



**CEDAR CREST  
MIDDLE SCHOOL  
STUDENT  
HANDBOOK  
2023 - 2024**

---

# Cornwall-Lebanon School District MISSION STATEMENT

---

*Empowering our  
students to reach  
their individual  
potential.*

## PRINCIPAL'S MESSAGE

### Message from the Principal

Hello CCMS Falcon Families,

Welcome to the 2023-2024 school year! I am honored to be the principal of Cedar Crest Middle School. Our building administration, faculty, and staff are looking forward to a safe and successful school year with our students.

Our students are our number one priority. The Cedar Crest Middle School administration, faculty, and staff are a TEAM working together to teach and support our students to reach their individual potential. We can't achieve this goal without the support and cooperation from our students' parents, guardians and caretakers. Good communication between families and the school helps to provide support and build a relationship of understanding and cooperation.

If you have any questions, please contact the main office at 717-272-2032. The CCMS secretaries will direct your questions or inquiry to the appropriate staff member to best serve you.

Thank you for taking the time to view the Cedar Crest Middle School Student Handbook so that you know all the important information for your student(s) to have a great start to the school year.

Sincerely,



Mr. Joseph M. Burton  
Principal  
Cedar Crest Middle School

# CEDAR CREST MIDDLE SCHOOL

**101 East Evergreen Road  
Lebanon, PA 17042**

**STUDENT HANDBOOK  
2023-2024**

**MAIN OFFICE PHONE NUMBER  
717-272-2032**

**PRINCIPAL**  
Joseph M. Burton

**ASSISTANT PRINCIPAL**  
Francis A. Fiorentino, Jr.

**ASSISTANT PRINCIPAL**  
Marjorie J. Miller

**DISTRICT WEBSITE**  
<http://www.clsd.k12.pa.us>



## **TABLE OF CONTENTS**

Mission Statements.....	2
Principal's Message.....	3
Table of Contents.....	4
Faculty and Staff.....	5

## **ACADEMIC INFORMATION**

Curriculum.....	7
Academic Program.....	7
Making Up Academic Work.....	7
Parent Conferences.....	8
Grading System and Promotion.....	8
Extracurricular Eligibility.....	8
Field Trips.....	9

## **STUDENT SERVICES**

School Counseling Services.....	9
Youth Homelessness.....	10
Health Services.....	10
Medication Policy.....	10
Sunscreen.....	11
L.I.F.T.....	12
Learning Center (Library).....	12
Cafeteria.....	13
Computerized Debit System.....	13

## **SCHOOL POLICIES**

Attendance.....	13
Weapons.....	15
Alcohol and Other Drug Violations.....	16
Tobacco and Vape Products.....	17
Maintaining Professional Boundaries.....	18
Harassment.....	18
Safe2Say Anonymous Tip Reporting System.....	19
Terroristic Threats/Acts.....	19
Search and Seizure.....	20
Computer Use.....	21
Unauthorized videotaping.....	22

## **STUDENT DISCIPLINE**

Discipline.....	22
Student Responsibilities.....	22
Evasion.....	23
Obstruction.....	23
Insubordination/Disrespect.....	23
Abetting.....	23
Assemblies.....	23
Bullying.....	24
Cheating.....	24

Class Cutting.....	24
Class Misconduct.....	24
Displays of Affection.....	24
Fighting.....	25
Late for Class.....	25
Theft.....	25
Vandalism.....	25
Water Bottles.....	25
Detention.....	25
Saturday Detention.....	26
Suspensions.....	26
Dress Code.....	27
Electronic Devices and Play Items.....	28
Digital/Electronic Devices/Cell Phones.....	28
Bus Transportation Regulations.....	29
Bus Behavior Guidelines.....	30

## **GENERAL INFORMATION**

School Hours.....	30
Private Transportation.....	31
Books.....	31
Bicycles.....	31
Breakfast Program.....	31
Bus for Student Activities.....	32
Fire Drills.....	32
Hall Passes.....	32
Inclement Weather.....	32
Instrumental Music Lessons.....	33
Insurance.....	33
Lockers.....	33
Lost and Found.....	33
Physical Education Excuses.....	33
Publicity Release/Photo Refusal.....	34
Sales Campaigns.....	34
School Visitors.....	34
Student Activities.....	34
Telephones.....	34
Opportunities for CCMS Students.....	35
Wings of Praise.....	36
Daily Schedule.....	37
School Calendar.....	39

## CEDAR CREST MIDDLE SCHOOL FACULTY

### GRADE 6 TEAMS

	<b>Team 6-1 (Blast)</b>	<b>Team 6-2 (Blue Aggies)</b>	<b>Team 6-3 (Ironmasters)</b>
<b>Reading</b>	Mrs. Rachel Zellers	Mrs. Kara Reed	Mrs. Cindy Fogelsanger
<b>Language Arts</b>	Mrs. Beth Rodkey	Mr. Seth McNally	Mrs. Pamela Manbeck
<b>Math</b>	Mrs. Elizabeth Leal	Mrs. Kerrie Becker	Mrs. Rachel Sparks
<b>Science</b>	Mr. Todd Gardner	Mrs. Lori Brown	Mr. Michael Trump
<b>Social Studies</b>	Mrs. Terri McDaid	Mr. Benjamin Rugg	Mrs. Ashley Herling
<b>Support</b>	Mrs. Melissa Rode	Mrs. Brittany Herr	Mrs. Miriam Kreider

### GRADE 7 TEAMS

	<b>Team 7-1 (Titans)</b>	<b>Team 7-2 (Gryphons)</b>	<b>Team 7-3 (Knights)</b>	<b>Team 7-4 (Academy)</b>
<b>English</b>	Mrs. Rachel Turley	Mrs. Gina Young	Mr. Matthew Goasdone	Miss Jamie Cikovic
<b>Math</b>	Mrs. Stephanie Leonardo	Mr. Jordan Cruise	Mr. Brian Brassart	Mr. Jason Hansell
<b>Science</b>	Mrs. Katie Null	Mr. James Arnold	Mrs. Kim Sullivan	Mr. Scott Davis
<b>Social Studies</b>	Mr. Chris Muritz	Miss Megan Deaven	Mrs. Victoria Bray	Mr. James Cage
<b>Support</b>	Mrs. Megan Dodson	Mrs. Molly Swisher	Miss Mackenzie Geesaman	

### GRADE 8 TEAMS

	<b>Team 8-1 (Mariner)</b>	<b>Team 8-2 (Enterprise)</b>	<b>Team 8-3 (Endeavor)</b>
<b>English</b>	Mrs. Kristy Hanninen	Miss Julia Macchione	Mr. Andrew MacNeill
<b>Math</b>	Mr. Ryan White	Mrs. Amanda Scrivano	Mr. Steve Johnson
<b>Science</b>	Mrs. Jessica Nolan	Mrs. Kayla Daugherty	Mrs. Teresa Davis
<b>Social Studies</b>	Mr. Mark Wojdyla	Mr. Benjamin Wohlberg	Mr. Travis Gundrum
<b>Support</b>	Mrs. Megan Dodson	Mrs. Tammy Bohn	Miss Mackenzie Geesaman

