st & Walnut Streets	7:30 – 8:30 AM	2:30 – 3:30 pm
23 rd & Lincoln Streets	7:30 – 8:30 AM	2:30 – 3:30 pm
24 th & Market Streets	7:15 – 8:30 AM	2:30 – 3:30 pm
24 th & Chestnut Streets	7:00 – 8:30 AM	2:30 – 3:30 pm
24 th & Dickinson Streets	7:30 – 8:30 AM	2:30 – 3:30 pm
32 nd & Market Streets	7:30 – 8:30 AM	2:30 – 3:30 pm
32 nd & Chestnut Streets	7:15 – 8:30 AM	2:30 – 3:30 pm

Parents are encouraged to drop off their child(ren) along the suggested walking/biking routes which helps alleviate traffic congestion and promotes physical activity.

The District encourages parents to acquaint their children with the suggested designated walking/biking routes and to know where adults are located along their walk/ride to school should students need assistance with any concerns or problems.

**CAMP HILL ELEMENTARY SCHOOLS
GENERAL INFORMATION**

ABSENCES, APPOINTMENTS, & ATTENDANCE

ATTENDANCE/ABSENCES:

- **Every effort should be made to make sure students are at school on time every day.** If your child must miss school due to an illness or emergency, parents should notify the school office of all absences. Messages can be placed in the attendance voice mail system.
 - Hoover Attendance Line: 901-2550, Option 1
 - Eisenhower Attendance Line: 901-2600, Option 1
- ***Please note: If we do not receive a call in the morning about a child's absence, the school will be calling to verify the absence.***
- **Upon returning to school following an absence, a student must submit a written excuse within 3 days. Please review attendance policy in the district calendar.**

APPOINTMENTS:

- Please try to schedule routine appointments during non-school hours, whenever possible.
- If it is necessary to have a child attend an appointment during the school day, parents should come to the office when either picking up or dropping off their child. Without your written permission, children will not be released to unfamiliar adults.

ADDRESS AND PHONE CHANGES

- Any address and phone changes must be completed at the District Administration Office. For an address change form, please visit the Parent and Student tab on the district website. This information is important in case we need to contact you during the school day.

ATTIRE

- Please refer to the district and the Dress and Grooming Policy, No. 221 which may be reviewed on the district website under Board policies.
- Attire that is generally inappropriate and causes a disruption to the educational program or poses a health/safety hazard shall not be permitted.
- It is recommended that students wear comfortable, properly fitted shoes. Sneakers are required for all P.E. classes.
- For safety reasons, students should not wear sneakers with wheels in school.

CLASSROOM CELEBRATIONS/PARTIES

- Please refer to the Student Wellness Policy, No. 246 which may be reviewed on the district website under Board policies. **The implementation of this policy will affect snacks served in our schools!** Specific questions should be directed to the building principals.
- A few times during the school year, parents are asked to coordinate classroom parties. Teachers will request volunteers; however, all volunteers must have clearances on file with the district (per the CHSD Volunteer Policy) PRIOR to coming in to the school. A list will be compiled PRIOR to each event and only those that have been included on the list (with current clearances checked) will be permitted to volunteer during these events.

CLASSROOM ROSTERS

- A team approach is utilized in placing students into classrooms. While we cannot place students based solely on parent requests, we do value your input. Information regarding your child's classroom placement should be submitted in writing directly to the principal prior to May 1st. The principal does make the final decision on all student placements.

