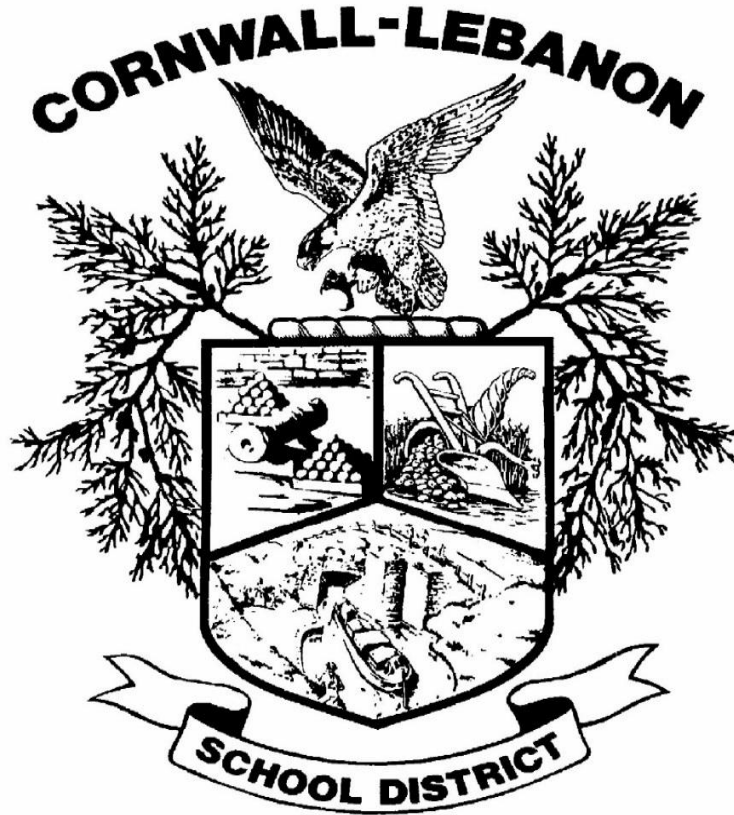


*Cedar Crest High School
Student Handbook*



CLSD Mission:

Empowering our students to reach their individual potential.

Contents include:

*General Information
Student Code of Conduct
Acknowledgment Signature Pages*

2023-2024

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PURPOSE OF THE STUDENT BEHAVIOR CODE

- Create a consistent set of expectations for student behavior in the Cedar Crest High School.
- Reinforce positive behavior and provide students with opportunities to develop appropriate social skills.
- Outline the interventions and consequences for students who engage in inappropriate behavior.
- Describe the rights and responsibilities of all members of the school community
- Engage students in a safe, positive, and supportive learning environment.

DEFINITION OF DISCIPLINE

“Discipline” is defined as actions that teachers, administrators, support staff, and parents employ to teach students the essential skills necessary for academic and social success.

SCOPE OF THE STUDENT BEHAVIOR CODE

- The Student Behavior Code is intended to outline a range of appropriate responses for inappropriate behaviors:
- Poor academic achievement is not an act of misconduct. Therefore, the Student Behavior Code must not be used to discipline students for poor academic achievement or failure to complete assignments.
- A parent’s refusal to support appropriately their child’s education cannot be considered misconduct on the part of the child.
- The Student Behavior Code applies to all students.

The Student Code of Conduct applies to the actions of students at school, at school-sponsored and school-related activities, including school-sponsored travel, and for school-related misconduct.

Students who violate policies as written will be subject to detention, suspension or possibly expulsion. The administration reserves the right to notify the local police regarding students who break the law or violate school rules.

CEDAR CREST HIGH SCHOOL PHILOSOPHY

We believe that:

- a. it is our responsibility to provide every student with the opportunity to obtain a basic educational foundation through a comprehensive program;
- b. this educational opportunity should be consistent with the intellectual, physical, social, emotional and creative potential of every student to allow for maximum personal growth;
- c. we must respect the worth and dignity of every individual;
- c. it is our responsibility to foster and perpetuate the ideals and values of our American democratic society.
- d. we must encourage every individual to accept their responsibility as a citizen of both school and community; to become a self-supporting member of society; and to acquire the knowledge, skills, and attitudes necessary to maintain the quality of life in a balanced environment; and
- e. we must establish a close working relationship between the school and the community in order to facilitate a better understanding and increased support for our educational objectives.

HIGH SCHOOL ADMINISTRATION

Mr. Christopher Groff – Principal
Dr. Barbara May – Assistant Principal
Mr. Rob Snyder – Assistant Principal
Mr. Mike Rohrbach – Assistant Principal
Mr. Rick Dissinger – Athletic Director

CORNWALL-LEBANON MISSION STATEMENT

To empower students to reach their individual potential.

CODE OF CONDUCT

It is the objective at Cedar Crest High School to provide an environment conducive to learning both academically and socially. Therefore, it is necessary that regulations be developed to ensure conduct appropriate to the realization of that objective. Students who conduct themselves positively and appropriately will find a pleasant, comfortable atmosphere within which they can grow constructively. Those who choose to behave in opposition to the regulations will find themselves subject to disciplinary measures. Chronic and consistent rebellious behavior will ultimately result in a referral for a Board hearing for purposes of expulsion.

A STATEMENT OF STUDENT RESPONSIBILITY

(Reprinted directly from Chapter 12, section 12.2, of the Pennsylvania School Code.)

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for all students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

HIGH SCHOOL FACULTY

ART

Mrs. Tori Dissinger
Mrs. Lauren Dresch
Mr. Adam Leonard

BUSINESS ED.

Mr. Benjamin Harris
Mr. Barry Spohn
Mrs. Amy Sullivan

ENGLISH

Mr. John Gates
Mrs. Melissa Geibe-Nash
Mrs. Katy Gerhart
Mrs. Darrah Gingrich
Mrs. Amy Haines
Mr. Cody Hassler
Mr. Richard Heebner
Mr. Derek Hitz
Ms. Jessica Isenberg
Mrs. Nicole MacMillan
Mrs. Christin Opreska
Ms. Hannah Shirey
Dr. Jennifer Stumphy
Mr. John Wuori

ESL

Mrs. Matilda Reyes

FAMILY & CONSUMER SCIENCES

Mrs. Kristin Butler
Ms. Jessica Herb
Mr. Caleb Leal

HEALTH-PHYS. ED.

Mr. Travis Dresch
Ms. Karissa Melfi
Mr. Robert Schelhorn
Mrs. Ashli Shay
Mrs. Angela Springborn
Mr. Eric Wagaman

MATHEMATICS

Mrs. Sarah Battistelli
Mrs. Holly Boger
Mr. Joe Eggert
Mrs. Gabrielle Fritz
Mr. Andrew Gates

Mrs. Karen Kohr
Mrs. Karen Leiboff
Mrs. Carin Marzock
Mrs. Katelyn Miller
Mrs. Shannon Reisch
Mr. Chris Schultheis
Mr. Shane Thomas
Ms. Jennifer Wagner

MUSIC

Dr. Christopher Campbell (Orchestra)
Mr. Scott Muenz (Band)
Mrs. Leslie Rauchut (Choir)

SCIENCE

Mr. Travis Dresch
Mr. Richard Fried
Mr. Nathan Hansell
Mrs. JoLonda Hopwood
Mr. Keith Hysick
Mrs. Cindy Kreider
Mrs. Emma Lebo (Leave)
Mrs. Kelly Light
Mrs. Erin Rhoades
Mr. Robert Rita
Mr. Joe Rittle
Mr. Jeff Smith
Mr. Christopher Snyder
Mrs. Jeanine Snyder
Mr. Gene Strait
Mr. Blake Thomson
Mrs. Sylvia Wuori

SOCIAL STUDIES

Dr. Rodney Gernert
Mr. Philip Gobble
Mr. Logan Horn
Mr. Nicholas Lambros
Mrs. Anita Lukridge
Mr. Brian Powers
Mr. Brandon Risser
Mr. Anthony Sinico
Mr. Thomas Waranavage
Mr. Rob Wildasin
Mr. John Wuori
Dr. Ana Zorrilla

SPECIAL EDUCATION

Mrs. Lisa Bielecki
Mrs. Jennifer Bonacuse
Mrs. Jen Ebersole
Mrs. Erin Frantz
Mrs. Tiffany Hauck
Mr. Chris Hiester
Mrs. Beth Hostetter
Mrs. Jenna Kline
Mrs. Chelsea Lutz
Mrs. Heather Shelley
Mrs. Raquel Sides
Mr. Thomas Smith
Mr. Travis Steedle
Mr. Jason Williams

TECHNOLOGY

Ms. Claudia Brady
Mr. Isaac Custer
Mr. Darren Grumbine
Mrs. Sarah Harchuska
Mr. Philip Haussener
Mr. Steve Miller
Mr. James Oplinger
Mr. Jonathan Weitzel

WORLD LANGUAGE

Mrs. Jennifer Besse
Ms. Ashley Christman
Ms. Wendy Marini
Mr. Waldemar Plichta
Mrs. Kellie Snyder
Mrs. Anne Weber

LIBRARY

Mrs. Deb Follett (Career Center)
Mrs. Katy Gerhart (Librarian)

COUNSELING OFFICE

Mrs. Erin Callihan (Social Worker)
Mr. Carlos Carmona (Counselor)
Ms. Rachel Fisher (Secretary)
Mrs. Sarah Gebhard (Counselor)
Dr. Christopher Greenawalt (Psychologist)
Mrs. Jennifer Knight (Counselor)
Mrs. Teresa Mascoli (Secretary)
Dr. Diane Suhrbier (Psychologist)
Mr. Stephen Thompson (Counselor)

SPECIAL SERVICES

Mrs. Tami Kohr (Nurse Asst.)
Mr. Jamie Schultz (School Police)
Mr. Shane Thomas (Gifted Coordinator)
Mrs. Pamela Wildonger (Nurse)
Ms. Erin Yoder (Speech and Language)

LONG TERM SUBSTITUTES

Ms. Allyson Billmyer
Mr. Bennett Webber

OFFICE PERSONNEL

Mrs. Crystal Brown (Attendance Secretary)
Mrs. Veronica Juppenlatz (Athletics Secretary)
Ms. Mackenzie Leonard (Front Desk)
Mrs. Terri Light (Principal's Secretary)
Ms. Laurie Munnion (Assistant Principal's Secretary)
Mrs. Terri Rodriguez (HS Support Services)

IU STAFF

Ms. Molly Chahwala
Mrs. Erika Rivera

SUPPORT STAFF

Ms. Angela Breidenstine
Ms. Heather Clement
Mr. Ray Diaz
Ms. Joyce Ernst
Mr. Michael Garrett
Ms. Deborah Killinger
Mr. Rodney Lilley
Ms. Tracy Long
Mrs. Wanda Lopez-Strock
Mrs. Jessica Mays
Ms. Michele Querry
Mrs. Jahaira Rivera
Ms. Kim Rohrer
Mrs. Corinne Showalter
Mr. Jon Simpson
Mrs. Tracy Spangler
Mrs. Julia Sweigert
Ms. Veronica Vasquez
Mrs. Elaine Wert

TRAINERS

Mr. Sean Dougherty
Mr. Chris Seldomridge

Student Activity Section

STUDENT ACTIVITIES

The following section highlights co-and extra-curricular programs that are created to promote student involvement in Cedar Crest High School.

We encourage all students to become involved in at least one (1) student club or activity.

CLASS ADVISORS

2023-2024

Freshmen

Mrs. Erin Callihan
Mrs. Sarah Gebhard
Ms. Hannah Shirey
Mrs. Angela Springborn

Juniors

Mr. Caleb Leal
Mrs. Wendy Marini
Mrs. Jeanine Snyder

Sophomores

Mrs. Jenna Kline
Mr. Nicholas Lambros
Mr. Thomas Smith
Ms. Sarah Sweda

Seniors

Mrs. Katy Gerhart
Ms. Jessica Isenberg
Mrs. Chelsea Lutz
Dr. Ana Zorrilla

CLASS INFORMATION

ELECTIONS

During the last full week of April, petitions for sophomores, juniors and seniors will be circulated. Any student desiring to hold an office will secure a petition. No one may file petitions for more than one office. This petition must be signed by thirty-five (35) students and one class advisor. **Students may sign only one petition for each office.** Petitions must be returned by the first Wednesday in May. Administrative approval is required to verify exemplary discipline record prior to their initiating petition to run for office. Elections will be held on the second Tuesday in May.

During the September class meeting, freshmen will be oriented to the procedure for becoming a class officer. Petitions for office will be circulated during the third week in October. Any student desiring to hold an office will secure a petition. The signatures of thirty-five (35) students and one class advisor will be required. **Students may sign only one petition for each office.** Petitions must be returned by Monday of the last week in October. Petitions will be reviewed by the Principal and Class Advisors and elections will be held at the end of the last week of October.