**Emotional Support:** Mr. Isaiah Reid

**Life Skills:** Ms. Brittany Le

**Speech and Language:** Miss Erin Yoder

**Librarian:** Mrs. Pamela Raytick

**Part-Time Social Language:** Ms. Jennifer Ebersole

**Multiple Disabilities:** Mrs. Brenda Heizman **(IU13 Employee)**

## **SPECIAL AREAS**

### **ART – 6<sup>th</sup> grade**

Mrs. Ashley Bott

### **COMPUTERS**

Mr. Chad Hibshman

Ms. Tracey Oblinsky

### **EXPLORATORY BLOCK - 8<sup>th</sup> grade**

Mr. Tim Fogelsanger, STEM

Ms. Lori Patterson, Spanish

Mr. Ray Truex, Creativity Lab

### **ESL**

Miss Julia Kenny

### **APPLIED ARTS - 7<sup>th</sup> grade**

Mr. Steve Lyter, Industrial Arts

Mrs. Lynn Lechleitner, Career

### **Awareness**

Mrs. Debra Ryland, Art

Mr. Daniel Stoddard, Tech Ed

### **GIFTED FACILITATOR**

Mrs. Ashley Bott

### **SCHOOL COUNSELORS**

Mrs. Brittany Moyer, 6<sup>th</sup> grade

Mr. Blair Fisher, 7<sup>th</sup> grade

Mr. Donald Swartz, 8<sup>th</sup> grade

Mrs. Mary Brandt, Student Support

Mrs. Robyn Koch, Secretary

### **SCHOOL PSYCHOLOGIST**

Dr. Christopher Greenawalt

### **MUSIC**

Mr. Jared Daubert

Miss Sarah Benson

Mrs. Leslie Rauchut

### **PHYSICAL EDUCATION/HEALTH**

Mr. Jonathan Brubaker

Mrs. Dana Risser

Miss Monica Schaeffer

Mr. Benjamin Stum

Mr. Eric Edwards

Mrs. Stefanie Webber

### **NURSES**

Mrs. Lori Sensenig

Mrs. Nicole North

### **STEM – 7<sup>th</sup> grade**

Mr. James Cage

Mr. Scott Davis

### **EMOTIONAL SUPPORT AIDE**

Mr. Michael Withrow

### **IN-SCHOOL SUSPENSION/DETENTION PROCTOR**

Mrs. Leanne VanAulen

### **INSTRUCTIONAL AIDES**

Mr. Isaac Akor

Ms. Alana Clements

Mrs. Christina Klimkowski

Mrs. Louise Swisher

Mrs. Brandi Trumbo

### **LEARNING SUPPORT STAFF**

Mrs. Colette Raker

### **LIFE SKILLS AIDES**

Ms. Sandra Barnhart

Miss Alyssa Troain

### **MEDIA ASSISTANT**

Mrs. Cynthia Kennen

### **OFFICE**

Mrs. Lori Kostow

Mrs. Kristi Glassford

Mrs. Lisa Fisher (Attendance)

Secretary to the Asst. Principals (TBD)

### **BUILDING SUBSTITUTES**

Mrs. Susan Gable

## **ACADEMIC INFORMATION**

### ***CURRICULUM***

#### **Grade 6**

Sixth grade homerooms are comprised of students from all four elementary schools. Homerooms are grouped together to form a sixth-grade team.

Math, Science, Language Arts, Reading, and Social Studies classes are taught by a team teacher. Students move to special area classrooms for Physical Education, Art, Music, and Computer Skills. Band, chorus, and orchestra are elective courses and are available to all students. Library instruction is provided on a rotating basis throughout the school year for each team.

#### **Grade 7**

Seventh grade students are grouped in teams similar to the sixth grade. Most students in seventh grade are scheduled for English, Math, Science, Social Studies. Physical Education is every other day opposite Trimester Specials; Music, Computer Skills, STEM. Applied Arts specials are held every day for a Trimester or a Trimester Split: Technology Education, Art, Industrial Arts, Career Awareness. Band, chorus, and orchestra are elective courses open to all students.

#### **Grade 8**

Students in eighth grade are grouped into teams as well. Most eighth grade students are scheduled for English, Math, Science, Social Studies, Physical Education, Health, and Exploratory Block. Our exploratory block consists of, Spanish, STEM Lab and Creativity Lab. Band, chorus, and orchestra are elective classes that are available to all students.

#### **Academic Program**

CCMS is moving forward and providing additional learning opportunities for our students. Our vision for our students is to improve their abilities to think critically, problem-solve, and communicate with others in their community. We want to focus our efforts on our students' needs, interests, and goals. While we prepare our students to create, innovate, and analyze, we are excited to offer our students more opportunities for choice menus, student agency, project-based learning, and personalization of content. Part of this process is to expose our students to more opportunities for flexible grouping and differentiation through cross-teaming and cross-curricular learning experiences. Some of our honors sections have been removed to create these learning opportunities for our students. By providing these learning experiences to all our students, we are placing an emphasis on learning and deeper understanding, not grades and increased workloads.

### ***MAKING UP ACADEMIC WORK***

**Requests for homework due to a student's absence can only be made after the third day missed.** Parents may contact the office on the third day of a student's absence for homework assignments. If making a request, please call the middle school office before 9:00 am.

A student who has been absent from school **has the responsibility to contact his/her teachers to make up work that has been missed.** Upon returning to school from an absence, students must see their teachers as soon as possible to discuss work they have missed. **Teachers will provide a reasonable amount of time for the student to make up missed work.** Should this time extend beyond a report card period, the student will receive an "I" (incomplete) in the subject, and when the work is completed, a corrected grade will appear on the next report card. However, if a student fails to make up the work within a reasonable period of time, the "I" automatically becomes an "F."

## ***PARENT CONFERENCES***

In an effort to provide parents with information about the curriculum and teacher expectations early in the school year, an Open House will be held for all parents during the first week of school. At the close of the first marking period, an additional opportunity will be made for those parents who desire to schedule a conference with their child's teachers.

**Please note: Parents may schedule a teacher conference anytime by contacting the Counseling Office at 223-241-9376.**

## ***GRADING SYSTEM AND PROMOTION REQUIREMENTS***

Student academic progress will be reported to parents/guardians four times a year. All grades will be reported via online report cards that will be posted in Family Access Portfolio on Skyward.

Final grades will be determined by averaging the four marking periods. Only final grades are recorded in the permanent record.

For those classes that meet every day in a marking period, the following letter grades are given:

LETTER GRADE	NUMERICAL VALUE
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 or below

A plus or minus may be included with a letter grade to define the strength or weakness of a quarterly or final grade.

Subjects that do not meet every day such as Fine and Applied Arts, Physical Education, and Computer Skills are graded O (Outstanding), VG (Very Good) S (Satisfactory), or U (Unsatisfactory).

The school reserves the right to waive this final averaging process when there is evidence of lack of preparation and application on the part of the student during the second half of a course.

It is expected that students will be in attendance for at least 80% of their scheduled classes. Students with attendance less than 80% can be denied promotion to the next grade.

