

Dear Student:

Welcome to Capital Area School for the Arts Charter School! You are embarking on an exciting educational experience where premier arts education meets high quality, standards-based academics.

CASA is committed to:

- *placing students in classrooms in downtown sites in and near local arts and educational organizations.
- *employing Pennsylvania certified teachers and professional guest artists as instructors in advanced courses in the arts, including master classes, lectures, and symposia.
- *teaching a high quality, standards-based, hybrid academic curriculum.
- *keeping classes small so that students receive individualized instruction.
- *developing a 21st century learning environment.
- *offering opportunities for independent project work, portfolio development, and community service.
- *meeting and exceeding state standards.
- *upholding an admissions process that is competitive and based on high artistic performance standards.
- *providing career counseling, including the college and university admission process.
- *offering professional development opportunities for teachers.
- *providing preparation and coaching for special academic and artistic programs.

This student handbook contains important information regarding the school's procedures and policies. Other governing documents are also found on our website at www.casa-arts.org. We urge you to read them carefully and to direct any questions that you may have to the school administration. The administration and staff of CASA Charter School desire to provide excellence in arts and academics, and encourage active communication with students and parents. Have a great year!

Sincerely,

Mr. Timothy R. Wendling, CEO & Principal

STUDENT ATTENDANCE:

Capital Area School for the Arts Charter School believes that good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents/guardians are required to ensure their child maintains good attendance. **Attendance at all after-school rehearsals and performances is also mandatory.**

Attendance shall be required of all students enrolled in the charter school during the days and hours that school is in session. Absences covered by this policy are of two types, excused and unexcused. ***Excuse notes are located on the CASA website under the Parents/Students tab.***

Excused Absences – An excused absence is an absence with a *properly documented excuse or note submitted within three (3) school days upon return*. Students are *permitted three (3) school days to complete missed assignments/tests* for days of excused absence. Failure to complete missed assignments within the three (3) days will result in decreased credit for the class(es). *Every absence must be verified by an excuse or parental note indicating generally the reason for the absence, or verified by a note from a licensed medical professional for absences occurring for three (3) or more consecutive days*. A student may reach a *total of ten (10) excused absences per school year*. The Board considers the following conditions to be excused absences provided they are properly documented as required and documentation is submitted when required:

1. Illness, injury or medical condition or disability that prevents a child from attending. After parent/guardian excuses/notes have been presented to verify absences totaling ten (10) days, the parent/guardian will be required to provide a specific written excuse from a licensed medical professional for further absences of illness or injury. In the case of chronic illness or disability, the charter school will accept an excuse/letter from a licensed medical professional that states that the student must miss school due to a specific illness, injury, medical condition or disability, and the parent/guardian may then submit additional excuses (beyond the ten (10) permitted) that refer to that specified reason for each subsequent absence directly related thereto. These absences will then be excused. A new excuse/letter from the doctor must be provided every forty-five (45) days.
2. Serious illness or death in the immediate family. Must be verified by a written excuse from the parent/guardian.
3. Quarantine.
4. Medical or dental attention. Obtaining professional health or mental health care or therapy services is permissible if the following requirements are met:
 - a. The health care or therapeutic services are rendered by appropriate Commonwealth-licensed medical professional as per definition.
 - b. The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.
 - c. Such services must be verified in writing from the parent/guardian. The administration may ask for additional verification from the service provider. Excused absences are permitted only for the reasonable time needed to get to the provider, keep the appointment, and return to school.
5. Absences permitted by a student's IEP or written terms fixed by an administrator when there is no IEP.

6. Absences approved in advance by the principal, such as college visitations, military recruiting, required court attendance, preplanned educational trips and tours, etc.
7. Absences in connection with approved school activities.
8. Authorized religious holidays documented to administrative satisfaction if other than those historically recognized by the charter school.
9. Religious instruction for up to a total of thirty-six (36) hours per school year. This shall require submission of a written request from the parent/guardian of the student prior to release of the student to attend and/or participate in religious instructional programs. Such written request shall include the dates and hours for which instruction is requested, and such "released time" instruction shall meet all requirements of the School Code. Any transportation involved is the parent/guardian responsibility.
10. Impassable roads or other unusual traffic conditions or circumstances deemed appropriate by the Principal. (For example, a late arrival could be excused if there were an accident impeding travel or other appropriate unforeseen circumstances).
11. Other reasons provided by law or regulation.

Excuse Procedure and Requirements upon Return

- a. After an absence for any of the above reasons, the student must submit an excuse signed by a parent/guardian and giving the name of the student, date, days of absence and reason for absence. The charter school cannot accept an excuse sent via e-mail.
- b. The excuse must be submitted to the main office.
- c. Failure on the parent's/guardian's part to provide a written explanation for the student's absence and failure of the parent/guardian or student to present such an excuse within three (3) school days of the student's return to school, except under extenuating circumstances, will result in an unexcused absence being recorded. Once an unexcused absence is recorded for failure to submit a timely excuse, an excuse will ordinarily not be accepted for that absence.

As required by law and regulation, students shall be excused from the requirements of regular attendance at this charter school for the following:

1. On certification by a licensed medical professional or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.**

***In these situations, the student shall have an IEP or written terms fixed by an administrator when there is no IEP explaining how the child shall receive instruction while unable to attend the public schools or there shall be such other arrangements as may be required by the Secretary of Education or applicable laws and regulations.*

*See Compulsory Attendance Policy 208 for more information.

