CAMP HILL ELEMENTARY SCHOOLS HANDBOOK
2026-2027

LION

Positive Attitude

Respect

Integrity

Diversity

Excellence

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

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

CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400
www.camphillsd.k12.pa.us

Dear Parents/Guardians,

Welcome to Camp Hill Elementary Schools! We are thrilled to begin the 2026–27 school year and look forward to partnering with you as we support your child's learning, growth, and success.

Our elementary schools are caring, inclusive communities where students are encouraged to explore, discover, and thrive. Together, our teachers, staff, and families create a positive learning environment that helps every child feel valued, supported, and inspired to do their best. Recognizing that learning is developmental, we strive to provide meaningful educational experiences that are authentic, engaging, challenging, reflective, and collaborative. Guided by the Pennsylvania Core Standards, our goal is to help every student reach their fullest potential.

Strong communication between home and school is essential to a successful school year. We encourage families to stay informed by regularly reviewing Schoology, this handbook, school/teacher websites, and school and teacher newsletters for important updates, events, and announcements.

To access your Parent Portal account and find additional district resources, please visit the Camp Hill School District Parents & Students webpage: https://www.camphillsd.k12.pa.us/parents-students.

The Camp Hill School District website includes important information about district policies, procedures, and key dates throughout the year. We encourage you to take a few moments to review both the Parent/Guardian Handbook and the district calendar. If you have any questions, please don't hesitate to reach out—we are always happy to help.

We are grateful for the opportunity to work with your family and look forward to a wonderful 2026–27 school year. Together, we can provide the support, encouragement, and opportunities your child needs to learn, grow, and achieve their fullest potential.

Sincerely,

Eileen C. Czarnecki
Principal, Hoover Elementary

Sandra L. Fauser
Principal, Eisenhower Elementary

ARRIVAL AND DISMISSAL PROCEDURES

HOOVER ELEMENTARY SCHOOL (Grades K-2)

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

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

- Southbound on Deanhurst Avenue
- Enter the Hoover Car Rider driveway

Consider carpooling to reduce vehicular congestion and to mitigate various safety concerns during this busy time.

ARRIVAL PROCEDURES

- Staff supervision during arrival begins at 8:15 am.
- Staff supervision for PM Kindergarten begins at 12:10 pm.
- Students should not arrive at school before the designated supervision times.
- On 2-hour delays, the supervision time is also delayed by the same amount of time.

Car Riders:

- The gate opens by 7:50 am for arrival, noon for afternoon kindergarten, and by 2:50 pm for dismissal.
- Unloading begins at 8:15 am for morning kindergarten, Grades 1 and 2.
- Unloading begins at 12:10 pm for afternoon kindergarten.
- Enter the line from Deanhurst Avenue and pull up to the canopy area, and wait for staff to come to the car.
- Stay in your car and allow a staff member to open the car door for your child(ren).
- Students must be seated on the passenger side of the car and ready to exit the car with all of their belongings.
- Wait until the cars in front of you pull forward before proceeding. Passing or going around cars will not be permitted in the drop-off area.
- To exit, turn left only onto Dickinson Avenue.

Walkers/Bikers:

- The main office entrance doors will open at 8:15 am for all walkers in the morning.
- Afternoon Kindergarten walkers enter through the car rider door entrance at 12:10 pm.
- Parents/guardians should walk their child to the doors.
- There is no parking or stopping along 24th Street from the parking lot areas to the intersection of 24th Street and Dickinson. This will be strictly enforced.
- ***The school parking lots are reserved for school personnel only.***

- Bike racks are available on 24th Street adjacent to the staff parking lot. Bike parking is at your own risk. You may want to consider a bike lock if you choose to leave your child's bike parked during the day. The district/school will not be responsible for missing/stolen bikes, helmets, etc.

DISMISSAL PROCEDURES

- Morning Kindergarten dismissal begins at 11:20 AM.
- Dismissal procedures for Grades 1, 2, and Afternoon Kindergarten begin at 3:00 PM.
- Students will be dismissed to a parent/guardian with a pickup sign at one of the designated dismissal locations below.