Students whose grades consistently fall at or below minimum standards (59%) will have their records reviewed by the principal or designee. Two final grades of "F" in any core subjects generally constitutes failure of a grade and may cause the student to be retained.

## ***EXTRA-CURRICULAR ELIGIBILITY***

Cedar Crest Middle School expects students participating in extra-curricular activities to maintain a required level of academic achievement. This requirement applies to athletic, club, musical, and dramatic activities.

Cumulative grade averages will be tabulated at the end of each week, and students found to be failing two (2) or more core courses will be declared ineligible for the following week or until the next list is posted. No participation (i.e. meetings, practices, games, or performances) will be permitted until a subsequent posting reveals the required level of academic performance.



***(Reference CLSD policy # 218)***

In addition, students failing two (2) or more courses (all courses apply) at the end of the marking period 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 season. During the fall preseason, only Monday through Friday will be counted as ineligible days toward the fifteen (15) days of ineligibility. Once school begins, the students' remaining days of ineligibility are in accordance with days that are academic; for example, Labor Day will not count as a day of ineligibility.

Students may not participate in games or events if they are tardy or absent from school on the day of the event. (Exceptions: a doctor's note must accompany the student when arriving to school. All other reasons will be evaluated for validity by the coach, athletic director, and principal.)

The rules also govern the conduct of students participating in extra/co-curricular activities.

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.

***(Reprinted from CLSD Board Policy # 227.1)***

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.

## ***FIELD TRIPS***

- **At this time, field trips will be evaluated on a case-by-case basis**

When students are on school sponsored field trips, they are subject to all school regulations and the supervision of the teacher in charge.

Students displaying unacceptable conduct in the classroom may be denied participation in field trips and face disciplinary action. Parents will be informed in writing of planned field trips; including date, time, and any other necessary information.

## **STUDENT SERVICES**

### ***SCHOOL COUNSELING SERVICES***

Counseling at the middle school level places an emphasis on helping promote emotional, social, and academic growth among students. Additionally, a student experiencing difficulties in any area can seek help either by directly contacting a counselor or by asking a teacher to make a referral to a counselor. Teachers may also refer students to counselors for assistance. Both individual and group counseling techniques are employed.

The school psychologist functions as an extension of the counseling department. Referral to the psychologist is an option as counselors work with students. Involvement by the psychologist can include consultation, diagnostic and prescriptive services, or referral to an Intermediate Unit or community program.

All counselors/school psychologists welcome conferences and conversations with parents. They can be contacted by email, or calling the main office at 717-272-2032:

**Counselors Office**

Mrs. Brittany Moyer, School Counselor

[BMoyer@clsd.k12.pa.us](mailto:BMoyer@clsd.k12.pa.us)

Mr. Blair Fisher, School Counselor

[BFisher@clsd.k12.pa.us](mailto:BFisher@clsd.k12.pa.us)

Mr. Don Swartz, School Counselor

[DSwartz@clsd.k12.pa.us](mailto:DSwartz@clsd.k12.pa.us)

Mrs. Mary Gardner, Student Support Counselor

[MGardner@clsd.k12.pa.us](mailto:MGardner@clsd.k12.pa.us)

Dr. Christopher Greenawalt, School Psychologist

***YOUTH HOMELESSNESS***

*(Reprinted from CLSD Board Policy # 251)*

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: Please Google – [www.education.pa.gov](http://www.education.pa.gov)

For additional McKinney-Vento and Youth Homelessness information and resources provided by CLSD please visit the following websites:

- CLSD's Educational Services – Social Service: <https://www.clsd.k12.pa.us/cornwall-lebanon-school-district/departments/education-services/social-services/>
- CLSD's Homeless Children and Youth: <https://www.clsd.k12.pa.us/cornwall-lebanon-school-district/departments/education-services/social-services/educational-instability/homeless-children-and-youth/>

If you believe that you meet the criteria for Homelessness, or need some assistance, please contact the ECYEH Liaison, Dr. John Shaffer, in the Educational Service Center or the School Social Worker, Mrs. Erin Callahan.

Dr. John Shaffer – [jshaffer@clsd.k12.pa.us](mailto:jshaffer@clsd.k12.pa.us)

Mrs. Erin Callahan – [ecallihan@clsd.k12.pa.us](mailto:ecallihan@clsd.k12.pa.us)

***HEALTH SERVICES***

The school nurse provides care for injuries and illnesses occurring in school or while the student is under the jurisdiction of the school. Treatment of injuries or illnesses occurring at home is not the responsibility of the teacher or school nurse. A student who becomes ill or has been injured during school hours should obtain permission from the teacher in charge of the class to go to the school nurse. In the event of the nurse's absence, students must report to the main office.

***NURSE'S OFFICE***

**Medication Policy**

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

- **Parent and physician signatures are required for administration of all prescription and over-the-counter medications (i.e., Tylenol, Tums, and Ibuprofen).** Medication consent forms are available in the nurse's

office or on the district website. A parent or adult designee must transport all medications to and from school unless an order to self-carry a medication is signed by a parent and physician.

- **Medications must be delivered in the original prescription bottle. You may request a second prescription bottle for the school at the time you get the prescription filled.**
- **Emergency medications including Epi Pens and prescription inhaler medications may be self-administered and carried by the student with written parental consent and a physician's order.** The order must state that the student may carry the medication and has been instructed in its use. If the medication is used, the nurse **MUST** be notified.

### **State Health Requirements**

The State Mandated Health Screening Program includes the following:

- ✓ Height, weight, body mass index (BMI) all grades
- ✓ Vision screening all grades
- ✓ Hearing screening in 7<sup>th</sup> grade and all learning support students
- ✓ Scoliosis screening in 6<sup>th</sup> and 7<sup>th</sup> grades
- ✓ Physical examination by a private or school physician in 6<sup>th</sup> grade and original entry into a PA public school
- ✓ Dental examination by a private or school dentist in 7<sup>th</sup> grade and original entry into a PA school
- ✓ Monitor compliance with PA state immunization requirements
- ✓ Students are not permitted to carry or possess any medicine while in school, unless an emergency medicine is documented with the nurse.
- ✓ Students are encouraged to carry a refillable water bottle.
- ✓ Students are permitted to carry and use cough drops.
- ✓ Students are required to return the emergency information/medication permission form to the school nurse/office staff by the second day of school.
- ✓ Students requiring daily or as needed medication at school will need to have parental consent form and physician's order on file with the school nurse.
- ✓ All medications will be given under the direction of the school nurse and will be taken by the student in the nurse's office under supervision of the nurse or designee.

Any problems noted in the screening programs are discussed with the parents and referral is made to have further evaluation done by the appropriate professional. Parents are encouraged to have their family health care providers, optometrists, and dentists do the required exams, but documentation of these exams must be given to the school nurse.

In addition, the PA Department of Health requires the following immunizations for students entering 7<sup>th</sup> grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7<sup>th</sup> grade.
- 1 dose of meningococcal conjugate vaccine (MCV) the first day of 7<sup>th</sup> grade.