Early Dismissal Procedures

Early dismissals can be used when students have an appointment with a healthcare provider, or have a school-approved activity (ex. home district sporting event) that conflicts with the school day hours. Early dismissals should not be used for any unlawful reasons such as the student's employment, errands, skipping classes, etc. If your child will be leaving early from school, please ***send them to school with a note on or prior to the day of the early dismissal. In the provided note, please include the student's name, the date of the early dismissal, the specific time they will need to leave, and who they will be released to (parent/guardian or driving themselves).*** The student should submit the note to the main office during the homeroom period. The student will be issued a pass to leave class at the time designated for pick-up. At the designated dismissal time, the student will be released from class and will need to report to the main office to sign-out with the main office administrative assistant. We understand that there may be occasions when an early dismissal is not communicated in advance; we request that this occurrence be minimal to reduce disruptions to the classroom. In this case, please call the main office immediately so your child and the teacher can be notified.

Upon return from the early dismissal (later that school day or the next school day), your child should provide documentation from their healthcare provider. If there will be early dismissals that are reoccurring, such as multiple home district sporting events, we would request the parent/guardian provide the main office administrative assistant with a full season schedule in advance.

Early dismissals that occur that do not provide accompanying documentation (ie. note from healthcare provider, sporting event schedule, etc.), will become unexcused full or half-days in the school attendance records.

Educational Tours and Trips

The Principal may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the charter school if the following conditions are met:

1. The parent/guardian submits an educational trip form at least 7 days prior to the absence.
2. The student's participation has been approved by the Principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Principal.

*A maximum of 10 Educational Field Trip absences will be approved.

Unexcused/Unlawful Absences

An unexcused or unlawful absence is an absence that is considered to ***have an "unlawful" excuse according to Pennsylvania attendance laws.*** In addition to days considered unlawful, the ***failure to provide a properly documented excuse after three (3) days will also render an absence unexcused/unlawful.*** Students are ***not permitted to complete missed assignments/tests*** for days of unexcused/unlawful absence.

Examples of unexcused/unlawful absences in accordance with the Pennsylvania State Attendance Laws include, but are not limited to:

1. Truancy
2. Lack of transportation
3. Trips not approved in advance
4. Shopping
5. Birthday or other celebration
6. Hunting, fishing, attending ball games or sporting events or any other similar event
7. Gainful employment (unless related to a school program)
8. Sleeping in
9. Any other reason deemed unexcused/unlawful

The Board or administrative designee may report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18). After each unexcused/unlawful absence, the parents/guardians will be notified via mail.

Graduation ceremony – The graduation ceremony at CASA Charter School is a privilege for students, not a right. Therefore, if a student has had more than ten (10) unexcused/unlawful days in his/her senior year, he or she may not participate in the graduation ceremony.

The Principal shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms to requirements of state regulations.
2. Govern the keeping of attendance records in accordance with state statutes.

Note: Students must be present by 11:00 a.m. in order to participate in an after-school event on that same evening.

Consequences for Unlawful/Unexcused Absences

Parents will receive the below Warning Letters when a student has accumulated 3, 6, 10, and 20 unexcused absences.

3rd Unexcused Absence	<ul style="list-style-type: none"> • Warning letter sent home • Offer a Student Attendance Improvement Conference (SAIC)
6th Unexcused Absence	<ul style="list-style-type: none"> • Warning letter sent requesting to schedule a Student Attendance Improvement Conference (SAIC)
10th Unexcused Absence	<ul style="list-style-type: none"> • Letter sent home from Assistant Principal • Possible referral to SAP team • Physician note required for absences • After-school detention • Loss of privileges at discretion of Administration • Possible truancy charges
20th Unexcused Absence	<ul style="list-style-type: none"> • Letter sent home from Principal • Possible referral to SAP team • Physician note required for absences • After-school detention(s) • Loss of privileges at discretion of Administration • Possible loss of performance opportunities • Possible truancy charges

Tardy to School

Students must report to homeroom by 8:00 a.m. *Students who arrive after 8:00 a.m. must report to the main office to receive a late pass for entrance to their assigned class.* Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused reasons for tardiness. Lateness to school may only be excused by a school official under the following circumstances:

- Court appointment
- Illness of the student
- Student has a doctor/dentist appointment (A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify.)
- Family emergency
- Weather-related road conditions

Consequences for Unexcused Tardies

6-8 Unexcused Tardies	<ul style="list-style-type: none">• Main Office will alert Assistant Principal (AP)• AP will meet with student to develop a Tardiness Elimination Plan• AP will contact parent/guardian• AP will warn student of consequences for subsequent tardies
10 Unexcused Tardies	<ul style="list-style-type: none">• Main Office will alert Assistant Principal• AP will assign one lunch detention• Possible referral to SAP team• Loss of privileges at discretion of Administration• Letter sent home to parent/guardian
15 Unexcused Tardies	<ul style="list-style-type: none">• Main Office will alert Assistant Principal• AP will assign two lunch detentions• Possible referral to SAP team• Loss of privileges at discretion of Administration• Loss of performance opportunities at discretion of Administration• Other consequences at discretion of Administration• Letter sent home to parent/guardian
20 Unexcused Tardies	<ul style="list-style-type: none">• Main Office will alert Assistant Principal• AP will assign three lunch detentions or one after-school detention• Loss of privileges at discretion of Administration• Loss of performance opportunities at discretion of Administration• Other consequences at discretion of Administration• Letter sent home to parent/guardian
25+ Unexcused Tardies	<ul style="list-style-type: none">• Main Office will alert Assistant Principal• AP will assign after-school detention(s)• Loss of privileges at discretion of Administration• Other consequences at discretion of Administration• Letter sent home to parent/guardian