Pick-up Signs

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

After-school Care

- Morning Kindergarten students will be picked up by the CACCC bus at 11:20 AM via the car rider line.
- After-school care students will be dismissed and report to the cafeteria.

Walkers

- Morning Kindergarten students will exit through the car rider line entrance.
- During afternoon dismissal, all walkers will exit through the following doors:
    - Main office door: Afternoon Kindergarten
    - Cafeteria door: Second grade
    - Library door: First grade

Car Riders

- Students will wait inside the building and will be dismissed to their parents/guardians in the order of the car rider line.
- Parents/guardians should follow the travel route listed above.
    - Enter the drop-off area via Deanhurst Avenue and pull forward to the canopy area.
    - Family name/pick-up signs must be displayed on the ***passenger side front visor***.
    - Please stay in your car and allow a staff member to open the car door for your child(ren).
    - Students will enter from the passenger side of the car only.

- Wait until the cars in front of you pull forward before proceeding. Passing or going around cars will not be permitted in the drop-off area.
- To exit, turn left only onto Dickinson Avenue.

It will be important that your child knows how they are getting home each day. Consistency is key, so if there is a need to make a change in dismissal, please call the main office at 717-901-2550 Option #2 by 11:00 am (for morning Kindergarten) or by 2:30 pm (for Grades 1, 2, and afternoon Kindergarten) so that the change can be communicated. Emails/text messages to the teacher or office will not always reach them before dismissal.

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

ARRIVAL AND DISMISSAL PROCEDURES

EISENHOWER ELEMENTARY SCHOOL (Grades 3-5)

Teacher supervision occurs at 8:00 am. All Students riding their bikes, scooters, skateboards, etc., to school should enter at 23rd and Lincoln Streets. Once the students reach the school grounds, they should walk with their bikes, scooters, skateboards, etc., on the sidewalks until they reach the bike racks. All items should be locked, if possible. Skateboards, scooters, and rollerblades may also be stored in the classroom lockers. The district/school will not be responsible for missing/stolen bikes, helmets, scooters, etc.

Students who walk to school will assemble near the doors by the gym. An adult will be on the playground at 8:00 am to help students assemble into grade-level lines. Students will enter through the gym doors.

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

Arrival

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

- Drop-off time begins at 8:00 am. If you arrive early, please have your child wait in the car. Students should not be dropped off before 8:00 am and will not be supervised.
- Please be reminded that before- and after-school care is available via the Children's Center. For more information, contact Dr. Merle Joseph, CACCC School Age Program Director at (717) 737-4515.
    - Unless you are dropping off or picking up students along one of the recommended walking routes, the **ONLY** drop-off and pick-up location at Eisenhower is the entrance on 21st Street.
- Please do not park in the driveway in front of the school and leave your car unattended, since this is a fire lane.
    - This includes the before- and after-school parents.
- When entering the Eisenhower parking lot, pull around to the outside driveway. **The middle area, with parking spaces, is not used for dropping off or picking up**.
- Make a single line.
- Pull up to the first available cone and follow these steps:
    - Have your student sit on the side closest to the sidewalk.
    - The staff member will open and close your car door.
    - The student will enter through the front doors.
- Students should not exit from the car until the car is at a cone and a staff member asks them to get out of the car.