### **Student Rules for Use of the Health Room**

1. Students must check with their teacher before visiting the school nurse.
2. Students will inform the school nurse of any medicine that they have taken that day or are currently taking or any changes in medicines that may affect or impact their educational process.
3. Students will be expected to answer all questions from the school nurse honestly.
4. Students will be expected to wait calmly and patiently in the waiting area until seen.
5. Students will be responsible to see their teacher the same day to make up any class time and/or assignments missed while visiting the nurse's office.

Any infraction of these rules will warrant referral to an assistant principal for disciplinary action in accordance with school policies.

### **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](http://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 or 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 the 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 cancellation or restriction to the student's parent or guardian.

### **Leaving the Building Without Permission**

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/TEXT 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 **prior** by the school nurse, the student will be charged with an unexcused absence. This could result in disciplinary action.

### ***L.I.F.T. SERVICES***

#### **(Life Intervention for Teens)**

You or a friend may experience times of emotional difficulty for a variety of reasons. Adolescence is a difficult time. Situations such as divorce, death of a loved one, neglect, abuse, chronic illness, drug use by you or a family member, or a great many other reasons may result in feelings of confusion or depression. Should you notice these feelings in yourself or a friend, or see behaviors that could result with you or your friend hurting yourselves, you can get help. Contact a counseling counselor, teacher, or L.I.F.T. team member, complete the online form, or drop a note in the L.I.F.T. box in the nurse's office or cafeteria (all referrals are confidential; this means that no one will find out who made a referral for a friend). Someone from the L.I.F.T. team will contact you or your friend to see that the necessary help is obtained.

### ***LEARNING CENTER (LIBRARY)***

Our Learning Center (Library) is open to students throughout the school day. When using the Learning Center, students must show their student ID and the teacher's classroom pass. Students are permitted to use the Learning Center during one period each week. If a student needs additional library time during that week the student should see the library staff for a special access pass.

In order to provide an appropriate atmosphere for reading, study or research, students are expected to adhere to the following rules:

1. Talking should be kept to a minimum. Conversations necessary for completing activities should be in a "twelve-inch" voice.
2. Follow the directions of the library staff for seating after book exchange.
3. Keep water bottles on the floor.

To borrow materials, a student must present his/her student ID at the circulation desk. The card number, title information, and due date will be stored in the computer. Students may borrow two (2) books at a time. Most books

and paperbacks circulate for two (2) weeks. Students may renew most books and paperbacks ONE TIME. If a student requires additional time, s/he may ask the library staff for an additional renewal. The books will only be renewed a second time if it is with the student at the time of the request.

Students are required to check their library accounts during their scheduled classroom visits. Reminders about overdue material are sent to students via email.

Before a book is declared lost, the student will be given a Book Locator Sheet. The student must COMPLETE AND RETURN the locator sheet within 3 days of its receipt. Failure to return the signed sheet will result in a detention. Lost materials will be charged at replacement cost. Overdue materials, fines, and lost books must be settled by the end of each marking period.

### ***CAFETERIA***

The school cafeteria provides the opportunity for students to purchase a nourishing meal at a free or nominal cost. **Students are expected to exhibit good table manners and proper behavior in the cafeteria.** Conversation among students is encouraged; however, loud, boisterous behavior will not be tolerated. Students who do not behave appropriately will lose the privilege of eating in the cafeteria. Cafeteria monitors may change students' seating arrangements in an effort to maintain order and safety. **Students who repeatedly violate rules will be subject to disciplinary consequences or be removed from the cafeteria at the principals' discretion.**

Consequences for cafeteria misconduct include, but are not limited to warnings, assigned seats, and removal from cafeteria, detention, and suspension.

**The school does not provide the service of lending lunch money to students.** Lunch is a part of every student's daily schedule, and it is the student's responsibility to either carry a packed lunch or be prepared to purchase lunch. **Please be advised that if students are caught stealing from the cafeteria, they are subject to disciplinary action.**

### ***COMPUTERIZED DEBIT SYSTEM***

The system consists of a touch screen computer monitor and a PIN pad/Scanner, similar to that of an automated teller or ATM machine. The student will scan a school issued ID or type in their PIN which will access their account.

Money can be deposited into the account regardless of whether students are free, reduced, or paid status. Money will only be deducted when a student uses their account. Money can be deposited in the form of a personal check or cash. If it is cash, please enclose it in a sealed envelope and mark on the outside the amount of the deposit, student name, and pin number. **Students will submit their deposit to their homeroom teacher or Food Service Helper. The deposit will be sent to the Food Service Office to be put into the student account. Please be advised that it could take up to 24 hours for the deposit to reflect in the student account.**

If the student is a free or reduced paying student, the system will adjust and price their meals accordingly. There is no limit on the amount of money that can be deposited. Students will be notified when their account reaches a low balance. Every student uses the system in the same manner regardless of meal status. Account information is kept confidential.

As stated in the National School Lunch Program regulations, schools should provide "one lunch per child per day." Students receiving free or reduced lunches, therefore, may only receive one free or reduced lunch per day. However, if students have a positive account balance, they may purchase an additional meal at full cost, and/or purchase a la carte items. No child will be denied access to the full meal of their choice.

## **SCHOOL POLICIES**

### ***ATTENDANCE***

***(From CLSD Board Policy # 204)***

Attendance on a regular basis is critical to a student's success in school. It is also important to the school district because it is the basis upon which state reimbursement is determined.

**If a student is absent or fails to meet the attendance requirements as outlined in Cornwall-Lebanon School District Policy 204, then a signed note from a parent stating the reason for his/her absence must be delivered to the student's assigned school building or emailed to [MSattendance@clsd.k12.pa.us](mailto:MSattendance@clsd.k12.pa.us) on the day following the absence.**

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

**Students who are absent from school may not attend or participate in any after-school activity at either the Cedar Crest Middle or High School.**

### **EXCUSED ABSENCES**

The Board of School Directors considers the following conditions to constitute reasonable cause for absence from school: illness, prearranged medical, dental, clinic or hospital appointment, recovery from accident, required court attendance, funeral of relative, family emergency, observance of student's religious holiday, participation in religious instruction program (36-hour maximum annually), and pre-approved educational trips. **Educational Trips will be excused provided that prior arrangements are made.** These arrangements are to be submitted on an "Excusal from Attendance" (Trip of Educational Value) form to the principal indicating the dates and reason for the absence. This form must be completed for a trip of any length. An educational objective should be the basis for such an absence. Educational trips will not be approved for students who are failing their subjects or have excessive unexcused absences. The district may limit the number and duration of non-school-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Students will be given the opportunity to make up work missed during an excused absence. It is the student's responsibility to make arrangements with his/her teachers and to complete the work within a reasonable period after returning to school.

**Students who accumulate ten (10) days of excused absence will be required to submit an excuse from a physician for every absence thereafter. Parents will be notified after seven (7) absences that a medical excuse will be required after the next three (3) absences. Subsequent absences that do not have an accompanying doctor's note will be considered unexcused.**

Physician's excuses must be signed by the doctor and must indicate that the physician has determined the student was too sick or unable to attend school on the specified date(s). Notes from physicians may not be altered in any way.