CLOSINGS AND DELAYS

Please check the District website www.camphillsd.k12.pa.us for the following potential decisions:

- Cancellation of Classes (Both elementary schools will be closed for the entire day)
- Two-Hour Delays
 - Eisenhower will begin at 10:10 AM
 - Hoover
 - Morning Kindergarten, 1st & 2nd grades will begin at 10:30 AM
 - Morning Kindergarten will dismiss at 12:15 PM
 - Afternoon Kindergarten will begin at 1:20 PM and dismiss at 3:05 PM
- If a situation develops that requires a delay in opening or cancellation of classes for the day, the announcement will be sent through the Blackboard Alert system, by local radio/television stations, and district webpage.
- It is extremely important that your child(ren) know what to do in case of an early dismissal. Please discuss your specific plans with your child so that there is no confusion. There is also a form in the WHITE PAGES that must be filled out for each child, which we retain on file so that we know where to send students.
- ***For additional information regarding emergency closings, see the district calendar.***

DISCIPLINE

- A safe and orderly learning environment is imperative for student success.
- Students will be expected to follow rules and policies which have been adopted at the district and at building level.
- Please review with your child the Elementary Code of Conduct in this handbook and in the district's "Discipline Policy" contained within the district calendar.

EDUCATIONAL TOURS/TRIPS

The board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district based on the following guidelines:

- Requests **shall be made at least one (1) week in advance of the trip** to the building principal by completing an Educational Trip Request Form.
- The principal shall act on such cases based on the criteria specified on the request form.
- No more than a cumulative total of five (5) days shall be approved in a given school year.
- The student is responsible for all school work missed while on an approved trip. A trip that is not approved will be considered unexcused and work may not be made up. Students must make arrangements with the teacher to get assignments in advance. Students who do not get assignments in advance will not be permitted to make up those assignments. Requests for exceptions should be discussed with the building principal.

HOMEWORK

Homework is an essential part of the total education of the student when it provides the opportunity for the students to:

- Reinforce learning
- Promote good study habits
- Aid in the mastery of a skill
- Develop self-discipline
- Offer a challenge of further research or study

Teachers, students and parents/guardians have a shared responsibility for insuring the success of homework assignments.

Teachers

- Plan assignments carefully
- Present procedure and purpose of assignments clearly to students
- Review homework

Students

- Complete assigned work to the best of their ability
- If absent, get assignments
- Ask the teacher for further explanation if unclear to them
- Study for tests and quizzes on a regular basis

Parents/Guardians

- Provide a work area, time and conditions necessary to complete assignments
- Assist your child with homework assignments when needed
- Inform his/her teacher of potential areas of difficulty for the child
- If your child misses 2 or more days of school, you may want to contact the teacher for assignments

The following time guidelines have been established for homework assignments. Please be reminded that these times are based on how long it should take the average student to complete tasks. On some evenings, it may take more/less time depending on a variety of factors. However, if you notice a pattern which suggests that your child is spending a considerable amount of time beyond the grade level guideline, you should discuss the matter with your child's teacher as soon as possible.

Kindergarten: **a few minutes occasionally**

First Grade: **10 – 15 minutes daily**

Second Grade: **15 – 25 minutes daily**

Third Grade: **25 – 35 minutes daily**

Fourth Grade: **35 – 45 minutes daily**

Fifth Grade: **45 – 60 minutes daily**

**The daily times do not include independent reading at home which we strongly encourage to be done daily at all levels.*

BEFORE/AFTER SCHOOL CARE

- A before and after school program, operated by “The Children’s Center: Churches Affiliated Child Care Center, Inc.” is housed at both Eisenhower and Hoover Elementary Schools. The schools do not coordinate or enroll students in this program. All calls about this program should be directed to Marlyn Diehl, Director of School Age Programs, at (717) 737-4515.
- The after school program does not operate in either building on 2-hour early dismissals and 2-hour delays.

LOST AND FOUND

- Parents are encouraged to periodically check these areas when you are in the buildings.
- Placing names in clothing does make a BIG difference.
- Any items left at the end of the school year are sent to charity organizations.

