

Student Handbook Acknowledgement Form Due August 29, 2024

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to the school office.

Parent Acknowledgement

As a parent or guardian of a Capital Area School for the Arts student, I acknowledge the Student Handbook and the policies contained within, are available to me through the Capital Area School for the Arts website.

I have reviewed the Student Handbook with my student in an effort to promote a better understanding of Capital Area School for the Arts rules and expectations.

I acknowledge receiving and/or being provided electronic access to the Student Handbook and School policies.

I have read these materials and understand all rules, responsibilities and expectations. I understand that the Student Handbook and School policies may be amended during the year and that such changes are available on the School website. I understand that my failure to return this acknowledgment will not relieve myself or my student from being responsible for knowing and complying with the School rules, policies, and procedures.

Signature of Parent Guardian: _____ **Date:** _____

Student Acknowledgement

As a Capital Area School for the Arts student, I acknowledge the Student Handbook and the policies contained within, and that they are available to me through the Capital Area School for the Arts website.

I acknowledge receiving and/or being provided electronic access to the Student Handbook and School policies.

I have read these materials and understand all rules, responsibilities and expectations. I understand that the Student Handbook and School policies may be amended during the year and that such changes will be available on the School website.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School rules, policies, and procedures.

Student Name (Printed): _____
Signature of Student: _____

Date: _____



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School Contacts

Main Office	717-732-8450
School Operations Manager.....	Extension 7514
CEO/CFO.....	Extension 7501
Principal.....	Extension 7515
Front Office Assistant.....	Extension 7522
School Counselor.....	Extension 7509



2024-2025 SCHOOL CALENDAR AT A GLANCE

Calendar Highlight

School Year Begins for Students	August 26, 2024
School Year Ends for Students/Work Ends for Teachers	June 5, 2025
Graduation Ceremony	June 5, 2025

Important Dates for Students

184 Teacher Days / 180 Student Days

Labor Day Recess	August 30, September 2, 2024
Virtual Learning Day	September 13 & 27, 2024
Columbus Day Recess	October 14, 2024
Virtual Learning Day	October 25, 2024
Virtual Learning Day	November 8 & 11, 2024
Thanksgiving Recess	November 27-29, December 2, 2024
Virtual Learning Day	December 6, 2024
Winter Recess	December 23 through January 2, 2025
Virtual Learning Day	January 3 & 17, 2025
Martin Luther King Jr. Day Recess	January 20, 2025
Virtual Learning Day	February 14, 2025
Presidents Day Recess	February 17, 2025
Virtual Learning Day	March 7 & 21, 2025
Teacher In-Service (No School for Students)	April 4, 2025
Spring Recess	April 17-21, 2025



Virtual Learning Day May 9 & 23, 2025
Memorial Day Recess May 26, 2025
Last Day for Seniors June 2, 2025
Early Dismissal June 5, 2025 (10:45 AM)

Scheduled Virtual Learning Days

September 13 & 27, 2024, October 25, 2024, November 8 & 11, 2024, December 6, 2024,
January 3 & 17 2025, February 14, 2025, March 7 & 21, 2025, May 9 & 23, 2025

Make Up Days (if needed)

April 17, 2025, April 21, 2025



Daily Schedule

	Homeroom/Period 1 - 8:00-8:52	
	Period 2 - 8:55-9:39	
	Period 3 - 9:42-10:26	
Period 4 Lunch 10:29-10:59	Period 4/5 - 10:29-11:13	
Period 5/6 - 11:02-11:46	Period 6 Lunch 11:16-11:46	Period 6/7 - 11:16-12:00
	Period 7/8 - 11:49-12:33	Period 8 Lunch 12:03-12:33
	Period 9 - 12:36-1:20	
	Period 10 - 1:23-2:07	
	Period 11 - 2:10-2:50	

Flex Schedule

	Homeroom/Flex - 8:00-8:45	
	Period 1 - 8:48-9:27	
	Period 2 - 9:30-10:09	
	Period 3 - 10:12-10:51	
Period 4 Lunch 10:54-11:24	Period 4/5 - 10:54-11:34	
Period 5/6 - 11:27-12:07	Period 6 Lunch 11:37-12:07	Period 6/7 - 11:37-12:17
	Period 7/8 - 12:10-12:50	Period 8 Lunch 12:20-12:50
	Period 9 - 12:53-1:31	
	Period 10 - 1:34-2:13	
	Period 11 - 2:16-2:50	



ATTENDANCE & ABSENCES

Absentee Call in Program

Parents are asked to inform the school each time that their student will be absent. Please call the Main Office to place a message on the answering machine. Your message should include the following information:

- Your Name and Your Student's Name
- Student's Grade and Homeroom Teacher
- Date of Absence and Reason for Absence

Main Office Number: 717-732-8450

If you do not call, the school will notify you.

After you have called the school to report your student as absent for the day, you must either drop off a paper note to the office or submit an electronic absence note.

See [Compulsory Attendance Policy 204](#).

Arrival/Late Arrival/Early Dismissal

Doors are opened to students at 7:45 AM each school day. Students should enter and report to Homeroom no later than 7:55 AM. Prior to these designated times, teachers are not responsible for students, as they are busy preparing for the day.

Late Arrivals

There are times when students will be late arriving at school due to an appointment. Please let us know about these appointments via a note or phone call a day prior to the appointment. Upon returning to school, a note from the appointment is required. All students arriving late for school should report to the Main Office for an admittance slip to class.



Early Dismissal

If a student must be excused from school prior to the end of the school day, a note from the parent should be presented to the office before school begins. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. All work missed due to the dismissal must be completed as assigned by the teacher(s). A student leaving school property must check at the Main Office before departing and an excuse from the physician/dentist must be submitted to the office upon the student's return.

Students will not be released to the custody of a person other than the parent or guardian unless written permission is granted by the parent.

Early Release

Early release is a privilege and may be revoked at any time as deemed necessary by the administration, particularly for, but not limited to, discipline issues, excessive tardiness, poor attendance, poor/inadequate grades, and remediation purposes.

Criteria to participate in Early Release:

The student and parents/guardians must read and sign the Early Release Request form available in the Main Office. No exceptions will be made for 18 year old students. The student must be a senior on track to meet graduation requirements. The student must not have major or excessive violations of school policy; The student must not have excessive tardiness and must maintain a 90% attendance rate. Specific arrangements must be made by the parents/guardians of the student to assure safe transportation home.

Rules for Early Release: The student must leave campus within ten minutes from the end of their last scheduled period and may return no earlier than 2:40. The student must sign out each and every day.

Releasing Students to Non-Custodial Parents

The business of the School is to educate students and not to be part of any domestic disputes. It is, therefore, up to parents and the judicial system to see that custody and visitation orders are obeyed. If there are any court-ordered custody orders in effect, the School should be provided a copy of the most recent order so we can assist in ensuring students are released to the proper custodial parent/guardian.

If a parent/guardian does not want a relative, friend, or non-custodial parent to communicate with or pick up a student at school, this needs to be communicated with the principal in writing. However, it is important to note if an individual has legal



access to the student, the principal cannot prevent them from interacting with them at school.

Dentist and Doctor Appointments

It is preferred that dental and medical appointments be scheduled during non-school hours; however, if a medical or dental appointment must be made during the school day, a note requesting that the student be excused from school should be presented to the Main Office. Failure to do so within three days may result in the absence being considered unlawful.

Photocopies of notes will not be accepted; an original must be submitted to the school. An electronic signature or other authorized facsimile signature directly from the physician's, physician assistants, or nurse practitioner's office is acceptable. Parents are asked to refrain from making appointments during testing periods.

Leaving School Premises

Students shall not leave the school premises without the consent of the administration. Students who willfully leave the school campus during the regular school hours will be disciplined accordingly.

Attendance and Tardiness ([Board Policy 204](#))

The school law of Pennsylvania requires regular attendance of all students from six to 18 years of age.

The following reasons constitute a legal absence: illness of the student, death in the immediate family, exceptionally urgent reasons affecting the student as determined by the administration, impassable roads as determined by the administration, and educational trip experiences pre-approved by the parent and principal. All other absences are considered unlawful.

Upon returning to school following an absence, the student shall bring a note signed by the parent or guardian giving the date of the absence and the reason for the absence. Absence excuses and doctor's notes may also be submitted electronically.



If an excuse is not furnished within three days after the absence, the Main Office Assistant will record the absence as unlawful. After a student has been unlawfully absent for a total of three days during the school year, they are considered truant, and an official notice of absence will be mailed to the parents.

A student having six or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education. Parents who fail to comply with the provisions of the compulsory attendance law may be taken to court and upon summary conviction thereof, be required to pay a fine plus court costs.