### **UNEXCUSED ABSENCES**

The following provisions govern unexcused absences under the Pennsylvania School Code:

1. After one (1) unexcused absence, the school will send an Unexcused Absence Warning Letter.
2. After two (2) unexcused absences, the school will send a Second Unexcused Absence Warning Letter.
3. After three (3) unexcused absences, the school will send a Truant Absence Letter with dates of unexcused absences, and legal penalties resulting from additional unexcused absences. School Attendance Improvement Conference meeting may be scheduled.
4. Any additional unexcused absences (6 or more habitually truant absences) that occur after the SAIP meeting will result in citations from the District Magistrate's Office.
5. **Missing the bus is an unexcused absence.** The district provides bus transportation as a convenience. However, the law requires that parents get their children to school. If a student misses the bus, it becomes the parent's responsibility to see that the student gets to school.
6. Truant shall mean having incurred three (3) or more school days of excused absences during the current school year by a child subject to compulsory school attendance.

7. Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
8. District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

### **TARDINESS**

Students are expected to be in their homerooms no later than the 8:15 am bell. All students arriving to school after 8:15 am must report to the main office. Students who arrive late to school between 8:15 am and 8:23 am, due to an unexcused absence, will be assessed **two** tardy points. The accumulation of tardy points will result in progressive discipline as noted below.

**Points will not be erased at the end of the first semester.**

8-12 pts.	1 detention will be issued
14-16 pts.	2 detentions will be issued
18-20 pts.	Saturday detention
22-24 pts.	2 Saturday detentions

Students who arrive late to school after 8:15 am will need to obtain a late admission form from the main office. Because the student's name will be on the absentee list, this admission form must be presented to each of the student's teachers during that day. The student must return the completed form to the main office by the close of the school day or be subject to disciplinary consequences.

Unexcused tardiness will be considered an illegal absence. Events including but not limited to missing the bus, oversleeping, arriving late due to a trip, illness of a family member, shopping, staying home to study, hunting, fishing, and trips without prior approval will be determined to be unexcused.

The amount of unexcused late arrival time is cumulative. Six hours of unlawful tardiness will result in an illegal day of absence being recorded. According to the Pennsylvania School Code, after three (3) illegal days of absence, parents are to be cited by the district magistrate.

### **EARLY DISMISSAL**

Requests for early dismissal must be in writing, signed by a parent or guardian, and submitted by your student to their homeroom teacher. The request should be presented on the day prior to the early dismissal or certainly no later than before school on the day of the early dismissal. Parents/guardians are required to complete the sign out/sign in sheet located in the main office. Students should submit a note from the Doctor when excused early for an appointment.

**Parents/guardians are required to report to the office and show photo ID before picking up their child. This request is made as a safety precaution. Because of security, parents may not go to their child's classroom. In an emergency, students will be called to the main office.**

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school must report to the Counseling Office to secure a withdrawal form. **This form must be signed by each subject teacher, the homeroom teacher, the librarian, the office and all books must be returned to the child's teachers.** All library fines and other bills must be paid before a student will be cleared to withdraw. A student transferring to a new school will be given his report card to present to the new school. Health and other records will be sent upon the request of that school.

### **WEAPONS**

*(Reprinted from CLSD Board Policy # 218.1)*

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

**Weapon** – The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, stun gun, look-alike weapon, chemical agent, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

**Possession** – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing, bringing, using, transporting, carrying, or storing a weapon or any replica of 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.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

### ***ALCOHOL AND OTHER DRUG VIOLATIONS (Reprinted from CLSD Board Policy # 227)***

Students found to be in possession of, under the influence of, trafficking alcohol/drugs, possessing drug paraphernalia or look alike materials, will immediately be suspended from school and notification may be made to the South Lebanon Police Department. An informal hearing will be conducted with parents to inform them of the situation and to help them to find assistance. Within a reasonable time after the suspension has been assigned, a formal hearing shall be scheduled before the Board of Education, or its designee, to determine any further disciplinary action.

Guidelines for disciplinary action in this area are clearly stated in board policy and will be adhered to.

Statement of Policy - The Cornwall-Lebanon School District affirms that the abuse of controlled substances is incompatible with the education and development of its students and that even occasional use can constitute a disruptive situation for the individual or other students. Therefore, the use, possession, distribution, and/or sale of illegal drugs, similar look-alike drugs, over the counter medications represented as drugs, or alcoholic beverages on school property or while engaged in any school sponsored activity is prohibited.

Alcoholic beverages and substances and conduct prohibited by the Controlled Substance, Drug, Device and Cosmetic Act (Act of April 14, 1972, P.L. 233, as amended; 35 P.S. Section 780-101, et. seq.) are not appropriate in a public school setting. Similar look-alike drugs, over the counter medications represented as drugs, and/or substances are also prohibited under this policy. Penalties for possession, use, sales and distribution of look-alike drugs and over the counter medications represented as drugs are the same as those discussed in this policy for drugs and/or alcohol. The Board recognizes the need to protect the school community from harm and exposure to such beverages, substances, and conduct. Alcoholic beverages and substances and conduct defined by this Board policy are hereby prohibited on school property and in connection with school-sponsored activities and events at all times. Violations of school district policy are accumulative grades 9 through 12.

The use of alcoholic beverages, drugs, narcotics, or hallucinating agents by athletic program participants is prohibited and will result in a 20 calendar day suspension. A 2nd offense will result in the student athlete losing his/her extra-athletic/extracurricular eligibility for forty (40) calendar days. Third or subsequent offenses will result in the student being ineligible for one (1) calendar year. These consequences, as well as additional requirements, are outlined in



school district policy (227.1) contained in the Appendix of this document. Violations will be cumulative in middle school (grades 6-8), and separately in high school (grades 9-12).

**Drug Paraphernalia:** All equipment, products and materials of any kind which are used, intended for use or designed for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a prohibited substance in violation of this policy. It includes but is not limited to such paraphernalia as is identified in public laws, or as otherwise defined by school policy.

## **GUIDELINES**

### **I. FIRST OFFENSE**

A first offense is defined as a student in possession of alcoholic beverages, drugs, similar look-alike drugs, over-the-counter medications represented as drugs, and/or substances, or a student who has consumed such beverages or substances or who violates any of the provisions of the CSDDCA. This includes students 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:

- (1) Be suspended out of school for ten (10) school days. A drug and alcohol assessment will be required.
- (2) Be suspended for twenty (20) school 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, fund-raisers, dances, Prom, Baccalaureate, and Commencement.

Any student who violates this policy will cooperate with a drug and alcohol assessment and will comply with all Life Intervention for Teens (L.I.F.T.) Team recommendations as a condition for readmission for continued education following suspension and/or required rehabilitation.

If the student refuses participation in or does not successfully complete the specific L.I.F.T. Team recommendations, the student will be assigned to an alternate educational placement.

