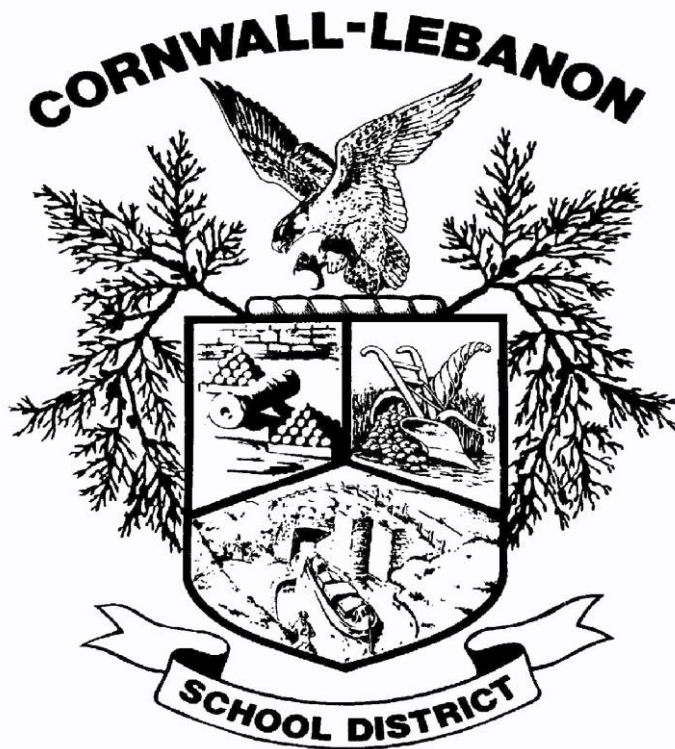


CORNWALL-LEBANON SCHOOL DISTRICT

ELEMENTARY STUDENT HANDBOOK



2019 - 2020

The Cornwall-Lebanon School District is . . .

- providing every student with a comprehensive learning environment and effective tools for learning;
- student mastery of basic skills, including college and career readiness, vocational, and technological excellence;
- fostering a healthy district culture and a safe learning environment where ethical and moral behavior is valued;
- providing a variety of co-curricular and extracurricular educational opportunities that extend beyond the traditional classroom;
- promoting parent and community engagement;
- providing an educational program that enables students to become creative, self-directed learners who demonstrate critical thinking, problem solving, and interpersonal skills;
- employing a highly skilled staff that effectively integrates instructional technology and consistently uses data to improve student learning;
- a process of continual improvement in all aspects of the educational program.

Mission Statement

Empowering students to reach their individual potential.

Vision Statement

Students will develop the academic and personal skills necessary to become successful and responsible citizens within a global society. The District will make this vision a reality by considering the best interests of students. Decision making will utilize research, sound logic, relevant data, and responsible stewardship of resources.

School Board Policy #824 - Maintaining Professional Adult/Student Boundaries

All employees are expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. School Board Policy #824 addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also other boundary-blurring behaviors, including use of electronic communication, that can lead to more egregious misconduct and result in disciplinary action. This policy is not intended to interfere with appropriate pre-existing personal relationships between teachers and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students. Access the full policy in Board Docs, under the School Board tab on the CLSD Home page:

www.clsd.k12.pa.us.

Table of Contents

Attendance Procedures

- A Note is Needed

- Lawful Absence

- Unlawful Absence

- Educational Trips/Trips of Educational Value

- Religious Instruction

- Early Dismissal

- Attendance Guidelines for Medical Appointments

Appropriate Dress for Physical Education

Assignment of Children to the Next Grade

Automobiles on School Grounds

Bicycles and Skateboards

Art/Book/Music/Software Clubs

Bringing Toys/Items from Home

Bullying/Cyberbullying Policy

- Consequences for Violations

Communication

- Conferences

- Parent Portal

Discipline Plan

Transportation Guidelines

- Pupil Expectations

- Consequences for Misconduct on the Bus

- Unauthorized School Bus Entry

Dress Code for Elementary School Children

Drugs and Alcohol

Emergency Closing of Schools (*including Modified Kindergarten schedule*)

Enrichment

Health Services

Internet Use

Lost and Found

Parent Organizations

Pets/Animals at School
Photo/Publicity Refusal
PSSA Testing
Reporting to Parents
Residency
 Eligibility of Non-Resident Students
 Former Students
 Future Students
Responsibility Checklist (Student/School/Parent)
School Gate Guardian
School Hours
School Insurance
School Lunch Program
School Pictures
School Support Services
School Wellness Policy
Smoking Policy
Student Information Changes
Student Use of School Telephone and Cell Phones
Tardiness
Technology
 Student One-to-One
Terroristic Threats/Acts Policy
Tuition Students
Visitors in the School
Volunteers in the School
Weapons Policy
Parent Tips: How to Help at Home
Cornwall-Lebanon School District Contact Information
*Elementary Student Handbook Sign-off
*** This must be signed and returned to the school office**

Attendance Procedures

The School Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Students are required to submit a **written excuse** signed by a parent, guardian, or physician to the school office on the morning of their return from an absence.

A three (3) day grace period will be afforded to a student who may forget a note. If a written excuse is not received within three days, the school will record the absence as **unlawful**. State auditors require notes to be on file for cross-reference with recorded absences.

Students who are absent from school may not attend or participate in any after school activity throughout the district.