LUNCH PROGRAM

- Students may bring a lunch from home, buy lunch, or go home during the regularly scheduled lunch period for their grade. No outside fast food items may be brought in to school (i.e. Subway, McDonald’s, Roberto’s, Cornerstone, etc.) Menus are posted on the district website monthly.
- The elementary cafeterias offer two entrees daily for students (Hot Options “A&B” and two sandwich options). The cost of a “meal deal” is \$3.00 and includes one entrée, two sides, and a milk choice. Students may purchase an extra sandwich (entrée) for \$2.25 or an extra drink for \$0.75. Students who pack lunch may purchase milk or drink for \$0.75.
- For payment options, refer to the CHSD District Handbook under lunch programs. We encourage you to utilize the point of sale (prepayment system). Deposits to students accounts may also be made by sending cash or a check made payable to “CHSD- cafeteria fun” with the **student’s first/last name and grade noted in the memo section**. You may deliver this directly to the Business Office or to the school secretary. **Please note it may take several days for money to appear in the student’s account**. If you prefer, cash can be used at time of purchase.
- Free and reduced lunch programs are available to families who qualify. If interested, please contact the business office (717) 901-2400 ext. 5943 for an application.

PARENT-TEACHER CONFERENCES

- Parents/guardians are strongly encouraged to attend at least one conference each year. Teachers will send out a link prior to conference time in November so that you can sign-up electronically.
- Additional conferences throughout the year may be arranged by contacting your child’s teacher.

SCHOOL ACTIVITIES THAT BEGIN BEFORE THE START OF SCHOOL

- Several school activities for students in grades 4 and 5 begin prior to the start of the school day. Since crossing guards do not arrive at their posts until the specified times, parents/guardians have the responsibility to assure their child’s safe arrival to school.

SCHOOL PICTURES

- There is only one opportunity to have your child photographed in school.
- Picture Day will be Thursday, October 10, 2019 for both **Hoover** and **Eisenhower**.
- Parents/guardians are under no obligation to purchase any packages. However, all students are photographed for our student records.

SCHOOL SECURITY

- All visitors should report directly to the main entrance for assistance. Press the intercom button and office staff will allow you to gain entry into the building. Whether you are dropping off a lunch, coat, an instrument, or your child – **Please report to the main office.**
- The district uses a visitor management system called School Gate Guardian. The system is a computerized security program that requires any visitor entering one of our district schools to provide a state issued photo ID. The ID will be scanned and the information will be checked against the national sex offender database. If no match is found, the system will print a visitor's sticker with a picture identifying them as an approved visitor. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. This system will also help identify approved district volunteers. The process to scan an ID, run the check and print a visitor's sticker takes approximately 30 seconds to complete. Please be sure to bring your photo ID with you when you plan to visit our schools.

SCHOOL SUPPLIES & MATERIALS

- Parents/guardians may be asked to purchase certain organizational materials.
- If supplies are needed, you will be notified by your child's teacher or it may be posted on the teacher's web page on the district website.
- If students lose or destroy school materials, payment for their replacement will be required.

STUDENT SUPPORT SERVICES

- The Camp Hill School District offers a variety of regular and special education programs for students who qualify. If the teacher determines a need for academic support or enrichment services, parents/guardians will be notified.
- If you have concerns about these services or your child's needs, please discuss them with your child's teacher; guidance counselor, learning support teachers; or enrichment support teacher. Additional information can be obtained from the District Handbook or by contacting the Director of Special Education/Student Services office at 717-901-2400, option 5.

TECHNOLOGY USE POLICY

- The school district has made a substantial commitment to the use of technology at all levels.
- See the Technology/Internet Use Policy 815 on the CHSD website and the Technology/Internet Use Authorization form in the white section of the handbook.
- See the Electronic Communication Devices Policy 237 on the CHSD website for the use of personal devices at school.

VOLUNTEERS

- Please refer to the CHSD Volunteer policy regarding visiting/volunteering in the buildings.
- Volunteers are responsible for obtaining current clearances and **submitting hard copies to the district administration office**. Refer to the district website for more information.
- All volunteers will be required to sign in and wear a CHSD Volunteer/visitor's badge, which allows both the students and staff to know that the individual has checked into the office and has been authorized to be in the building.

WITHDRAWALS

- If you are moving or withdrawing your child from our school system, you must contact the school office. A Release of Information Form is required to transfer the necessary student information.