### **II. SELLING ALCOHOL AND OTHER DRUGS OR MULTIPLE USE VIOLATIONS**

A student selling or distributing, or possessing with intent to sell or distribute, any substance or item prohibited under the CSDDCA, any alcoholic beverage, similar look-alike drugs, over-the-counter medications represented as drugs, and/or substances on school property, or as a participant in any school sponsored event or activity, or if the student violates this policy two or more times, shall be suspended out of school for ten (10) days and cooperate with a drug and alcohol assessment while awaiting a formal hearing from the Board for reasons of expulsion.

A student selling, distributing, or possessing with intent to sell or distribute, any substance or item prohibited under the CSDDCA will be reported to the police.

### **III. REENTRY TO SCHOOL FOLLOWING EXPULSION/ALTERNATIVE EDUCATION PLACEMENT**

After the period of expulsion/alternative education placement, readmission to school may be considered based upon the student's documented compliance with the L.I.F.T. Team's recommendation followed by a review by the Board or its designee(s).

If a student has received treatment at a residential facility, s/he must provide the L.I.F.T. Team with a copy of the aftercare plan from the treatment facility and must comply with the aftercare plan in order to be considered for re-entry to school.

## ***TOBACCO AND VAPE PRODUCTS*** ***(Reprinted from CLSD Board Policy # 222)***

This policy states: The Board recognizes that tobacco and vaping products, including electronic cigarettes (e cigarettes), present a health and safety hazard that can have serious consequences for users, nonusers and the school

environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including electronic cigarettes.

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative. 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.

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 6 through 8.

### ***MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES***

***(Reprinted from CLSD Board Policy # 824)***

All employees are expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. School Board Policy #824 addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also other boundary-blurring behaviors, including use of electronic communication, that can lead to more egregious misconduct and result in disciplinary action. This policy is not intended to interfere with appropriate pre-existing personal relationships between teachers and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students. Access the full policy in Board Docs, under the School Board tab on the CLSD Home page: [www.clsd.k12.pa.us](http://www.clsd.k12.pa.us).

### ***HARASSMENT***

***(Reprinted from CLSD Board Policy # 103)***

(Discrimination/Title IX Sexual Harassment Affecting Students) (10/20)

It is the policy of the Cornwall-Lebanon School District to maintain a working and learning environment free from harassment. Harassment in any form is not tolerated.

The Cornwall-Lebanon School District prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The District encourages students, staff and third parties who have been harassed to promptly report such incidents to the designated employees.

Complaints of harassment shall be investigated promptly, and corrective action will be taken when allegations are substantiated. In accordance with School Board Policy #103, the following complaint procedure will be conducted.

#### **Complaint Procedure:**

##### **Step 1 – Reporting**

A student or individual who believes they have been subject to discrimination by any student, employee or third party is encouraged to immediately report the incident to the building principal using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing to the building principal.

##### **Step 2 – Initial Communications/Supports**

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal or designee, in consultation with the Compliance Officer, Title IX Coordinator and other appropriate individuals, shall promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

### **Step 3 – Investigation**

The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of Board policy, and any other information appropriate to the specific complaint.

### **Step 4 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within thirty (30) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

### **Step 5 – District Action**

If the investigation results in a finding that some or all of the allegations of the discrimination complaint are founded and constitute a violation of Board policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the district education program or activity. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

## ***Safe2Say Something ANONYMOUS TIP REPORTING SYSTEM***

Safe2Say Something (S2SS) is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. 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:



### A tip should be entered

- If a terroristic threat is made against the school, a student, a teacher, or staff member.
- If a student plans to hurt themselves or another student.

When calling in a tip, the information below can help Safe to Say react appropriately:

- Be ready to provide the gender, grade level, team, bus number, homeroom, or any specific information that can help Safe to Say respond quickly and identify the student who needs help. This could also include student location, phone number, parent information, social media screenname, family members or friends.
- After entering a tip, stay on the tip line until a Safe to Say responder replies to your tip. They may ask clarification questions and you can help provide answers that are critical to helping.
- If a tip is in response to a social media post, a screen shot of the post can be sent to Safe to Say!
- Writing "IDK" or "I don't know," regarding basic information is not acceptable. Plan to provide information.

## ***TERRORISTIC THREATS/ACTS***

*(Reprinted from CLSD Board Policy # 218.2)*

The Board recognizes the danger that terroristic threats and acts by student's presents to the safety and welfare of the district students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

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

**Terroristic act** – shall mean an offense against property or involving danger to another person.

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

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent or designee after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guideline shall be applied:

- (1) The building principal *may* immediately suspend the student.
- (2) The building principal shall promptly report the incident to the Superintendent.
- (3) Based on further investigation, the Superintendent *may* report the student to law enforcement officials.
- (4) The Superintendent *may* recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act.

***SEARCH AND SEIZURE***  
*(Reprinted from CLSD Board Policy #226)*

The Board acknowledges that while all persons are constitutionally protected against unreasonable searches and seizures, the need to maintain a safe and healthy school environment may involve searches of persons, lockers, automobiles, and may involve the use of drug dogs.

The following conditions shall be used in the implementation of this policy.

**Searches of Lockers**

All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

Students are encouraged to keep their assigned lockers closed and locked against incursion by other students; but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

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. The student(s) shall be notified and given an opportunity to be present. However, where school authorities have reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of the students in the school, a student's locker may be searched without prior warning.

### **Use of Drug Dogs**

School authorities may use, at their discretion, specially trained drug-sniffing dogs. The use of such dogs made be made without notice. The use of such dogs may be made upon lockers and automobiles on school district premises without any reasonable suspicion by school district authorities.

### **Search of Persons**

Searches will be conducted by a school administrator or his/her designee. A search of a person may include a pat down search, a partial disrobing search, and/or strip search. A search of a person may also include a person's handbag, gym bag, backpack, or any other similar item.

Procedures for searches will be conducted in accordance with CLSD Board Policy #226.

### **COMPUTER USE** *(Reprinted from CLSD Board Policy # 224)*

Students using computers at Cedar Crest Middle School must adhere to the following regulations:

1. Will not abuse or misuse any of the computer equipment in any way.
  2. Will use only the software designated for student use by the teacher.
  3. Will use only software approved for use and licensed to Cedar Crest Middle School on school computers. Will not bring in any other software.
  4. Software, games and files may not be downloaded or installed.
  5. Will not attempt to steal passwords, use a proxy server, or access menus, programs or files not designated for student use.
  6. Will not alter the system software or setup on any computer.
  7. Will not tamper with or alter any files belonging to another individual.
  8. Will not print more than two (2) copies of any document without permission from a teacher.
  9. Understand that teacher computers and network servers are off limits to students.
  10. Understand that game software which is on the computer may only be used at times indicated by the teacher.
  11. Will not conduct unapproved or inappropriate internet searches.
  12. Listening to unauthorized music and streaming audio or video from internet sites is prohibited.
  13. Understand that violation of any of these rules will result in appropriate disciplinary action which may include but is not limited to detention, removal from class, suspension, payment of damages, and loss of privileges for the rest of the year.
  14. The Cornwall-Lebanon School District uses websites and online tools to supplement learning. The list of approved district websites can be found here: <https://technology.clsd.k12.pa.us/elementor-5095/>
- 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.
15. Students using 1:1 devices are expected to review and adhere to the expectations and policy agreements found in the One to One Device Handbook located on the CLSD website.
- I understand that the device and its accessory equipment (battery, power cord, case, etc.) are the property of the Cornwall-Lebanon School District.
  - I understand that the student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the device (this includes various accessories such as the battery, power cord, case, etc.).
  - I understand and agree to abide by the rules and regulations of the Acceptable Use Policy and guidelines outlined in the One-to-One Handbook. Failure to abide by these policies will result in disciplinary action.
  - I understand that I must report all device damages, or the theft/loss of the device to school administration.