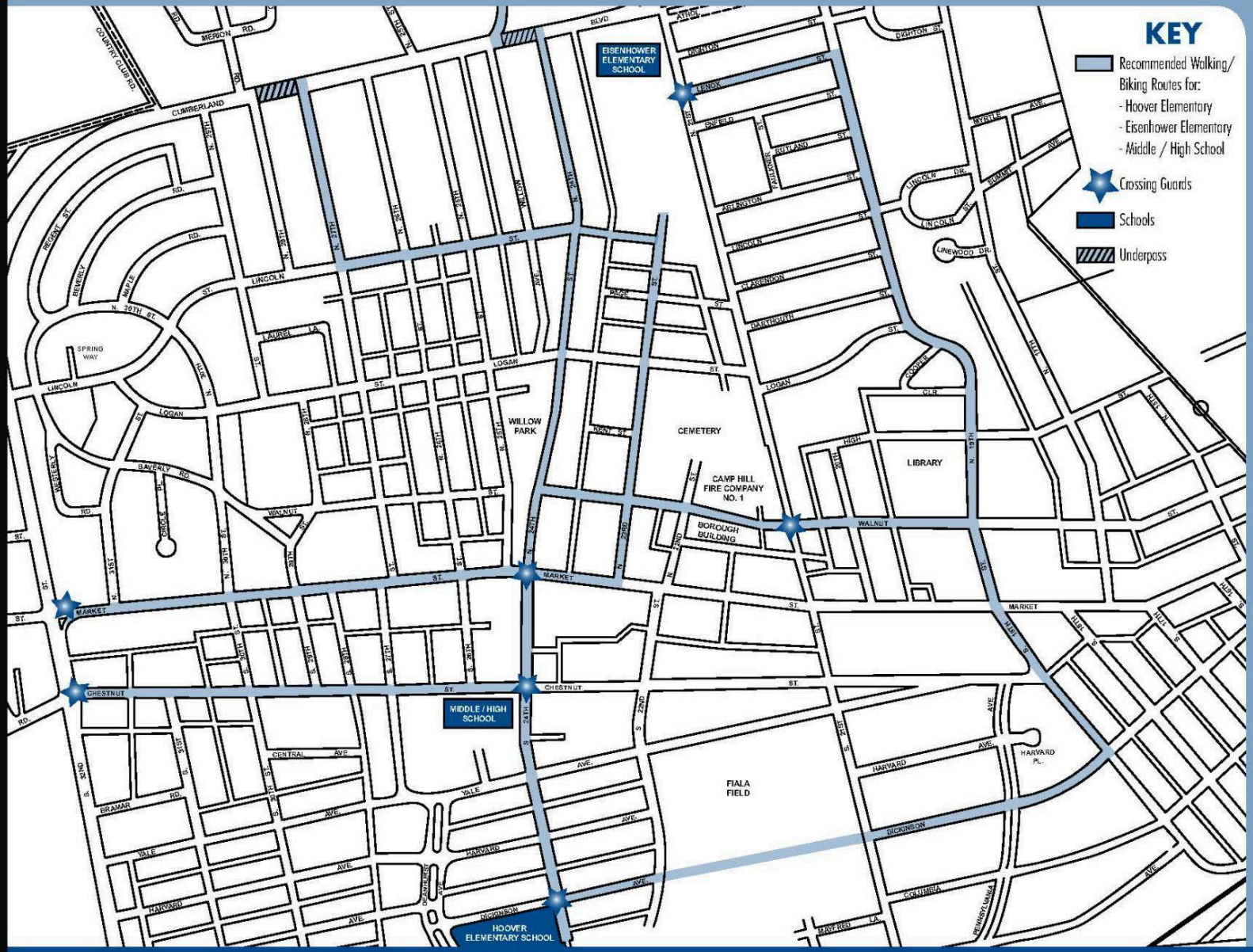
- Wait until cars pull forward before proceeding. Passing or going around cars is only permitted when a staff member instructs you to do so.
- **Drop-off is not permitted at the 23rd Street driveway (back parking lot entrance)**. This entrance is for walkers and bikers only.
    - Barricades, as per the Borough, are no longer permitted at Lincoln and 24th St and Paige and 23rd St.
    - For the safety of ALL of our students, please drop your child off before Lincoln and 24th St or Paige and 23rd St.
        - This allows the corner of Lincoln Street and 23rd Street to be free from congestion for our students.
    - We will have a crossing guard at the corner of Lincoln and 23rd St.
    - **A barricade will be placed at the entrance to our parking lot to remind parents/guardians that they are not allowed to park and wait in our back parking lot. We do this to ensure the safety of our walkers/bikers.**
    - Please do not block neighbors' driveways while waiting for your child.
- Lenox Street is closed to provide a safe walking area for our students. Please note that students cannot be dropped off or picked up on Lenox Street, whether or not the barricades are in place.