Truancy - Overview

A child is “truant” if he/she has three (3) or more school days of unexcused absence during the current school year. An unexcused absence is any absence from school without an acceptable excuse (as articulated in the Charter School’s Student/Parent Handbook), or without any reason at all. This also includes any student who leaves class without the permission of the teacher. An out of school suspension shall be considered an excused absence.

A child is “habitually truant” if he/she has six (6) or more school days of unexcused absences during the current school year.

When a child demonstrates truant behavior, the Charter School will schedule a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Attendance Improvement Plan to resolve truant behavior. The plan can include a myriad of options for the elimination of truancy that are mutually agreed upon by the participants.

Procedure When a Child is Habitually Truant

- Habitually truant children under fifteen (15) years of age: The Charter School will refer the child to either: 1) a school-based or community-based attendance improvement program; or 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled.

- Habitually truant children fifteen (15) years of age and older: The Charter School will either: 1) refer the child to a school-based or community-based attendance improvement program; or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CIS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to the magisterial district court or CIS, the Charter School will provide verification that it convened and held an Attendance Improvement Conference.

Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from Charter School’s rolls.

The Charter School will report unexcused absences directly to PDE through the Pennsylvania Information Management System (PIMS).

Children who are habitually truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children will not be referred to the county children and youth agency for assessment as possibly needing services

until after the Charter School has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

School Attendance Improvement Conference and the Attendance Improvement Plan

The Attendance Improvement Plan is developed cooperatively with involved stakeholders through an Attendance Improvement Conference, which is required upon the Charter School's notice to the child's parent/guardian following the child's third unexcused absence. The Charter School will invite the following individuals to the conference:

- The child;
- The person in parental relation to the child;
- Other individuals identified by the person in parental relation who may be a resource (e.g. a grandparent, sibling, family friend, advocate, community member, etc.);
- Appropriate school personnel;
- Appropriate service providers, if applicable (e.g. case managers, behavioral health providers, probation officers, children and youth practitioners, etc.).

The Charter School is permitted to proceed with the Attendance Improvement Conference and Attendance Improvement Plan without the child's parent/guardian present at the Conference.

Teachers are the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Therefore, the Board of Trustees directs the CEO or designee to work with the Charter School's teachers to implement a plan of action that includes but not limited to:

- Sharing and reviewing the Charter School's policy on attendance and student responsibilities with students and families;
- Contacting a child's parent/guardian upon the child's absence from school;
- Meeting individually with students to discuss reason(s) for absence;
- Following up with the CEO (or assigned attendance officer);
- Making referrals to guidance counselors; and
- Collaborating with Student Assistance Teams as appropriate.

The Attendance Improvement Conference engages all participants involved in the child's life to explore possible solutions to increase the child's attendance. Maintaining open communication between the child and adults will facilitate positive outcomes.

The purpose of the Attendance Improvement Conference is to discuss the cause(s) of the truancy and to develop a mutually agreed upon plan to assure regular attendance. Issues to be addressed at the Attendance Improvement Conference will include but not be limited to:

- Appropriateness of the child's educational environment;
- Possible elements of the school environment that inhibit student success;
- Child's current academic level and needs;
- Social, emotional, physical, mental and behavioral health issues;
- Issues concerning family and home environment and;
- Any other issues affecting the child's attendance.

The participants in the Attendance Improvement Conference should work collaboratively to conduct a holistic assessment to determine the reason(s) the child is exhibiting truant behavior. Every member should have a vested interest in and responsibility for determining an appropriate plan to assist the child to succeed both socially and academically. This Attendance Improvement Conference also provides an opportunity to ensure that both the child and the family clearly understand the legal ramifications of not adhering to the state's compulsory attendance requirements.

The Charter School will not impose discipline for truant behavior that excludes the child from the classroom, including in-school suspension, out-of-school suspension or expulsion.

The primary goal of the Attendance Improvement Conference is the development of a comprehensive Attendance Improvement Plan which is understood by, agreed upon and supported by the child, the parent/guardian, Charter School representatives and all other conference participants. The Attendance Improvement Plan should include but not be limited to the following components as appropriate:

- Identification and provision of appropriate academic supports by the Charter School and/or community organization(s);
- Identification and provision of appropriate social, emotional, physical, mental and behavioral health supports from the Charter School and/or community organization(s);
- Identification of the school environment issues that affect the child's success and solutions to address these issues;
- Explanation of the child's strengths and responsibilities related to the Attendance Improvement Plan;
- Explanation of the family's strengths and responsibilities related to the Attendance Improvement Plan;
- Clarification of method(s) used for monitoring the effectiveness of the Attendance Improvement Plan;
- Explanation of the consequences for each stakeholder if the Attendance Improvement Plan is not fully implemented;
- Discussion of the benefits for successfully implementing the Attendance Improvement Plan; and
- Following up and reporting the outcome of the Attendance Improvement Plan.