Voting and Campaign Regulations:

Campaigning may begin immediately upon the filing of a properly completed petition and may continue through election day. Campaign posters will be subject to the approval of the Student Council poster committee. Officers will be selected by plurality.

RANK

At Cedar Crest High School, class standing is compiled for each student at the close of each year. A mathematical formula, weighed in favor of more rigorous academic courses, is used. Students can receive their class standing at the beginning of each school year by talking to their counselor.

Students who transfer to Cedar Crest will be eligible for class ranking only after one full year of attendance. Transcripts will be evaluated carefully for their compatibility with Cedar Crest's system of credits and course weighting.

SENIOR-PROM

The Senior Class is responsible for this activity. Only seniors and their guests may attend. Admission of a non-Cedar Crest student can be arranged by contacting the appropriate assistant principal for a guest pass. All guests will be under the age of 21 unless otherwise approved by the building principal. Students who are attending the prom are dismissed no earlier than 11:11 am on the day of the prom.

DANCE REGULATIONS

1. Dances at Cedar Crest High School are for Cedar Crest students only. Admission of a non-Cedar Crest student to a dance will be arranged through a guest pass signed by appropriate authorities. There is a one guest limit. Guests must be enrolled in grades 9-12 and adhere to the guest pass guidelines. All guests will be under the age of 21 unless otherwise approved by the building principal.
2. Dance ticket availability is precluded by the legal limit of students/guests/chaperones allowed by the fire marshal.
3. The date must be cleared with the high school's main office and with the Student Council at least one week prior to the event.
4. Through the high school main office, school policemen will be hired to supervise the parking lot and will be paid for by the sponsoring organization.
5. Sponsoring organizations are responsible for the cost of the custodial services.
6. Two days prior to the dance, a list containing the signatures of six adult chaperones must be submitted to the Student Council. (Four must be faculty members.)
7. It is the responsibility of the organization to tear down and set up the tables and chairs in the area of the dance.
6. Cedar Crest students will be required to show I.D. cards.
7. Upon leaving the dance, students will not be readmitted and are required to leave school property.
8. An adult chaperone must supervise the admission of students.
9. The adult chaperones must take particular care to supervise the lavatories.
10. Any student suspected of being under the influence of alcohol or a drug will be turned over to the police.
11. No one is to be admitted into a dance after 9 pm.
12. All dances must terminate by 10 pm.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render school services, to encourage positive leadership and to promote the development of character.

To be eligible for membership, members of the Junior and Senior classes must have the following:

Members must have a 3.85 cumulative weighted scholastic average in all subjects carried and participation in a minimum of two extracurricular activities. (Note: Above Point Values ARE NOT Rounded).

A student must attend Cedar Crest for a period equivalent to one semester to be eligible. At least three semesters of grade records must be available for calculating averages. Students who meet these requirements are invited to apply for membership.

The members of the faculty are asked to recommend students for membership from the list of applicants on the basis of character, leadership and service. The faculty committee for the Honor Society reviews each student's application along with the teacher recommendations and makes the final selection of inductees.

All students selected for membership in the National Honor Society must agree to:

1. attend all meetings;
2. abide by behavior and ethics codes;
3. participate in service projects; and
4. maintain all eligibility standards.

Induction ceremonies are held during the fall semester with parents of the newly elected members invited as special guests. The members of a faculty committee serve as advisors to the National Honor Society.

Sports & Clubs Section

PROGRAMS ATHLETICS

Opportunities are provided for students to participate in a variety of inter-scholastic athletic activities. This program permits students to develop their talents while learning the advantages of a cooperative effort through team sports. The competitive nature of the program exposes students to the realities of winning and losing and is designed to teach them to accept both realistically.

FALL	WINTER	SPRING
Cheerleading	Basketball	Boys' Tennis
Cross Country	Bowling	Boys' Volleyball
Field hockey	Swimming	Baseball
Football	Wrestling	Lacrosse
Girls' Tennis		Softball
Girls' Volleyball		Track and Field
Golf		
Soccer		

CLUBS

ALL CCHS STUDENTS ARE ENCOURAGED TO JOIN AT LEAST ONE CLUB OR ACTIVITY DURING THEIR MEMBERSHIP AT SCHOOL.

A school club may be initiated by CCHS students. They are encouraged to begin a club based on their interests or passion. If a group of students wishes to form a club, then the following guidelines should be followed:

1. Contact administrative liaison and discuss the idea of the club to ensure that there is not a similar club in existence.
2. Obtain paperwork from administration for club creation and board approval.
3. After meeting with administration, students must:
 - a. Obtain signatures of a minimum of ten charter members.
 - b. Secure a faculty sponsor.
 - c. Submit a statement of purpose and club rationale.
4. Submit all documents to the administrative liaison for approval by the Board of School Directors, which happens twice a year.

The following clubs are currently available for membership:

AEVIDUM – Mrs. Battistelli, Mrs. Wagner, Mrs. Dresch

ANIME CLUB – Dr. Gernert

ARCHERY – Mrs. Frantz, Mr. Seldomridge

BATTLE BUDDIES – Mr. Thompson, Mrs. Geibe-Nash

BYTE CLUB – Mr. Eggert

CEDAR LOG – Mr. Gates

CREATIVE WRITING CLUB – Mr. Gates

DEBATE CLUB – Mr. Derek Hitz

DRAMA CLUB – Dr. Gernert, Mrs. Haines

Engineering & Robotics Club – Mr. Oplinger

Falcon Radio – Mr. Wuori

FBLA – Mrs. Sullivan

FCA – Mr. Risser, Mrs. J. Snyder

FFA – Mr. Haussener, Ms. Claudia Brady

GSA – Mr. Heebner

HOTS (Helping Others Through Service) CLUB – Dr. Suhrbier, Mrs. Bielecki, Mrs. Callihan

K-POP – Mrs. Gabby Fritz

KEY CLUB – Mrs. Light, Mrs. Reisch, Mrs. Wuori

KITE CLUB – Dr. Gernert

MATCH CLUB — (Math and Chess) – Mrs. Kohr, Mrs. Marzock

MINI -THON – Mr. Hiester, Mrs. Knight

MODEL UNITED NATIONS CLUB – Mrs. Lukridge, Dr. Zorrilla

NATIONAL HONOR SOCIETY – Mr. Plichta, Mr. Risser, Mrs. Rauchut, Mr. Schultheis

Peer Mediation – Mrs. Gebhard

PEP CLUB – Mrs. Boger, Mrs. C Lutz

PHOTO CLUB – Mrs. Harchuska

QUIZ BOWL TEAM – Mr. Thomas, Mr. Eggert

SEE CLUB – Mrs. Battistelli, Mr. Fried

SFC – Mrs. Hostetter, Mr. Strait, Ms. Sweda, Mrs. Wuori, Mr. Thompson

Ski Club – Mr. Wuori, Mrs. Wuori, Mr. Harris

STAR – Mrs. Isenberg, Mrs. Ashley Christman

STUDENT COUNCIL – Mrs. Katy Gerhart

TALON – Mr. J. Gates

TSA – Mrs. Harchuska, Mr. Rita

World Language Club – Mr. Plichta, Mrs. Marini, Mrs. Weber

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General Information Section

GENERAL INFORMATION

ADDRESS/TELEPHONE/GUARDIANSHIP CHANGES

Report address/telephone/guardianship changes immediately to the Front Office.

COUNSELING SERVICES

With each successive year of high school, students will be expected to assume greater responsibility, and in turn, will be asked to make an increasing number of decisions which will have a lasting effect on their futures. As they near graduation, students will want to finalize their plans concerning their choices of vocation of post-high school education. The counselors on our high school staff will be working closely with each student in planning his/her educational program and in helping all students overcome any obstacles they might encounter during their high school years.

Counseling is an important part of all students' educational experience at Cedar Crest. The emphasis in our counseling services will be placed upon those problem areas which relate directly or indirectly to providing the best conditions for the mental and physical growth of our students. The counselors are not teachers in the accepted sense of the term, although, like the teacher, education is their primary aim. The relationship counselors establish with pupils is usually on a less formal basis than is the case in the classroom, and they most always work with pupils individually rather than in groups. Much time is spent in developing in each student a realistic concept of himself, his areas of relative strength and weakness, and in applying this knowledge to effectively plan for the future.

The Counseling Services available to all students at Cedar Crest High School provide for a comprehensive program including goals, objectives, and activities in the following components of the program.

A. Counseling and Consulting

These services are designed to assist students in resolving concerns and making decisions. They include:

1. Individual and group counseling.
2. Parent consultation and conference.
3. Consultation with educators and others who are significant to students' lives.
4. Consultation with and referral to other agencies.

B. Information Service

Current and accurate information service is provided which systematically collects and disseminates information to help students arrive at educational, personal, and vocational decisions. Included is information concerning:

1. Educational program planning and selection.
2. Career exploration.
3. Community and agency resources.
4. Student assessment data.

C. Student Assessment

The acquisition, analysis, interpretation, and reporting of data on students are provided for by use of both testing and non-testing techniques. There are provisions for interpreting data to students, parents, and staff. These assessment results are used:

1. To evaluate student outcomes.
2. To plan curriculum.
3. To identify student needs.
4. To study individual growth and progress.

5. To evaluate the educational program.

D. Placement

Placement services activities are provided to facilitate the students' entry into and progress through the school program and into the world of work with the greatest possible ease of personal and social adjustment. These include:

1. Educational program placement.
2. Post-High School placement, both educational and vocational.
3. Placement for students with special needs.
4. Orientation programs.

E. Confidential Communications

1. Information received from a student in confidence by a counselor, school nurse, or school psychologist is privileged information and cannot be divulged in any legal proceedings without the consent of the student or student's parents.
2. Such information may be revealed to a student's parents, teachers, or principal without the student's consent.
3. It is the legal duty of a counselor, school nurse, or school psychologist to report information concerning child abuse, neglect, or injury to the proper authorities.

Students at Cedar Crest High School have the opportunity to plan and select individualized programs of study during each of their four years. We hope that the program selected is a challenging one, but not challenging beyond the potential for success. Decisions for course selection should be made with great care, keeping in mind the student's abilities, personal goals, general interests, and career aspirations.

The counselors are available to help students and parents who may have questions concerning the curriculum or about the decision-making process of selecting a program of studies. This decision is one of the most important steps a student will take in the educational process, and we sincerely hope that this information will make selection easier and more rewarding.

COURSE CHANGES

Course changes will NOT be permitted after April 28, 2023.

In certain circumstances, the level for core courses may need to be adjusted. For consideration of a level change, the following steps must be completed:

1. The student has attempted to complete all assigned work.
2. The student has sought academic assistance from teachers.
3. The student has sought academic assistance from other resources such as Falcon Academy, peer tutors, private tutors etc.
4. If these conditions have been met, the students may secure a "Request for Schedule Change" form from their counselor.
5. The student will meet with Mr. Groff for final review and approval.

EMPLOYMENT CERTIFICATE (WORK PERMITS)

All employment certificates are issued in the high school office. The following steps are to be followed by students:

1. A parent must accompany the student.
2. Take birth certificate and high school ID to high school lobby or office.

3. Secure employment certificate from high school office.

FIRE DRILL REGULATIONS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will issue instructions.

1. There should be no loud talking or running at any time during the drill.
2. When the fire signal sounds, students should leave the room immediately, moving toward and out the designated exits. If it is not possible to go through the designated exit because of obstacles, students should use the next nearest exit.
3. Classes approaching a stairway or exit after other classes have arrived there should wait until those ahead have moved through the assigned exit.
4. Students should remain at the assigned station outside the building until attendance is taken and the return announcement is made.
5. Students in the cafeteria should leave through the doors marked fire exits.

6. Fire Drill Routes are as follows:

Cafeteria - exit through the north exit doors inside the cafeteria facing the tennis courts. Go across the patio, down the steps, and turn right. Follow the walk to the driveway, turn left and proceed to the grassy area beyond Falcon Drive.

Rooms 102, 500, 502, 504, 506 and the auditorium exit through the east doors in the auditorium lobby.

Rooms 104 and 106 exit through the south doors in the band room lobby.

Rooms 101, 103, 105, 200, 201, 202, 203, 205, 508, 510, 512, 514, 612, Faculty Lounge, Nurse's Suite, Counseling Suite, Administrative Offices, and the Career Center exit through the doors facing Evergreen Road.

Rooms 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 120, & the Library exit through the southwest door in the 100 hallway (near the library).

Rooms 204, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 219 & 221 exit through the southwest door in the 200 hallway (near the library).

Rooms 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 320, 321, 322, 410, 412, 413, 415, and 417 exit through the south entrance to the science wing facing Evergreen Road.