A Note is Needed

1. When the student has been absent from school, a note should be sent with the student when he/she returns to school.
2. If the student is to be dismissed early or comes to school late.
3. When a child is to be excused from physical education classes for one to two sessions. A doctor's excuse is necessary for more than two consecutive classes.
4. When a student is being excused for doctor or dental appointments. The appointment card or parent note must be given to the student's classroom teacher. Normally, a child is excused for the time needed, not the entire day.
5. Anytime parents need to take a child out of school, a note should be sent to the child's teacher. Parents must report to the school office to sign out their child and provide some form of identification.
6. When the student is not to ride his/her regular bus.

Students are permitted 10 days per school year of excused absences without securing a doctor's excuse.

Excused absences are defined as lawful and explained below.

Lawful Absence

A maximum of ten (10) days of lawful absences verified by a parent's written note are permitted during a school year. The Principal shall require a doctor's certificate after a student has recorded ten (10) lawful absences (ten (10) days or more). Excused absences may include the following:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine
- Family emergency
- Recovery from an accident
- Required court attendance
- Death in family
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group.

- Observance of a student's religious holiday observed by a bona fide religious group, upon prior written approval. *See Religious Instruction regarding student participation in a religious instruction program.*
- Nonschool-sponsored educational tours or trips - *See Educational Trips/Trips of Educational Value*
- College or postsecondary institution visit, with prior approval

The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary visits for which excused absences may be granted to a student during a school year.

Unlawful Absence (under 17 years of age)

Parents/guardians must provide a written explanation for the absence of their student. All absences are treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students are expected to submit the written explanation within three (3) school days of the absence. If no written explanation is provided, the absence will be recorded as unlawful. Likewise, if a written explanation offers an excuse for absence that is not allowable (as outlined in School Board Policy No. 204), the absence will be recorded as unlawful. If a written explanation is questionable in nature, the absence will be reviewed by the building principal or their designee. An absence only becomes excused if it meets the requirements for excused/lawful absences outlined in School Board Policy No. 204.

When students under the age of 17 have an unexcused absence, the absence will be counted as unlawful. As per the Pennsylvania Department of Education, all unlawful absences are considered truant.

Absences will be coded as unlawful if they do not meet the criteria outlined in School Board Policy No. 204.

CLSD Board Policy No. 204

Educational Trips/Trips of Educational Value

A student may be permitted to take educational trips with his/her parents/guardians, not to exceed the total amount of allowable lawful absences. When an educational trip requires an absence from school, an Educational Trip/Trip of Educational Value Request Form must be completed and given to the building administrator for prior approval.

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state mandated assessments - PSSA) are strongly discouraged and will not be approved during these windows. A testing calendar is available in your student's school office.

Educational trips may not be approved for students who are failing their subjects or have excessive unexcused absences. Parents/guardians are encouraged to contact the student's building administrator for details related to excused absences for educational trips.

CLSD Board Policy No. 204.1

Religious Instruction

The following criteria must be met for students participating in a religious education program:

- The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
- The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
- Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

Early Dismissal

Requests for early dismissal must be in writing, signed by a parent or guardian, and submitted to the main office. The request should be presented on the day prior to the early dismissal or certainly no later than before school on the day of the early dismissal. Parents are required to complete the sign out/sign in sheet located in the main office and show photo ID to pick up any student.

Attendance Guidelines for Medical Appointments

The following information is provided to you in the event your child must be seen for a medical appointment during the school day. If a student arrives to school after 11:00 a.m., the student will be considered absent for a half day (AM) of school. If a student leaves school prior to 1:30 p.m., the student will be considered absent for a half day (PM) of school.

Appropriate Dress for Physical Education

Children do not change clothes for physical education classes. Therefore, please make sure that your children are dressed appropriately for activity on days that they are scheduled for physical education class. Sneakers or athletic shoes are required. When considering what your children should wear, keep in mind that children may sometimes get their clothing dirty or grass-stained. Dresses or skirts should not be worn. Jewelry is a safety hazard during vigorous activity.

Assignment of Children to the Next Grade

Assignment of children to the next grade is a carefully planned process. Students are assigned with the purpose of creating heterogeneous classes with boys, girls, talented students, students with special needs, and others evenly mixed in each classroom.

All schools begin developing class rosters in the spring. Homeroom assignments for the 2020-2021 school year will be shared with students and families prior to the end of the school year. Last minute changes may occur up until the beginning of school, so parents/guardians are encouraged to check Skyward just prior to the start of the school year to confirm homeroom placement.

In order that we have the flexibility to develop appropriate and educationally sound classrooms, **Cornwall-Lebanon schools will not honor requests for specific teachers.** By honoring requests, we would lose the ability to meet our needs in class development. However, we realize that there are times when a strong reason exists for a parent not wanting a particular placement. If that is your situation, a written note sent directly to the principal will take care of the situation whenever possible. Please submit all correspondence by April 15, 2020.

CLSD Board Policy No. 215

Automobiles on School Grounds

Parents who bring their child(ren) to school by car are asked to use extreme caution while on school property or parking areas. Speed should not exceed 10 mph and all traffic patterns and signs must be followed. Cars are not permitted in bus lanes in front of school. **Do not drive or park in school bus lanes or near building exits.**

Bicycles and Skateboards

Students are not permitted to bring bicycles or skateboards to school or to ride them on school property during school hours.

CLSD Board Policy No. 223

Art/Book/Music/Software Clubs

Parents are encouraged to take advantage of these money-saving clubs. Please use the following guidelines when submitting an order: Checks should be made payable to the appropriate student club company, not the school or teacher. No cash will be accepted.