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

Dismissal

- Dismissal of Walkers:
    - Students will be dismissed via the bell, beginning at 2:45 pm, and exit the building using the doors by the gym.
- Dismissal of Car Riders:
    - Students will exit via the front doors and wait for an adult to help them get into their car.
    - Parents will display their "car signs" with their last names on them on their front window dashboard, for the staff to see.
    - Staff announces to students the last name posted in the vehicle from the loading lane.
    - Lenox Street is closed to provide a safe walking area for our students. Please note that students cannot be dropped off or picked up on Lenox Street, whether or not the barricades are in place.

Walking Routes



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

VEHICULAR TRAFFIC PATTERNS

CROSSING LOCATIONS FOR RECOMMENDED WALKING/BIKING ROUTES

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

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

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

CAMP HILL ELEMENTARY SCHOOLS
GENERAL INFORMATION

ABSENCES, APPOINTMENTS, AND ATTENDANCE

ABSENCES:

- To report your child's absence/tardiness from school, please call the attendance line for your child's school by 9:00 AM. Be prepared to indicate your child's name, grade, and reason for the absence/tardiness. **(Note: If we do not receive a call by 9:00 AM, the school will contact you to verify your child's absence.)**
    - **Eisenhower Elementary**
        - **(717) 901-2600, opt 1**
    - **Hoover Elementary**
        - **(717) 901-2550, opt 1**

- When a student returns to school *following* an absence, a written excuse from a parent or guardian is required. ***A phone call or email to the teacher does not count as a written excuse.*** The written excuse must include the following information:
    - Student's full name
    - Date(s) of absence
    - Grade/Homeroom teacher
    - Reason for the absence
    - Parent/guardian signature

- **Excuse notes may be emailed or sent to school with your child to be submitted to the school office.**
    - **Email Addresses:**
        - **Eisenhower - eisenhowerattendance@camphillsd.k12.pa.us**
        - **Hoover - hooverattendance@camphillsd.k12.pa.us**

Important: If the excuse is not received within three school days of the student's return, the absence will be marked unlawful (unexcused).

- Excused absences can only be considered for sickness, impassable roads, quarantine, death in the immediate family, school-approved educational trips, observance of religious holidays, and emergencies. **(We will require an explanation for emergency circumstances.)**
- If a student is absent for three or more consecutive school days, a doctor's note may be required for the absence to be excused.
- A doctor's excuse may be faxed or emailed to our office if you did not get one at your visit.
- Since each student has an individual file, please do not put more than one student on any excuse.

REPORTING TO SCHOOL LATE:

- When a student reports late to school, for any reason, they must report directly to the office upon arrival at school. The student should bring a note from a parent/guardian indicating the reason for the tardiness or an excuse from the doctor.

APPOINTMENT/EARLY DISMISSALS:

- If a student requires an early dismissal, a note must be sent in with the student on the day of the early dismissal, indicating the time and reason for the dismissal.
- The parent/guardian is required to report to the school entrance area, sign out the student, and remain in the entrance area until the student reports for their dismissal. If someone other than the parent/guardian is picking up the student, please indicate this on your written note.
- If a student arrives late from an appointment or leaves during the course of the school day for an appointment, **a note from the appointment location** is required in order to mark the time as excused.

Arriving at school after 10:00 am or leaving before 1:30 pm will be marked as a ½ day absence. Your child needs to come to school every day, be on time every day, submit excuses for absences, and return from an early dismissal with an excuse.

ADDRESS AND PHONE CHANGES

- Any address changes must be completed at the District Administration Office. Two forms of ID will be required before any changes can be made. Phone/email changes can be made through the Parent Portal. This information is important to keep up to date in case we need to contact you during the school day.