Rooms 301, 302, 304, 305, 306, 307, 308 and 309 will exit the building through the north entrance "J" which faces the tennis courts. After coming off the steps, turn left and proceed on the sidewalk toward the front of the Middle School.

Rooms 303, 410, 412, and 413 exit through entrance "I" and proceed through the parking area to the driveway. Continue past the tennis courts beyond Falcon Drive.

Rooms 405, 407, 409, and 411 exit through the north exterior classroom door and proceed through the parking area to the driveway. Continue past the tennis courts beyond Falcon Drive.

Rooms 401, 402, 403, 404, 406, and 408 exit through the door adjacent to Room 401 “H.” Proceed through the parking area to the driveway. Continue past the tennis courts beyond Falcon Drive.

Rooms 602, 604, 606, 608, and 610 exit through the southeast doors in the Gym B lobby (adjacent to the LGI Room).

Rooms 801, 802, 803, 804, 805, 806, 807, 808, and 809 exit through the stairwell doors at the east end of the building.

Rooms 701, 703, 705, 707 (LGI Room), Gym B and the Gym B Boys’ Locker Room exit through the northeast doors in the Gym B lobby (adjacent to the LGI Room).

Weight Room, Gym A and Gym A Boys’ Locker Room exit through east doors in Gym A lobby.

Girls’ Gym B Locker Room, Boys’ and Girls’ Pool Locker Rooms, Girls’ Gym A Locker Room and the Pool exit through the north door adjacent to the Girls’ Gym A Locker Room.

GRADING SYSTEM

Letter Grade	Numerical Value	Point Value
A+	100-97%	4.33
A	96-93%	4.00
A-	92-90%	3.67
B+	89-87%	3.33
B	86-83%	3.00
B-	82-80%	2.67
C+	79-77%	2.33
C	76-73%	2.00
C-	72-70%	1.67
D+	69-67%	1.33
D	66-63%	1.00
D-	62-60%	.67
F	59% and below	0
E	(SEE BELOW)*	—

Certain **pass-fail courses** are graded in the following manner:

O-Outstanding	P-Poor
S-Satisfactory	U-Unsatisfactory

At the end of each marking period, a percentage will appear on report cards as a marking period average.

- **FULL YEAR CLASSES** - Each marking period will be 25% of the final grade.
- **SEMESTER CLASSES** - Each marking period will be 50% of the final grade.

The letter grade is the grade which will appear on the student’s permanent record folder. Only final grades are recorded on the permanent record folder.

The point values (listed above) are used only in the calculation of GPA and class rank.

The school reserves the right to waive this process when there is ample evidence of lack of preparation during the second half of the course and a failing grade will be issued.

PRINCIPAL'S LIST CRITERIA -

Distinguished Principal's List: TERM GPA of 3.9 and above

Principal's List: TERM GPA of 3.4 to 3.899

"I" (Incomplete) -

Students who have not completed assigned work for a marking period, and who have a legitimate excuse (illness, etc.) are to be given an "I." An "I" is a temporary grade, and those students have two weeks following the end of the marking period to complete the missing work or the "I" automatically becomes an "F."

"E" (Excused) -

Teachers may issue an "E" grade (excused), with administrative approval, under special circumstances which prevent students from completing a sufficient amount of work during a marking period in order to receive a normal graded evaluation or when a student has a Renaissance final exam exemption.

GRADUATION REQUIREMENTS

Each student must accumulate the following credits to be eligible for graduation:

1. Four (4) credits in English.
2. Three (3) credits in Science.
3. Three (3) credits in Mathematics.
4. Three (3) credits in Social Studies. (Coursework will include American Cultures, World Cultures, and Government.)
5. One and one-half (1.5) credits in Wellness/Fitness.
6. One-half (.5) credit in Health.
7. One-half (.5) credit in Music or Fine Arts.
8. One-half (.5) credit in Career Development which includes: Business and Career Development, DIY Home Improvement, Introduction to Technology and Problem Solving or any Family and Consumer Science course.
9. One-half (.5) credit in Financial Literacy.
10. Successful completion of Project L.I.F.E.
11. Statewide graduation requirement options as outlined in Senate Bill 1095 that expands options for students to demonstrate postsecondary readiness using four (4) additional pathways that more fully illustrate college, career, and community readiness.

HOMEWORK

Out-of-class assignments have proven to be valuable educational tools. The amount and frequency of such work varies from class to class and is subject to the teacher's discretion.

HOMework REQUEST POLICY

In the event a student is required to be absent for more than three consecutive school days, a parent or legal guardian may request homework assignments by contacting the high school office. Assignments may be picked up in the high school office during the afternoon on the day following the request.

LIBRARY INFORMATION

The library is open from 7:30 am to 3:30 pm. Closing time may change due to staffing shortages.

1. Students who wish to use the library during their study hall or lunch periods should obtain a pass from the study/lunch proctor. No student will be admitted to the library without a pass.
2. Students must show their signed pass to the library staff and sign in. Students are expected to record their name and the time they arrived. Students are required to sign out of the library and have their pass signed. If a student fails to follow the proper library attendance procedures, they will lose their library privileges.
3. Passes for activity period must be obtained by a teacher for academic study hall.
4. Students must have their ID card to check out library materials. Students are informed of the due date for their material when it is checked out. It is their responsibility to return material on time. Fines are charged on overdue items. Complete details on fines are available from the library staff.
5. Interlibrary loan is available to students. Please see the librarian for information on this service.
6. Students may obtain a student ID card on any day. If the card is a replacement card, the student will be assessed \$3.00.

Students are expected to follow all other school rules when in the library. Please read the sections on use of the internet and student ID cards carefully.

LIFT TEAM

Is there something in your life or a friend's life that worries you and you do not know what to do or who to talk to? The LIFT Team (Life Intervention for Teens) is here to help. LIFT team members are trained to help students with various needs in a confidential and caring way. You can contact a LIFT team member in person or use the QR Code on the LIFT Posters placed throughout the building, including one in the guidance office and one in the High School Main Office. Students, faculty members, and students can refer themselves or another student.

LIFT Team Members

Sarah Gebhard – Counselor
Robert Snyder - Assistant Principal

Pamela Wildonger – Nurse
Erin Callihan– Social Worker

LOST AND FOUND

Report all lost articles, including textbooks, to the High School Office. Report all suspected thefts immediately to the High School Office.

The school encourages all students to carry only essential items to school. Loss of substantial amounts of cash or valuables cannot be the responsibility of the school.

Any article found on school property must be handed in to the High School Office. Unclaimed items are disposed of at the end of each school year.

MEDICAL INSPECTION AND FIRST AID

Physical examinations in eleventh grade are required by law. The school physician, assisted by the school nurse, will perform these examinations unless the parents present, in writing, a request for the family physician to perform the examination. In such cases, the parents are responsible for the expense and for the return of the completed state health form which shall be secured from the school nurse. Pupils who are to be examined by the family physician may secure the proper forms at the end of the previous year so that the examinations may be done during the summer months since many pupils have a physical examination for summer camp, etc. Pupils who are to be examined by the school physician will be informed of the time and date, and parents will be notified of health problems found during the school examination.

The need for first aid treatment or medical attention during school hours can be obtained by contacting the school nurse in the health room. If she is out of the building, the student should report to the counseling office where his needs will be given attention.

No medications of any sort are ever administered by the school nurse, except as prescribed by a physician for the individual student. Parents are asked to give the school nurse information about a chronic illness or condition requiring special attention or first aid treatment. If neither parent can be reached by phone during school hours, the name of a reliable adult who can be reached by phone and provide transportation, if needed, should be given to the school nurse at the beginning of each school term.

All pupils are given a vision test annually by the school nurse. Parents are notified of any problem found during this examination. Pupils in eleventh grade, and all pupils who have shown a history of hearing loss, are given a hearing test employing an audiometer. Height and weight statistics are recorded annually for every student.

NO CHILD LEFT BEHIND LEGISLATION AND MILITARY RECRUITING

Under the federal legislation of No Child Left Behind Act, enacted in January 2002, school districts are required to provide military recruiters with names, addresses and telephone numbers of high school juniors and seniors. Failure to comply will result in the district losing federal funding.

PROJECT LIFE

(Learning and Initiating Future Experiences)

What is Project Life ?

Project life is a course that covers requirements from the PA department of Education to help students prepare for life after High School. Project Life and a program Smart Futures will help our students meet those requirements. Counselors, Teachers, and Administration will help students throughout their High School Career complete the Project Life and or Smart Futures requirements.

How do I enroll in the Schoology course?

Students can access information on Schoology. Use the search tool and enter **PROJECT LIFE**. Select the correct Project LIFE course designated by the year of graduation.

How do I navigate the course?

The course is set up sequentially. Students must complete the lessons in order. Each subsequent lesson is not accessible until the previous lesson is completed. Students may use the “breadcrumb” at the top, or the back button, to return to the course after completing a lesson. Lessons will “autocheck” once completed. Students must complete the 9th grade components before having access to begin the 10th grade components, and so on.

I heard we will complete Project LIFE in class. How will that work?

Each Year you will work within your classes and or with your counselor to complete Project Life Goals. Counselors will communicate requirements for classes of 2025-2027. For 2024 graduates, to complete the requirements for Project Life, students will participate in an exit interview and upload all items below.

12th Grade year

- Final Resume
- College/Technical School/Military Visit
- Job Shadow

11th Grade year

- Junior year review with your counselor
- 12th Grade course registration
- Falcon Future Consult, w counselor

9th Grade year

- Career interest Reflection
- My Top 3 Career Choice Chart

Will the 11th grade component be completed in class as well?

No, the 11th grade component will be independently completed. You will have the entire school year to complete the 11th grade activities, and may work on it from home, from the library, from the flex lab, or from anywhere else you have access to the internet.

I heard I have to do job shadowing. What is job shadowing? How does it work? What are the requirements?

The 11th grade component will contain a detailed lesson on job shadowing. This will guide you through the process of identifying a career to shadow, secure a location to shadow, and will also outline the requirements of job shadowing.

Do we have an Advisor for Project LIFE?

Your advisor is your counselor and you will also receive help in specific classes as your move through your high school career.

Where do I go for technical assistance?

We do not foresee anyone having technical issues with the course. If you are experiencing technical difficulties while working on Project LIFE in class, your teacher will be there to assist you. If you are experiencing technical difficulties while working on Project LIFE independently, you should consider typical troubleshooting solutions such as reloading the course, restarting your machine, checking your internet connection, etc. If you continue to need technical assistance, please make an appointment with your School Counselor.

REPEATED COURSES

Students at Cedar Crest may repeat courses that they have already taken for the purpose of enrichment. However, these courses cannot replace required courses, and while a second grade will be recorded for the course being repeated, no credit will be awarded unless the course was failed the first time.

REPORT CARDS

Report cards are generated four times a year. Report cards can be viewed on the Skyward student information system under the portfolio tab.

Student progress reports may be sent to parents by teachers as the need arises. These reports processed through the counseling office will inform parents of existing academic deficiencies and/or behavior difficulties. Parents receiving these reports should contact the school through the Counseling Department for assistance. Parent-teacher conferences will be scheduled by the Counseling Department upon request.

SAFETY AND SECURITY

The Cornwall-Lebanon School District provides ALICE training to all students regarding options for intruder drill procedures.

A – Alert
L – Lockdown
I – Inform
C – Counter
E – Evacuate

Option 1 - Evacuate (Best Option)

- Have multiple escape routes and know the building layout
- Break windows if necessary
- Get to a safe zone - RUN
- Turn out the lights and sit out of the line of sight or follow evacuation plan

Option 2 – Lockdown

- Doors should always be locked and pulled shut easily without entering hallway
- Barricade the door
- Desks, chairs, filing cabinets, ratchet straps, belt, etc.

Option 3 – Counter

- #1 counter is to RUN!!!
- Have a plan to distract the intruder
- Throw **anything and everything** to interrupt the physical act of shooting and RUN
- Every 25 ft. you run = 50 % less accuracy
- Note: There are “go-buckets” in every classroom filled with items to distract an intruder.

SCHEDULES

Daily Schedule

All students shall be out of the halls and in Homeroom/Period One by 7:45 a.m. Homeroom activities will include the taking of attendance and the Pledge of Allegiance. Homeroom is to provide **a calm, quiet environment** for students to prepare for the day. Students at the end of Period 2 will report to their Period 3 Class, when the announcements will be viewed. **No talking during announcements.**

Passing time between classes is four minutes. A bell will sound for class dismissal and again four minutes later to establish the end of passing time. Students who arrive to class after the four-minute bell has sounded are late. Consequences for tardiness, as defined in each teacher’s course syllabus, shall be given to students who are not present or on time.