Bringing Toys/Items from Home

Most of the equipment that is needed for recess activities is provided by the school. At times, students bring articles and pieces of equipment from home that is inappropriate for use on our playgrounds. Please do not permit your child to bring the following: hard baseballs/balls, bats, toy guns, any sharp objects, skateboards, scooters, roller skates, "wheelie" shoes.

Note: Students should not bring computer toys, radios, recorders, and other expensive equipment to school unless arrangements have been made with the teacher. Money and valuables should not be left in school at any time. We suggest that children only carry small amounts of spending money - lunch money, etc. and do not bring expensive toys and other items from home. Selling or exchanging of items at school or on the bus is not permitted.

Bullying/Cyberbullying Policy

The Cornwall-Lebanon School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges

4. Exclusion from school-sponsored activities
5. Detention
6. Suspension
7. Expulsion
8. Counseling/Therapy outside of school
9. Referral to law enforcement officials

CLSD Board Policy No. 249

Communication

Conferences

Parent conferences are held once a year in the fall. We hope to increase parents' understanding of school programs and share our perceptions of specific strengths and needs. Suggestions will also be made on ways to help your child at home. A letter will be sent home to make arrangements for the time and date of the conference. Every effort should be made by parents to keep the time assigned to you.

Parent Portal

Skyward Family Access is a secure, password-protected site on the World Wide Web that will allow you to access information regarding your child's current grades, course schedule, test scores, demographics, emergency contact information, lunch account and much more. All parents and guardians who choose to register can have access to Skyward Family Access.

Please follow these instructions to begin the activation process of your account:

1. Please bring photo identification and an active e-mail address to the office at your school during school hours.
2. After a District staff member verifies your information, an e-mail will be sent to your e-mail address with your log-on and password.
3. Using the log-on and password from your e-mail, you can then log-on to the Skyward Family Access Site (<https://skyward.clsd.net/family>) to access your child's information. Please be careful when entering in the web address. The site is secure, so remember the "s" in https.
4. The Skyward Family Access site can be used to update some information (address changes must be presented to the elementary school office).

Discipline Plan

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others. The Cornwall-Lebanon School District will use a discipline plan which provides for the development of rules and consequences. This plan will incorporate the use of a discipline plan in each classroom by each teacher and school-wide plan for those areas outside of the classroom. Teachers and paraprofessionals will be committed to reporting behaviors that fall outside the areas of expected student responsibilities. Teacher and administration will be responsible for enforcing and assigning consequences as a means of reminding and teaching self-discipline in students.

CLSD Board Policy No. 218

Transportation

Pupil Expectations

Regulations have been established by the district, and the following guidelines will be strictly enforced. Please review and read these to your child and discuss the importance of good behavior on the bus. **Should you have problems or questions concerning bus transportation, please contact Crystal Lightner at 717-272-2031.**

1. The use of bus transportation is a privilege, not a right. If student conduct jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied.
2. All school rules apply while on the bus. Bus Conduct Reports are used to communicate inappropriate behavior to a student's school principal.
3. Video and audio cameras are in use on every bus.
4. Students may only use the school bus and designated stop assigned by the Transportation Department unless written permission was obtained from the building principal. No cards will be given for sleepovers, social events at a friend's home, sports practices etc.
5. Students should arrive at the designated stop 10 minutes prior to the scheduled pick up time.
6. Students will be responsible for their behavior while at the bus stop. Please respect the property rights and privacy of others who live at or near the bus stop. For your safety, do not play in the road.
7. Students are to enter the bus one at a time and go directly to their assigned seat without delay, crowding or pushing. Students are to remain seated for the entirety of their ride.
8. The bus driver and/or school principal may adjust assigned seats at any time.
9. Students are to sit facing forward, keeping the aisle clear at all times. Back packs, lunch boxes, musical instruments, sports equipment, or any other items must be held on the student's lap. If this cannot be accomplished, the item is not permitted on the bus.
10. Students that live on the opposite side of the roadway from where the bus picks up or drops off should cross 10 feet in front to the bus once the bus has come to a complete stop and has activated its signals. Students who are exiting should cross the road immediately while the bus has stopped traffic. Always look left, right, and left again prior to crossing the road.
11. Students of all ages are permitted to exit the bus at their designated stop without a parent or guardian present.
12. Keep head, hands and feet inside of the bus. Do not throw anything out the window.
13. Help keep the bus clean. No littering, please.
14. No loud conversations, unnecessary noise, or inappropriate and disrespectful language (profanity) or gestures are permitted. Please use a quiet, conversational tone of voice.
15. Keep your hands to yourself. No hitting, pushing, spitting, biting, tripping, rough behavior, bullying, throwing items, or affectionate displays of emotion are permitted at any time.
16. Report graffiti, broken, and/or vandalized items to the driver as soon as possible. Damaging the bus will result in the students being charged for its repair. No tampering or touching of bus equipment is permitted. Never sit in the driver's seat.
17. Interaction with vehicles behind or beside the bus is not permitted (gesturing, ____ etc.).
18. Use of electronic devices is a privilege. Concerns linked to student use of electronic devices may result in the loss of such a privilege for any students. Filming videos and taking pictures is not permitted on the bus.
19. Any item that may distract the driver's attention from the road is not permitted on the bus.