The Attendance Improvement Plan substantiates efforts made by the Charter School, the family and other vested third parties to assist the child in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the good faith effort between the Charter School and the child's family should future action be required.

CASA FIELD TRIPS:

Periodic field trips are scheduled throughout the school year as part of the CASA curriculum. All students are expected to attend each field trip, which may extend outside school hours. Extenuating circumstances, which prohibit a student's participation, will be dealt with on an individual basis by CASA administration. A signed parent and school administration permission form may be required for field trips as determined by staff. Many times students use downtown Harrisburg as their "classroom". Upon registration, all parents/guardians must sign the general permission slip granting their child permission to participate in walking "field trips" that may or may not be

chaperoned by a staff member. All field trips that require transportation will use a separate permission slip that will be sent home. In order to attend field trips and to participate in Guest Artist workshops, students must be academically eligible. Students must be passing all of their live-taught classes and “on-pace” with the benchmark guide in their CAOLA classes (eligibility is determined three days before the workshop). For all field trips, students must meet the eligibility requirements one week prior to the scheduled trip. Refunds will not be provided for students who are ineligible, or cannot attend field trips for any other reason.

****All school rules apply at offsite filming and field trip locations, along with performance and rehearsal venues.**

POST-SECONDARY INSTITUTION VISITATIONS AND INTERVIEWS:

If a student wishes to visit a post-secondary institution (college/university, trade school, etc.), the parent/guardian must complete the Educational Trip Request Form (located on the school website and in the main office) and return it to the main office at least 7 days prior to the requested trip date. A reasonable number of requests will be honored for interviews or auditions at institutions of higher learning upon evidence that the student and parent have scheduled an appointment in advance. Additionally, the student should complete a Post-Secondary Visit Reflection and submit it for their Student Career Plan.

EMERGENCY SCHOOL CLOSINGS:

If the school must close because of heavy snowfalls or other emergencies, CASA will advertise its decision on the appropriate media channels: WHP 21, ABC 27, WGAL 8, and WPMT 43. CASA will make automated telephone calls / emails and will also list the information on its website and Facebook page. If a parent or guardian does not receive the automated messages, they should contact the main office in order to provide an accurate telephone number and email address.

HOMELESS STUDENTS:

McKinney-Vento Homeless Assistance Act was created to aid homeless persons. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. Please visit www.casa-arts.org for information regarding Pennsylvania’s Homeless Children’s Initiative (McKinney-Vento Act). If you believe you may be eligible, please contact CASA Charter School to find out what services and supports may be available.

GENERAL INFORMATION

DAILY SCHEDULE:

Doors Open 7:45 a.m.

Class Begins 8:00 a.m.

Dismissal 2:55 p.m.

*****All students must vacate CASA by 3:15 p.m. unless they are supervised by a teacher. Students are permitted to wait upstairs in Strawberry Square for their transportation to arrive.***

OBLIGATIONS:

Students are obligated to return all supplies and equipment on time and in the same condition as when first issued. Students will be given an obligation slip when a charge is pending, and any item that is not returned will result in a fine. Furthermore, obligations will affect the student's ability to obtain report cards, and the student's diploma may be withheld until the obligation is paid in full.

PHONE USAGE:

Students are permitted to use cell phones during non-instructional times. *If cell phones are seen or heard during times of instruction, or without teacher permission, they will be confiscated and a parent will be notified.* Office personnel will handle emergency phone calls.

FOOD IN THE CLASSROOM:

No food or drinks are permitted in classrooms or hallways at CASA unless explicit permission from a teacher is given. Water is acceptable.

TECHNOLOGY:

CASA Charter School will provide technology access to all staff and students. CASA utilizes various platforms that require Internet access. Hotspots are available for student use, upon request. At the beginning of the school year, students will have the opportunity to request a school-provided laptop. The student is responsible for ensuring the device and its' components are returned in good working order and condition; devices that are lost, broken, or require repair will be at the cost of the student. Misuse of the technology (see Rule 6 in the Student Code of Conduct) can result in disciplinary procedures.

To maximize learning and communication, students will be responsible for regularly and appropriately using the following Internet-required programs—school-assigned email and Google Drive account, Canvas learning management platform, CAOLA online learning portal, and PowerSchool portal.

SEARCH AND SEIZURE:

CASA Charter School acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. Lockers, shelves or cabinets may be provided. CASA's Board of Trustees reserves the right to authorize the Principal or his designee to inspect a student's storage space when there is a reasonable suspicion that the storage space is being improperly used for the storage of contraband, a substance or object the possession of which is illegal or any material which poses a hazard to the safety, sanitation and good order of the school.

A student's person and possessions may be searched by the Principal and his representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school.

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

FIRE DRILLS AND WEATHER ALERTS:

Evacuation drills at regular intervals are not only required by law, but in the case of fire or emergency, they are vital in the preservation of life. Students and staff members should regard these necessary drills as a serious exercise.