School is dismissed at the close of period 8 at 2:30 p.m. Classes are not to be dismissed nor are students permitted to leave any area for dismissal before the bell sounds at 2:30 p.m.

Regular Schedule

Period	Time
Homeroom / 1	7:45 - 7:52 / 7:52 – 8:37 a.m.
2	8:41 - 9:26 a.m.
Announcements / 3	9:30 - 9:37 / 9:37 – 10:22 a.m.
4	10:26 – 11:11 a.m.
5	11:15 - 12:00 p.m.
6	12:04 - 12:49 p.m.
7	12:53 - 1:38 p.m.
8	1:42 - 2:30 p.m.

Activity Schedule

Period	Time
Homeroom / 1	7:45 - 7:50 / 7:50 – 8:30 a.m.
Activity / Flex Period	8:34 - 9:17 a.m.
2	9:21 - 10:01 a.m.
Announcements / 3	10:05 – 10:10 / 10:10 - 10:50 a.m.
4	10:54 - 11:34 a.m.
5	11:38 - 12:18 p.m.
6	12:22 - 1:02 p.m.
7	1:06 - 1:46 p.m.
8	1:50 - 2:30 p.m.

Late Start Schedule

Period	Time
Homeroom / 1	9:45 - 9:51 / 9:51 – 10:21 a.m.
2	10:25 – 10:56 a.m.
Announcements / 3	11:00 - 11:05 / 11:05 – 11:35 a.m.
4	11:39 – 12:10 p.m.
5	12:14 - 12:45 p.m.
6	12:49 - 1:20 p.m.
7	1:24- 1:55 p.m.
8	1:59 - 2:30 p.m.

CTC Schedules

CTC Regular/Activity Schedules	
Depart CCHS - AM and Full Day	7:45 a.m.
Depart CTC with returning AM students	11:00 a.m.
Dismiss PM CTC students	11:05 a.m.
Depart CCHS - PM students	11:18 a.m.
Depart - Returning PM and Full Day	2:15 p.m.

CTC students return, end of day	2:25 p.m.
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CTC Late Start Schedule	
Depart CCHS-AM and Full Day	9:45 a.m.
Depart CTC with returning AM Students-report to study hall per 4	11:30 a.m.
Dismiss PM CTC students--MEET WITH PERIOD 4 TEACHERS	12:00 noon
Depart CCHS-PM students	12:15 p.m.
Depart-Returning PM and Full Day	2:15 p.m.
CTC students return, end of day	2:25 p.m.

OPEN CAMPUS

Cedar Crest High School is operating an open campus privilege to senior students who have successfully completed a minimum of 20 credits by the end of their junior year and have their own transportation (no carpooling). Students must read the form in its entirety to understand all expectations and procedures. Both students and parents must sign the form prior to the school allowing the student to leave campus. Students may only leave campus during open periods including periods 1 and 8, 1 and 2 or 7 and 8 and during their assigned lunch period. Once completed, the signed open-campus privilege form is to be submitted to the high school office.

STUDENT REQUIREMENTS/CRITERIA:

- Has successfully completed a minimum of 20 credits by the end of the junior year.
- Has his/her own transportation to and/or from school.
- Have no outstanding financial obligations.
- Registering for Open Campus and meeting the above requirements/criteria does not ensure admittance. Required classes may need to be scheduled during periods 1,2, 7 and 8 that would prevent a student from scheduling Open Campus.

The Open Campus option is not required, nor is it a right. Students should work carefully with parents and their school counselor to determine if this schedule is in their best interest. Students must be passing four or more classes and cannot exceed ten tardy points, five unexcused absences, or receive parking violations. Not meeting any one of these expectations will result in the open campus privilege being revoked

These times may be changed due to modified schedules throughout the year. For additional information, please refer to the Open Campus Form at the end of this booklet.

SPORTSMANSHIP CODE

In accordance with the school philosophy of promoting good sportsmanship, students are reminded of the following:

1. Students should set an example of good sportsmanship and not condone or imitate poor sportsmanship on the part of others.
2. Visiting teams and their followers are to be treated as guests of this school.
3. Each student is a representative of the school, and poor conduct reflects negatively on all students.
4. Students are encouraged to support their teams, win or lose, by their attendance and response.

SUNSCREEN USE

In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Students. Section 1414.10 states that a school entity shall allow the application of sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. The full legislation is available on the Pennsylvania General Assembly's website: www.legis.state.pa.us.

Parents/guardians may choose to supply their child with **non-aerosol topical sunscreen**, if it is approved by the U.S. Food and Drug Administration. Parents/guardians must complete and submit the following information in order for their child to apply sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. By signing the Behavior Code Acknowledgement, the parent/guardian affirms that:

- The school is not responsible for ensuring that the sunscreen is applied by the student.
- The student has demonstrated that they are able to self-apply sunscreen.

A school may cancel or restrict the possession, application, or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

- The student fails to comply with school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product.
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

If a school cancels or restricts the possession, application, or use of a non-aerosol topical sunscreen product by a student, the school entity shall provide written notice of the cancelation or restriction to the student's parent or guardian.

USE OF THE BUILDING

The use of the school building and all other school property by outside groups and organizations is subject to the approval of the Board of Education.

VISITORS

Parents are cordially invited to visit classes at any time during the course of the school year. As a courtesy, parents wishing to visit classes should call for an appointment. Special invitation is extended to parents to visit the school assembly programs, school exhibits, athletic contests, and musical performances.

All visitors during regular school hours **MUST** register with the entrance monitor. Any unauthorized person found in the building without a visitor's pass will be subject to trespassing charges.

For up-to-date athletic schedules go to:

www.arbiterlive.com

Printed schedules are available in the CCHS Office.

Student Code of Conduct Section

The Cedar Crest High School promotes a Positive Behavior Intervention and Support System to encourage appropriate interactions and choices within the Falcon Community. The PRIDE matrix follows.

Student Code of Conduct

PRIDE

	P Personal Responsibility	R Respect	I Integrity	D Dedication	E Excellence
Classroom	<ul style="list-style-type: none"> Be on time Be ready to LEARN Believe in yourself Be a leader Challenge yourself, do not be afraid to fail Use appropriate language 	<ul style="list-style-type: none"> Speak when appropriate Listen actively Value school property Follow class procedures Treat others the way you want to be treated Address staff members appropriately (Mr., Mrs., Ms.) 	<ul style="list-style-type: none"> Be truthful and honest Do the right thing Do your own work 	<ul style="list-style-type: none"> Come prepared Bring materials to class Cell phones and earbuds away Be prepared to work when the bell rings Complete work/ tasks Get involved 	<ul style="list-style-type: none"> Persevere: always try your best Participate actively Dress appropriately Produce quality work Stay on task
Common Areas (Hallways, Stairways, Café)	<ul style="list-style-type: none"> Be patient in lines Observe personal space Use appropriate volume Listen to adults Use appropriate language Observe surroundings 	<ul style="list-style-type: none"> Be polite and courteous Share the space Keep hands to self Properly dispose of own trash Follow rules without feedback Address all staff members appropriately (Mr., Mrs., Ms.) 	<ul style="list-style-type: none"> Clean up after yourself Encourage others to keep areas clean Push in chairs Do not throw food 	<ul style="list-style-type: none"> Properly respond to authority Have appropriate pass Move to destinations promptly Earbuds out only in café 	<ul style="list-style-type: none"> Lead by example Use good manners Help guide new students
Bathrooms	<ul style="list-style-type: none"> Bathroom business only No loitering Flush when finished 	<ul style="list-style-type: none"> Trash in trashcans Use bathroom supplies appropriately 	<ul style="list-style-type: none"> Respect people's privacy Clean up after yourself Report suspicious behavior 	<ul style="list-style-type: none"> Practice good hygiene 	<ul style="list-style-type: none"> Report needed supplies and areas for clean up to the office
PE/ Athletics/ Locker Rooms	<ul style="list-style-type: none"> Exhibit good sportsmanship Include everyone 	<ul style="list-style-type: none"> Use appropriate language Take care of equipment Keep locker rooms and fields clean Listen to teachers and coaches Address staff members appropriately (Mr., Mrs., Ms.) 	<ul style="list-style-type: none"> Help others 	<ul style="list-style-type: none"> Keep up with your studies Maintain good attendance 	<ul style="list-style-type: none"> Do your best to improve your skills Model appropriate behavior at all times Exceed expectations
Library	<ul style="list-style-type: none"> Use resources appropriately Follow directions Wait quietly 	<ul style="list-style-type: none"> Value school property Finish or dispose of food or drink outside of library Clean work area before leaving Limit unnecessary conversation Address staff members appropriately (Mr., Mrs., Ms.) 	<ul style="list-style-type: none"> Let others work on their assignments without interruptions Respect other people's property 	<ul style="list-style-type: none"> Stay focused on the task that you are there to complete 	<ul style="list-style-type: none"> Desire to do your best at all times Help others who might need assistance if asked Stay on assigned tasks
Offices	<ul style="list-style-type: none"> Be honest Use appropriate language Follow directions 	<ul style="list-style-type: none"> Use a calm and respectful tone of voice Be patient Use good manners (please and thank you) Address staff members appropriately (Mr., Mrs., Ms.) 	<ul style="list-style-type: none"> Turn in lost items Arrive with a pass during office hours 	<ul style="list-style-type: none"> Lend a helping hand Recognize vandalism and report it Report violations of the Student Code of Conduct 	<ul style="list-style-type: none"> Have a purpose if visiting Allow time if asking for a favor Express yourself clearly Show appreciation
Off Campus Conduct/ Bus	<ul style="list-style-type: none"> Use positive or encouraging language Be positive on social media interactions Pick up after yourself 	<ul style="list-style-type: none"> Follow bus drivers' rules Keep all hands and objects in the appropriate places Keep voice & electronics low Remain in your seat 	<ul style="list-style-type: none"> Report suspicious behavior 	<ul style="list-style-type: none"> Know where your stop is Be on time Be patient 	<ul style="list-style-type: none"> Thank the bus driver or guide Be helpful to others Represent yourself and your school in a positive manner

1:1 COMPUTER USE

All student computer activity is actively monitored by school officials. Anything that is deemed inappropriate will be referred to the administration for disciplinary consequences.

Students using computers, to include the 1:1 device, at Cedar Crest High School are expected to review and adhere to the forms and policy agreements found on the District Technology Website.

All pertinent information for students who are issued a 1 to 1 device can be found at the following blog website: <http://technology.clsd.k12.pa.us>

This includes acceptable use agreement that the students already signed, the insurance forms, and the 1 to 1 handbook. The following consequences for students not having their devices in class is as follows:

- **First** time without computer—teacher documented warning
- **Second** time—teacher documented warning, call home
- **Third** time—teacher issued detention, call home to advise parent of missing computer and detention
- **Fourth** time—student sent to the office, After School Detention issued, and notify guidance counselor and appropriate school administrator

The Cornwall-Lebanon School District uses websites and online tools to supplement learning. The list of approved district websites for students can be found here:

https://technology.clsd.k12.pa.us/supported_tools/ By signing this handbook, you are giving consent to allow your child, given they are of the appropriate age, to create an account on these approved sites.

ABETTING

Abetting is encouraging or inciting others to do wrong. Students who are found to be responsible for instigating other students into misbehavior (especially fights) will be assigned disciplinary consequences.

ACTIVITY PERIOD EXPECTATIONS

1. When the bell rings at the end of homeroom, the students who are members of a club or participating in a Falcon Connect Activity will report to their club/activity location.
2. Teachers who do not have a homeroom, activity, or club should be in the hallways to monitor students and assist students in moving to the appropriate location
3. When the bell rings to begin the activity period, students must be in one of the following locations:
 - a. Period 1
 - b. Chosen club/activity location for that week
 - c. Another teacher's classroom for which you are making up work or receiving tutoring (prior approval is required, signed pass by other teacher)
4. Once the student is in a designated location, the student may NOT leave until the end of the activity period. Dismissal will occur from their activity or club location.

5. Attendance for activities and clubs will be taken by having students scan their ID at their activity/club location.
6. When the bell rings to end the activity period, students will report back to their first period class with a pass from the club or activity advisor.
7. If a student is late or does not return, teachers should follow the handbook for discipline consequences associated with class cuts.

CONTROLLED SUBSTANCE VIOLATIONS

As defined by School Board Policy, Section 227: Controlled Substances

The Cornwall-Lebanon School District affirms that the use/abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent use/abuse of controlled substances and illegal drugs. Controlled substances are incompatible with the education and development of students. Therefore, the use, possession, distribution, giving, and/or sale of all **controlled substances** prohibited by law, look-alike drugs, health-endangering compounds, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy. **Examples** include but are not limited to beer, wine, liquor, marijuana, hashish, crack, cocaine, chemical inhalants, designer drugs and herbs.