Consequences for Misconduct on Bus

1. Unsafe behavior (fighting, throwing, or projecting objects inside or outside the bus, opening Emergency Door, possession of dangerous weapons, etc.)
 - a. First Offense - three (3) days suspension from bus, automatic parent conference

- b. Second Offense - two (2) week suspension from bus, automatic parent conference
 - c. Third Offense - automatic suspension from bus for the year
 - 2. Damage to Bus
 - a. First Offense - three (3) day bus suspension plus restitution
 - b. Second Offense - ten (10) day bus suspension plus restitution
 - c. Third Offense - suspension from bus for year plus restitution
 - 3. General Misconduct – (inappropriate behavior on the bus and at the bus stops, including falsifying information, disrespect, use of profanity and obscenities, etc.)
 - a. First Offense – verbal warning with parents notified
 - b. Second Offense – three (3) day suspension from bus with parents notified
 - c. Third Offense – ten (10) day suspension from bus. Automatic parent conference.
- NOTE: The above penalties are minimums. Circumstances could dictate more severe punishment.

Unauthorized School Bus Entry

It is necessary that we notify all parents that unauthorized entry of our buses is unlawful. According to Act 80 of 1997 of the General Assembly of the Commonwealth of PA, Section 1 of Title 18 of the Pennsylvania Consolidated Statutes was amended and unlawful entry was defined as follows: (1) Offense defined: A person who enters a school bus (including the bus steps) without prior

authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

Dress Code for Elementary School Children

It is expected that students will dress in a manner that is conducive to learning and instructional practices. Modesty, cleanliness, and safety are also important considerations.

As stated in the Cornwall-Lebanon School Board policy #221, the following student dress or grooming practices are prohibited which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational process.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
5. Cause a disruption of the educational environment.

More specifically, the following items are **not appropriate** attire for school if they interfere with the educational process:

1. Clothing or jewelry containing lewd, violent or vulgar words or pictures, and advertisements for alcohol, tobacco or illegal substances are forbidden.
2. Clothing which does not tastefully cover the body.
3. Head coverings of any kind and outerwear clothing worn to classes or lunch are forbidden.
4. Brightly colored hair.
5. Footwear that is unsafe and inappropriate for the school environment.

The right of interpretation and enforcement of these basic guidelines is the responsibility of the building principal or designee and can result in a student's removal from class until the student conforms to appropriate dress.

Drugs and Alcohol

The Cornwall-Lebanon School Board of School Directors recognizes that drug and alcohol abuse is a community problem and is committed to the general principles of education, prevention, intervention, and law enforcement in attempting to respond to this vital issue. The primary function of schools in responding to drug and alcohol abuse is to protect the health, safety, and welfare of students and staff while safe guarding the overall process of education and protecting school property.

CLSD will strive to prevent, educate, and intervene in the student use and abuse of all prohibited substances through the following:

- Curriculum
- School and community intervention programs
- School counseling and school psychologists
- Community support and resources
- Strong and consistent administrative and faculty commitment
- Rehabilitative referrals
- Disciplinary procedures

The district's Drug and Alcohol Policy shall be used by all school district personnel when situations involve students' unlawful use, abuse, sale, distribution, and/or possession of any prohibited substance or paraphernalia. School district personnel will stand ready to cooperate with law enforcement and other community agencies to promote and insure a drug-free environment. The Cornwall-Lebanon School District supports enforcement of the Drug-Free School Zone provisions as stipulated in Pennsylvania Act No. 31.

CLSD Board Policy No. 227.1

Emergency Closing of Schools

With the implementation of the Emergency Notification System, Skylert, parents/guardians of our students are asked to provide us with several ways to contact them, either via phone or e-mail, in the event there is an unexpected need to send students home early. Please be sure to visit the Skyward Parent Access site to ensure that your emergency contact information is correct and be sure to update it as changes occur. Some examples of when the Skylert system would be used include: a power outage affecting an individual building; a hazardous waste incident near a school; or another incident affecting the ability to safely conduct school. We do not expect to utilize this system often, but are reassured to know that it is in place if needed. **Please note that weather-related delays and closings will continue to be handled by media announcement, as well as via Skylert calls.** The decision to close school for inclement weather or open two hours late will be reported on local radio or television stations on or before 7 a.m. Parents are urged to listen to the following stations for announcements:

TV Stations: WGAL TV 8, WHTM TV 27, WHP TV 21, WPMT Fox 43

Radio Stations: WLBR 1270 AM and WQIC 100.1 FM

When weather conditions develop during the day, which makes an early closing advisable, school children will be dismissed according to conditions and time of day. Radio and television stations will be advised of these decisions including the order of dismissals. The Skylert system also will be used to communicate early dismissal times.

Parents should have a plan devised for their children if early dismissals occur and nobody is at home. **Arrangements for this type of emergency should be made early in the year so your**

child is not confused as to what procedures to follow. Additional information can be found in the CLSD Calendar of Events.

Modified Kindergarten Program During Inclement Weather

When there is inclement weather and school is delayed for two hours, a modified kindergarten plan will be in effect. This means morning kindergarten will attend school two hours later, from 11:00 a.m.-12:45 p.m. The afternoon kindergartners will be picked up at their bus stops approximately one hour later than normal and will be in school from 1:45-3:30 p.m.

Emergency at School

In the event an emergency occurs during the school day, the students will be sent to a safe area within the building or, if necessary, will be transported to another facility or school building within the district. Children will be dismissed at regular times unless otherwise broadcast through local radio stations or communicated via Skylert.