In the case of excused absences, the student will be expected to make up assignments or tests that may have been missed and for this purpose will be granted a period of time equal to the length of the absence. As a general policy, students with unexcused/unlawful absences will not be permitted make-up privileges; however, the School principal may give consideration to extenuating circumstances beyond the student's control. Accumulated tardiness to school and classes, as well as class cuts, are considered unlawful absences.

Compulsory Attendance Laws

Penalties for violation of compulsory attendance requirements are set forth in Public School Code and are:

“Every parent, guardian or person in parental control or charge of any student or students of compulsory school age who shall fail to comply with the provisions of this act regarding compulsory attendance shall, on summary conviction by the local District Magistrate, be sentenced to pay a fine, not exceeding three hundred dollars (\$300) for the first offense, five hundred dollars (\$500) for the second and seven hundred fifty (\$750) for the third and subsequent offenses. Parents in default of the payment of such be sentenced to the county jail, perform community service, or any combination thereof.”



Doctor's Certificate

It may be necessary to present an original written statement or doctor's certificate from an attending physician, physician assistant, or nurse practitioner to the office for three or more consecutive days of absence. Such certification must be presented to the school within three days of the student's return and shall indicate that the student was seen by the physician, physician assistant, or nurse practitioner; indicate the date of the visit; and include the date the student may return to school. Such certification may be required for every absence if/when a student's absences exceed ten percent of the number of days school has been in session.

Failure to present validation may result in the day(s) being declared unlawful. An electronic signature or other authorized facsimile signature directly from the physician's, physician assistants, or nurse practitioner's office is acceptable. The building principal has the discretion to review each student's absences and base his/her decision on the student's attendance history.

Truancy

Truancy is the unlawful absence of compulsory age students from when they begin school or from six to 18 years of age. The Pennsylvania School Code mandates that when a student reaches three unlawful absences, they be deemed truant. It is then the responsibility of the school where the student attends to send an official notice to the parent or legal guardian outlining the days of unlawful absences.

The official notice will outline the penalties which may be imposed by the District Magistrate if there are more unlawful absences. After three unlawful absences, a school administrator or counselor must also schedule an Attendance Improvement Conference with the student and parent or legal guardian to discuss why the student is missing school and a course of action if absences continue to occur.

Withdrawal Procedure

A high school student planning to withdraw from school should discuss the matter with a counselor so the implications of this decision can be carefully reviewed. If a decision to withdraw is ultimately made, the counselor or principal, in consultation



with the student's parent(s), will issue detailed instructions concerning the procedure for withdrawal. It is mandatory for all students who withdraw from school to pay any outstanding financial obligations to the School and return school materials.

Educational Trips

The Board recognizes the value of educational trips which enhance and enrich the school experience for the students of CASA. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences at the expense of the parents or guardians provided that parents/guardians submit the appropriate form available in the Main Office no less than five school days in advance of the proposed trip.

Address Changes

It is necessary for parents to show proof of their new residence. Preferred acceptable documentation includes a copy of the lease, deed, or settlement agreement and a valid driver's license with the same address. For a change of address form, please contact the Main Office

BULLYING/CYBERBULLYING & HAZING (Board Policies [249](#) and [247](#))

The Board is committed to providing a safe, positive learning environment for CASA students. CASA recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by CASA students. All forms of bullying and cyberbullying by students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. Students are encouraged to report bullying or cyberbullying complaints directly to a CASA employee.



Bullying shall mean intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

In some instances, bullying can constitute a violation of either or both state or federal law. Bullying, as defined in this policy, includes cyberbullying. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, social media, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School, offenders shall be the subject of appropriate discipline. Cyberbullying may also be violations of state and/or federal law. Likewise, retaliation for the making of a complaint of cyberbullying is a violation of this policy.

The terms bullying and cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct but can include actions taken off of school property, outside of the school day, and/or through the use of a personal computer, cell phone, or other communication device.

Hazing ([Board Policy 247](#))

The purpose of Board Policy 247 is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School and are prohibited at all times. No student, parent/guardian, sponsor, advisor, volunteer or School employee shall engage in, condone, or ignore any form of hazing. Students, parents/guardians, sponsors, advisors, volunteers, and School employees shall be alert to incidents of hazing and shall immediately report such conduct to the building principal.



Harassment of Others

The creation of a safe and orderly climate, one which enhances a sense of well-being and security for everyone, is of utmost importance. The administration will not hesitate to cite individuals found harassing others. Please refer to Section 2709-Harassment of the Crimes Code of Pa., listed below, for clarification.

“A person commits a summary offense when, with intent to harass, annoy, or alarm another person:

1. He strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
2. He follows a person in or about a public place or places; or
3. He engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.”

Ethnic Intimidation

The responsibility of each individual functioning in any society, including our school society, is to interact toward each other with mutual respect and, at minimum, in a manner which is non- threatening and intimidating. Our administration will cite individuals who are found intimidating, threatening, or maliciously making remarks toward the race, religion or national origin of another. Please refer to section 2710 of the Crimes Code of Pa., listed below, for clarification:

- Offense defined - A person commits the offense of ethnic intimidation if, with malicious intention toward the race, color, religion or national origin of another individual or groups of individuals, he/she commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to institutional vandalism) or under section 3503 (relating to criminal trespass) or under section 5504 (relating to harassment by communication or address) with respect to one or more members of such group or to their property.
- Grading - An offense under this section shall be classified as a misdemeanor of the third degree if the other offense is classified as a



summary offense. Otherwise, an offense under this section shall be classified one degree higher in the classification specified in section 106 (relating to classes of offenses) than the classification of the other offense.

- Definition - As used in this section “malicious intention” means the intention to commit any act, the commission of which is a necessary element of any offense referred to in subsection
 - motivated by hatred toward the race, color, religion or national origin of another individual or group of individuals.

Cell Phones/Personal Electronics (Board Policy [237](#))

Electronic and personal communication devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit, or receive calls, messages text, data, or images; operate online applications; or provide a wireless connection to the Internet.

Electronic devices are prohibited in changing rooms, bathrooms, health suites, and other changing areas at any time.

Students are prohibited from using any device to record, transmit, or receive any unauthorized communication during class time.

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited. The term “inappropriate” shall refer to any image or photograph, the dissemination of which could or does result in substantial disruption to the functioning of the school.

At CASA, we recognize that cell phones and personal electronic devices are a part of our students’ lives; however, we also believe that personal electronic use in the classroom can be a source of distraction, disruption, and disrespect, and it interferes with our students’ learning processes and our school climate. CASA prohibits the use of any personal electronic devices by any student during instructional times during the school day, which includes homeroom, CAOLA periods, study halls, and transition periods. Students may use personal electronic devices during instructional times for instructional purposes **if, and only if**, they have the prior permission of the teacher or School Principal to do so.



Guidelines

In high school, students should begin to understand appropriate times for the use of electronic devices. As such, high school students' use of personal electronic devices during non-instructional times, including lunch periods, before school hours and after school hours, will be permitted. High School students must put away devices upon entering the classroom, unless specified by the teacher that devices will be utilized for instructional purposes in that class.

Consequences for Cell Phone Violations:

- First - Third Offense: Teacher assigned consequence (ex. detention/call home/notification to administration, take the device for the class period)
- Fourth Offense and beyond: Administrative assigned consequence (ex. Detention/call home/loss of device for the day). Progressive discipline will occur if the behavior continues.

DISCIPLINE (Board Policy [218](#))

In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules are also essential. The policy serves as the student Code of Conduct, setting forth the rules for social interaction at CASA and is intended to offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students have certain responsibilities regardless of age, including regular attendance, conscientious efforts in the classroom, and compliance with school rules, regulations, and expectations. Students also have the responsibility to make positive contributions to the school climate. No student has the right to interfere with the educational process of any other person. Students are expected to be courteous, cooperative,



and respectful of the rights of other people in the educational process. An individual student's rights end when that student's actions detract from the rights of other persons.

A list of disciplinary infractions, interventions, and disciplinary options, while not all inclusive, is noted below to assist students to achieve a good understanding of prohibited behavior. Disciplinary infractions are delineated into three levels. Each successive level is considered to be of a more serious nature. The failure of a student to meet the behavioral expectations of the School will result in an appropriate form of disciplinary action. Possible interventions and disciplinary options are specified for each level.

Level I:

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures or interfere with orderly operation of the school. The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Rule 1: No Student may disrupt the school or the learning environment.

Students shall always act in a courteous manner toward all members of the school community and shall not engage in conduct that disrupts any school-sponsored or school-related educational program or activity.