Look-alike drugs are substances manufactured, designed or represented to be drugs, mood altering substances, narcotics, or other health-endangering compounds.

Drug Paraphernalia includes any utensil or item which, in the school's judgment, can be associated with the use of controlled substances. Examples include, but are not limited to, roach clips, pipes, lighters, and bowls.

The Board prohibits students from using, possessing, distributing, or being under the influence of any controlled substance during school hours, on school property, and at any school-sponsored event. Should a situation arise that is not specifically described in this policy, the Superintendent or designee will have final decision-making authority.

First Offense

A first offense is defined as a student in possession of any **controlled substance(s)** prohibited by law, look-alike drugs, health-endangering compounds, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants while they are on school district property, a participant in any school-sponsored event or activity, or a student who enters school district property or who participates in any school-sponsored event or activity after having consumed such beverages or substances.

The student shall be

- suspended out of school for **ten (10) school days**;
- required to participate in a (Life Intervention for Teens) **LIFT** drug and alcohol assessment;
- expected to comply with all LIFT Team recommendations; AND
- suspended for twenty (20) calendar days from participation in all extracurricular, athletic, and after-school activities, and forfeit all in-school non-educational privileges such as hall passes, driving privileges, etc. School and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletic events, and other activities such as National Honor Society, student council, Homecoming, class trips, fundraisers, dances, Prom, Baccalaureate and Commencement.
- referred to local law enforcement when appropriate.

Selling Controlled Substances or Violating Multiple Times

A student selling (or demonstrated as having intent to sell), distributing, giving, or possessing any **controlled substance(s)** prohibited by law, look-alike drugs, health-endangering compounds, alcoholic or malt beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants on while they are on school district property, a participant in any school-sponsored event or activity, or a student who enters school district property is in violation of this section. Any student who violates by selling or distributing a controlled substance or who violates this policy two (2) or more times shall be suspended out of school for ten (10) school days, referred for a LIFT drug and alcohol assessment, and a formal hearing will be scheduled for reasons of expulsion.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office for Safe Schools and to the police.

Reentry to School Following Expulsion/Alternative Educational Placement

After the period of expulsion/alternative educational placement, readmission to school may be considered based upon the student's written appeal to the Superintendent for review.

EXTRA- & CO-CURRICULAR POSSESSION / USE OF CONTROLLED SUBSTANCES

Because student participation in extra/co-curricular activities is a privilege and not a right, and further because students engaging in extra/co-curricular activities frequently represent the school district, this policy requires non-use and non-possession behavior by students at all times, both within and outside of school district property, as a condition of participating in extra/co-curricular activities. A student who comes in contact with drug or alcohol use is urged to leave that location **IMMEDIATELY**, to avoid temptation and eliminate suspicion that the student has violated this policy. This Policy 227.1 supplements Policy 227 (which pertains to student non-use and non-possession of controlled substances within school district property), and thus consequences for violating this Policy 227.1 supplement consequences for violating Policy 227.

Violations of This Policy

It shall be a violation of this policy for a student participating in extra/co-curricular activities, or a student who will be participating in extra/co-curricular activities during the school term, to either (a) violate the district's policy 227.1 (which pertains to student non-use and non-possession of controlled substances within school district property or at school-sponsored events), or (b) outside of school district property, to use, possess, be under the influence of, sell or market any controlled substance as defined herein (except for OTC drugs taken in accordance with manufacturer's or physician's instructions or prescription drugs taken in accordance with the prescription).

Scope and Duration

The policy is in effect twenty-four (24) hours/day, seven (7) days/week from the first day of the fall practice in August through the last day of school in the spring (in the event an activity or team continues beyond the last day of school, this policy shall remain in effect for participating students until that activity or team's season is completed). In addition, the policy will apply during any summer vacation period in which Board approved school activities occur under the direct supervision of school personnel. **Violations will be cumulative in middle school (grades 6 through 8), and separately in high school (grades 9 through 12).**

Period of Ineligibility for Violation

Violation of this policy shall result in a student's period of ineligibility from participating in extra/co-curricular activities. The period of ineligibility shall start from the date the district administration concludes that a violation of the policy has occurred. If a period of ineligibility has not elapsed as of the last day of the school year (or the last day of an activity or team season that extends beyond the school year), the remaining period of ineligibility shall commence with the first day of school in the fall, except it shall commence with the first day of August practice for an activity that starts before the first day of school.

The duration of a student's period of ineligibility shall be as follows:

- 1st offense - the student is ineligible for twenty (20) calendar days. Additionally, the student must complete a LIFT assessment and comply with the assessment recommendations as determined by administrative review before being reinstated to the extra/co-curricular activity.
- 2nd offense - the student is ineligible for forty (40) calendar days. Additionally, the student must complete a LIFT assessment and comply with the assessment recommendations as determined by administrative review.
- 3rd and/or subsequent offense – the student is ineligible for one (1) calendar year. Additionally, the student must complete a LIFT assessment and comply with the assessment recommendations as determined by administrative review.

The foregoing periods of ineligibility for violating this Policy 227.1 may be supplemented by consequences imposed for violation of Policy 227, which pertains to student non-use and non-possession of controlled substances within school district property or at district-sponsored events.

The period of ineligibility for violating this policy shall apply to all students. A student not participating in an extra/co-curricular activity at the time a violation is identified will remain ineligible to participate in an extra/co-curricular activity until the period of ineligibility has expired.

ANNOUNCEMENTS

Students are required to be quiet and attentive during the announcements.

APPOINTMENTS

Students must bring a parent note to the attendance office before school in order to be dismissed during the school day for scheduled appointments (medical, dental, legal, etc.) All students that are dismissed for said appointments must bring verifying documentation of the appointment upon their return to school. Students who have permission to drive must return documentation of the appointment to the attendance office. Parents or other adults who provide transportation to the approved appointment must sign the student out before the appointment and in following the appointment at the high school office. Excusal to attend appointments is restricted to the student receiving services and is only approved for the time of the appointment. Students accompanying friends to appointments will not be excused legally from school for the time/day of the appointment. This is considered a form of truancy.

ASSEMBLIES

Proper behavior is expected at both formal and informal assemblies. Most assemblies are formal in nature. At these times, respect must be shown to speakers and/or performers by maintaining silence during presentations and responding at appropriate times with applause. Informal assemblies, such as pep rallies, call for appropriate audience support and participation.

At all assemblies, students are expected to enter and leave in an orderly and expedient manner.

Unnecessary noise and inappropriate behavior (shouting, physical contact, throwing objects, etc.) will not be tolerated. Students who do not maintain proper behavior will be disciplined and may lose assembly privileges.

ASSIGNED AREA FOR TEST MAKEUPS

The assigned area for test makeups is a portion of the ISS room, room 101. Students may be asked to make up tests with the ISS monitor. A highly structured study atmosphere will be maintained at all times, and students are required to follow the rules posted for the room. Students who misbehave or who fail to respond positively to the direction of the supervisor will be given detention or suspension.

ATTENDANCE

The School Laws of Pennsylvania Section 1327 state: "Every child of school age having a legal residence in this Commonwealth is required to attend a day school in which the subject and activities prescribed by the State Department of Education are taught in the English language. Every parent, guardian, or other person having control or charge of any child or children of compulsory school age is required to send such child or children to a day school in which the subjects and activities prescribed by the Department of Education are taught in the English language."

The "compulsory school age" as used means the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight years, until the age of eighteen years.

Absences - Students are required to present a note to the Attendance Office explaining the reason for their absence on the day of their return to school. Failure to submit a note of explanation within three school days following an absence will result in an unexcused absence. All unexcused absences will be considered as truancies. The school reserves the right to verify absentee notes for authenticity. Failure to produce a parental or medical note within three days will cause the absence to be defined as an unexcused absence. A maximum of 10 days of cumulative excused absences verified by parent note will be permitted. All absences beyond 10 cumulative days shall require a medical excusal note.

Excused Absences - After 7 days of absence without medical excuse, parents will be notified by mail of the attendance record. On the 10th day of absence without professional documentation of illness, parents will be notified by mail that this proof will be required for each absence thereafter. Lack of such documentation will constitute an unexcused absence.

In CLSD Policy 204, the Board of School Directors considers the following conditions to constitute allowable lawful absence from school: illness; quarantine; pre-arranged medical, dental, clinic, or hospital appointment; recovery from accident; required court attendance; death in family; family emergencies; religious holidays; pre-approved college visits; and pre-approved family educational trips. In addition, a principal or assistant principal may excuse a student for documented urgent reasons.

It is the student's responsibility to ensure receipt of faxed medical notes to the attendance office within the required 3 school days of absence. Failure to submit a note of explanation within three school days following an absence will result in an unexcused absence.

If parents wish to request excusal for their child for reasons such as special emergencies, educational family trips, driver's tests, or college visits, a written request must be addressed to the appropriate assistant principal. The completed request form, available in the attendance office, must be presented (by the student) one week prior to the trip. An assessment of the student's academic, behavior and attendance records will be made before approval is granted. Trips are NOT permitted during mid-terms, finals, or any state mandated testing.

Unexcused/Unlawful Absences - Absences not documented by valid notes within (3) three school days will be considered as unexcused. Upon administrative review, students could receive a 0 on all work missed during these absences.

Failure to submit appropriate documentation shall result in the use of progressive disciplinary actions.

Between 1-3 unexcused absences, parents of students who are under compulsory attendance, will receive a notice by mail. On the 5th unexcused absence, a parent conference may be required.

Habitual Truancy status begins with the 6th unexcused absence, can result in fines, and referral to Children and Youth and may include a referral to a school- or community-based program. If after the above effort is made and no progress in the pattern of unexcused absences is apparent, a referral to Children and Youth Services will be made.

Students whose age places them beyond the compulsory attendance law are required to attend school and to follow the attendance regulations stated above. Between 1-3 unexcused absences, parents will receive notice by mail. On the 4th unexcused absence, parent contact and progressive disciplinary consequences will occur.

Tardiness - Students who fail to report to school on time will be considered tardy.

Students who are late arriving to school must report to the attendance office for a tardy slip.

Students are required to arrive at school as soon as possible. If a student is tardy, a point system will be assigned for the number of minutes a student is late. Medical notes (doctor, dentist, etc.) will be the only notes accepted as an excused tardy after three parent notes. Traffic, car problems, missing the bus, oversleeping, etc. are not acceptable reasons for being tardy.

1 pt.	Late for homeroom
2 pts	Late for 1st period
4 pts.	Late for 2nd period
6 pts.	Late for 3rd period
8 pts	Late for 4th period*

Points will NOT be erased at the end of the first semester.

If a student arrives at school **on or after 11:15 a.m.**, the student will be charged with
A 1/2 DAY OF UNEXCUSED ABSENCE.

8 - 15 pts.	One detention will be issued
16 - 20 pts.	Two detentions and loss of driving privileges for the year (no refund of driver's registration fee)
21 – 26 pts.	Saturday Detention will be issued (Parent provided transportation)
27 – 30 pts.	Two days of in-school suspension*
Over 30 pts.	Three days of in-school suspension and a meeting with the parents*

Early Dismissal - Students who request early dismissal from school for an appointment are required to return to the attendance office with verification of having attended that appointment. Students will only be allowed to leave with people listed as family or emergency contacts.

Students who are excused from school early for any reason other than medical or legal reasons must receive approval from a principal before leaving. **Students shall NOT be permitted to leave school for reasons of illness unless permission has been secured from the school nurse. Violation of this procedure may result in discipline consequences.**

Students attending CTC or other site instruction may not be excused from school without being seen by a school nurse. Choosing to leave school without visiting the infirmary will cause the student to be charged with 1/2 day or one full day of illegal absence. Illegal absences can result in fines. Truancy results in Saturday detention and/or suspension. Driving privileges will be rescinded.

If appointments can be communicated to the school a day in advance, that is appreciated for notification of staff members.

Students who schedule appointments during the school day should consider the opportunity to secure appointments outside of school hours when possible. Absence from school for an appointment only excuses the student for the time of the appointment and transportation time.

If You Are Ill During Class:

Students should secure permission from their classroom teacher to report to the nurse's office. If the nurse is not in the Health Suite, report immediately to the Counseling Office. Students may receive consequences for contacting home prior to nurse confirmation.

Attendance and Extracurricular Activities - Students must attend school for a full day in order to participate in any after-school extracurricular activity. A full day of attendance on Friday is required for weekend participation.

BULLYING OR TAUNTING BEHAVIORS

As defined by School Board Policy 249: Bullying/Cyberbullying

Bullying (as defined in this policy, includes cyberbullying) 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.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Students who have been bullied need to report such incidents promptly to the building principal or designee where it will be investigated, and corrective action taken when allegations are verified.