CAMP HILL ELEMENTARY CODE OF CONDUCT

The *Camp Hill Elementary Code of Conduct* is designed to implement the *Camp Hill School District's Code of Student Conduct Policy* in elementary friendly language. The Elementary Code Of Conduct is also designed with enough flexibility so that teachers and students can develop classroom behavior management systems that meet individual classroom needs. Commendable behaviors will be recognized by classmates, staff, and the district. Inappropriate behaviors may be handled at the classroom, building, or district level. We further believe that given the right learning opportunities, reinforcement, and consequences, children can learn to make responsible decisions and take appropriate action.

School-wide Positive Behavioral Interventions and Support

Eisenhower and Hoover Elementary are PBIS (Positive Behavioral Interventions and Support) schools. This approach to student conduct in schools develops a Multi-Tiered System of Supports (MTSS) framework for enhancing adoption and implementation of a continuum of evidence-based interventions to achieve academically and behaviorally important outcomes for all students. The MTSS framework uses systems, data, and practice to support student outcomes. Both schools have worked collaboratively to develop a common language to set expectations for all students K-5. The expectations align with Lion PRIDE, which all students are expected to exhibit. The behavioral expectations of the students have been laid out in the schools' Behavior Matrix, which highlights the different areas of the school.

These **Lion PRIDE** citizens are expected to show:

1. **POSITIVE ATTITUDE: *Choose to see the good*** in situations, others and in yourself.
2. **RESPECT: *Helpful hands and words*** with others and materials.
3. **INTEGRITY: *Make smart choices***, be honest, own your mistakes and accept consequences
4. **DIVERSITY: *Have an open mind***, accept other and try new things.
5. **EXCELLENCE: *Be your best self*** by participating, being prepared, persevere and doing your best work.

Hoover and Eisenhower Behavior Matrix

Voice Levels KEY: 0 = No Voice, 1 = Partner Whisper, 2 = Small group, 3 = Whole Class, 4 = Outside Voice

School Rules Settings	Classroom Voice Level: 0-3	Hallways/ Transitional Times Voice Level: 0-1	Cafeteria and Lunch Line Voice Level: 0-2	Playground Voice Level: 0-4	Bathrooms Voice Level: 0-2
Positive Attitude	-Use encouraging words -Celebrate others' successes	-Respond to greetings	-Use kind words and tone	-Show good sportsmanship	-Wait patiently for your turn
Respect	-Follow adult directions first time -Whole Body Listening -Use materials and technology for intended purposes -Honor others' personal space	-Follow adult directions first time - Hands and feet to yourself -Walk on the right side of the hallway -Honor others' personal space	-Follow adult directions first time -Use manners -Stay in your seat -Honor others' personal space	-Follow adult directions first time -Use equipment safely and for intended purposes -Take turns -Honor others' personal space	-Hands, feet and eyes to yourself -Give privacy to others -Flush -Honor others' personal space
Integrity	-Be honest -Take responsibility for actions and materials -Accept consequences	- Walk directly to your destination -Hold the door for the person behind you - 3 second water fountain drink	-Clean up after yourself -Touch and eat your own food -Food is for eating	-Report unsafe behavior -Stand up for others -Stay within boundaries	-Use materials and facilities appropriately -Wash your hands
Diversity	-Accept others' differences -Try new things	-Appreciate the work of others	-Include others sitting near you	-Include others -Try new activities	-Accept others' differences
Excellence	-Persevere -Participate	-Use walking feet	-Focus on eating	-Be a positive role model -Put equipment away	-Clean up after yourself

COMMENDATIONS

A variety of opportunities will exist to recognize students whose behaviors are commendable. Examples of these opportunities include:

- Stickers or positive comments on classroom papers.
- Positive comments/correspondence from staff to students regarding behavior.
- Building-wide Lion Pride acknowledgements.
- Positive comments on report cards.
- Other special privileges.
- Pride for a job well done.