ATTIRE

- Please refer to the district's Student Handbook and School Board Policy, No. 221 for specific details regarding student dress.
- Attire that is generally inappropriate and causes a disruption to the educational program or poses a health/safety hazard shall not be permitted.
- It is recommended that students wear comfortable, properly fitted shoes. Sneakers are required for all Physical Education classes.
- For safety reasons, students should not wear sneakers with wheels in school.

CLASSROOM CELEBRATIONS/PARTIES

- All visitors will be required to have clearances on file with the district.
    - School Board Policy 246 on School Wellness outlines the requirements for following classroom parties, snacks, and/or birthday treats.

- Individually wrapped and commercially pre-packaged snacks are preferred from this suggested list.

- **Birthday treats that do not meet the Smart Snack guidelines list above will not be permitted for distribution (i.e., cupcakes, donuts, etc).**

CLASSROOM PLACEMENTS

- A team approach is utilized in placing students into classrooms. While we cannot place students based solely on parent requests, we do value your input. It is best to describe your child's strengths, needs, interests, and teaching style that best fits your child, rather than naming a specific teacher. Information regarding your child's classroom placement should be submitted, in writing, directly to the principal before **May 1st**. The principal makes the final decision on all student placements.

CLOSINGS AND DELAYS

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

- Cancellation of Classes (Both elementary schools will be closed for the entire day)
- Flexible Instruction Days (FID)
    - As an alternative to using a traditional weather makeup day, this remote learning option allows the district to provide at-home online instruction.
    - Teachers and students will use Schoology as the learning management platform and a combination of synchronous (i.e., Zoom, Teams, etc.) and asynchronous instruction.
    - Attendance will be taken based on student participation and engagement in this remote option.
    - The class schedule will be provided by the classroom teacher.
    - For the first inclement weather day, where schools must be closed to in-person learning, a traditional snow day will be called and the weather makeup day as listed in the board-approved calendar will be used for instruction (June 3, 2027). Additional snow days, up to 5, will be FID remote learning days. If there are additional days beyond that, days will be added after June 3, 2027.
- Two-Hour Delays
    - Eisenhower will begin at 10:10 am.
    - Hoover
        - Morning Kindergarten, 1st, and 2nd grades will begin at 10:25 am.
        - Morning Kindergarten will dismiss at 12:20 pm.
        - Afternoon Kindergarten will begin at 1:10 pm and dismiss at 3:05 pm.

If a situation develops that requires a delay in opening or cancellation of classes for the day, the announcement will be sent through the Blackboard Alert System, Schoology, local radio/television stations, and /or the district webpage.

Your child(ren) must know what to do in case of an early dismissal. Please discuss your specific plans with your child so that there is no confusion. There is also a form in the WHITE PAGES that must be filled out for each child, which we retain on file, so that we know where to send students.
For additional information regarding emergency closings, see the district calendar.

DISCIPLINE

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

ELECTRONIC COMMUNICATION DEVICES

Electronic Communication Devices, including personal devices such as cell phones, smartwatches, and Meta glasses, etc., must be turned off and securely stored out of sight during the school day.

The district reserves the right to restrict the use of Electronic Communication Devices during school evacuations if necessary to ensure the safety and security of all individuals.

Students are solely responsible for the security of their electronic devices while on school grounds, at school events, or on district property. The school and district are not responsible for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school.

While the district is not obligated to monitor, restrict, or manage students' electronic communications, it retains the right to do so if deemed necessary. For more details, please refer to School Board Policy 237.

EDUCATIONAL TRIP

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

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

HOMEWORK

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

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

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

Teachers

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

Students

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

Parents/Guardians

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

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

- Kindergarten: **a few minutes occasionally**
- First Grade: **10-15 minutes daily**
- Second Grade: **15-25 minutes daily**
- Third Grade: **25-35 minutes daily**
- Fourth Grade: **35-35 minutes daily**
- Fifth Grade: **45-60 minutes daily**