In case of an emergency, the following rules should be adhered to:

- Students should follow the directions of the person in charge and should exit the building in a quiet and orderly manner.
- Exit from the building should be at a fast walk; do not run, but do not loiter.
- Doors and windows of the classrooms must be closed, and lights should be turned off.
- Roads should be kept clear for emergency vehicles.
- Teachers will be signaled to return to the building by an administrator following the drill.

In case of a weather alert signal, the following rules should be adhered to:

- Students should follow the directions of the person in charge and move from classrooms to the designated area away from windows and glass doors.
- Teachers will be signaled by an administrator at the end of the drill or emergency.

SCHOOL VISITORS AND CAMPUS SECURITY PROCEDURES:

CASA's urban location should encourage students to be aware of safety issues. CASA strives to ensure the safety and security of all students, staff members and visitors, but this goal can only be achieved when every member does his/her best to help maintain a safe and secure environment. The following safety tips should be obeyed:

- Students may not leave their assigned class areas without permission.
- Students should ensure that only students and CASA staff have access to secure spaces. If someone else (parent/guardian, alumni, visitor, etc.) want to enter CASA, they should secure the door and tell them to use the doorbell to the main office for admittance.
- Students should keep their personal security pin code private and not share it with others.
- Students should report any suspicious activity, incidents, or individuals who do not belong in the facility to the principal or teacher.
- Do not travel alone. Students must travel in pairs or in small groups.
- Students may not use any equipment or property of CASA without permission.

Visitors to CASA's campus should be scheduled in advance. All visitors, including parents/guardians, should only use the 3rd and Walnut Street entrance. They should use the buzzer system and identify themselves on the video monitor. When they are buzzed into the secure vestibule, they should check-in through the window at the bottom of the steps. If the visitor is not staying, they can leave items in the secure vestibule or pass them through the window. For guests who are entering CASA's campus, the main office administrative assistant will use the Visitor Management Registry System to create a photo visitor badge for each guest. Visitors will be required to provide a driver's license or other photo identification to gain entry. The photo visitor badge provided must be worn at all times while on the campus. Upon completion of the visit, all visitors must exit through the main office and return their visitor badge when signing out.

SCHOOL SERVICES AND RESOURCES

HEALTH SERVICES:

A student who becomes ill while attending classes should report to the nurse's office. The severity of the illness and the need to leave school must be reviewed with the school nurse. Efforts to contact parents will be made through the use of telephone numbers provided on the Emergency Card. Students will be released only to the individuals named on the Emergency Card. **Students may NOT call parents to be released as an alternative to seeing the school nurse.** In the absence of the nurse, the principal or his designee will be responsible for release of the student.

In case of medical emergency, efforts to contact parents will be made through the use of telephone numbers provided on the student's information form. **If the emergency demands immediate professional medical attention, an ambulance will be called.** Students (when possible) will be transported to the hospital specified on their information form. If a hospital is not specified, students will be transported to UPMC Pinnacle Harrisburg Hospital, 111 S. Front Street, Harrisburg, PA 17101. **Student families are responsible for ambulance & medical costs.**

All immunization records must be submitted to the school nurse per Board Policy 203.3. Students who do not provide the appropriate documentation of their immunization records will be excluded from school until their records are up-to-date and on file. All 11th grade students are required to have a physical by their family doctor or the school doctor per Board Policy 209. All students will be given a vision test, blood pressure check, height and weight check every year. Individual health education is presented to each student privately during the screening process.

MEDICATION:

Any student in need of prescription medication during school hours must provide the school office with the following information:

- Written instructions from a licensed prescriber on the CASA Medication Order form (CASA website/from the school nurse) or all the information from that form on a prescriber's form/letterhead, with parent/guardian completion of the CASA form. Medication which can be legally purchased without a prescription must still be accompanied by the written order of a licensed healthcare provider in order for the school to administer the medication.
- All prescription medicine must be in the original container labeled with the child's name, medication name, and any other pertinent information or instructions. Over-the-counter medication must be in the original, unopened bottle with a readable label.
- Only the nurse will be able to administer the medication.

Any student in need of over-the-counter medication such as Acetaminophen, Ibuprofen, Calcium Carbonate, Generic Midol Complete, various topical ointments, lubricating eye drops, and/or cough drops, must have their parent/guardian sign-off off for each medication on the annual health update form (must be current for each school year) and return it to the school nurse for distribution during school.

Staff will refuse to administer a medication if the above criteria are not met. Parents should keep the school informed concerning any problems relating to the student's health and well-being.

LUNCH:

Students will have the opportunity to purchase lunch from the Strawberry Square food court daily. Students are not permitted to access Rite Aid, Market on Market, or leave the Strawberry Square facility. Lunch will also be available in the CASA cafeteria (students must order ahead of time) or students may bring their own lunch. Student refrigerators will not be provided. Free and reduced lunch forms will be distributed during the first week of school. Students who fail to comply with the lunch rules will have their food court privileges revoked by administration.

CURRICULUM:

A full description of academic classes is available at www.casa-arts.org

ACADEMIC STANDARDS:

All students of Capital Area School for the Arts Charter School shall be responsible for mastering standards as established and mandated by the State of Pennsylvania in each of the following areas.