Students found guilty of bullying will be subject to the appropriate disciplinary action which may include, but not limited to, counseling within the school, parental conference, loss of school privileges, detention, suspension. It may be reported to the local police for charges of harassment. Multiple violations may result in possible alternative placement or expulsion.

BUS BEHAVIOR GUIDELINES

Please note that the buses are equipped with cameras for audio and video surveillance.

1. Unsafe Behavior

- (a) First Offense - Three (3) day suspension from bus. Parent contact.
- (b) Second Offense - Two (2) week suspension from bus. Parent conference.

(c) Third Offense - Automatic suspension from bus for the year.

2. **Smoking/Vaping**

(a) First Offense – Completion of the after school vape cessation program. Non-compliance with this program can result in suspension.

(b) Second Offense – School suspension along with a possible transportation suspension. Students may also face fines in accordance with Pennsylvania Law.

3. **Damage on Buses**

(a) First Offense – Possible bus suspension plus restitution.

(b) Second Offense - Bus suspension plus restitution.

(c) Third Offense - Suspension from bus for a year plus restitution.

4. **General Misconduct** (Inappropriate behavior on the bus and at the bus stops including falsifying information, disrespect, use of profanity, obscenities, etc.) - verbal warning to permanent removal of riding privileges.

The above penalties are minimums. Circumstances could dictate more severe consequences.

If students vandalize any bus equipment, they can be prosecuted under the Institutional Vandalism Act of 1982. This Act states that intentional damage can be treated as a second degree misdemeanor.

CAFETERIA

Students who behave inappropriately in the cafeteria will be subject to the following discipline: cafeteria cleanup, lunch detention, after school detention, Saturday detention, in-school suspension, out-of-school suspension, temporary or permanent removal from the cafeteria.

Café Rules 2023-2024

1. Tone

- a. Refer to the Falcon PRIDE Code
- b. Respect your school, classmates, café proctors and rules as outlined below.

2. Arriving to and leaving from the café

- a. Students are expected to arrive at the cafeteria within 4 minutes of the start of the lunch period.
- b. If you need to use the restroom, you must show your school ID at the sign out table, sign out, and use the restroom, and sign back in.
- c. If you need to use the library or go to the office, you must show your school ID and obtain a hall pass, sign out and sign back in when you return.
- d. Do not leave the café without signing out! (Through the front entrance, NOT side)
- e. Students will be dismissed by table once permission is given by the café proctors and teachers.

3. General café rules

- a. No bags in the food court
- b. With the exception of CTC and lunch waiver students, all students must use a tray.
- c. Only students with valid lunch passes may “jump” in front of other students.
- d. Maximum of ten students per table.
- e. Students shall clean up their eating area (table, seat, floor) prior to dismissal. Do not leave trash behind and push in your chairs when leaving.
- f. Cell phones and electronic accessories, such as earbuds and headphones, may be used in the cafeteria. They may not be used for taking photos or videos.

- g. Do not flip bottles, caps, etc.
 - h. Do not throw items in the café. Those in violation may be subject to suspension.
4. Breakfast
- a. Students are expected to always follow general café rules.
 - b. The café closes at 7:40 each school morning, so students need to have made their purchases and exit by this time.
5. Seats
- a. Students will be able to select a seat at the beginning of each semester.
 - b. Once a seating chart is created, students shall remain at that table until the next semester, or unless moved by staff. Students cannot move seats without permission of café proctors.
 - c. Café proctors can reassign seats.
 - d. If a concern arises, students may request a new seat assignment by speaking with café proctors.

CAMERAS

The district uses security cameras and video recording devices on campus. They are located in the cafeteria, hallways, and other designated areas to maintain safety on campus. The school buses also have cameras on board. The district may view the recordings to aid in the investigation of student misconduct and violations of the Student Code of Conduct. **Recordings may be reviewed by authorized district personnel only.**

CHEATING/PLAGIARISM

Cheating is defined as the act of deceiving, swindling, deception, or fraud. If you help someone else cheat, you are cheating also. The following are examples of cheating but not limited to:

- using cheat sheets or crib notes during tests or quizzes;
- plagiarism - using the ideas or writing of another as yours;
- allowing another to copy or paraphrase your work especially if it has been identified by the teacher as work to be done solely by the individual;
- copying tests or quiz answers or homework;
- passing answers, questions, or test information to other students;
- using condensed versions, critical evaluations, or study guides such as, but not limited to, Cliff Notes, SparkNotes, or a movie in lieu of reading an assignment--if not permitted by the teachers;
- submitting unoriginal written work such as previously written term papers or book reports; or
- pieces of written work downloaded from internet sources.
- use of on-line translators in foreign language classes
- Use of AI or other computer software to create or complete student classwork/homework.

The consequences of cheating are as follows:

- Administrative approval is required to deny credit (0%) for the test/assignment or deny the opportunity for make-up. The teacher must notify parents.
- Discipline could range from detention to in-school suspension assigned by teacher or grade level principal.
- An optional signed contract with the student outlining subsequent penalties may be completed.
- Possible removal from that class assignment and placement in a less weighted class for the remainder of the year.
- Members of the National Honor Society will face disciplinary actions if caught cheating.

CLASS CUTTING

Students have the responsibility to inform their teachers if it is necessary to miss class. Failure to do so is considered a class cut. For this purpose, "class" shall be defined as any scheduled activity during the school day, including study halls and lunch. **Students who are out of class for an extended amount of time or who leave class without specific permission from staff will be considered as cutting class.** Students have four minutes to travel between classes. The expectation is that students will make the best use of their time to arrive promptly for classes.

Upon administrative review, students **could** receive a 0 on all work missed.

Teachers shall assign two nights of detention for the first class cut and inform parents. For students who cut the same class a second time, the teacher will advise the appropriate grade level principal who will assign additional disciplinary consequences. Further cuts by the student will need to be referred to the appropriate grade level principal who will follow a progressive continuum for discipline.

CONSPIRACY

The act of working together to bring about a particular result typically to someone's detriment or making secret plans to commit an unlawful or harmful act. Students found guilty of conspiring will receive consequences which may include suspension and may be reported to the local police.

DETENTION

Detention sessions will be held every Monday, Wednesday, and Thursday from 2:45 p.m. to 4:00 p.m. Students must report promptly at 2:45 p.m.

The original detention slip will be given to the student who is to share this information with the parent. Teachers will notify the parent or guardian by phone about the infraction.

Students must attend detention on the first scheduled day following the date detention is issued. Students who arrive late will not be admitted. Students must come to detention prepared to study or read. Students who fail to attend an assigned detention will meet with a principal and could be assigned one day of in-school suspension and will be required to make up the detention on the day of suspension.

Saturday morning detention will be held at the middle school from 8:00 a.m. to 12:00 noon. Students may be assigned to this discipline for a variety of reasons. Attendance will be strictly enforced. Failure to attend will result in in-school suspension and the original detention will be rescheduled. Students assigned to Saturday morning detention will be given a detention slip and parents will be notified by a high school administrator. Parental cooperation will be greatly appreciated.

Except Falcon Academy, DETENTION WILL TAKE PRECEDENCE OVER ALL other SCHOOL, HOME, and WORK ACTIVITIES.

1. Students must attend detention on the first scheduled day after the detention is issued.
2. The original detention slip will be given to the student who is to share this information with the parent. The student is expected to sign the detention slip and return it to the teacher.
3. Students must go to detention prepared to study or read. Phones, earbuds, and headphones, etc. are not permitted. Students are not permitted to sleep in detention.
4. If a student violates any detention rules, the proctor will assign additional nights. Disrespect, discourteous behavior, or failure to follow instructions will result in suspension. Students who are late for detention will not be admitted.

5. Students who serve detention may ride home on the activity bus if a ride is needed.
6. A review of the record will be made following the accumulation of ten detentions. Students whose attitude and/or conduct necessitate frequent detention assignments may be suspended or expelled. A parent conference may be scheduled for students receiving multiple detentions.

DIGITAL/ELECTRONIC DEVICES/CELL PHONES

Cellular phones OR ANY electronic devices (including headphones/air pods) may only be used in the hallway during the changing of classes, lunches, and as permitted by classroom teacher. **There may be no unauthorized taking of pictures or videos at any time during the school day. Devices must be silenced and placed in the student backpack or teacher designated area once the student enters the classroom. Devices must remain in those areas until the end of the period. Earbuds, air pods, headphones, etc. may be used in the cafeteria and hallways; however, the volume must be at a level where students can hear any communication from a staff member. Earbuds and all other electronic accessories also need to be turned off and stored away during class time. Cell phones are not permitted to be used in the restroom and should not be taken into the restrooms. Students may leave it with the restroom monitor prior to entering the restroom.** If expectations are not met, consequences may be imposed as follows:

- Teachers will address initial classroom violation with the student. Subsequent violation(s) will result in a teacher-parent conversation.
- Continued violations will be referred to the administration for consequences that can include suspension and taking of the phone for the remainder of the day.
- Additional occurrences will result in a parent, student, and school conference to solve this recurring school violation.

Please be advised that the school district administration reserves the right to review contents of digital devices if reasonable suspicion that school rules have been violated exists.

Inappropriate use of an electronic device such as a cell phone may result in additional disciplinary action. This policy is to ensure the privacy of both students and staff in the district. Students are permitted to use a device, such as a cell phone, to call parents during non-school hours.

Electronic devices of any kind are not permitted to be used in the classroom unless allowed by a teacher as part of a classroom demonstration or project.

Personal technology devices, such as, but not limited to iPads, tablet computers, laptops, Kindles, e-readers, may not be brought to school. Students are strongly advised not to bring these items to school due to the possibility of theft.

DISPLAYS OF AFFECTION

Intimate displays of affection are inappropriate in a school setting. Aside from holding hands, all other forms of physically displaying affection are not permitted. Students using poor judgment in this matter will be referred to a counselor. Disregard for this regulation could result in detention and parental contact.

DISRUPTION

No student has the right to interfere with the education of fellow students. The teachers and administration will not tolerate any students distracting others or any hindrance in the orderly progress of the classroom. A lack of responsible behavior on the part of a student could result in removal from class and/or detention or suspension. Students who are sent out of class by a teacher must report to the front office unless directed by the teacher otherwise. Failure to do so will be regarded as insubordination. The administration reserves the right to use reasonable force to quell any physical disturbances which threaten the safety of the school climate.

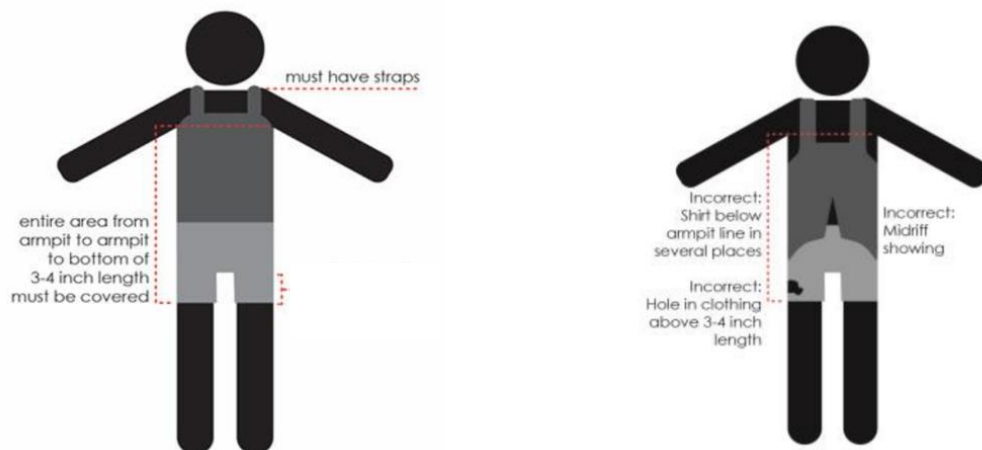
Throwing items is prohibited inside and outside of school, including on the bus and bus stops. Exceptions: when part of a supervised physical education class, athletic participation, or other structured learning activity.

DRESS CODE

1. Students should take PRIDE in their learning and arrive at school dressed appropriately and prepared to learn.
2. We take a great deal of PRIDE in allowing our students to make personal choices about what they wear while still respecting the school community and environment. **Our point of emphasis is not to ban any item in particular** but to make sure that our young ladies and men consider modesty, reduce distractions to our educational environment, and maintain our expectation for school dress code.
3. Students are expected to wear clothing that will be comfortable and, at the same time, be considered in good taste by the school population and its frequent visitors.
4. The administration reserves the right to remove a student if the dress violates one of the below listed circumstances:
 - a. Modesty, meaning that the clothes cover the body well
 - b. Cleanliness in that the attire does not conform to the standards of good health practices
 - c. Health and Safety, for example: chains, spike jewelry, long cords, etc.
 - d. Preservation of academic atmosphere such that the attire is disruptive to the normal functions of the school
5. Students and parents will be informed of the dress code at the beginning of each school year, and students who violate the standards will be subject to appropriate disciplinary action as outlined below.
6. **All staff members are responsible for enforcing the following standards of dress. The right of interpretation of these basic guidelines is delegated to the high school administration and enforcement to high school administration and faculty**
7. School administrators and designees may establish additional school regulations as they become necessary and appropriate.