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

BEFORE/AFTER SCHOOL CARE

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

LOST AND FOUND

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

LUNCH/BREAKFAST PROGRAMS

- For the 2026-2027 school year, a free "grab and go" breakfast will be offered to all students.
- Students may bring lunch from home, buy lunch from school, or go home during the regularly scheduled lunch period for their grade. ***No outside fast food items may be brought into school (i.e., Subway, McDonald's, Roberto's, Cornerstone, etc.)*** Menus are posted on the district website monthly.
- Due to safety and security, all students in grades 1-5 will need a parent/guardian to sign them in/out in the main office during lunchtime.
- The cost of a "full meal" is $3.75 and includes one entree, a vegetable and/or fruit, and a milk choice. ***If students choose not to get a complete lunch, they will be charged a la carte pricing, which is more than the complete lunch. For example: if a student chooses an entree at $2.25, a milk at $.75 and just a fruit at $1.00, the cost would be $4.00.*** Students may purchase extra milk for $.75. Students who pack lunch may also purchase white/chocolate milk for $.75. An extra lunch entree may be purchased for $2.25.
- Free and Reduced Lunch Program – If your student is on the Free and Reduced Lunch program, they must take all Meal Deal components for it to qualify as a free meal.
- Free and Reduced application and instructions will be available after July 1st on the school district website (under Food Services). Applications for the 2026-2027 school year can be submitted after July 1, 2026.
- Please make sure your students know what makes up the Meal Deal if that is what you wish them to purchase.

Schoolcafé Accounts

Parents will be able to set up their students' accounts at that time. Instructions are on the website at https://www.camphillsd.k12.pa.us/Page/82. **Please set up your student's account before the beginning of the school year.** All current lunch balances will transfer to the new system. Our goal is to make this transition seamless for both the parents and students. School*café* offers access to everything you will need in one place, including:

- View current account balances

- Add funds to your student's account (a service charge of $2.25 will be assessed per transaction)
- View a list of all purchases for each day
- Set purchase limits
- Place restrictions (example: student cannot purchase a la carte items)
- Apply for the Free & Reduced Lunch Program

Students can still pay cash at the register, and payments can be made by sending a check to the Administration Building, Attn: Business Office. Please make all checks payable to **CHSD Cafeteria Fund** with the **student's first/last name and grade noted in the memo section.** You may deliver this directly to the Business Office or the school secretary. **Please note: it may take several days for the money to appear in the student's account.**
If you have any questions regarding School*cafe* or the transition, please contact Minke Kooistra at mkooistra@camphillsd.k12.pa.us.

PARENT-TEACHER CONFERENCES

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

SCHOOL ACTIVITIES THAT BEGIN BEFORE THE START OF SCHOOL

- At this time, we will have optional band and chorus activities for students in grades 4 and 5 prior to the start of the school day. Please note that crossing guards do not arrive at their posts until the specified times, so parents/guardians have the responsibility to ensure their child's safe arrival to school.
- Doors will only be opened for students from 7:30-7:45 am to enter the building early for rehearsals. Please do not drop off your student before 7:30 am. If students arrive prior to this, they will have to wait outside until the doors are open. After 7:45 am, students will no longer be permitted into the building and will be marked absent from band/chorus for that day.

SCHOOL PICTURES

- There is only one opportunity to have your child photographed in school
- Picture Day information will come out soon for both **Hoover** and **Eisenhower.** It is typically scheduled for early October.
- Parents/guardians are under no obligation to purchase any packages. However, all students are photographed for our student records.

SCHOOL SECURITY

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

SCHOOL SUPPLIES AND MATERIALS

- Parents/guardians will need to purchase school supplies for their child to be used at school.
- Use this link to view the supply list for each grade level.
  CHSD Elementary Student Supply Lists 26-27
- If additional supplies are needed, you will be notified by your child's teacher, or it may be posted on the teacher's web page on the district website.
- If students lose or destroy school materials, payment for their replacement will be required.

STUDENT SUPPORT SERVICES

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

TECHNOLOGY USE POLICY

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

VOLUNTEERS

- Please refer to the CHSD Volunteer policy regarding visiting/volunteering
- Volunteers are responsible for obtaining current clearances and **submitting hard copies to the District Administration Office.** Refer to the district website for more information.