- I understand that, unless instructed otherwise by a teacher, I must have my device along with the power cord with me and charged each day for every class.
- I understand that if I did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, the cost of the repair will be my responsibility.
- I understand that I am responsible for the deductible amount if the insurance plan is purchased. If insurance is not purchased, I am responsible for the total cost of the repair or replacement.
- I will not install or use file-sharing programs to download music, video, games, or other media or any other app/program deemed inappropriate by administrators and/or technology services.
- I understand that the device and its accessory equipment (battery, power cord, case, etc.) will be returned at the end of the school year.

**UNAUTHORIZED VIDEOTAPING**  
(Reprinted from CLSD Board Policy # 237)

- Federal and state wiretapping laws prohibit the recording of any personal conversation, including live-streamed educational instruction, unless all parties to the conversation consent to the recording. Additionally, the Family Educational Rights and Privacy Act (“FERPA”) requires written permission of a parent, guardian or student for the release of an individual’s educational record, which may include the recording of any part of a school experience involving a student either in an in-person or virtual setting. Accordingly, the recording of any live-streamed educational instruction provided by or on behalf of the Cornwall-Lebanon School District is strictly prohibited and will be strictly enforced to the extent provided by law.

**STUDENT DISCIPLINE**

**DISCIPLINE**  
(Reprinted from School Board policy #218)

The Board acknowledges that conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students.

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

The Superintendent and the building principals shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning.

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the school and to the student’s due process right to notice, hearing, and appeal.

**STUDENT RESPONSIBILITIES**  
(Reprinted from Chapter 12, Section 12.2 of the PA 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 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 local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

### ***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.

### ***OBSTRUCTION***

Obstruction can include but is not limited to, students who fail to cooperate with an investigation, search, or who provide 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.

### ***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 both school employees and other students in a courteous and respectful manner. Failure to do so will result in disciplinary action, and depending on the nature of the offense, could range from detention to a formal hearing before the Board of Education or its designee for purposes of expulsion.

### ***ABETTING***

Abetting is encouraging or inciting others to do wrong. Students who are found responsible for instigating other students into misbehaviors (especially fights) or assisting in wrong doing will be assigned discipline consequences similar to that received by the misbehaving students.

### ***ASSEMBLIES***

Assembly programs are provided for educational as well as for entertainment purposes. Students will observe the following courtesies during assemblies:

1. Teachers will bring their classes to the auditorium and sit in the section assigned to their team. Students are to enter quickly and quietly.
2. Books, papers, or bags are not to be brought to the assembly unless instructed to do so.
3. Proper behavior is expected at formal assemblies. Respect must be shown to the presenters/performers by maintaining silence and showing appreciation with applause at appropriate times.
4. Instructions for dismissal will be given at the conclusion of the program. Students are to remain seated and quiet until dismissed.

These programs are provided for the benefit of all students. Students who misbehave may be excluded from any or all assembly programs.

### ***BULLYING***

*(Reprinted from CLSD Board Policy # 249)*

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

- Substantial interference with a student's education.
- Creation of a threatening environment in the school.
- Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**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.

The Board prohibits all forms of bullying by district students. The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee. Students found guilty of bullying will receive consequences which may include suspension and may be reported to the local police for charges of harassment. Multiple violations will result in possible alternative placement or expulsion.

### ***CHEATING***

Because of the nature of this behavior, the classroom teacher will determine the resulting disciplinary action. Certainly a student's grade will be affected. Should a pattern of cheating develop, the teacher may refer the student to an assistant principal for more severe disciplinary action.

### ***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. Class is defined as any scheduled activity or period during the school day, including lunch.

A referral will be made by a teacher to the main office when a student, who is not listed as absent, is missing from their classroom. (Following location of the missing student, he/she will be assigned a disciplinary consequence for every missed class if cutting has been determined.)

Additional class cut incidents will result in parent notification and more severe disciplinary action.

### ***CLASSROOM MISCONDUCT***

The classroom teacher may use a variety of motivational procedures to insure an atmosphere appropriate to learning. Should a student not respond, the teacher may initiate disciplinary action or may refer the student to an assistant principal. **The referral may result in the withdrawal of the student from class.** Withdrawal will result in that



student being placed in the in-school suspension room until a conference with the parent, student, teacher, and administrator takes place. A plan for the student's reinstatement to class will be developed.

### ***DISPLAYS OF AFFECTION***

Intimate displays of affection are inappropriate in a school setting. Staff members may assign disciplinary consequences for displays of affection.

### ***FIGHTING***

Fighting, (engaging in a fight or scuffle entered into by mutual consent), threats, or verbal harassment will result in an in- or out-of-school suspension of up to ten (10) school days on a first offense. Fighting does not solve problems and can place those involved, along with innocent bystanders, in danger of injury.

Repeat offenders and those students who commit malicious assault will be reported to the South Lebanon Township Police. Following a police investigation, law enforcement officers may issue a citation for disorderly conduct or assault with the District Magistrate's Office. In addition, disciplinary action will be taken by the school administration.

If at any time injury results and the perpetrator can be determined, the student's parents or guardians could be held liable for damages.

**Students who anticipate a conflict which could result in physical violence should pass this information to an administrator, counselor or the school's peer mediation program.** The peer mediation program is a service, which the school offers to help students resolve problems peacefully without any punitive consequences.

### ***LATE FOR CLASS***

Students must be inside the classroom before the bell rings. Consequences for being late will be determined by administration.

### ***THEFT***

Students apprehended in possession of items that are not theirs will be subject to in-school suspension and will be responsible to make restitution.

More serious degrees of theft will result in more severe disciplinary action, which could include out-of-school suspension and referral to the South Lebanon Township Police Department.

### ***VANDALISM***

*(Reprinted from CLSD Board Policy # 224)*

Vandalism is an unacceptable act that results in the wasteful expenditure of tax money and student materials.

**Students found vandalizing school property will be required to clean the vandalized area, make restitution for damages, and spend time in after school detention or be placed on in- or out-of-school suspension.**

**Extreme cases can be referred to the police under the Institutional Vandalism Act.**

### ***WATER BOTTLES***

All students are permitted to carry a water bottle only containing water. Four (4) water bottle filling stations have been installed throughout the school for students to use.

### ***DETENTION***

*(Reprinted from CLSD Board Policy # 218)*

After school detention will take place Monday through Thursday of each week from 3:05 to 4:05 pm. Students must report no later than 3:05 pm and must serve their detention prior to attending any after school activity. **Detention will take precedence over all other school activities.** The original detention slip will be given to the student. It is the student's responsibility to give this notification to the parents.