Minimum Requirements:

1. Clothing must cover areas from one armpit to the other down to approximately 4 inches in length on the upper thighs (see images below).
2. Tops must have shoulder straps.
3. Shoes should be worn at all times and should be safe for the school environment.
4. See-through or mesh garments must not be worn without the appropriate coverage underneath that meets the minimum of the dress code requirements described above.
5. Headgear including hats, hoods, caps, beanies, paisley styled bandanas, and “do-rags” are not allowed unless permitted for religious, medical, or other reasons approved by school administration.
6. Sunglasses may not be worn in the building.
7. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

1. **Pictures, writing and insignia:** clothing, accessories and personal items (including backpacks and binders) must be free of pictures, writing, images, and insignia that:
 - Are lewd, violent, offensive, suggestive, vulgar, or obscene.
 - Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
 - Contain or display derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability, to include the confederate flag.
 - Depict personal or political viewpoints that are deemed by the administration as being potentially disruptive to the educational climate of the school.
2. **Potentially Dangerous Objects:** Clothing and accessories which could be used to harm oneself or others are prohibited. These items include but are not limited to lengthy or heavy chains, spikes, studded belts, belts with metal loops and belts with more than one belt buckle, gloves.
3. **Contacts:** Extreme appearance altering, unnatural, or exotic contact lenses are prohibited. All contact lenses must be either the student's natural eye color or similar to a normal eye color.
4. Apparel designed as **underwear or night wear** may not worn as outer garments except for school activities approved by the principal.
5. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or otherwise disruptive behavior is prohibited.

Three dress code violations will result in after-school detention. Additional violations will result in a parent conference and additional disciplinary consequences. Failure to comply with the school's dress code will result in graduated disciplinary consequences.

DRIVING PRIVILEGE

Driving to school and parking on the school's property is a privilege reserved for approved students only. Students must register the vehicle(s) they plan to drive to school by completing a registration form and by purchasing a parking pass for \$30.00.

The parking pass **MUST** be placed in accordance with the "Driving/Parking Regulations" outlined in the Driver Registration Form that parent/guardian and students sign to receive a parking pass. Forms and passes are available through the high school office. Consequences are outlined below, and the cost of a ticket is \$5.00 for each violation:

Violation Number	Consequence
1	Written Warning
2	Parking ticket
3	Parking ticket w/school consequence
4+	Parking ticket w/ school consequence

All student vehicles on the lot must be driven by the registered student. The driving privilege and pass are not transferable. Allowing other students to drive a registered vehicle will result in the loss of driving privileges for both students for the entire year. Student parking must be confined to designated areas. At no time may students park in the middle school lot or in any spaces assigned to faculty or staff.

Students who are on the ineligible list, who have behavioral difficulties, or who have excessive attendance problems, will have their driving privileges revoked. Students who have their driving and parking privileges revoked will not be reimbursed for the cost of the parking pass. Also, if a student's license is legally revoked, the student has lost driving privileges at school. Any student who accepts a parking pass that may be traded (i.e. for cash or friendship) will lose their driving privileges for the remainder of the year.

CTC students may opt to drive or ride to CTC with a valid and approved CTC pass. They are not permitted to take passengers to CTC.

Any student disregarding these rules may have their driving pass privilege suspended or revoked.

Students who drive to school do so at their own risk. The school is not responsible for any damage or theft that may occur to a student's vehicle.

EVACUATION PROCEDURES

During emergencies when the building needs to be evacuated, staff and students will follow guidelines to leave the school as quickly as possible. Cooperation is expected.

EVASION

Evasion is defined as any student(s) who flee(s) from school personnel. Evasion will result in disciplinary action, and depending on the nature of the offense, could range from suspension to a formal hearing before the Board of Education or its designee for purposes of expulsion.

EXTRA- and CO-CURRICULAR ELIGIBILITY

Cedar Crest High School requires that students participating in extracurricular activities maintain a required level of academic achievement. This requirement applies to all athletic, club, musical, and dramatic activities. In reference to **School Board Policy 218** (Student Discipline), Students who cast an unfavorable reflection on their extra/co-curricular program or conduct themselves in a manner deemed detrimental to the good image of their extra/co-curricular program, even outside of the school day or at school sponsored events, may be benched, suspended, reassigned or dismissed at the discretion of their coach, advisor, director, or the administration. This unfavorable or detrimental information could come from your teachers, community members and social media. Participation in Cedar Crest Middle School and High School extra/co-curricular programs is a privilege.

Cumulative grade averages will be tabulated at the end of each week (Friday), and students found to be failing two (2) or more courses (all courses apply) will be declared ineligible for the following week (Monday through Sunday). No participation in games/scrimmages will be permitted during the ineligible week. Athletes will be allowed to participate in practices, but they will be required to attend academic support programs (i.e., Falcon Academy, tutor sessions, etc.) prior to attending

practice. Participation will be permitted once a subsequent weekly review establishes the required level of academic performance.

In addition, students failing two (2) or more courses (all courses apply) at the end of the marking period (date of teacher verification of grades) will be declared ineligible for the first fifteen (15) school days of the next marking period. Final grades from the previous school year will determine eligibility for the start of the next school year. If a student failed two (2) or more courses (all courses apply) at the end of the previous school year, that student's fifteen (15) days of ineligibility will begin at the start date of the fall PIAA season. During the fall pre-season, only Monday through Friday will be counted as ineligible days toward the fifteen (15) days of ineligibility. Once school begins, the athletes' remaining days of ineligibility are in accordance with days that are academic; for example, Labor Day will not count as a day of ineligibility.

A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in an inter-school practice, scrimmage, or contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence, except that where there is an excused absence as described in Section 1154 of the Public School Code of 1949.

Students are also required to be in school for a full day in order to be able to participate in any extracurricular activities. If a student is tardy, he/she will not be permitted to participate.

FALCON ACADEMY

Projects, papers, essays, lab reports and other assignments are an integral part of the learning process. Much student learning is lost when these assessment items are not completed by students. To improve the learning process, teachers can assign students to the Falcon Academy. Teachers will identify students who need academic support related to current assignments and help to develop the necessary skills to complete assignments. Falcon Academy also provides students with an opportunity to make up missed assessments and assignments in a structured environment. Students who skip a scheduled session will be assigned to lunch detention on their next day of attendance. Students who voluntarily choose to attend Falcon Academy can do so by registering with Miss Leonard in the main office.

Please remember:

- Falcon Academy is on Tuesdays after school along with some additional dates towards the end of each marking period.
- At the discretion of the assigning teacher, a student may be removed from their assigned Falcon Academy if work is completed prior to the scheduled date.
- Students remain for the entire Falcon Academy session.

FIGHTING AND HARASSMENT

Fighting in a school environment poses a serious threat not only for the participants, but for innocent bystanders as well. For that reason, fighting at Cedar Crest is viewed as a threat to a safe school environment. **Note to students: It is your responsibility to notify immediately any hostile attempt directed at you to a principal, counselor, teacher, or coach.**

Incidents of harassment, threats, pushing, shoving, and assaultive behavior may be reported to the police with a recommendation for criminal charges. Likewise, **racial and ethnic intimidation** are both serious offenses and prosecution will be recommended along with suspension from school.

Verbal harassment (including threats), willful fighting (engaging in a fight or scuffle entered into by mutual consent), posturing, and/or assaulting staff members who are acting in the scope of his or her duties of employment will result in suspension of up to ten school days. Physical assault (1.

Attempting to cause or intentionally, knowingly or recklessly causing bodily injury to another; 2. Negligently causing bodily injury to another with a deadly weapon; 3. Attempts by physical menace to put another in fear of imminent, serious bodily harm; or 4. Any offense prohibited by Chapter 27, "Assault," of the Pennsylvania Crimes Codes) will result in a ten-day suspension, a possible placement in an alternative education program, and/ or possible formal hearing before the Board of Education.

FOOD IN SCHOOL

Students who do not have a scheduled lunch may obtain a lunch waiver. To obtain a lunch waiver, students need a form from the counseling office and a pass signed by an appropriate administrator. The pass must be visible in the hallways. Violations could result in disciplinary action.

FORGERY/ FALSE DOCUMENTATION OR REPRESENTATION

Forgery involves signing another person's name to any document, to include an absentee or early dismissal note, pass, etc. False documentation or representation involves presenting as authentic any document that has been altered in any manner for any reason, or a document containing false information. Also included is deliberately lying to or otherwise misleading (to include withholding of information from) a school official in the investigation of an alleged disciplinary violation. Disciplinary consequences, including suspension, will be levied.

FUNDRAISING

Students may not engage in non-approved, non-school related fundraisers within the school.

GAMES OF CHANCE

Students may not participate in any games of chance at school or on school buses.

HALLWAY PASSES

Each student will be required to sign out of the teacher's classroom by scanning their Student Identification badges, after they are issued. Teacher-initiated requests (including library, guidance, etc.) for hallway travel will be written on separate forms. Students who leave the cafeteria to go to a classroom must have one of these passes signed by school personnel before leaving the cafeteria.

HARRASSMENT

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Students, students' parents/guardians or any other person with knowledge of conduct that may constitute harassment are encouraged to immediately report the matter to the building principal.

HORSEPLAY

Fooling around, pranks, roughhousing or any other behavior deemed as horseplay will result in consequences ranging from detention to possible suspension.

IDENTIFICATION

All Cedar Crest High School students will be photographed and issued identification cards when they first enroll. Since the purpose of these cards is to provide ready identification to increase safety and security within CCHS, students are required to wear their ID card on their person or on the exterior of their backpack at all times when in school or at school activities. Students must present ID cards to teachers or other authorized personnel when requested to do so. Students who forget their ID card at home are required to obtain a temporary ID for the day. Temporary ID's will be provided in the CCHS main office. Failure to meet these expectations will result in a consequence determined by the CCHS administration.

Identification cards are required for the following privileges:

- o use of classroom hall pass
- o riding the activity bus or regular bus (upon request)
- o driving privilege
- o driving tag for emergencies (underclassmen)
- o identification upon request
- o admission to dances
- o voting purposes
- o identification for student ticket purchase

Replacement ID Cards are available in the library for a \$3.00 fee.

INAPPROPRIATE LANGUAGE, GESTURES, AND MATERIALS

Obscene, vulgar, racist or abusive language or gestures will not be tolerated. Inappropriate materials or formats of similar content as listed above are also not allowed. Punishment may range from a verbal warning to expulsion depending on the seriousness of the offense.

INAPPROPRIATE/ SEXUAL BEHAVIOR, LEWD CONDUCT

During school hours, any inappropriate sexual behavior includes, but is not limited to, de-panting, attempting to de-pant a student, indecent exposure of private body parts, entering an opposite sex locker or restroom facility, possession, transmission and/or display of lewd or sexually explicit material and excessive public displays of affection. Severe offenses include sexual contact, lewd touching of a person's private body parts, lewd exposure of a person's private body parts, sexual display, and "sexting."

"Sexting" is defined as the transmission of pornographic or lewd images via a cell phone, email, or any other means of electronic data transfer. The taking, possession or transmission of pornographic or lewd images at school, school activities, or through use of the district's equipment or technology, is prohibited, regardless of the medium used for the creation, storage or transmission of the image. Creation, possession or transmittal of such images may also constitute a crime.

Students found guilty of this behavior will receive consequences which may include suspension and may be reported to the local police.

INSUBORDINATION/DISRESPECT

Insubordination can be defined as refusing to follow a reasonable directive of a school district employee acting within the scope of his or her authority. Disrespect can be directed either toward a

school district employee or another student and would include, but not be limited to, abusive language, obscene language or gestures, sarcasm, and threats (verbal assault). Students who are insubordinate will face disciplinary actions, at the discretion of the administrator.

Both insubordination and disrespect have a devastating effect on the learning climate of a school and will not be tolerated. Students are expected to interact with school employees and other students courteously and respectfully. Failure to do so will result in disciplinary action, and depending on the offense, could range from detention to a formal hearing before the Board of Education or its designee for expulsion purposes.

LATE TO CLASS

Students must be inside the classroom before the tardy bell rings. Detention will be issued as outlined in each teacher's course syllabus, depositing belongings inside the class does not constitute presence.

LEAVING THE BUILDING WITHOUT PERMISSION

At no time are students permitted to leave the building and/or school property without written parent permission and administrative approval.