1. Reading, writing, speaking and listening.
2. Mathematics.
3. Science and technology.
4. Environment and ecology.
5. Social studies (civics and government, geography, economics and history).
6. Arts and humanities.
7. Career education and work.
8. Health, safety and physical education.
9. Family and consumer science.

The school's curriculum is aligned to the State standards in order to provide a guaranteed and viable curriculum.

Courses may be dropped in the first two-week period after the start of each new course, whether it is a full year, semester, or quarter long course, without penalty. Course change requests during the two-week drop period must be submitted in writing to the School Counselor using the appropriate form. If a CAOLA course is dropped after the two-week period, the student will be charged for the course.

Course change requests must meet one of the following criteria:

- Academic misplacement as determined by previous subject grades, related standardized test scores, teacher information, evidence of sufficient student effort, and/or principal approval
- Missing a graduation requirement
- Missing a course prerequisite
- Dropping a less difficult course for a more difficult course as approved by classroom teacher and principal

Any course dropped after this two-week period must have substantial justification, extenuating circumstances and be brought before administration for a final decision.

If permission is granted, the course will reflect a WF or WP depending upon whether the student was passing or failing the course at that time. A W on a transcript will not affect a student's GPA. It is strongly suggested that careful consideration to course selection be given. Students should choose

courses and levels that are appropriate to their needs, abilities, and the competitive realities of college admissions and employment opportunities.

** Students who are placed into honors or advanced placement courses on the basis of a parent override are placed with the expectation that they will make good (grade of B) progress in the course. Any student who does not maintain good progress can be removed from the course and placed in a lower level course at the principal's discretion.

Students are required to remain on-pace with the on-line (CAOLA) assignments. Pacing guides are placed throughout the school and online.

Students are required to attend all after-school rehearsals. Their grade will be impacted if they miss these scheduled rehearsals. All students must participate in the Integrated Arts curriculum.

GRADUATION REQUIREMENTS:

Students of Capital Area School for the Arts Charter School must complete a minimum of 25 credits to meet graduation requirements. Those credits must include the following:

- English – 4 credits
- Mathematics – 3 credits
- Science – 3 credits
- Social Studies – 3 credits
- CASA Art – 2 credits per year while enrolled at CASA
- Health – .5 credit
- Physical Education – 1 credit
- Electives – Up to 5.5 credits (.5 must be earned in a live art elective)

*All students must carry a minimum of 6 credits per school year.

In accordance with state requirements, students will be required to complete a minimum of eight activities which demonstrate College & Career Readiness by the end of their junior year.

The following Keystone Exams will be given as end of course exams: Algebra 1, Literature, and Biology. Remediation classes will be mandatory for non-proficient students before a Keystone Exam is retaken.

State graduation requirements will begin with the class of 2023. More information will be forthcoming.

Students and their parents should keep credit and proficiency requirements in mind when selecting courses. The counselor will have a record of credits earned and needed for graduation.

*Note - Children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act shall be granted and issued a regular high school diploma by the Capital Area School for the Arts Charter School. This applies if the special education program of a child with a disability does not otherwise meet the established graduation requirements. Students with Individualized Education Plans (IEPs) may meet the requirements for graduation by meeting or exceeding goals as outlined and agreed upon within the IEP.

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.

Note: In order to participate in extracurricular activities, students must be passing every class and must be within 5 lessons of "on-pace" in the online classes.

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.)

HOMEWORK/ASSIGNMENT POLICY:

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 assignments. They will have three days to make up their assignments for full credit.

FINAL EXAMS:

Final exams may be administered for all live-taught classes. If a student has obtained a 93% or higher as their final grade for the year (one week before final exams begin) the student is exempt from taking the final exam.

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.

PARENTAL INVOLVEMENT

PARENT OPEN HOUSE:

The faculty and staff invite parents/guardians to visit CASA during the Open House in September. Please make a special effort to meet the staff and learn about the opportunities available to students at CASA.

PERFORMANCES/SHOWS:

Parents, friends, and families are encouraged to attend all student performances and shows throughout the school year. Parents will be informed of these events by mail, e-mail, or flyer.

VOLUNTEERS / PTO:

Parents and community volunteers have a significant impact upon the services provided to students and staff. CASA welcomes such involvement by parents and other interested parties.

Adult volunteers are welcome to work at CASA in areas of special interest, including participating in advisory committees, fund-raising, chaperoning events, and assisting in performances. Volunteers may also be asked to serve as student mentors or sources of information for special projects. To volunteer, please call the CASA office at 732-8450 during school hours.

All volunteers and chaperones will need current (within one year) Child Abuse Clearances and Criminal Background Clearances. These must be on file in the office.

**** The Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2021-2022 School Year and Notice to Parents and Guardians Regarding the Disclosure of Student “Directory Information” can be found at www.casa-arts.org.**

**** The Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities and Notification of Rights under the Family Educational Rights and Privacy Act can be found at www.casa-arts.org.**

STUDENT CODE OF CONDUCT AND DISCIPLINE

CASA students must follow all expectations expressly stated in the Positive Behavior Interventions and Supports (PBIS) Matrix.