Enrichment

Cornwall-Lebanon School District advocates for appropriate educational opportunities for all students. Students are screened in 2nd grade to determine if additional assessment is necessary for enrollment into the enrichment and gifted program. Students are identified based on strict, multiple criteria, as listed in district procedural guides. Any student who does not qualify for services will not be formally assessed for consideration for at least one calendar year. This program services students who demonstrate advanced abilities and who require additional programming to meet their needs. The program includes, but is not limited to, students who may be identified as gifted under Chapter 16 of the Pennsylvania School Code.

Health Services

We are fortunate at Cornwall-Lebanon to have full-time nurses in each elementary school. Every student has the right to receive health services which focus on maintaining a safe and healthy environment. Our goal is for each student to achieve his/her fullest academic potential. This can only occur when students are healthy.

School health services include:

- Health Assessments and Screenings
 - Physicals - K, 6, 11
 - Dental Exams - K, 3, 7
 - Scoliosis Checks - 6, 7
 - Provide medical care, first aid, medication and treatment administration
 - Evaluate chronic health problems
 - Identify communicable diseases
- Health education and promotion
 - Provide a variety of health education programs on subjects such as:
Nutrition, Human Growth and Development, Drug/Alcohol Use, Child Abuse, Dental Health, AIDS, School Violence, Tobacco Use

Medication Policy

Whenever possible, medications should be given at home. The procedures were created using the Pennsylvania's Department of Health Guidelines for Administration of Medications at School. Following these guidelines, the Cornwall-Lebanon School District has adopted the following medication procedures:

Parent and physician signatures are required for administration of all prescription and over-the-counter medications (e.g., Tylenol®, Tums®, Ibuprofen, aspirin, etc). Medication

Consent forms are available in the nurse's office or on the district website: <http://www.clsd.k12.pa.us>. Click on the Parent Info Tab. All area health care providers have been notified and should have forms. A parent or adult designee must transport all medications to and from school including any over-the-counter medications such as Tylenol. Students may not transport medications to or from school unless an order to self-carry a medication is signed by a parent and physician.

Internet Use

Students may use the Internet at school in supervised areas. We are sensitive to family decisions and apprehensions regarding questionable information on the Internet. Therefore, the district has implemented an Internet filtering service which provides safer and more productive Internet usage in the classroom. This service prevents access to or "blocks" inappropriate Internet sites. However, if you feel uncomfortable with your child using the Internet, please send a note to your child's teacher stating that you do not want him/her to use the Internet at school. Should you have any questions regarding this matter, please do not hesitate to contact your building principal.

CLSD Board Policy No. 815

Lost and Found

On a regular basis, gloves, boots, sweaters, pens, wallets, and many other articles which are personal property are turned in to the office. These articles are kept by the school until the end of the school year. If the articles are not claimed by the end of the school term, they are donated.

Parent Organizations

Each elementary building has an active parent organization. Their function is to bring the school and home closer together to share ideas and to provide experiences for our students. These organizations finance assemblies, field trips, the purchase of equipment for school, and sponsor a wide variety of worthwhile, fun activities for children. You are encouraged to become an active member of your school's parent organization. Details concerning each organization are available in your school's office and on the District website.

Pets/Animals at School

No animals are permitted in school. Pets, although harmless at home, may pose a threat to others because they may trigger allergic reactions, carry disease that may react to students who have not built up immunity or cause harm to others by biting or scratching. Building principals must consult with the superintendent before allowing any animals into school buildings.

Photo/Publicity Refusal

Photos and videotape footage of Cornwall-Lebanon School District students involved in various school-related activities often are used as part of the district's community relations program. Photographs/videotape may be used in district publications, video productions, district website, social media, newspapers, and on television. If for any reason you do not give permission for publicity of your child, please complete a Cornwall-Lebanon School District Publicity Release Form in the main office.

PSSA Testing

Each year students will be required to take the Pennsylvania System of School Assessment (PSSA) in the following areas:

- Grade 3 –Math and English Language Arts
- Grade 4 – Math, English Language Arts, and Science
- Grade 5 – Math and English Language Arts

Testing will take place in the spring. These tests are very important in determining how well our students are performing in relation to the state standards. Please do not schedule any vacations or trips during this time. Please refer to your building newsletter for testing dates.

For the 2019-2020 School Year the PSSA Windows are as follows:

- ELA – April 20-24, 2020
- Math & Science – April 27-May 8, 2020

Reporting to Parents

It is the belief of the Cornwall-Lebanon elementary staff that each child can learn successfully. Learning may be demonstrated in a variety of ways. Our assessment and evaluation focuses on the strengths and progress of individual students in the many ways their learning is evidenced. Our goals are that assessment and evaluation will:

1. promote positive self-esteem
2. be ongoing and integrated with instruction
3. include a balance of both process and product
4. include self-assessment
5. reflect the match between individual student needs and the curriculum
6. encourage the student to aspire to personal excellence

We also believe that parents are an integral part of the educational process. With a thorough understanding of a child's progress, they will be better able to enhance and support learning. Therefore, our report to parents will:

1. focus on strengths and progress of the individual student
2. address knowledge, skills, and attitudes
3. cover all aspects of the curriculum (intellectual, social, emotional, physical)
4. provide the opportunity for a personal conference

Residency

Eligibility of Non-Resident Students

A child belonging to any of the following cases shall be considered a resident and entitled to free tuition:

1. A child living with resident parents.
2. A child legally adopted and living in the district with adopted parent or parents.
3. A child who has lost both parents or who lives within the district with guardians, either natural or appointed.
4. A child living with a divorced, resident parent who has custody of the child by decree.
5. A child who has acquired a permanent or temporary home, within the district, who files an affidavit that the parents do not contribute to his or her support.
6. A child who lives full-time and not just for the school year and is supported gratis by a resident as if it were his own, and where such resident files an affidavit to that effect.