Students who leave the building or campus without permission are subject to disciplinary action, will lose their driving privileges, and will be suspended. Students may not call home for parents to remove them from school.

Students who are ill during the school day must report to the nurse's office to be evaluated. The nurse will determine if the student is to remain in school or go home ill and will contact a parent if necessary. **STUDENTS ARE NOT PERMITTED TO CALL A PARENT TO PICK THEM UP FOR ILLNESS. THIS MUST BE DONE THROUGH THE NURSE'S OFFICE.** If a student contacts a parent to pick them up from school because of illness and it is not approved by the school nurse, the student will be charged with an unexcused absence. This will result in disciplinary action, loss of driving privileges and possible suspension.

LOCKERS

Upon entering high school, a hall locker is available for all students. Students can request a locker from the high school office. Gym lockers are available for use during gym class as well as for athletic participation. Lockers are the property of the school district provided for student use and are, therefore, subject to inspection by administrative personnel. It is important that students are aware that the administration reserves the right to inspect lockers on a periodic and unannounced basis. The school district cannot accept responsibility for items misplaced or stolen from lockers. Students should refrain from bringing unnecessary valuables and money to school.

It is the student's responsibility to:

1. Maintain the locker in an orderly fashion.
2. Operate the lock and doors carefully so as not to damage the locker.
3. Report any malfunction to the office immediately.
4. Be sure that the locker is secured at all times. Avoid letting the gym room locker stand unlocked with valuables inside while showering or leaving the immediate vicinity for any reason.
5. Avoid disclosure of the locker combination even to a close friend.
6. Students found loitering in the gym locker room without the consent of a physical education teacher are subject to disciplinary action.
7. Students are not permitted to be in the locker room except during scheduled physical education classes.

Due to previous incidents of theft in the Physical Education locker rooms, students are **STRONGLY** encouraged to purchase a lock from the athletic office. Students are not permitted to use non-school issued locks due to safety and security concerns.

LOCKER SEARCHES

(Reprinted directly from Chapter 12, Section 12.14, of the Pennsylvania School Code.)

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

MAKE-UP WORK

Following an absence, it is the student's responsibility to make arrangements with his/her teacher to make up missed work. Make-up work must be completed within a reasonable period of time. The length of time given to complete make-up work will be determined by each teacher and will be based on the duration of absence.

If a student is absent for three or more days, work may be secured by calling the high school office. If an absence is to be for a period longer than two weeks, a parent may initiate the procedure to arrange for homebound instruction by calling a counselor. Homebound instruction arrangements must be approved by the Board of School Directors.

MEDICATION

These 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:

- Whenever possible, medications should be given at home.
- Parent and physician signatures are required for administration of all prescriptions and over the counter medications (Tylenol, Tums, Ibuprofen).
- Medication Consent Forms are available in the nurse's office or on the district web site. A parent or adult designee must transport ALL medication to and from school.
- Students may not possess or carry any medication, prescription or not, at any time or in any district provided transportation.
- All medications administered during school hours must be registered for review with the school nurse and kept in the Health Office during school hours.
- A student may self-carry an inhaler for asthma or administer an epi-pen for an allergic reaction in case of emergency once a script or medication form is signed by the student's attending physician and on file with the school nurse.

Students may not call home for parents to remove them from school if they do not feel well or the school nurse believes it is in the student's best interest to remain in school.

OBSTRUCTION

Obstruction can include but is not limited to, students who fails to cooperate with an investigation or search, or who provides false or misleading information, to include lying to or withholding information, during any investigative query by a school official in the investigation of an alleged disciplinary violation will face disciplinary consequences, including suspension and/or placement in an alternative education program.

PERFORMANCE ENHANCING SUPPLEMENTS

It is documented that the use of performance enhancing supplements, such as but not limited to energy drinks, Creatine, powdered caffeine, any caffeine derivative such as taurine/guarana extract, can harm kidney, liver, or heart function. It is, therefore, our philosophy that young people should be encouraged to refrain from using these items.

Any student found possessing or using these substances at any time in the building, or on school property, or on school sponsored trips, will result in consequences ranging from detention to possible suspension.

PHOTO 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.

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.

RACIAL AND ETHNIC INTIMIDATION

Part of a good education is learning to appreciate differences among people and to develop sensitivity for various cultures. Students who fail to demonstrate a mature attitude toward cultural differences will be disciplined. Derogatory language, racial or ethnic slurs, and signs or symbols which are offensive will be viewed as intimidation. These are serious offenses, and the school may recommend prosecution in addition to school-based discipline. Racial and ethnic intimidation is particularly serious and will be dealt with harshly, including prosecution.

SAFE2SAY ANYNOMOUS TIP REPORTING SYSTEM

Safe2Say Something (S2SS) is an anonymous reporting system required by Act 44 of 2018 by every Pennsylvania school entity. The program, managed by trained staff in the Cornwall-Lebanon School District and supports students, educators, and administrators, teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

Information can be anonymously reported through the S2SS app, website, or by calling 24/7 Crisis Center Hotline. The following provides an overview of how the program works and will be implemented in schools:



STATE MANDATED EXAMS

Attendance during any state mandated exams is mandatory due to meeting graduation pathway requirements. Any absence must be documented with a doctor’s excuse. Vacations and educational trips are not permitted during these times. Any exceptions must be approved by the building principal prior to that date.

STUDY HALLS

Students must arrive at study halls prepared to work. ONLY students scheduled for study hall may be in the study hall. Students must remain quiet in order to preserve an atmosphere conducive to study. Cell Phones use is not permitted during study hall. Cells phones are to be stored away during this time. Students who are late, fail to bring materials, or who are disruptive, are subject to discipline.

Students who have a pass to go elsewhere during their scheduled study hall must first report for attendance, enter information on a sign-out sheet, and wait for permission to leave. Students who leave to report to another school location and fail to report at a reasonable time will receive a consequence commensurate with class cut.

SUSPENSION/EXPULSION/HEARING

A. Exclusion from classes (In-school suspension)

(Reprinted directly from Chap. 12, Sec. 12.7, of the PA School Code.)

1. No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents or guardian shall follow the suspension action taken by the school.

3. When the in-school suspension exceeds ten consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures relating to hearings.
4. The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

The in-school suspension program at Cedar Crest High School has been designed to isolate students from the mainstream of activity for a period of time, but at the same time, allow students to continue academic pursuits.

Students on in-school suspension must report directly to the in-school suspension room at or before 7:45 a.m. and are not permitted to be anywhere else in the building without written permission. The atmosphere is highly structured and quiet. Assignments will be made available each morning, and students are required to spend the entire day in activities related to their academic program. One break during the morning and one during the afternoon will be allowed, and suspended students are required to carry lunch and eat in the room. All other rules and regulations applicable to in-school suspension must be followed. Students who have been assigned to detention on a day they are also suspended in school, must attend detention.

During the time of suspensions, students are prohibited from participating in any extracurricular or after-school activities and are not allowed to be on school property after the regular school day. Students who have driving and parking privileges may lose their driving privilege for the period of suspension. Multiple suspension offenses may lead to the permanent loss of the privilege to drive. Students who experience multiple placements into in-school suspension, or who violate the rules and regulations of in-school suspension run the risk of being suspended for additional periods of time or may be suspended from school (exclusion from school) which will be followed by a formal hearing before the Board of Education or its designee for purposes of expulsion.

B. Exclusion from school

1. Exclusion may be effected by temporary suspension, full suspension, or expulsion
 - a. Temporary-exclusion for up to three (3) days by principal without a hearing.
 - b. Full-exclusion after 3 and up to 10 school days. An informal hearing before the principal is offered to the student and the student's parent.
 - c. Expulsion/exclusion from school for a period exceeding 10 school days and may be permanent from the school.
2. Students must be informed of the reasons for the suspension; an informal hearing will be scheduled for any out of school suspension exceeding three (3) days.
3. Suspension may not exceed 10 school days. Temporary suspension may be followed by a full suspension for the same offense, but 10 days total may not be exceeded.
4. Students shall be permitted to make up work and exams while being disciplined during any suspension.
5. During the time of suspension, students are not to enter or trespass on Cedar Crest High School property except for the specific purpose of doing business in the school offices and leaving school property immediately upon completion of business. Failure to obey these regulations will result in the charge of trespassing being filed as permitted under Pennsylvania state law.

C. Hearings

1. In cases where an expulsion is possible, students are entitled to a formal hearing.
2. The School Board, Committee of the Board, or Hearing Officer of the Board hold formal hearings. A majority vote of the School Board is required for expulsion.
3. Students have the right to be represented by counsel.
4. The hearing shall be held in private if requested by parents in writing.

D. CTC School Suspensions

Out-of-school suspensions issued to CTC students by either the LCCTC or CCHS will be automatically honored by the other school.

TELEPHONE USE

School telephones should be used only in emergencies or school-related situations. Students should report to the High School Main Office to use any phone. Students are NOT permitted to use a classroom phone in a teacher's room. Students must have approval from an administrator. A call log must be signed whenever students use the phone.

TERRORISTIC THREATS OR BOMB THREATS

Threats of any type will not be tolerated by word or by conduct. All threats will be taken seriously and may include, but are not limited to, bodily injury, serious damage to property, intent to terrorize or cause to evacuate building. Disciplinary action will range from suspension to expulsion along with police involvement. These actions will vary depending on the severity of the infraction. Violators must pay fines and any related costs.

THEFT

Any student found guilty of stealing, using, or being in possession of property belonging to the school or another person without that expressed permission may be suspended in school and/or referred to the police. Additionally, restitution will be required for property which has been damaged or not returned. Students who steal are automatically assigned suspension and parents are notified. Any student who conspires with another student or is found in possession of stolen property may also be suspended from school and referred to police.

TOBACCO AND VAPE PRODUCTS

It is well documented that the use of tobacco products can cause serious health problems. It is, therefore, our philosophy that young people should be encouraged to refrain from using tobacco products.

The possession or use of tobacco products, e-cigarettes, vapes, Juuls, look alike tobacco products or any other nicotine delivery device is expressly prohibited in the building, on school property, and on school sponsored trips. The school district shall address violations of this policy by students with a graduated set of supportive disciplinary practices that promote recovery and reduction of tobacco product addiction and dependence that may vary based on the age of the offender and progressive nature of the offense. Tobacco offenses will be accumulative grades 9-12.

Act 145 of 1996 defines possession of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine or be assigned to an adjudication alternative as set by the District Magistrate.

Lighting materials (matches and lighters) are also prohibited. Disciplinary consequences will occur.

TRANSCRIPT REQUEST

Students must allow 10 school days to process a transcript request through the Counseling Office. A fee of \$5.00 will be charged for each transcript request requiring expedited processing.

TRESPASSING

Students are not permitted to loiter in any part of the school building whether school is in session or not. Students who remain after school without authorized purpose or approval from administrator, teacher, coach will be considered as trespassing. Any student found trespassing on the grounds of the Cornwall-Lebanon School District is subject to police prosecution and disciplinary consequences.

All students assigned to an alternative placement may be cited for trespassing if found on any Cornwall-Lebanon property without expressed consent from the High School Principal.

VANDALISM

Vandalism is not only a malicious and senseless activity but a costly one as well. We encourage students to care for their school and its material since each of us has to share the cost of repair or replacement. Students shall not knowingly, intentionally, recklessly, nor negligently damage, deface, or destroy district property or property of others. A student shall not start a fire, cause an explosion, or threaten to do so. Students found guilty of vandalism will be required to make restitution and may be subject to suspension, police involvement, or a formal hearing before the Board of Education.

WEAPONS

(Referencing School Board Policy #218.1)

Possessing, using, transporting, carrying, or storing a weapon while on school property, while on school-related transportation, while engaged in school-sponsored activities, no matter where located, 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, as defined by federal or state law, includes, but is not necessarily limited to, firearms, 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 knives, stun guns, replicas, models, or facsimiles intended to look like a real weapon.

YOUTH HOMELESSNESS

The Education for Children and Youth Experiencing Homelessness program (ECYEH) is an initiative of the Pennsylvania Department of Education and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate, public education.

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
 - Participate in all applicable school programs, including supplemental services
 - Receive free lunch
 - Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.
- You can access more information on Youth Homelessness, family rights, and resources at <http://www.education.pa.gov/Documents/K-12/Homeless%20Education/ECYEH%20General%20Guide.pdf>.

If you meet the criteria for Homelessness or need assistance, please contact the ECYEH Liaison, Dr. Kate Long, in the Pupil Services Office or the School Social Worker, Mrs. Erin Callihan.
Dr. Kate Long – klong@clsd.k12.pa.us - x 1135
Mrs. Erin Callihan – ecallihan@clsd.k12.pa.us - x 5936