- The following, although not exhaustive, shall be considered violations of this rule:
 1. Disobedience
 2. Disrespect
 3. Dishonesty
 4. Failure to follow established school rules
 5. Failure to attend class or late arrival to class without a valid excuse
 6. Failure to comply with the established dress code
 7. Loitering and/or failure to provide identification upon request
 8. Possession or use of look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers,



- mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
9. Lying to school authority
 10. Failure to follow established classroom rules

Rule 2: No student shall use offensive language.

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she sends or forwards any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.

Rule 3: Students shall maintain the highest standards of academic honesty and integrity.

- Students are expected to submit assignments that are their own work and best efforts. This expectation is for both live-taught courses and online courses. The following acts are academic dishonesty and would violate our school's PBIS expectations.
- Cheating is any activity in which a student deliberately misrepresents their actual academic achievement.
- Plagiarism is a form of academic dishonesty where a student intentionally takes and/or uses as their own work another's published or unpublished thoughts, ideas, or writings. All of the following are considered plagiarism:
 - turning in someone else's work as your own
 - copying words or ideas from someone else without giving credit
 - failing to put a quotation in quotation marks
 - giving incorrect information about the source of a quotation
 - changing words but copying the sentence structure of a source without giving credit
 - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
 - verbatim repetition or paraphrasing, without acknowledgement, of another person's writing or work
- Misrepresentation includes any fabrication or false presentation of data, quotations, sources, or other information.
- Aiding or abetting includes helping another student to cheat, plagiarize, misrepresent or otherwise engage in academic dishonesty.



- Asking, persuading, or coercing another student to engage in any of the behaviors listed above is a violation of this policy.
- If a student engages in any of these behaviors, the following consequences will occur.
 - The student will receive a “0” for the assignment/assessment.
 - The teacher will notify the student’s parent/guardian.
 - The teacher will notify school administration.
- If these behaviors become a pattern, further consequences may occur such as administration-assigned detentions, poor/failing academic performance, and reporting of these infractions to post-secondary institutions.

Rule 4: Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.

Rule 5: Students shall not engage in gambling, or take or place bets on chance for personal benefits.

Rule 6: Students shall not engage in improper use of technology.

Students shall respect the computer privileges granted to them and shall comply with CASA Charter School’s Acceptable Use Policy whenever they use the CASA Charter School’s computers, equipment, network system, or any other technology owned by or licensed through the school.

The following, although not exhaustive, shall be considered violation of this Rule:

1. Giving his/her password to another individual
2. Using another’s password
3. Illegally downloading copyrighted material from the internet
4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
5. Harming, damaging, or disrupting hardware and/or software
6. Harming or destroying the data of another person or student
7. Harming or destroying the internet or other school networks
8. Purposely or recklessly creating, downloading, or uploading a computer virus or other malicious systems
9. Breaking into or hacking other files or systems
10. Accessing and/or altering school records, information, or files without express permission
11. Conducting any business enterprise



12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as messaging applications, bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in the school's Computer Resources.

Rule 7: Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.

- A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, and/or licensed to the school.
- A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or any properly leased or licensed to the school, or the personal property of another member of the school community while on school property or at any school sponsored or school-related activity or event.
- A student will be considered to have violated this Rule if he/she attempts to pass or solicit counterfeit money or to make counterfeit money.
- A student will be considered to have violated this Rule if he/she attempts to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

Rule 8: Students shall not cause or attempt to cause physical injury to any member of the school community.

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Physical contact by pushing, punching, shoving, slapping or hitting
 2. Physical contact by kicking
 3. Throwing any object that may cause injury to another at any member of the
 4. Spitting
 5. Roughhousing or horseplay

Rule 9: Students shall not recklessly endanger any member of the school community.

Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.



Rule 10: Students shall not falsely activate any fire alarm, security system, smoke detector, or any other device which may cause disruption of the school community, fear or panic.

Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, police, emergency medical personnel, and/or results in evacuation of the school building will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

Rule 11: Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased, or licensed to the school, or while at any school-sponsored or school-related activity or event.

Rule 12: Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.

Continual threats, harassment, bullying and/or intimidation are considered and treated as Level II offenses.

LEVEL II:

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the Charter School. Violations of Level II rules can result in suspension from school and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Rule 13: No student shall engage in repeated violations of this Code.

- A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.
- A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

Rule 14: Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property



owned by, leased or licensed to the school or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with the school's Medication Policy.

Rule 15: Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening, or damaging the safety or reputation of any member of the school community.

The following, although not exhaustive, shall be considered violations of this Rule:

1. Unwelcome sexual advances
2. Requests for sexual relations and/or favors
3. Sexual comments
4. Offensive sexually oriented gestures, sounds, remarks or comments
5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, or national origin
6. Efforts to intimidate or bully

Any of the above actions or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.

Rule 16: Students shall not engage in any consensual sexual acts.

Rule 17: Students shall not force or attempt to force any other member of the school community to engage in any sexual act.

Rule 18: Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member, or any other employee or agent of the school or any member of the school community.

Rule 19: Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.

Rule 20: Students shall not possess any weapon on their person, in their clothing, or belongings, in their vehicle, or in any storage space or container provided by the school.



- For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at the school in the event a student violates this Rule:
 1. The student will be detained and, where possible, brought to the office of the Principal or designee;
 2. The incident will be immediately reported to Police or any other appropriate authority;
 3. The parents or guardian/s of the student will be immediately notified;
 4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

A Serious Incident Report will be filed and should contain: Circumstances of possession and discovery of the weapon; Action taken by Police or other authority in response to the call for assistance; Action taken by the school, including details of contact with parent/s or guardian/s, filing of the report and notice to Police or other authority; An image of the weapon; A report to the Pennsylvania Department of Education.

Rule 21: Students shall not engage in, or attempt to engage in, any conduct which endangers the health, safety, or welfare of any other member of the school community.

The following, although not exhaustive, will be considered violations of this Rule:

1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the school.
2. Retaliating against any member of the school community who participated in any investigation or proceeding
3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to the school.
4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the school.

General Rules

- A. Refrain from profane and vulgar language.
- B. Conform to regulations of each teacher and the school.
- C. Be neat and clean in person and clothing.



- D. Willful or careless abuse or damage to school property is forbidden and will result in vandalism charges and the involved student making restitution for the damages.
- E. Students writing on or defacing school property inside or outside the building will be subject to the action of the Board of Trustees and civil authorities, as well as the involved student making restitution for the damages.
- F. Students who ride buses are required to always obey the directions of the bus drivers and safety regulations.
- G. Students shall not ask to use the office phones unless for urgent reasons after securing permission from someone in charge of the office at the time. The office telephone may not be used for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies.
- H. Students participating in extracurricular activities shall do the work of that activity during the time allotted to that activity.
- I. Students shall not be excused from classes for extra-curricular work
- J. Students shall not leave school property after arriving on school property unless it is approved by administration (i.e.. Internship, dual enrollment)
- K. Students detained after class shall secure a pass from the teacher who detained them.
- L. Students shall practice safety and consideration of others everywhere.
- M. Parents will be asked to come to school to confer with the principal in chronic cases of discipline, inexcusable or doubtful absences and tardiness.
- N. Students are not permitted anywhere in the building after 3:00 PM without faculty supervision.
- O. Students are subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school time.
- P. All forms of gambling are prohibited.
- Q. No student shall be transported on trips or activities without written consent of parents.
- R. Use or possession of alcoholic beverages and/or tobacco products is not permitted at school functions.
- S. Upon entering the building before the start of the school day, students shall go at once to their homeroom and remain there unless excused for valid reasons by the teacher.

After School Detention

Any teacher may assign detention with notice of 24 hours to the student and parent/guardian. Detention time and place will be arranged by the teacher. Failure to attend will result in further administrative disciplinary consequences.



Suspension and Expulsion (Board Policy [233](#))

By state law, a student may be suspended by an administrator for one to ten days for serious or continuous violations of policy or school rules. If a suspension is to exceed three consecutive days, the student and their parents must be given the opportunity for an informal hearing on the charges. The same principle applies to in-school suspensions that exceed ten days. Formal hearings before the Board must occur before a student may be excluded for eleven or more consecutive days. Only the Board has the power to exclude a student for more than ten consecutive days.

Student Make-Up of Work During Suspension - Students who have been suspended for disciplinary reasons must make up missed exams and other missed work, and shall be permitted to complete assignments according to the following guidelines:

1. The initiative for making up work must be taken by the student. The faculty assumes no responsibility to inform students of the work missed, the procedures for making it up, etc.
2. All work must be made up within a reasonable length of time. Barring unusual circumstances, all work must be completed within the same length of time as the suspension. For example, a student returning from a three-day suspension has three days to make up the work.
3. Students must consult with staff and schedule all make-up work at a time convenient to staff.
4. Work that is properly made up will be marked, given equitable credit, and entered into the student's records. No credit will be given if the student fails to make up the work.