CLSD Board Policy 202

Former Residents

Regularly enrolled children whose parents have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents move from the district during the 25 school days immediately prior to the end of the school year. Any

former resident that does not follow these guidelines can be legally charged with theft of services, resulting in tuition fees and court costs.

Future Residents

Prior to the commencement of a school year, a child, whose parent/guardian has executed to buy, build or rent a residence in this district for occupancy, may be enrolled without payment of tuition if residency in the district is established by September 30. There will be no exceptions to this date. If residency is not established by the September 30 date, the district will hold liable the parent/guardian for payment of tuition beginning with the first day of the school year. Transportation to and from school will be the responsibility of the parent/guardian. Parents/Guardians of children who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid. Fraudulent or invalid claims concerning future residency will result in the parent/guardian being held liable for payment of tuition charges for each day their child has attended school as a nonresident, and may also result in criminal charges being filed.

☒ Responsibility Checklist

Student:

- ☒ Attend school daily, arrive on time and be prepared for the day-- with a positive, enthusiastic attitude and ready to do your best.
- ☒ Treat all people and property respectfully.
- ☒ Complete and return all homework or messages between home/school.
- ☒ Respect and honor the right of each student to get an education.
- ☒ Be polite and use good manners in all situations.
- ☒ Dress and groom yourself to meet fair standards of health, safety, and decency.
- ☒ Help develop a climate within the school that is cooperative and conducive to wholesome learning and living.

School:

- ☒ Ensure that all students will learn.
- ☒ Create a climate of cooperation, respect, and security.
- ☒ Provide a friendly, safe, and healthy learning environment.
- ☒ Provide developmentally appropriate learning activities.
- ☒ Maintain open communication with parents about student progress in academic, social, emotional, and physical areas.
- ☒ Provide adult supervision of students at all times.

Parent:

- ☒ Ensure that your child attends school daily and on time, prepared to learn--having had adequate rest, a good breakfast, and a happy morning start at home.
- ☒ Participate in communication and/or meetings that concern your child's progress in academic, social, emotional, or physical areas.

- ☒ Establish a regular study time and place at home for your child.
- ☒ Help your child to set meaningful educational/study goals and to budget time to accomplish these.
- ☒ Ask for clarification when you have questions about school.

School Gate Guardian

Each school in the Cornwall-Lebanon School District has a visitor management program called School Gate Guardian.

When a visitor arrives at one of our schools, the individual will need to scan their valid driver's license or other state-issued identification upon arrival at the door. The ID will be checked against several law enforcement databases. Next, visitors will receive a printed ID badge that includes their photo and name. The School Gate Guardian process of checking visitors includes an ID scan, background check, and printing of a visitor's badge.

If a visitor's identification is flagged and a badge is not printed, a school administrator, district police officer, or office staff member will evaluate the individual's ability to enter the building.

School Hours

Arrival & Dismissal: Buses arrive between 8:45 and 9:00 a.m.; school begins at 9:00 a.m. (12:45 p.m. for afternoon kindergarten). Parents driving children to school should not arrive before 8:45 a.m. (12:40 p.m. for afternoon kindergarten). Dismissal is 11:45 a.m. for morning kindergarten and 3:30 p.m. for all other classes including afternoon kindergarten.

School Insurance

A term life and accident insurance covering accidents to children while in school, or while traveling to and from school, is made available to parents online on the CLSD website under Parent Information/Forms. The purchase of the insurance and any claims arising from covered injuries will be handled by the insurance company. Claim forms are available in the school office. The school does not carry this type of insurance to cover students. However, personal insurance carried by parents could cover children at school.

School Lunch Program

The cafeteria is a part of the student's learning experience and is available in all buildings, grades 1 to 5. The school district has monitors in each cafeteria to supervise the children and promote healthy eating habits. The same conduct is expected of students during lunch time as the rest of the school day. A lunch with milk is available each day for students. Milk may also be purchased separately in half-pint containers. A computerized debit system is available in each of the school buildings. Money can be deposited in your student's account regardless of whether your son/daughter is a free, reduced, or full paying student. Funds can be deposited in the form of a personal check, cash, or credit card (charges apply for on-line deposits). Money will only be deducted when a student uses his/her account. If it is in the form of cash, please enclose it in a sealed envelope labeled with his/her name and account number. Students should give their deposits to their homeroom teacher.

Please be aware that if your son/daughter is a free or reduced paying student, the system will know this and price his/her meals accordingly. So, in the case of a student who receives free or reduced lunch, you can still deposit money into your child's account so they can purchase additional items above or beyond their basic meal. There is no limit on the amount of money that can be

deposited. Parents will be notified via an automated phone system when their child's account reaches a low or negative balance. The system is very confidential; every student uses the system in the same manner regardless of meal status.

Depositing funds in the system is encouraged, but is optional. The system still has the ability to act as a cash register. In order to view exactly what your child is eating for lunch, login to the Parent Portal site via Skyward Family Access. The website can be accessed via each building's website.

Credit cannot be extended for lunches. In extreme cases where account balances are negative, students will be allowed to charge meals for a period not to exceed one week. During that time, only the meal of the day may be charged, NO ala carte items. If the account is not paid in full after one week, the student will be given the alternate meal only.