- All volunteers will be required to sign in and wear a visitor's badge while in the building, which allows both the students and staff to know that the individual has checked into the office and has been authorized to be in the building. All badges should be returned to the main office before leaving the building.

WITHDRAWALS

- If you are moving or withdrawing your child from our school system, you must contact the school office to fill out a withdrawal form. There is also a Release of Information Form required to transfer the necessary student information.

CAMP HILL ELEMENTARY CODE OF CONDUCT

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

School-wide Positive Interventions and Support

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

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

1. **P**OSITIVE ATTITUDE**:** ***Choose to see the good*** in situations, others, and in yourself.
2. **R**ESPECT: ***Helpful hands and words*** with others and materials.
3. **I**NTEGRITY: ***Make smart choices***, be honest, own your mistakes, and accept consequences
4. **D**IVERSITY**:** ***Have an open mind***, accept others, and try new things.
5. **E**XCELLENCE**:** ***Be your best self*** by participating, being prepared, persevering, and doing your best work.

Hoover and Eisenhower Behavior Matrix

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

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

COMMENDATIONS

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

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

CORRECTIONS

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

LEVELS OF CORRECTION AND LEARNING OPPORTUNITIES

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

Levels	Definitions	Levels of Correction - *Options*
Level 1	Student behavior that interferes with the daily operation of the school and learning environment. Individual faculty or staff members generally handle these inappropriate behaviors.	● Warning ● Teacher–student discussion ● In class time-out ● Loss of recess ● Problem-solving worksheet ● Formal apology
Level 2	Student behaviors that are frequent and serious enough to disrupt the daily operation of the school and learning environment. Administrative intervention is usually necessary due to corrective measures being ineffective in curbing the problem. The standardized written report of the inappropriate behavior and the action taken is placed in the disciplinary file by the school personnel involved.	● Contact appropriate administrative personnel – principal, head teacher, or counselor ● Investigate the infraction ● Contact the parent/guardian ● Problem-solving worksheet ● Loss of recess ● Formal apology ● Service to the school ● Out-of-class time detention ● Behavior plan developed
Level 3	Student behaviors that endanger the health, safety, and well-being of the school community. Administrative intervention is usually necessary at this level. The standardized written report of the inappropriate behaviors and the action taken is placed in the disciplinary file by the school personnel involved. These might be repeated Level 1 or Level 2 inappropriate behaviors.	● Contact appropriate administrative personnel – principal, head teacher, guidance counselor ● Investigate the infraction – conference with the student(s) ● Contact parent/guardian ● Possible communication with a higher administrative level ● Formal apology ● Service to the school ● Out-of-classroom time-out ● Multiple days of out-of-classroom time-out/detention with completion of the problem-solving worksheet ● In-school suspension ● Out-of-school suspension ● Behavior Plan
Level 4	Continuation of Level III inappropriate behaviors. Severe Level III inappropriate behaviors as determined by the administration. Violation of policy regarding Alcohol or Other Drugs. Violation of Weapons Policy. Administrative intervention is necessary. Appropriate documentation is maintained by school personnel.	● Investigate the infraction ● Conference with the student and parent/guardian ● Formal apology ● Restitution ● Report to the police ● Banned from attending extra-curricular activities ● Referral to a higher administrative authority ● Possible referral to the school board ● Possible referral to an outside agency ● Out-of-school suspension ● Expulsion

Examples of Inappropriate Behaviors and Possible Level of Correction

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

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

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

The following pages must be completed for *ALL* students.