Whenever possible, students on in-school suspension shall be required to take exams at the same time as their class. Such students shall also be required to keep up their daily class work.

Disclaimer of Responsibility for Personal Property

The School is not responsible for personal articles brought onto school property or to school activities held off school property, whether or not the articles are used in school activities. The School offers lockers but does not assume any liability for articles stored in the facilities. The School may supply locks for student use, but makes no warranty as to their fitness or effectiveness and accepts no liability for their use.



DRESS & GROOMING (Board Policy [221](#))

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the school or constitute a health or safety hazard. The Board has the authority to impose limitations on students' dress in school. While the following list is not intended to be exhaustive, student dress **shall not** be protected if it:

- Promotes the violation of and/or violates federal, state, or local laws, board policy or School rules or procedures.
- Is libelous defamatory, obscene, lewd, vulgar, or profane.
- Advocates the use, or advertises the availability, of any substance or material the possession of which may be illegal, or which may constitute a direct and substantial danger to the health of students, such as tobacco/nicotine, alcohol or illegal drugs.
- Incites violence, advocates use of force, or threatens serious harm to the school or school community.
- Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
- Interferes with, or advocates for interference with, the rights of any individual, or the safe and orderly operation of the schools and their programs.

General Guidelines:

- All attire should be clean and suitable for a professional learning environment.
- Clothing should not pose a safety hazard or impede movement during artistic activities.
- Avoid clothing with offensive language, images, or symbols.
- Students are encouraged to express their personal style while adhering to these guidelines.

Tops:

- Students may wear a variety of tops including t-shirts, blouses, button-up shirts, and sweaters.
- Tank tops and sleeveless shirts are allowed, but straps should be at least two fingers wide.
- Hoodies and sweatshirts are acceptable; however, hoods should not be worn indoors.



- Tops should be modest and cover the stomach area.

Bottoms:

- Jeans, pants, skirts, and shorts are all acceptable.
- Shorts and skirts should be of appropriate length (must extend to mid-thigh for all students).
- Ripped or torn clothing is acceptable, if undergarments are not exposed.

Footwear:

- Students are encouraged to wear comfortable and practical footwear suitable for their artistic activities.
- Sneakers, sandals, flats, boots, and dress shoes are all acceptable.
- Shoes with wheels (Heelys) are not permitted for safety reasons.

Special Events/Performances:

- For performances, students may be required to adhere to specific attire guidelines provided by their teachers / directors.
- Formal attire may be required for certain events such as galas, award ceremonies, or exhibitions.

*All disagreements from students and teachers are at the discretion of the administration. *

DRUG & ALCOHOL AWARENESS (Board Policy [227](#))

The School recognizes that students who abuse controlled substances place themselves in a high-risk for serious problems that have legal, physical, and social implications for the student and the entire school community. This policy and its associated guidelines are an effort to respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population.

For purposes of this policy, controlled substances shall mean:

- All controlled substances prohibited by law within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act.
- All look-alike drugs;



- All alcoholic beverages;
- Anabolic steroids, or other performance enhancing drugs;
- Any drug paraphernalia;
- All illegal hemp products;
- Volatile solvents or inhalants to include nitrous oxide, glue, and aerosol propellants; or
- Any prescription or non-prescription (over-the-counter) drug except those for which permission for use in school has been granted pursuant to Board Policy.

Look-alike drugs include any non-controlled substance, “herbal,” or psychoactive substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking, or packaging to marijuana or any controlled substance.

Drug paraphernalia includes equipment, apparatus, and/or gear generally associated with the use/abuse of alcohol, marijuana, opiates, and/or other mood-altering chemicals. Examples may include any device used to measure, deliver, or facilitate the use, sale, or distribution of a controlled substance.

For purposes of this policy, “under the influence” shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and/or being under the influence of any controlled substances as defined above on school property including buildings, grounds and buses, and at any school sponsored event, regardless of the time of day.

A student shall be deemed to be under the influence if there is reasonable suspicion that there has been recent consumption or ingestion of a controlled substance.

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



- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
- The conduct involves the theft or vandalism of school property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines - Procedures and Staff and Student Expectations

1. Students found to be in violation of the afore-mentioned rules and regulations with respect to controlled substances as defined above may be suspended by the administration for a period not to exceed ten (10) school days. Thereafter, if recommended by the administration, the Board shall hold a hearing and discipline may be imposed, up to and including expulsion. Where an administrator has reasonable grounds to conduct a search of a student's person and/or property for possession of a controlled substance, or has requested the student be given a breathalyzer, blood, or urine screen, etc., relevant to use of a controlled substance and has notified the student and the student's parent/guardian (if immediately available) of such requests and the grounds therefore, and the student and/or the parent/guardian refuses to consent to such search or tests, the student may be disciplined for failing to follow an administrative directive with respect to use/possession of a controlled substance. Such discipline may range from a verbal reprimand to referral to the Board for a hearing to determine the appropriate discipline up to and including expulsion.
2. Staff members observing or otherwise becoming aware of student behavior relating to the above stated prohibited activity shall report said behavior to the



Administration immediately. Administrators shall report persons suspected of involvement with alcohol or controlled substances, or students who are adjudged to be under the influence as defined by this policy, to the appropriate law enforcement officials immediately.

Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators. No school counselor, school nurse, school psychologist, attendance supervisor, student assistance team member, or administrator who, while in the course of his/her professional duties, has acquired information from a student in confidence while that student is seeking help or assistance with a controlled substance, shall be required by the Board to disclose that information in any proceedings against the student.

Staff members suspecting a student of a controlled substance use or abuse shall refer the suspected student to the Student Assistance Team for assessment and possible intervention. The assessment for possible intervention will be conducted in a manner consistent with Pennsylvania State Student Assistance guidelines. Students refusing intervention, or who fail to follow the rules and regulations established for the Student Assistance Program, may be referred to the Board for disciplinary action.

3. The administration shall report every student violation of the School's drug and alcohol rules to the Board. Student offenders not scheduled for formal Board hearings, and the parents of these students, shall be notified in writing by the administration. The written communication shall state the seriousness of the offense(s), the consequences of further violation of the School's controlled substances rules, the restrictions of probation and other administrative disciplinary consequences imposed, and the referral to the Student Assistance Team if appropriate. A copy of this notification shall be entered into the student's record and maintained there during the student's tenure in the School.
4. Incidents of possession, use, and/or sale of controlled substances as defined in this policy by any person on school property shall be reported to the Office of Safe Schools in the manner required by that office.



EMERGENCY CONTACTS

At the beginning of each school year, all families are asked to confirm emergency contact information in the School's Student Information System (SIS) - PowerSchool. The completion of this requested information in its entirety assists School administrators in contacting parents in the event of an illness or emergency. It is critical to the everyday operations of the School that this information be completed. The requested information includes mother's and father's names, names of parents' employers, and the parents' daytime phone numbers. Parents are also asked to list, in priority order, up to three (3) adults who may act in the absence of the parent in an emergency if the building principal is unable to contact the student's parent or legal guardian.

An emergency is defined as injury at school that may require medical attention, building or grounds evacuation, and the removal and transportation of the student from school in the event of a student's illness. The principal or school nurse will act in the absence of the parent if an accident or illness requires emergency transportation to a hospital or medical facility.

A student will be released to an individual listed as an emergency contact only when an emergency exists. If a parent would like his or her student released to an individual listed as an emergency contact in a non-emergency situation, it is necessary to include that person's name on a separate letter listing all individuals permitted to pick up or transport the student from school.

A release letter may use the following format.

I authorize the administration of [full name of school] to release my student, [student's formal name and date of birth], to the following individual(s) during or after the school day: [Full name and address of individual(s)].

Respectfully, [Formal name of parent(s)/date]

Release letters will be honored through the end of a current school year. A new letter is required for each school year.



FIELD TRIPS (Board Policy [231](#))

As a part of the educational program of the schools, students may be taken on field trips requiring bus transportation. Such trips are made only with the permission of the parents. When such trips are taken, or being planned, permission slips will be sent home to be signed by the parents. Written permission must be secured from parents of students to participate in field trips. Students and parents are advised that all School and building guidelines and policies apply while students are on a field trip. Students who do not return a properly signed permission slip will not be permitted to go on field trips. All students not making the trip should report to school at the regular time.

All field trips are supervised by staff. At the discretion of the building administration, students with frequent behavioral concerns may not be permitted to attend the field trip.

Approval of Field Trips

The approval of most field trips should be at the discretion of the building principal. Key considerations in such a decision are the curriculum, Guidelines for Volunteers, and Guidelines for Chaperones.