If any parent feels the need of financial help to purchase school lunches, there is a free and reduced lunch program. For additional information concerning this program please refer to <https://www.humanservices.state.pa.us/Compass.Web/CMHOM.aspx> or contact your school principal. Please also refer to the guidelines handed out at the beginning of each school year concerning the lunch program and also the school district calendar.

School Pictures

Individual pictures of pupils are taken during the first half of the year. A pre-pay order form is sent home and parents have the opportunity to purchase photographs in a variety of packets. Some schools also offer group class pictures and yearbooks. Purchase of any item is optional. Information will be sent home as dates and prices become available.

School Support Services

Each elementary school has . . .

- full-time secretaries to answer your questions and convey your messages
- a nurse to provide first aid, administer doctor-prescribed medications, and provide sight and hearing screenings
- a certified psychologist/guidance counselor to help students, parents, and teachers
- learning support teachers who team with regular classroom teachers to help children with special learning problems
- programs in art, music (including string and instrumental), library, physical education, and computer literacy)
- a reading specialist to assist students with reading difficulties
- trained specialists to help children with speech and hearing difficulties
- parent-teacher organizations and volunteer parents that provide invaluable services to our children and teachers
- para-professional assistants to help teachers with clerical duties and instructional assistants to help students review and practice basic skills assigned by the teacher.
- a custodial staff that maintains equipment and keeps our schools clean and safe for children
- a cafeteria and staff who prepares daily nutritional meals at a reasonable price.

School Wellness Policy

The Cornwall-Lebanon School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and

promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Ensuring the safety and wellness of our students is one of the upmost priorities of each and every school within the Cornwall-Lebanon School District. Prioritizing the safety and wellness of our students and complying with policy no. 246:

- All Classrooms Snacks Distributed to our Students will be Smart Snack Compliant
- Any Shared Classroom Snack by Staff or Student Must be Smart Snack Compliant
- Any **Shared Birthday Treat must not contain a food item**
 - Birthday Treats that are food (ex. Cupcake, Cookie, Cake, Snack bag, Candy, Crackers, Pies, Fruit Slices) **Are Not Permitted to Be Brought to School and Distributed**
 - Parents/Guardians who want to provide a birthday treat to classmates are encouraged to send in non-food items that are age level appropriate (ex. Stickers, Pencils, Erasers. Any Type of School Supply, Bookmark, Notepad, Mini Game)

Thank you for your cooperation and understanding. Together we can help ensure the safety and wellness of our students. For more information on Policy No. 246 please see our [District Website under our School Board dropdown](#), or contact you school office.

CLSD Board Policy No. 246

Smoking Policy

The Cornwall-Lebanon School District is a smoke-free school district. Board policy prohibits use of tobacco in any form in school buildings, on school grounds, on school buses, or in district-owned vehicles at all times. This applies not only to students but to employees and visitors as well. A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication. Under federal law, school entities are subject to a fine of \$1,000 per day if they do not enforce tobacco prohibitions in schools.

CLSD Board Policy No. 222

Student Information Changes

Emergency information forms are issued to each pupil the first day of school. These should be completely filled out by the parent and returned to school immediately. The legal name of the child must be used. For name changes, final papers are presented as evidence that the child has been legally adopted. Any change in residence of a pupil, even though they stay within our school district, or any change of phone number during the school year, should be reported to the elementary office at once. Unlisted phone numbers are kept in strictest confidence but should be given, as we must be able to reach parents in emergencies. As soon as it is known that a child will withdraw, contact the elementary office either by personal note or telephone. Since children do not always have the correct information, we cannot accept the word of the child. Include in the note the new residence or school district, if known. All outstanding obligations (books, lunch money, etc.) must be settled before leaving. Please note that when you move from the school district, your child must enroll in the new district's school. The Parent Portal section contains important information regarding the updating of information.

Student Use of School Telephone and Cell Phones

Portable or cellular phones are not to be visible or turned on during the school day or **while riding district-provided transportation**. If a student is found with such a device, it will be confiscated, sent to the office and parents will be required to pick up the device. A second offense will have the school withhold the device for one week before returning it to a parent. If there is a third offense, the

school will withhold the cell phone until the end of the school year. Additional occurrences will result in a parent, student and school conference to solve this recurring school violation.

Inappropriate use of an electronic device such as a cell phone may result in additional disciplinary action.

Students may use the office telephone for emergency situations only. Try to encourage your child to remember to bring lunch money, musical instruments, and homework, as well as notes with special requests. This contributes to developing a sense of responsibility.

Tardiness

A student who arrives after 9:00 a.m. will need to report directly to the main office. Accumulated unexcused tardies will be considered an illegal absence. **Events such as missing the bus, oversleeping, arriving late due to a trip, illness of a family member, shopping, staying home to study, hunting, fishing, performing farm work, or attending the Farm Show without prior approval will be determined unexcused.**

A student's parent/guardian will be contacted when excessive tardy minutes are accumulated. Six hours of unexcused tardiness will result in an illegal day of absence being recorded. According to the Pennsylvania School Code, after three (3) illegal days of absence, parents are to be cited by the district magistrate.

Technology

The elementary schools each have computer labs where students enroll in computer classes to learn basic technology skills. In addition to the computer classroom, computers for student use are available throughout the schools. The district is committed to providing classrooms with the most current technological resources at the most affordable costs to the community.

Student One-to-One

Students in the Cornwall-Lebanon School District are issued a device for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent/guardian is asked to read this information carefully.

The following items reiterate some of the most important points covered in the One-to-One Device Handbook found on the district website.