CORRECTIONS

The “correction” aspect of the Elementary Schools’ Code Of Conduct consists of several components: The FOUR SCHOOL – WIDE RULES; the CAMP HILL LION PRIDE EXPECTATIONS; and a listing of inappropriate behaviors, with procedures and consequences, according to their severity from Levels I through IV. The procedures and disciplinary options/responses employed may vary according to the nature and number of inappropriate behaviors, and these options will be determined at the discretion of the supervising adult. For example, either a single level 3 or multiple level 1 and 2 inappropriate behaviors may result in in-school suspensions.

LEVELS OF CORRECTION AND LEARNING OPPORTUNITIES

The following level system will be utilized to deal with inappropriate behaviors. Inappropriate behaviors will always be addressed with a consequence. The consequence will be directly related to the behavior, and it will provide a learning opportunity for the student. The level system is not a hierarchy, and entrance is permitted at any level. After a thorough investigation of the severity of the inappropriate behavior and upon review with appropriate staff, the building administration may determine the appropriate level of correction to be taken.

Levels	Definitions	Levels of Correction - <i>Options</i>
Level 1	Student behavior that interferes with the daily operation of the school and learning environment. Individual faculty or staff members generally handle these inappropriate behaviors.	<ul style="list-style-type: none"> • Warning • Teacher – student discussion • In class time out • Loss of recess • Problem solving worksheet • Formal apology
Level 2	Student behaviors that are frequent and serious enough to disrupt the daily operation of the school and learning environment. Administrative intervention is usually necessary due to corrective measures being ineffective to curb the problem. The standardized written report of the inappropriate behavior and the action taken is placed in the disciplinary file by the school personnel involved.	<ul style="list-style-type: none"> • Contact appropriate administrative personnel – principal, head teacher, or counselor • Investigate the infraction • Contact the parent/guardian • Problem solving worksheet • Loss of recess • Formal apology • Service to the school • Out of class time detention • Behavior plan developed
Level 3	Student behaviors that endanger the health, safety, and well-being of the school community administrative intervention is usually necessary at this level. The standardized written report of the inappropriate behaviors and the action taken is placed in the disciplinary file by the school personnel involved. These might be repeated Level 1 or Level 2 inappropriate behaviors.	<ul style="list-style-type: none"> • Contact appropriate administrative personnel – principal, head teacher, guidance counselor • Investigate the infraction – conference with the student(s) • Contact parent/guardian • Possible communication with higher administrative level • Formal apology • Service to the school • Out-of-classroom time-out • Multiple days of out of classroom time-out/detention with completion of Problem solving worksheet • In-school suspension • Out of school suspension • Behavior Plan
Level 4	Continuation of Level III inappropriate behaviors. Severe Level III inappropriate behaviors as determined by the administration. Violation of policy regarding Alcohol or Other Drugs. Violation of Weapons Policy. Administrative intervention is necessary. Appropriate documentation is maintained by school personnel.	<ul style="list-style-type: none"> • Investigate the infraction • Conference with the student and parent/guardian • Formal apology • Restitution • Report to police • Banned from attending extra-curricular activities • Referral to higher administrative authority • Possible referral to the school board • Possible referral to an outside agency • Out of school suspension • Expulsion

Examples of Inappropriate behaviors and Possible Level of Correction

While this is an extensive list of the most frequently observed inappropriate behaviors and the most serious inappropriate behaviors, it is not an inclusive list. The list will be reviewed and updated periodically