Student Participation

- Written permission must be secured from parents of students to participate in any field trips off school property. The permission letters shall include the essential facts about the trip (date, time, place, brief itinerary, etc.), a statement about responsibility for safety, a statement about disposition of students who do not take the trip, and a suggested limit for spending money. These permission slips, signed by parents, must be collected for each student making the trip and should be filed for at least one (1) week following the trip
- Students denied permission to go on field trips must come to school for a regular school day and will be placed at the discretion of the building principal.



Student Behavior

All School and building policies/guidelines relative to student discipline and the student code of conduct are in effect for the duration of school-sponsored field trips.

Chaperones

Chaperones who accompany the students should be selected or approved by the building principal, with the number of chaperones to be determined by the size of the group at the discretion of the principal. All chaperones must have up-to-date clearances (within one year).

FLEX PERIOD

The Flex period is an allotted period during the school week that may be used for interventions, enrichment, tutoring, student choice activities, or other academically oriented activities. Wednesday mornings are designated for the Flex period from 8:05-8:45 AM.

GRADING & STUDENT PROGRESS (Board Policy [213](#))

The cornerstone of this policy is the Board's recognition that a system of grading student achievement can assist the student, teachers, and parents to better assess the student's progress toward personal educational goals.

- Grading shall be a system of measuring and recording student progress and achievement which enables the student, parents, and teachers to assess the student's strengths and needs, assist in planning an educational and vocational future for the student, and determine where remedial work or enrichment is required.
- Students with disabilities shall be included in the School's assessment system with appropriate accommodations when necessary.
- The Board directs that the instructional program of the School includes a system of grading for all students which is consistent with the educational goals of the School and the regulations of the State Board of Education.

At the end of the marking period grades will be accessible in PowerSchool. Parents are encouraged to view their student's progress throughout the year in PowerSchool.



STATE ASSESSMENTS:

All students at Capital Area School for the Arts Charter School will participate in all required statewide assessments as outlined in Pennsylvania's Chapter 4 requirements for the purposes of the school report card and graduation.

SUMMER SCHOOL:

If a student fails any academic classes, it is imperative that he/she makes up those credits. Summer school is available through CAOLA and can be completed at home. Parents/Guardians are responsible for summer school costs. A maximum of two classes can be taken during summer break. If a student fails their core art class, those credits are unable to be recovered through summer school CAOLA. Failure of a core art class will result in the student repeating that grade-level.

GRADING:

The grading scale at CASA is as follows:

A = 90-100% (4 GPA Points)

B = 80-89% (3 GPA Points)

C = 70-79% (2 GPA Points)

D = 60-69% (1 GPA Point)

F = Below 59%

All courses other than Advanced Placement courses have a 1.0 weight. Advanced Placement courses have a weight of 1.05.

HONOR ROLL:

Highest Honors: 90% overall GPA No grades below 90% No letter grades (P, F, M, I, etc.)

Honors: 85% overall GPA No grades below 80% No letter grades (P, F, M, I, etc.)

LIVE-TAUGHT COURSES HOMEWORK/ASSIGNMENT POLICY:

For live-taught courses, all assignments are due to the teacher on the specified date in order to receive full credit. Anything that is handed in late will be worth 75% of the original possible points. No late work will be accepted after the unit of study has concluded. When students are absent from school (excused) they will be permitted to make up their live-taught course



assignments. They will have one day per each excused day they were absent to make up their live-taught assignments for full credit. Any assignment submitted after the allotted make-up time will earn 75% credit towards the assignment.

CAOLA COURSES:

Our school utilizes CAOLA to provide students with online learning courses. CASA utilizes three CAOLA platforms for its courses—Edison Learning, eDynamic, and Accelerate Education. All three platforms use remote teachers who can answer student questions, provide tutoring, and address issues related to the content. Students can use the CAOLA platform to communicate directly with their remote teacher. Students will have a period within their schedule to work on their CAOLA courses. Each CAOLA period has a CASA teacher assigned to monitor the student’s course completion and troubleshoot technology issues. CAOLA classrooms should be quiet and focused learning spaces. These class periods are not study halls or free periods and should be used effectively for student success in these classes. All CAOLA classes are due by 11:59 p.m. on the specified date. No extensions will be provided.

DUAL ENROLLMENT:

CASA offers dual enrollment opportunities to eligible 11th and 12th grade students. Eligible coursework is offered at Harrisburg Area Community College (HACC), Harrisburg University (HU), and Messiah University. All costs for dual enrollment (tuition, materials, fees, etc.) are the responsibility of the student and/or student’s parent/guardian. In order to be considered for dual enrollment, students must meet the following requirements:

- Students must be in grades 11 or 12 with a minimum GPA of 80%, and have earned a minimum of 13 credits to be considered eligible.
- Students must display good attendance habits. To enter and/or maintain enrollment, the student may have no more than 10 days of absence at CASA or the higher education program.
- Students must display good school citizenship and discipline records will be considered for student approval. Permission to enroll is at the discretion of the Principal and School Counselor.



When a student completes an approved course through CASA's dual enrollment program, the high school transcript will reflect the letter grade and the high school credit earned. Students generally will earn 3.0 college credits (shown on the college transcript) and 1.0 weight high school credit per class (shown on the CASA transcript and calculated into your GPA). Note: There is no guarantee that your college course credits will transfer to the college you attend after high school. College courses taken during the summer will NOT count for credit at CASA.

NCAA REQUIREMENTS:

CASA offers many NCAA approved courses which allows for NCAA student eligibility at many post-secondary institutions. If a student is interested in pursuing NCAA eligibility, they should make an appointment with the School Counselor for more information.

Cheating

A student is cheating when a staff member observes a student(s) securing or intending to secure information, as well as giving information, which will be graded in a manner which is contrary to accepted academic standards. Following an investigation of the incident, the teacher will record the violation in the teacher's records and will report the incident to the administration, but have the option of taking disciplinary action themselves. The student will receive no credit for the assignment. On the second offense, the incident will be reported to the administration for disciplinary action.



Graduation Requirements (Board Policy [217](#))

To receive a diploma, the following credits must be earned:

Curriculum	Credits
Art class	6.00
English	4.00
Social Studies	3.00
Science	3.00
Mathematics	3.00
Health/Physical Education	1.00
Art Electives	1.00

Graduation requirements for special education students may be based on each student's Individualized Education Plan (IEP). An eligible student may graduate if he/she satisfies all of the School's graduation requirements or if his/her IEP team determines that the student has satisfied the IEP goals to the extent necessary for graduation. As part of the IEP, a transition plan will be developed for each eligible student age 14 or older, if appropriate.

- The transition plan will comply with all applicable state and federal regulations and statutes.
- Regarding the graduation requirements, exceptional students are entitled to graduate if the goals and objectives of the IEP have been met or if the student is no longer in need of special education.

Obligations

Obligations include lost or damaged items related to academic supplies (textbooks, lab equipment, computers, chargers), property damage, and other financial obligations the student has incurred. Students and their family are responsible for the satisfactory settlement of all obligations. Notification of obligations will be given to the student throughout the school year. Students with outstanding obligations may not be permitted to participate in activities and will not be issued a diploma.



Parent-Teacher Conferences

Conferences are held so parents and teachers may evaluate together the progress the student has made. Sharing responsibilities, working together, and exchanging valuable information is helpful to the teacher and parent, as well as the student. Conferences for the purpose of discussing a school problem can be held at the close of the school day, or during the school day by appointment. Classes cannot be interrupted for this purpose. Parents wishing to discuss a concern with a teacher should call in advance, either the teacher or the school office, and arrange a time that will be mutually agreeable. If the parent and teacher cannot resolve the problem, an appointment should be made with the principal for a follow-up conference.

PowerSchool

Our School's student information system (SIS), PowerSchool, offers parents an opportunity to have online access to information regarding your student. The only prerequisites for access to PowerSchool are a computer with internet access and a PowerSchool login and password. With an active account, you will be able to see your student's class schedule, attendance, demographics (address, phone number, etc.), class grades, and failing progress reports. To set up a parent account, please contact the Main Office.

Publications

The creation, manufacture, or dissemination of any booklet, pamphlet, magazine, periodical, or other publication in or on the premises of CASA is prohibited without prior approval by the administration at least five school days before the intended distribution. A copy of the proposed publication or a copy of the format of the proposed publication shall be submitted to the administration.

Scheduled Remote Learning Days

There are scheduled days during the school year when students will work from home. Student work should be completed on the remote learning day as instructed by the



teachers. On virtual learning days attendance will be completed using a Google Form in CANVAS Announcements. Students must complete the form **before 8:30 A.M.** to be marked present for daily attendance. The form will lock at 8:30 A.M.

School Pictures

For yearly school records, each student will have his/her picture taken, whether or not the picture packet is purchased by the student/parent. More information will be sent home with your student prior to picture day.