- **Parents will receive hard copies of these forms to sign at Back to School Night.**
- **If you were unable to attend Back to School Night, copies will be sent home with your child on the first day of school.**

Please sign and return these forms by:

Friday, September 4, 2026

CAMP HILL SCHOOL DISTRICT

Camp Hill, PA 17011 717-901-2400
www.camphillsd.k12.pa.us

Dear Elementary Students and Families,

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

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

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

Sincerely,

Eileen C. Czarnecki
Hoover Elementary

Sandra L. Fauser
Eisenhower Elementary

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

Student's Name_____
PLEASE PRINT STUDENT'S NAME

Parent/Guardian Signature_____Date_____

CAMP HILL SCHOOL DISTRICT
Early/Emergency Dismissal Form

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

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

Student's Name_____ Teacher_____

***During an early dismissal*, my child will:**

- ☐ **be dismissed as usual *(NO after-school care on early dismissal days)***
  - ☐ **car rider**
  - ☐ **walker**
- ☐ **Follow the special instructions below**

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

Parent/Guardian Signature_____ Date_____

The following pages must be completed for *SOME* students. If applicable, please return completed forms to the school.

Lunch Dismissal Permission for Elementary Students

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

An additional option exists for students in grades one through five during the regularly scheduled lunch time. If parents/guardians choose, students in these grades may leave the building during their scheduled lunch time. However, a parent/guardian must supervise the student during their absence from school.

Written permission shall be given as follows:

- Parents/guardians of students who are leaving regularly (once or more per week) must complete and return the required form, which will be kept on file for one school year only.

- Parents/guardians of students who are leaving on a day-to-day basis for a special reason or occasion should send a note to the teacher on the day that the student is to be excused for lunch.

- **Parents/guardians will be required to pick up their student in front of the main office. Students will not be permitted to walk/ride their bikes home during lunch.**

Please return this portion.

My child has my permission to leave school during his/her regularly scheduled lunch period. I accept the responsibility to ensure the safety of the child and will supervise them during their absence from school.

Student's Name_____ Grade_____

Teacher's Name_____

Parent/Guardian's Signature_____

Date_____

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

CAMP HILL SCHOOL DISTRICT

Bicycle Information for Students in Grades 3-5

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

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

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

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

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

CAMP HILL SCHOOL DISTRICT

Bicycle Permission Form

Bicycle Model_____

Bicycle Serial Number_____

Bicycle Color_____

Camp Hill License Number_____

STUDENT AGREEMENT

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

Date_____

Student's Signature_____

PARENT/GUARDIAN PERMISSION

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

Date_____

Parent/Guardian's Signature_____

CAMP HILL SCHOOL DISTRICT
EDUCATIONAL (PREARRANGED) TRIP REQUEST FORM

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

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

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

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

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

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

Homeroom teacher: _____

Student Name: _____ Grade: _____

Trip Dates: _____ Destination: _____

First trip this school year: Yes ____ No ____

Educational benefits derived from this trip: _____

_____

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

_____

_____ _____
Signature of parent/guardian Date of request

OFFICE USE ONLY

Approved _____ Not approved/Dates not approved: _____

_____ _____
Signature of Principal Date

Rev.130730

The following page has information about the Camp Hill Elementary Parent Teacher Organization (CHEPTO).

CHEPTO pays for your child's field trips, assemblies, teacher special requests, and many more enrichment activities. Please join us and become involved in your child's education!

CHEPTO

Camp Hill Elementary Parent Teacher Organization

The Camp Hill Elementary Parent Teacher Organization (CHEPTO) is dedicated to serving students, families, and teachers in the Camp Hill elementary schools, grades K-5.

CHEPTO organizes student/family events and raises funds to support programs for our schools:

- Fall Fest
- May Fair
- Roller skating parties
- Student assemblies
- Teacher meals during parent/teacher conferences
- Treats at the Hoover Fun Run and field days
- Muffins for PSSA testing
- Teacher classroom reimbursements

...and so much more!

GET INVOLVED

CHEPTO needs volunteers! Fundraising to support programs for students and teachers happens through our two major events: Fall Fest and May Fair. These events aren't possible without the help of volunteers.

Check our Facebook page and be on the lookout for Schoology messages where we'll share details on event planning meetings. Whether you have new ideas to shape the event or time to give on the day of, we'd love your help!

STAY CONNECTED

Camp Hill Elementary PTO: facebook.com/groups/CHEPTO/

Watch Schoology emails for updates and meeting minutes.

REACH OUT

Contact us at camphillpto@gmail.com!