1. Chewing gum – 1
2. Running in school – 1
3. Bringing non-instructional items to school without permission – 1, 2
4. Disrespectful or inappropriate dress (see dress code) – 1
5. Horseplay/scuffling – 1, 2
6. Loud boisterous noise – 1, 2
7. Name calling or teasing – 1, 2
8. Put-downs – 1, 2
9. Wearing a hat in the school building (unless given permission) – 1
10. Writing on desks, walls, books (vandalizing school property) – 1-4
11. Pinching, kicking, pushing, shoving, hair pulling, scratching, biting, hitting, spitting – 1-3
12. Temper tantrum – 1-3
13. Tardy to school – 1,2
14. Throwing objects – food, snowballs, etc. – 1,2
15. Disobeying classroom rules – 1,2
16. Refusal to follow the directions of the teacher or aide in charge – 1-3
17. Inappropriate behavior in the bathroom, hallway, or cafeteria – 1-3
18. Inappropriate behavior at a school sponsored activity – 1-3
19. Theft – 2-4
20. Leaving school area without permission – 2-3
21. Use of inappropriate language or gestures – profanity – 2-3
22. Harassment of fellow student – 2-4
23. Loitering in unauthorized areas of the school buildings/grounds – 2-3
24. Fist Fighting – 3-4
25. Possession of obscene materials – 3-4
26. Showing flagrant disrespect to school personnel in word and/or gesture – 3-4
27. Cheating on a test or other graded assignment – 2-3
28. Racial slurs – 3-4
29. Threats – 3-4
30. Bullying – 3-4
31. Assault on students and/or staff – 3-4
32. Possession of alcohol, tobacco, or a weapon or sexual harassment – refer to School District Policies-3-4
33. Forgery, plagiarism, falsification of records or excuses - 3
34. Arson or bomb threat - 4
35. Possession, transfer, and use of weapons or explosive devices - 4

Repeated or severe violation of any level of inappropriate behavior could mean that the next level of corrective actions would be taken.

WHITE PAGES

Forms in this section must be completed for ALL students. Please tear out and return completed forms by Thursday, August 29, 2019.



CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400

www.camphillsd.k12.pa.us

Dear Elementary Students and Families,

We need your cooperation with our commitment to the facilitation of a safe and productive learning environment. Please thoroughly review the following sections in the yellow portion of this document:

Attendance, School Rules, Elementary Code of Conduct, as well as the section in the Camp Hill District Calendar on “Discipline.”

All policies should be discussed and explained, as appropriate, to your child. To indicate your child’s understanding of these procedures and policies, please sign the form, remove it, and return it to school as soon as possible. Your cooperation with this request is appreciated.

Sincerely,

Eileen C. Czarnecki
Hoover Elementary

Sandra L. Fauser
Eisenhower Elementary

We have reviewed the rules and regulations contained in the Parent Handbook as well as the other relevant information from the Camp Hill School District Calendar.

Student’s Name _____

PLEASE PRINT STUDENT’S NAME

Parent/Guardian Signature _____ Date _____

**CAMP HILL SCHOOL DISTRICT
Early/Emergency Dismissal Form**

In the event of inclement weather or any other emergency causing us to dismiss students from school early, we need to know your intentions for your child during such an event. This information is vital in reducing anxiety on the part of the child and is also very helpful to the school since it would be impossible to notify each parent via phone if a situation should arise. Please remember to share your intentions with your child so that he/she is adequately prepared if we need to dismiss early!

Please complete for each child attending one of our elementary schools.

Student's Name _____ Teacher _____

During an early dismissal, my child will:

- be dismissed as usual *(NO afterschool care on early dismissal days)*
 - car rider
 - walker
- follow special instructions below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Specific Instructions <i>(Who? Walker? Car rider?)</i>					
Contact Person & Phone No.					

Parent/Guardian Signature _____

Date _____

BLUE PAGES

Forms in this section must be completed for SOME students. If applicable, please tear out and return completed forms to school.

CAMP HILL SCHOOL DISTRICT
Lunch Dismissal Permission for Elementary Students

The school district operates a supervised lunch program. Students may purchase a school lunch or pack their lunch on a daily basis. Following the lunch time, students engage in a supervised recess.

An additional option exists for students in grades one through five during the regularly scheduled lunch time. If parents/guardians choose, students in these grades may leave the building during their scheduled lunch time. However, permission is needed in writing by parents/guardians and we strongly encourage that students are supervised during their absence from school.

Written permission shall be given as follows:

- Parents/guardians of students who are leaving regularly (once or more per week) must complete and return the required form which will be kept on file for one school year only.
- Parents/guardians of students who are leaving on a day to day basis for a special reason or occasion should send a note to the teacher on the day that the student is to be excused for lunch. Parents/guardians are required to sign the student out in the main office.