Identification Cards

Each student is provided with an identification card after their photographs have been taken for the school year. Students are required to display their card on their person. If a card is lost, there will be a fee for any additional replacement cards. Students should notify the office when a replacement card is needed.

Student Expression (Board Policy [220](#))

The Board does reserve the right to designate and prohibit student expression which is not protected when the rights of others are violated. Such violation of rights includes those which libel a specific person, advocate the use of materials that constitute a danger to the health of students, are obscene, and/or incite violence. Rules have been established for the distribution of materials that are not in violation of this policy.

Student Records (Board Policy [216](#))

Parents or guardians have the right to access their student's records. They may:

- Inspect and review student information.
- Seek to amend educational records.
- Consent to disclosure of personally identifiable information except to the extent authorized by law.



- File a complaint with the Department of Education for alleged failure of the School to comply with the Family Educational Rights and Privacy Act.
- Inspect a full copy of the School's Records Policy available from the Department of Student Services.
- Contact the building principal to obtain the name of the individual considered to be the "custodian" of their student's records at the building level.
- Appeal any issue concerning the development, maintenance, and storage of student records through the following line of authority: teacher, principal, Superintendent, and Board of Trustees.

Parents desiring access to their student's records may contact the building principal. Students may review permanent record information without parent permission, but must have such permission in writing to inspect restricted data unless they qualify as an eligible student. The record review process for students and parents is explained in greater detail in Board Policy 216.

Textbooks/School Texts/Materials

Textbooks for courses are on loan to the student. At the beginning of the school year and/or the course, the teacher will record the book number and its condition. Until the book is returned to the teacher, the student is responsible for the textbook. At the end of the course, the number and the conditions of the book are checked with the teachers' record. If the book is lost, damaged, or unduly worn, the student must pay the cost of the replacement or repair of the damage. Teachers may require that students keep a book cover on all textbooks to avoid unusual wear. Textbooks are the property of the School.

TOBACCO/NICOTINE PRODUCTS (Board Policy [222](#))

The Board recognizes that the use of tobacco, nicotine, and nicotine delivery products (ex. Juuls and other electronic cigarettes) presents a health hazard which can have serious consequences both for the user and for the nonuser and the safety and environment of the schools. The purpose of this policy is to prohibit student



possession, use, purchase, distribution and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

State law provides that a student who possesses, uses, purchases, or sells tobacco in a school building, a school bus, vans, and vehicles that are owned, leased, or controlled by the School, or on school property, commits a summary offense. The law provides that the School shall initiate prosecution against the student for such an offense. Upon conviction, the student is subject to a fine for the benefit of the School, plus court costs, or to be admitted to an adjudication alternative program. With prior approval by building administration, a student found guilty of violating this policy may complete a smoking cessation program in lieu of a citation being issued. Tampering with devices installed to detect the use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action. Disciplinary consequences are also imposed by the school administration.

Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include not only tobacco, but also vaping products such as Juuls and other electronic cigarettes (e-cigarettes). Please refer to Policy 222 for additional information of what tobacco products are encompassed under this policy.

HEALTH SERVICES

Administering Student Medication (Board Policy [210](#))

School personnel are prohibited from providing or administering medication to students, except as authorized by doctors or other certified medical personnel. Parents/guardians, whenever possible, are asked to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their students. The school will cooperate when parents place the responsibility for taking medicine with their student. When parents cannot come to school, the school, insofar as the requirements listed, will cooperate in the dispensing of medication.



Written parental consent for the administration of medication to a student is required for each episode of illness, each medication order, and once every school year for a chronic condition. The signed, written statement authorizing action should include:

- Student's name
- Date
- Diagnosis
- Family doctor's name
- Name of the medication(s)
- Medication in the original, labeled container (pharmacies will provide extra containers upon request)
- Dosage and the time interval

Medication to be taken during school hours must be delivered by a parent or other responsible adult directly to the secretary or principal. Students are not permitted to be in possession of medication. As such, medications should not be sent to school with students or placed in the student's possession with directions to the school staff.

All prescription medications must be accompanied by doctor's orders.

Non-prescription drugs will be given to students for a maximum of three days without a doctor's order. If the health of the student may be impaired if the medication is forgotten or given early/late, parents should keep the student at home or be personally responsible for administering the medication at the prescribed times.

School employees who dispense medication shall keep a log in which the administration of any medication, student's name, date and time the medication was administered, and quantity of medication given is recorded in ink. The administration of medication by school employees is limited to oral medications except in cases where the parents and primary medical care provider, through special orders, have authorized emergency injections or other modes of delivery, as appropriate. Students may be permitted to carry and self-administer emergency medication with the written approval of the student's primary care provider, parent and the certified school nurse.

The school's role in this policy is one of cooperation with the parent, primary medical care provider, and student; however, the responsibility for the administration of medication taken at school is that of the parent and student. Inhalers and other



emergency medications, including self-testing devices, may be carried by students if a primary medical care provider's statement ordering such is provided to the school nurse or building principal.

Automatic External Defibrillators

The School has placed one or more Automatic External Defibrillators (AEDs) in each level. The AEDs provide emergency assistance in the case of unexpected cardiovascular distress and are located in positions readily accessible during potential crisis events. If you see someone in physical distress, please do not hesitate to contact emergency medical services, building administration, and use the AED if it is medically needed.

Communicable Diseases and Exclusions

Students should be kept at home if they have a fever over 100 degrees Fahrenheit, a cold, rash, or suspected communicable diseases. Students are advised to remain at home until they have recovered and are fever-free for 24 hours without fever-reducing medication. Students presenting unusual symptoms or possible communicable illness may be excluded from school by the school administrator.

If this occurs, parents will be asked to secure medical services for the student and to provide a note from the student's medical provider stating they may return to school.

Illness During School Hours

Students who become ill during the school day must report to the Main Office. While we will never keep a student from using their personal cell phone to contact a parent, please know that unless the school administrator is the one sending the student home, that absence is unexcused. Should the school be unable to reach a parent/guardian, the emergency contact person noted on the emergency contact sheet will be called. It is very important that the emergency contact sheet be kept up to date.

Suicide Awareness, Prevention, & Response (Board Policy [819](#))



The School is committed to protecting the health, safety, and welfare of its students and school community. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and their entire school community are significant. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; maintain a safe school environment, establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

SAFETY & SECURITY

Building & Facility Security

The School is committed to providing a safe and secure learning environment for all of our students and staff. The safety and welfare of our students and staff are our highest priority. While nothing is ever fail-safe, we believe the following precautions work to provide a safe environment for our students:

- All building doors are locked during the school day. Visitors are permitted to enter the buildings after identifying themselves and the purpose of their visit to the office personnel. While this may at times seem like an inconvenience, it is essential that we know every person who enters our schools' doors.
- All staff members are required to wear identification badges to ensure that they are easily identifiable. Visitors must also sign in at the office and wear a visitor's identification badge/sticker.
- The School conducts Risk and Vulnerability Assessments to determine areas of needed safety improvement.
- We ask staff to be vigilant in monitoring guests as they walk the halls of our buildings. Staff are instructed that, in the event they observe someone without a School-authorized identification, they are to question the individual's presence and escort them back to the office.

Run, Hide, Fight

"Run, Hide, Fight" is an intruder response plan where staff and students assess the situation and respond on which option is best. As the name implies, if a violent intruder comes into a school, the response could be to **run** to a safe place, **hide** in a locked area, or **fight** and attempt to stop the intruder as a last resort with items found in the school. As part of our ongoing efforts, the School holds drills



throughout the school year which includes practicing the hide portion of Run, Hide, Fight and age-appropriate training.

Searches (Board Policy [226](#))

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the School's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Searches may include the use of handheld security devices, such as wands or other similar devices.

The School has a compelling interest in protecting and preserving the health, safety, and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. Building administration may delegate responsibility for generalized searches to building staff.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" before it is too late.



There are three ways to submit an anonymous tip:

- Call the tipline: 1-844-SAF2SAY (1-844-723-2729)
- Use the website: <https://www.safe2saypa.org>
- Use the mobile app available in iOS and Android stores

Answers to frequently asked questions can be found on the Safe2SaySomething website at <https://www.safe2saypa.org>

Students and the Police (Board Policy [225](#))

Permission can be granted by the Administration for police to interview or arrest a student at school after a determination is made on the need for such a request. In both instances, attempts are made to inform the parents, and the principal/designee is present throughout the proceedings.

Visiting School (Board Policy [907](#))

While the School welcomes visitors, any visits to our building should not cause disruption to the educational activities taking place. The School has the authority to prohibit entry of any person and may limit visitors to designated areas or limit the number of visitors when necessary to protect the health and safety of students, staff, and the public. Additionally, there may be times when schools will not be open to visitors because of school security concerns and emergency situations.

To ensure order in the schools and to protect students and employees, the following guidelines have been established.