This Code applies to any conduct that occurs:

- On school grounds at anytime
- Off school grounds at any school activity, function, or event
- Off school grounds when the conduct may reasonably be expected to:
 1. Undermine the proper disciplinary authority of the school
 2. Endanger the safety of members of the school community
 3. Disrupt the school
- While traveling to and from school, including, but not limited to, actions on any school bus, van, or public transportation

STUDENT RESPONSIBILITIES:

Students, administration, and faculty are responsible for developing a climate within the school conducive to growth and learning. No student has the right to interfere with the education of his/her fellow students. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. (Policy #218 / Code of Conduct)

Student responsibilities include:

1. Regular and prompt school attendance.
2. Conscientious effort in academic and art classroom work.
3. Knowledge of and conformance to school rules and regulations.

It is also the responsibility of the students to:

1. Assist the school staff in operating a safe school for all students.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Exercise proper care when using public facilities and equipment.
4. Set up all necessary arrangements for making up work when absent from school.
5. Be at their assigned area unless permission has been granted otherwise. No student may leave the campus space without permission from the office or his/her teacher.

Students are not permitted to:

1. Possess or be under the influence of alcohol or drugs on school property or at school activities.
2. Possess or to use tobacco on school property or at school activities.
3. Possess or use a weapon on school property or at school activities.
4. Use cell phones, headphones, paging devices, or MP3/audio players on school property during class time, unless class activities permit use of such items.
5. Remain on school property after 3:15 p.m. unless attending a supervised activity or program.

SEXUAL, RACIAL OR OTHER HARASSMENT:

CASA is committed to providing faculty, staff, and students an educational environment free from all forms of sexual harassment, intimidation, hostility, offensive behavior, and unlawful discrimination. By way of example and not limitation, such improper conduct may take the form of:

1. Verbal or written derogatory or discriminatory statements, racial slurs or unwelcome sexual remarks or advances.
2. Discrimination or verbal or written derogatory statements based on race, color, religion, gender, national origin, age or disability.

Any student, faculty, or staff member who is found, after appropriate investigation, to have engaged in the sexual, racial or other harassment of another student or employee will be subject to appropriate disciplinary action. Depending on the circumstances, sanctions may include expulsion or termination of employment.

Any student may file for a complaint, but it is urged that such complaints be filed as promptly as possible so that necessary remediation can occur. However, complaints may be filed at any time and will be acted upon in accordance with policy. Students who feel that they have been victims of sexual, racial or other harassment should report such incidents to their teacher or another faculty member.

LEAVING SCHOOL WITHOUT PERMISSION:

Once students have arrived on school property, they are not permitted to leave prior to dismissal unless permission has been granted from a staff member and parent. Leaving school without permission will result in a consequence, including possible suspension from school.

ASSEMBLIES:

Assemblies of the entire student body will be held at the discretion of the staff. No student will be excused from an assembly without permission from a staff member.

PARKING LOT RULES:

Students may park in the Walnut Street Parking Garage located on Walnut Street (between Third and Second) in Harrisburg. If the Walnut Street Parking Garage is full, students may park in other parking garages (Market Sq., Chestnut St., Locust St.). Students are responsible for all parking fees and/or parking violations.

To assure safety, proper behavior is important in the garage(s). Students should enter and exit promptly. Additionally, because students are representing CASA, it is important to behave appropriately. Students who do not obey these guidelines will be subject to disciplinary action.

STUDENT DRESS:

All students are expected to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students should adhere to common practices of modesty, cleanliness and neatness. Dance students will be notified of the dress code for their classes. Students are not permitted to wear:

- crop tops or any shirt that exposes the mid-section
- shorts or skirts that are shorter than one's fingertips

- clothing that exposes one's undergarments
- pajama pants, robes, or slippers
- hoods on sweatshirts/coats should be worn down
- costumes (except on school spirit days)
- any clothing that references inappropriate activities in a school setting
- blankets, pillows, or stuffed animals should not be carried

If a student does not adhere to the dress code, the student will be asked to change, or a parent may be called to bring in appropriate attire. Consistent non-compliance will result in a meeting with administration, detention, and in-school/out of school suspension.

RESPONSES TO DISCIPLINARY INFRACTIONS

CLASSROOM/SCHOOL DISTURBANCES:

The infractions and consequences/corrective actions listed below serve as a general guideline for student conduct and discipline and is not exhaustive. *CASA reserves the right to amend or modify any disciplinary consequence on a case by case basis, as well as treat any infraction as a more serious infraction depending upon the circumstances, severity of the incident, and/or other factors deemed relevant by the Administration.* Repeated violations, regardless of whether they occurred in the same school year or in prior school years, may result in a violation being treated as a more serious offense and may warrant suspension, expulsion and/or other disciplinary consequences connected with higher level offenses as reasonably determined by CASA on a case by case basis.

DRUGS AND ALCOHOL:

If a student comes to school under the influence of drugs and/or alcohol, he/she will be subject to serious disciplinary action including possible police involvement. Actions to be taken will include any or all of the following: 10-day suspension, police notification, expulsion, and criminal charges.

CUTTING CLASSES:

- First Offense – Parent will be notified
- Repeat Offense – Parent will be notified, escalating series of suspensions, and possible expulsion

DISRESPECT TOWARDS STAFF:

Disrespect towards staff members will result in the notification of a parent. Other disciplinary actions may also take place.