PLEASE NOTE: School crossing guards are not on duty during the lunch times.

Please return this portion.

My child has my permission to leave school during his/her regularly scheduled lunch period. I further understand that no crossing guards are on duty during the lunch times and accept the responsibility to ensure the safety of the child.

Student's Name _____ **Grade** _____

Teacher's Name _____

Parent/Guardian's Signature _____

Date _____

A separate form must be completed for each child in the family taking advantage of this option.

CAMP HILL SCHOOL DISTRICT
Bicycle Information for Elementary Students

With parent/guardian permission, students in grades 3-5 may ride their bicycles to school. Bike racks for students are located on the playgrounds at Hoover and Eisenhower Schools. Bike riders are strongly encouraged to lock their bikes to the racks during the school day. **The school will not be responsible for any damage or theft to bicycles.**

All bike riders should have a permanent Camp Hill license number. Students may purchase their licenses at the Camp Hill Police Department. When applying for a license, information about the make, serial number, and color of the bike is required.

A permission form must be on file in the school office if a student will be riding a bike to and from school. If a student violates traffic laws and/or the Bicycle Helmet Law, the privilege of riding a bike to school may be revoked by the student's parent/guardian or the principal. If the principal takes action because of a violation, parents will be informed of the reason and the length of the suspension of bike riding privileges.

During the school year, in conjunction with the Police Department, bicycle safety rules will be reviewed and discussed with the students. Your cooperation and support in helping to instill proper safety measures is greatly appreciated.

If your child will be riding his/her bike to school at any time during the upcoming school year, then a permission form is required. A separate form is needed for each child in the family taking advantage of this option.

**CAMP HILL SCHOOL DISTRICT
Bicycle Permission Form**

Bicycle Model _____

Bicycle Serial Number _____

Bicycle Color _____

Camp Hill License Number _____

STUDENT AGREEMENT

I am requesting permission to ride my bicycle to school. I will obey traffic laws, school rules, and the Bicycle Helmet Law. I understand that if I do not ride safely, my privilege of riding my bike to school may be taken away by my parent/guardian or my principal.

Date _____

Student's Signature _____

PARENT/GUARDIAN PERMISSION

_____ has my permission to ride his/her bicycle to school during the present school year.

Date _____

Parent/Guardian's Signature _____

**CAMP HILL SCHOOL DISTRICT
EDUCATIONAL (PREARRANGED) TRIP REQUEST FORM**

Parents, during the school year, shall be permitted to request that their child be excused from school attendance to participate in an educational tour or trip not sponsored by the District. **Such requests MUST be made at least one (1) week in advance of the trip by completing this form.**

The form will be reviewed by the principal, who will then act on the educational merit of the trip, the academic record, and the attendance record of the student.

NO MORE THAN FIVE (5) DAYS SHALL BE APPROVED DURING A GIVEN SCHOOL YEAR.

NO TRIPS WILL BE APPROVED DURING STATE OR FINAL ASSESSMENT WINDOWS.

A trip that is not approved will be considered unexcused, and work may not be made up.

Students should see teachers prior to the trip in order to secure any work which can be completed while on the trip. Students are responsible to make up all work missed while on the prearranged trip.

Homeroom teacher: _____

Student Name: _____ Grade: _____

Trip Dates: _____ Destination: _____

First trip this school year: Yes ___ No ___

Educational benefits derived from this trip: _____

A request form must be submitted to the appropriate office for each child in the District attending the trip. Please list the name(s) and grade(s) of other children participating:

Signature of parent/guardian

Date of request

OFFICE USE ONLY

Approved _____

Not approved/Dates not approved: _____

Signature of Principal

Date

GREEN PAGES

These pages contain important information regarding the Camp Hill Elementary Parent Teacher Organization (CHEPTO).

PTO pays for your child's field trips, assemblies, Art Goes to School program, teacher special requests and many more enrichment activities. Please join us and become involved in your child's education!