- Students are not permitted to bring friends, house guests, etc., to school during the regular school day without the prior permission of the building principal. Any permission to do so for extraordinary reasons must have prior approval of an administrator at least one day in advance.
- Persons wishing to visit a school should make arrangements in advance with the school office in that building. Permission must be secured at least 48 hours in advance from the principal.



- For security purposes, all entrances to the School spaces are secured during school hours of operation. Only the Main Office entrance is capable of controlling visitor entry.
- Upon arrival, visitors must sign in/out at the school's main office, and provide a valid driver's license or other state-issued identification. If a visitor refuses, or is unable, to present a valid form of ID to the building office when checking in, the visitor must be escorted at all times during their visit.
- All visitors will be required to wear and openly display a School issued visitor's pass during the time they are in the school.
- No visitor may confer with a student in school, or have direct contact with a student, without the approval of the building administration or designee.
- Parents and visitors to our schools and school-related events are welcome to take photos of their students for their personal use. However, guests are asked to respect the privacy and confidentiality of other families and are urged not to post photographs or videos which clearly identify someone else's student on social media websites.
- Electronic surveillance devices are being used within the School to protect students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.
- The presence of a non-registered visitor will be reported to the police and the visitor will be asked to leave.

To protect the health and safety of students, staff, and the school community, visitors are expected to follow these established guidelines. Individuals exhibiting disorderly conduct or refusing to follow School rules while on school property are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.

Volunteer Clearance Policy & Procedures

The School welcomes and encourages volunteers in its schools, classrooms and as part of extracurricular activities. For the safety of students and staff members, any adult wishing to volunteer is required to:

- Provide the School with an original Act 34 PA Criminal History Record Check (PA State Police) and an Act 151 PA Student Abuse History Certification which are less than one year old at time of submission.
- In addition to the above, prospective volunteers who have not lived in Pennsylvania continuously for the past ten (10) years at the time of application



must also provide an Act 114 FBI Criminal History Clearance (fingerprint) obtained at the prospective volunteer's expense until such time as the volunteer lives continuously in Pennsylvania for ten (10) years. Those prospective volunteers who have lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would prohibit selection as a volunteer.

Weapons (Board Policy [218.1](#))

Possession and/or use of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession and/or use of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community.

The possession and/or use of a weapon in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the School, is a serious violation of the rules and regulations of the School.

Students found to be in violation of the aforesaid rules and regulations regarding the possession and/or use of weapons can be immediately suspended for a period not to exceed ten school days or until such time as the Board of Trustees conducts a hearing on the matter. The Board may permanently expel a student for violating the weapons policy.

Definitions

Possession - an individual possesses a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercises exclusive control (for example, a vehicle or locker) while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.



Weapon - As used in this policy, the term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, BB gun, ammunition, firework, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Objects not normally considered a weapon might constitute a weapon under this policy if they are used to cause bodily injury, threaten bodily injury, or be used for destruction of property. The term weapon also shall include objects which have the appearance or characteristics of weapons as defined above, including look-alike or replica weapons which are not necessarily operable.

Reporting Knowledge of a Weapon

It is also a violation of the weapons policy for students to know about another student or individual having a weapon in school and failing to report this information to the office. Students must report such information as soon as they learn of it. This information, to the extent possible, will be kept confidential. Failure to report knowledge of a weapon will result in disciplinary action depending upon the circumstances and seriousness of the incident.

STUDENT SERVICES

School Counseling

The role of the counselor is to support the academic, social-emotional, and college/career readiness needs of all students. School counselors consult with students, teachers, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students. School counselors are also available for parent conferences whenever needed.

The school counselor's priority is not to react to a crisis but attempt to prepare the student in advance to avoid or deal with issues that precede problems. To accomplish this, the school counselor provides a wide variety of services including individual and group counseling, testing, maintaining information resources, consulting with teachers and parents, and conducting research on student needs.

School counselors often refer students and their parents to other sources of assistance and then serve as a liaison to such agencies as social services, probation, and mental health. The school counselor can also help a student plan for life beyond high school.



The services of a school counselor are available to all School students and can be secured by contacting the counselor directly or by notifying the student's teacher or building principal.

School Psychology Services

The primary role of the school psychologist is to lead the multi-disciplinary evaluation process for students presenting academic and/or behavioral concerns. A more involved formal evaluation may take place to determine if diagnostic recommendations are consistent with state and federal regulations. A psychologist also makes recommendations to instructional staff members that may enhance a student's overall development.

School Social Work Services

The School provides Social Work Services to assist students and families with accessing community-based services as a way of meeting their basic needs, including food, clothing, shelter, and medical care. For more information, parents may contact their student's school counselor.

Student Assistance

Student Assistance is a way to identify students experiencing academic challenges due to mental health or drug and alcohol concerns. It is also a method for intervening and referring students to appropriate community services. It is not a treatment program; rather, it is a systematic process which makes it possible for school personnel to identify students having problems and refer them for help. The heart of the Student Assistance program is the Student Assistance Team. This group of school personnel and outside agency representatives are specially trained to work with high-risk students.

Students Experiencing Homelessness

Students determined to be experiencing homelessness have specific rights, including free school meals and consideration for remaining in the school the student was



attending at the time he or she became homeless. Homelessness is generally defined as lacking a fixed, regular and adequate nighttime residence. Other conditions include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Living in emergency, transitional or domestic violence shelters
 - Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence
 - Living as runaway students, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason

If a student/parent believes they meet any of these conditions, they should contact their school counselor. School staff who suspect a family meets these definitions should share information with the school counselor, building administration or the School liaison.

FOOD SERVICES

Lunch Menus

The school lunch is provided by the Harrisburg School District. Menus are provided monthly. Students must complete a Google Form in their CANVAS Announcements to order lunch weekly. Lunch is provided at no cost to ALL students; however, if a student continuously orders food and does not pick it up, they will be prohibited from ordering in the future.

TECHNOLOGY & MEDIA SERVICES

Acceptable Use of Computing Resources and the Internet (Board Policy [815](#))

This policy establishes the framework for responsible, considerate, and ethical use of the School's computers, networks, and other technology-related resources by students, staff, and other users. Security and safety procedures are included in accordance with the Student's Internet Protection Act. Safety measures, including



internet blocking and filtering software, are addressed in this policy along with a list of prohibited uses and consequences for inappropriate use of equipment.

Individuals are hereby made aware that any violation of the guidelines included in this policy or the improper use of computer resources or networks could be considered a violation of policy and result in disciplinary action.

The Board declares that computer and network use is a privilege not a right. The School's computer and network resources are the property of the School. Users shall have no expectation of privacy in anything they create, store, send, receive, or display on or over the School's Internet, computer, or network resources, including personal files or any use of the School's internet, computer, or network resources. The School reserves the right to monitor, track, and log network access and use; monitor file server space utilization by all School users; or deny access to prevent unauthorized, inappropriate, or illegal activity; and may revoke access privileges and/or administer appropriate disciplinary action. The School shall cooperate to the extent legally required with the Internet service provider (ISP), local, state, and federal officials in any investigation concerning or related to the misuse of the School's Internet, computer, and network resources.

The Board establishes that the following materials, in addition to those stated in the law, are inappropriate for access by students and staff: defamatory, lewd, vulgar, profane, threatening, harassing, discriminatory, bullying, terroristic in nature, or otherwise causes or has the potential to cause a substantial disruption to the operations of the School, the school environment, or the health, safety, or welfare of School students, staff, or visitors.

The building administrator, in conjunction with the CEO, shall have the authority to determine inappropriate use. Inappropriate use may include, but is not limited to, illegal activity, violation of board policies, accessing, posting, or transmitting profane, obscene, lewd, or pornographic materials, any form of vandalism, hacking network resources, unauthorized access to network accounts, installation of unapproved applications, or bypassing district safety and filtering resources.



Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with School policy, accepted rules of network etiquette, and federal and state law.

Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purpose.
3. Non-work or non-school related work that does not directly impact or enhance a staff member's or student's proficiency with technology and meet an educational purpose for their position or learning in the School.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs, including student pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Loading or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Access to sexually-oriented chat rooms, e-mail exchanges and/or visuals, texts and sounds that are sexually oriented, obscene, pornographic and extremely violent.
19. Accessing the Internet, district computers or other network resources without authorization.
20. Disabling or bypassing the Internet blocking/filtering software without authorization.
21. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.



22. Use of unapproved personal computing or storage devices on the CASA Network
23. Use of Web-based Proxies and/or Anonymizers.