- I understand that the device and its accessory equipment (battery, power cord, case, etc.) are the property of the Cornwall-Lebanon School District.
- I understand that the student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the device.
- I understand and agree to abide by the rules and regulations of the Acceptable Use Policy and guidelines outlined in the One-to-One Handbook. Failure to abide by these policies will result in disciplinary action.
- I understand that I must report all device damages, or the theft/loss of the device to school administration.
- I understand that, unless instructed otherwise by a teacher, I must have my charged device along with me each day for every class.
- I understand that if I did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, the cost of the repair will be my responsibility.

- I will not install or use file-sharing programs to download music, video, games, or other media or any other app/program deemed inappropriate by administrators and/or technology services.

It is important that parents/guardians and students read and review all of the device guidelines contained within the One-to-One Device Handbook and the current Cornwall-Lebanon School District Acceptable Use Policy.

Terroristic Threats/Acts Policy

The Cornwall-Lebanon School District Board of School Directors recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent shall be responsible for developing administrative regulations to implement the policy.

CLSD Board Policy No. 218.2

Tuition Students

The district will admit tuition students as space and programs permit. The administration will be responsible to keep the Board informed and recommend or reject applicants for tuition to them at their regular meetings. Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.

Visitors in the School

We have many great opportunities for family members to come to school. From time to time, relatives who are not familiar with our security procedures come to participate as well. While we love to have visitors, we need to remind everyone that due to security reasons everyone needs photo identification (ID) and it is required to gain entrance to our school. This includes all parents, grandparents and visitors of any kind; they must have identification when entering the building. Driver's License, Passport or Employment ID is preferred. Also, as a reminder when you come to school, come directly to the office. Our teaching staff on recess duty does not always know who is coming to school. So come to the office and check in before going anywhere on school grounds, including the playground.

We also require that you give our staff and teachers a 24 hour notice when coming to school. Interrupting the teaching process to talk with parents is detrimental to the entire classroom. Access to the school building and duration of a visit is at the discretion of the school administration.

Thank you for helping us to keep your children and our school safe and orderly.

CLSD Board Policy No. 907

Volunteers in School

All volunteers are expected to maintain professional, moral and ethical relationships that are conducive to an effective safe learning environment. Volunteers in school are categorized as a long-term, short-term, or supervised volunteer.

- Long-Term Volunteer - a volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee. Examples include: coaching and/or assisting with an athletic team or musical performance group, or advising an extracurricular activity.
- Short-Term Volunteer - a volunteer who will or is reasonably likely to have direct contact with a student while performing his/her volunteer service without direct supervision by a school district employee, for a limited scope or amount of time. Examples include: daily classroom, library or office assistant and/or assisting with classroom or special building events.
- Supervised Volunteer - a supervised volunteer is in direct contact with or close proximity to a school district employee while performing his/her volunteer service and this NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present.

CLSD Board Policy 916 & CLSD Volunteer Handbook

Weapons Policy

Possessing, using, transporting, carrying, or storing a weapon while on school property, while attending school-related activities, or while on the way to or from school, by any student is prohibited. Violation of this policy will result in discipline, which may include suspension and expulsion, and may result in a report to local police and a request for further action.

A weapon is defined by federal or state law. A weapon includes, but is not necessarily limited to, firearms, ammunition, destructive devices, and fireworks, or any other tool, instrument or implement capable of inflicting serious bodily injury or intimidating others, or used for such purpose. A weapon includes stun guns, replicas, models, or facsimiles intended to look like a real weapon.

Any school district employee shall immediately inform the building administrator of any incident involving a weapon. The building administrator will conduct a complete investigation and will confiscate the weapon. The building administrator will promptly notify the Superintendent and the parent or guardian of any student involved. The Superintendent may report the incident to the local police and request further action.

CLSD Board Policy No. 218.1

Parent Tips: How to Help at Home

- Place a priority on reading and math
- Show your enthusiasm for education by taking an active interest in your child's schooling
- Attend school functions
- Have a conference with your child's teacher
- Make a point to talk with (not at) your child about daily activities
- Provide an adequate breakfast and lunch for your child
- Talk about teachers in a positive tone in front of your child
- Encourage your child to participate in the "extras" the school offers
- Know your child's classes and assignments
- Become familiar with late homework/make-up policies
- Find out when teachers are available for extra help
- Monitor and limit the number of hours your child watches/uses television, video games, etc.
- Help your child establish good time management techniques
- Know how your child learns best and take advantage of this information
- Try to discuss the day's activities around the dinner table



Cornwall-Lebanon School District - 717-272-2031

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Director of Elementary Education
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Lebanon, PA 17042

Cornwall Elementary School - 717-273-4571

Nathaniel A. Artz, Principal
45 Burd Coleman Road
Lebanon, PA 17042

Ebenezer Elementary School - 717-272-1969

Dr. Dean W. Bozman, Principal
1600 Colonial Circle
Lebanon, PA 17046

South Lebanon Elementary School - 717-273-4546

Mark D. Brown, Principal
1825 South Fifth Avenue
Lebanon, PA 17042

Union Canal Elementary School - 717-270-7227

Bernard J. McGinty, Principal
400 Narrows Drive
Lebanon, PA 17046

Please complete this form and return to the office.

Please read the *Elementary Student Handbook* with your child and return this slip to your child's classroom teacher as soon as possible. Thank you.

I have received my copy of the Elementary Student Handbook.

Parent/Guardian Signature

Date

Student Name

Classroom Teacher