FIGHTING:

- First Offense – Parent conference / Possible suspension
- Repeat Offense (Or failure to stop when directed by teacher or fighting that results in serious injury) – up to 10-day suspension, informal hearing, police notification, formal hearing, possible expulsion, and criminal charges.

FORGERY:

Any student who signs the name of a parent, guardian or teacher to a pass, early dismissal request, absence note or other school document(s) will be subject to disciplinary action.

POSSESSION OF AN ELECTRONIC DEVICE:

Students are permitted to use electronic devices if they are used in accordance with the Acceptable Use Policy 815. Capital Area School for the Arts is not responsible for lost or stolen equipment. If a student is caught using an electronic device that is disruptive, during a time when the teacher does not permit it, or uses it inappropriately, the device will be confiscated and a parent will be notified.

POSSESSION OF TOBACCO:

Students discovered to be in possession of any tobacco product, electronic cigarette, vape pens, or other paraphernalia on campus or on a school trip will be subject to disciplinary action including but not limited to suspension and monetary fine.

POSSESSION OF A WEAPON:

Students discovered to be in possession of a weapon will be referred to the Board of Trustees for expulsion. Further disciplinary action may include police involvement and criminal charges. Weapons include, but are not limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

PROFANITY TOWARDS STAFF OR TEACHERS:

The use of profanity towards staff members or teachers is prohibited at all CASA activities and will result in a parent/teacher conference and possible suspension.

SEXUAL, RACIAL OR OTHER HARASSMENT:

Students accused of harassment will be provided a copy of the school policy. The complaint will be investigated and appropriate disciplinary action will follow, including monitoring of the situation, discipline to resolve the complaint, parental notification and reporting to appropriate law enforcement authorities.

SUSPENSION/EXPULSION PROCEDURES

In-School Suspension

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.
- (d) CASA has the responsibility to make provision for the student's education during the period of the in-school suspension

Out of School Suspension and Expulsion

Exclusion from school may take the form of suspension or expulsion.

- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (a) Suspensions may be given by the principal or person in charge of the charter school.
 - (b) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (c) The parents or guardians shall be notified immediately in writing when the student is suspended.
 - (d) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
 - (e) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (f) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
 - (a) During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
 - (b) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
 - (c) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - (d) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - (e) Within 30 days of action by the Board of Trustees, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act 2004.

- (f) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance).

Hearings

(1) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

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

- (a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- (b) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- (c) The hearing shall be held in private unless the student or parent requests a public hearing.
- (d) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- (e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- (f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- (g) The student has the right to testify and present witnesses on his own behalf.
- (h) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- (i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

- (j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(3) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (k) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

- (a) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

DETAILED GUIDELINES AND CONSEQUENCES FOR STUDENT BEHAVIOR

To foster a positive school culture at the CASA Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at CASA Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of the CASA Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of CASA Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

CASA Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or 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.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Level I Rules

Various means may be used by school personnel on a case by case basis to discourage violations of Level I Rules (see means described above).

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

- Students shall act in a courteous manner at all times and 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. Failure to comply with the established attendance policy
 8. Loitering and/or failure to provide identification upon request
 9. 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
 10. Lying to school authority
 11. 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 considered to be 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
 9. Breaking into or hacking into 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 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, 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 school community
 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, the 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 Rules

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 20 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 21 Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by the school any weapon.

- 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 parent’s 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 22 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.

*****All students must sign the electronic form acknowledging receipt of this handbook.*****

STUDENT QUESTIONS/CONCERNS

When a student has a question or concern at CASA, they should contact the appropriate person to assist them with their needs. Below is a chart for student reference for who to direct their questions or concerns. Please start with the *first* contact and proceed through the chart if you are unable to get an answer from that individual or need further assistance.

Questions or Concerns? Contact Us!			
Questions/Concerns	1st Contact	2nd Contact	3rd Contact
Academics	Classroom Teacher	Assistant Principal	CEO/Principal
Counseling / College Readiness	School Counselor	Assistant Principal	CEO/Principal
CAOLA	Assistant Principal	School Counselor	CEO/Principal
Transportation	Administrative Assistant	Assistant to the CEO/Principal	CEO/Principal
Discipline	Classroom Teacher	Assistant Principal	CEO/Principal
Special Education	Special Educator	Assistant Principal	CEO/Principal
Student Assistance Program	School Counselor	Assistant Principal	CEO/Principal
Attendance	Administrative Assistant	Assistant to the CEO/Principal	Assistant Principal

KEY			
Administrative Assistant	Michelle Shellenberger	717-732-8450	mshellenberger@casa-arts.org
Assistant to the CEO/Principal	Sue Hill	717-732-8450	shill@casa-arts.org
School Counselor	Christine Baker	717-732-8450	cbaker@casa-arts.org
School Nurse	Ann Stillwater	717-732-8450	astillwater@casa-arts.org
Special Educator	Adam Shickley	717-732-8450	ashickley@casa-arts.org
Assistant Principal	Amanda Rhinehart	717-732-8450	arhinehart@casa-arts.org
CEO/Principal	Timothy R. Wendling	717-732-8450	twendling@casa-arts.org

The Mission of Capital Area School for the Arts Charter School is to provide students with a rich, rigorous, arts-infused high school program that enables them to succeed in college and careers.