Social Media Applications

Online communication is critical to students' learning of 21st Century Skills. The use of social media tools and interactive, online applications offer an authentic, real-world opportunity for student learning. Expectations for classroom blogs, "wikis," student protected email, podcast projects, or other Web interactive use shall meet the following guidelines:

- The use of blogs, podcasts, "wikis," or other social media applications are considered an extension of the classroom and student learning. Speech that is prohibited in the classroom is also prohibited in all uses of blogs, podcasts, wikis, or other social media applications.
- Users are expected to utilize safe practices while using blogs, podcasts, wikis, or other social media applications by not posting unapproved personal information on the web including but not limited to last names, personal details, addresses, phone numbers, or personal photographs.
- All use of blogs, podcasts, wikis, or other social media applications must be approved by the building principal. Approved uses shall be supervised and be under the direction of a district staff member.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violation; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions, including, but not limited to, suspensions, expulsions, and/or termination of employment shall be consequences for inappropriate use. Inappropriate use shall be defined as including but not limited to the items contained in the Prohibitions section above.



Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Vandalism may also result in the filing of criminal charges, suspension or expulsion from school or termination of employment.

Failure to comply with this policy or inappropriate use of the Internet, CASA computer or network resources, shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Copyright

The illegal use of copyrighted materials and software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited electronic communication. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such activity immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, and social networking websites.

School Issued Computing Devices

Device Expectations

- To ensure they can complete assignments outside the school day, students should take their device home each day and bring the device back fully charged for the next school day.



- While at school, students should bring their device and charger with them to each class. Students are responsible for their device and should never leave it unattended or unsecured.
- Students are not permitted to decorate the interior or exterior of their device.

Student Expectations

- While using School devices students must adhere to Board Policy 815 (Acceptable Use of Computing Resources and the Internet) available on the CASA website.
- Students are expected to conduct themselves as good digital citizens whether using their device for educational or non-educational purposes
- There is no expectation of privacy while using School-issued devices.

Support & Troubleshooting

In the event you encounter an issue with your device, please contact Mr. Shickley, AShickley@casa-arts.org.

Damage, Loss, Theft

If the device is damaged, the School will fix it or send it out for repair. Depending on the severity of the issue, a replacement or loaner device may be issued to the student. Under no circumstances should the student or anyone else attempt to fix a damaged device. School provided devices are the property of CASA. In the event a family is responsible for reimbursement due to damage or a lost device/charger, a financial obligation will be assigned to the student in accordance with Board Policy [224](#): Care of School Property.

Student Communication



To allow collaboration between students, teachers, and outside educational resources (such as colleges, technical schools, community educational partners, etc.), students have access to school-issued email accounts.

Students are able to email student-to-student, student-to-staff, and individuals outside the School without restrictions. The open lines of communication for high school students are to accommodate their need to communicate with colleges, universities, trade schools, and internship sponsors. Students should follow proper email composition and etiquette guidelines

Use of Student Photos & Interviews

During the school year, there may be times when School staff would like to photograph students and/or their work to highlight their achievements. Those photographs may then appear in School and/or school publications, websites, or social media sites (e.g. Twitter, Facebook, Instagram).

On occasion, the School may be visited by the news media (usually local television stations and newspapers) to photograph or audio/videotape students. Those interviews may then be shared by the news media in print, on television, over the radio, or on the internet. In these instances, the student's full name may be published along with the student's image/achievement.

If parents or guardians do not wish to have their student photographed, videotaped, or interviewed in these ways, they are asked to notify the School principal in writing.

In addition, through partnerships with local colleges and universities, the School pairs veteran teachers with student teachers and/or pre-service teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities. The School only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such,



video recordings are immediately destroyed/deleted once the student teacher and his/her supervisor have finished reviewing it for the course assignment.

Weather-Related Closings, Remote Learning Days, Delays, and Early Dismissals

When deciding to switch to a remote learning, delay classes, or dismiss school early, there are multiple factors to be considered, but always at the forefront of our decision-making process is the safety of our students and School staff members.

Switching to Remote Learning

Unless there is an announcement, assume school is in session, in-person, as usual. Typically, a decision to close schools and switch to remote learning is made prior to 5:45 AM or, when at all possible, the evening before. However, there have been cases where the weather may worsen during the morning hours, and a decision may be made slightly later than the 5:45 AM goal.

In addition to avoiding the risks associated with students, families, and staff traveling on the roads, we believe the best and least disruptive way to provide continuous learning in the event of inclement weather is to shift to remote learning when weather or other conditions necessitate a school closing. When a weather-related remote learning day is used, it is not necessary to make-up the student day later in the school year. Make-up days are still built into the school calendar to be used should other circumstances make it necessary to cancel all classes on a given day.

Two-Hour Delays

If the decision is made to call a two-hour delay, schools will open two hours after normal start times.

Early Dismissals

To the best of our ability, we will provide families with as much advance notice as possible. However, it is important for families to be prepared; please, make sure your



student understands when you expect them to return home, or to the home of a trusted neighbor, in the event of an early dismissal.

Communication

Once a decision has been made, we will use several communication avenues to notify parents, students, and staff as quickly as possible.

Automated Phone System - Notification will be sent to all home telephone numbers, cell phone numbers, work numbers, and e-mail addresses. If you have not received phone calls from the School this school year, please contact the Main Office to ensure the School has your correct contact information. Please note, due to the time needed for our automated system to process email and phone messages, there may be some instances in which the information is available via social media before you receive a call or email from the School.

Expression & Acceptable Content Policy

Students shall have the right to express themselves, unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights.

Good judgment must be used in the determination of the work's subject matter and appearance. As a school-sponsored, educational activity, vulgar or plainly offensive material is not allowed. Instructors are expected to edit and adjust the subject matter and appearance of the artwork to meet local and community standards.

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

CASA respects the right of students to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or



community, encourages unlawful activity or interferes with another individual's rights. CASA also recognizes that the exercise of that right is not unlimited and must be balanced with the School's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

Presentation of Art and Performances

The following policy outlines the procedures and guidelines for presenting art and performances at our school to ensure that all students, parents, and audience members are appropriately informed and prepared for the content they may encounter.

Performance/Gallery Content Warnings and Notifications

Passive Trigger Warning

- **Notification to Parents:** For content that may be sensitive, an email or letter will be sent to parents in advance. This notification will detail the nature of the content and provide resources for further information or support if necessary.

Active Trigger Warning

- **Rating System:** All advertised events and performances will include a rating system to inform attendees about the content they may encounter. This rating will be prominently displayed in promotional materials and at the event venue.

Rating System

- **PG:** Suitable for general viewing, but some scenes may be unsuitable for young children under age 8. This may include mild bad language and mild violence.
- **PG13:** Content that may not be suitable for children under age 13. This may include minor violence, sexual references, explicit language, references to smoking and alcohol, or other elements beyond a PG rating that do not reach the restricted category.

Event Structuring

- **Mature Content Placement:** Art shows or performances containing mature content will be structured to place such content at the end of the performance (in the second act/half of the show). For visual art displays, mature content will be placed in a separate viewing space to allow attendees to opt out if they prefer.

Support and Awareness



- **Suicide or Addiction/Overdose Awareness:** At the end of performances featuring mature themes such as suicide or addiction/overdose, a link or talk will be provided to raise awareness and offer resources and support to those in need.

Reframing Controversial Content

- **Awareness and Education:** Controversial content will be reframed as an opportunity for awareness and education. This approach aims to foster a supportive environment for discussion and understanding of difficult topics.

Classroom Content Warnings and Notifications

Academic Teachers

- **Literature List and Warnings:** At the beginning of the school year, parents will receive a list of the literature that students will read in class.
- **Parent Communication:** Parents can reach out to teachers with any concerns about the content.
- **Alternative Materials:** Teachers will provide censored versions of materials or alternative texts upon parent/student request.
- **Trigger Warnings:** Students will receive trigger warnings prior to reading literature containing concerning language or content.

Art Teachers

- **Content Warnings:** Prior to the start of a unit, parents will be informed of any concerning language or content that students may encounter within a scene or play being studied in class.
- **Parent Communication:** Parents can reach out to the teacher with any questions or concerns.

Films Shown in Class

- **Permission Slips for PG, PG-13, NR, or R Rated Films:** Teachers will send a permission slip home to parents/guardians. This slip will explain the film and any concerning language or content.
- **Parental Permission:** Parents will sign to give permission for their students to view the film.



- **Alternative Activities:** If a parent does not sign the permission slip, teachers will provide an alternate activity for those students during the viewing period.

Implementation and Compliance

- **Communication and Transparency:** Ensuring transparent communication with parents and guardians about the content presented in the classroom is a priority.
- **Supportive Environment:** Creating a supportive environment where students and parents feel comfortable discussing content concerns is essential.

By adhering to this content policy, we aim to create a respectful and informed environment that supports the diverse needs and sensitivities of our community while maintaining academic and artistic integrity.