**Students will not be excused from detention nor allowed to reschedule unless a parent notification has been made to a school administrator and approved.**

Students assigned detention are required to bring homework or suitable reading material with them. Transportation is available on the activity bus unless the student is serving a bus suspension.

A detention assignment form will be sent home with the student before the student is to report. Parents will be informed of the detention via a call from the in-school suspension monitor. **Students who cut detention will be subject to in-school suspension or Saturday detention and will make up the detention on the following day.** A school administrator will notify parents when this situation arises.

Excessive detentions may lead to a parent conference or additional disciplinary action in an attempt to change inappropriate behavior.

***SATURDAY DETENTION***

*(Reprinted from CLSD Board Policy # 218)*

The administration has the option of assigning Saturday detention, which will be held in the Cedar Crest Middle School from 8:00 am to 12:00 pm. Students and parents will be fully apprised of expectations and procedures by the administrator assigning the detention.

***SUSPENSIONS***

*(Reprinted from CLSD Board Policy # 233)*

**In-School Suspension**

(Exclusion from classes):

1. A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parent or guardian shall follow the suspension action taken by the school.
3. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures relating in §12.8 (relating to hearings).
4. The student's school entity has the responsibility to make some provision for the student's education during the period of the in-school suspension.

Students who are placed in in-school suspension will lose all privileges given to other students. These include, but are not limited to, the privileges to attend class, eat in the cafeteria, use their locker, and the privilege to participate in extra-curricular activities in the middle or high school (i.e., sports, including practice and games, plays, activity days, musical concerts, dances, all sports days, etc.). **Students who behave inappropriately while in in-school suspension will face additional disciplinary action.**

Students who accumulate two placements into in-school suspension, or who violate the rules and regulations of in-school suspension, may be suspended out-of-school.

**Out-of-School Suspension**

(Exclusion from school and school activities):

1. Temporary - exclusion for up to three (3) days by principal without a hearing.

2. Full - exclusion for up to ten (10) school days after an informal hearing before the principal is offered to the student and the student's parent/ guardian.
3. Expulsion - exclusion from school for a period exceeding ten (10) school days.

Students must be informed of the reasons for temporary suspension while full suspension and expulsion requires a prior informal hearing. Suspension may not exceed ten (10) school days. If a temporary suspension has been given, it can be followed by a full suspension; but ten (10) days total may not be exceeded.

Students will be given a reasonable amount of time to make up work and exams resulting from temporary or full suspension.

**During the time of suspension, students are not to enter or trespass on Cedar Crest Middle School property, except for the specific purpose of doing business in the school offices and must leave school property immediately upon completion of business. Failure to obey these regulations may result in a trespassing charge filed with the District Magistrate's Office.**

### **Expulsion**

1. 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.

It is impossible to list all the behavioral infractions that may occur at school. The following are more serious infractions for which more specific consequences can be outlined.

### ***DRESS CODE***

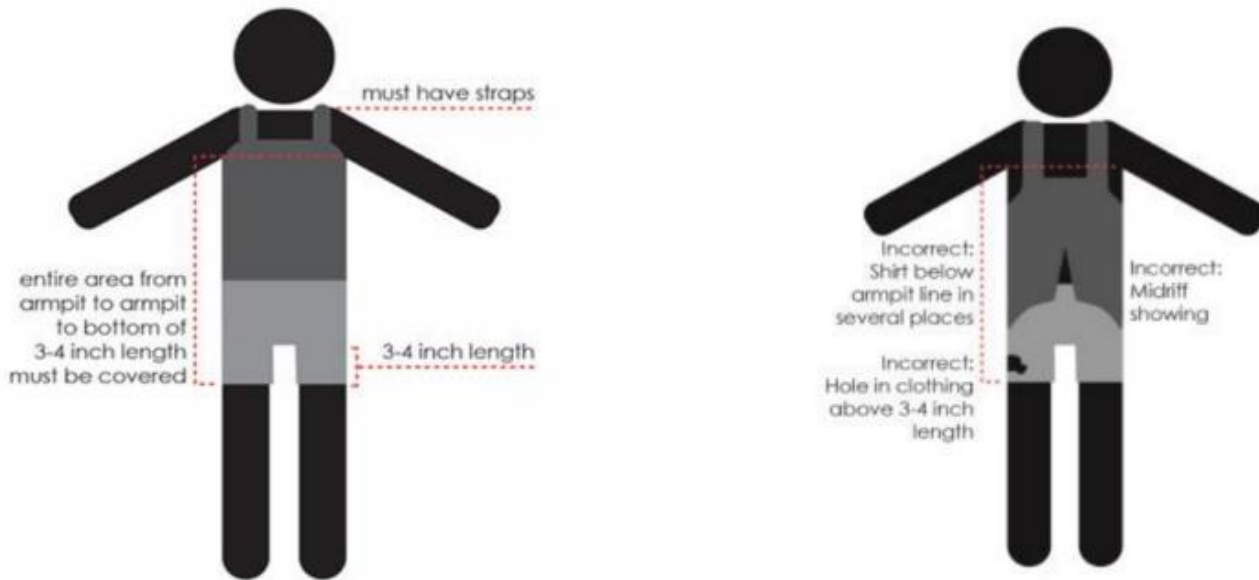
*(Reprinted from CLSD Board Policy # 221)*

1. Students should take PRIDE in their learning and arrive to school dressed appropriately and prepared to learn.
2. We take a great deal of PRIDE in allowing our students to make personal choices on 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 middle school administration and enforcement to middle school administration and faculty.**
7. School administrators and designees may establish additional school regulations as they become necessary and appropriate.

### **Minimum Requirements:**

- Clothing must cover areas from one armpit to the other down to approximately 4 inches in length on the upper thigh (see image).
- Tops must have shoulder straps.

- Shoes should be worn at all times and should be safe for the school environment.
- 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.
- 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.
- Sunglasses may not be worn in the building.
- 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.

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

### ***ELECTRONIC DEVICES, SPORTS CARDS AND***

**OTHER PLAY ITEMS**  
*(Reprinted from CLSD Board Policy # 237)*

Under no circumstances are Bluetooth/corded speakers, laser pens, sports cards, or play items (toys) of any kind permitted to be used during the school day. **Students are strongly advised not to bring these items to school due to the possibility of theft.** If this should occur, the school will not be responsible for investigating or retrieving stolen items. Items of this kind used by students during the school day will be confiscated.

**DIGITAL/ELECTRONIC DEVICES/CELL PHONES**  
*(Reprinted from CLSD Board Policy # 237)*

Cellular phones OR ANY electronic devices (including headphones/air pods) are not permitted for student use at any time during the school day. All devices must be stored in a student's locker or personal bag. **There may be no unauthorized taking of pictures or videos at any time during the school day. Devices may not be visible and need to be silenced at all times from 8:00 AM to 3:15 PM. To ensure student privacy and safety, cell phones are not permitted to be in the restroom, locker rooms at any time.** 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 disciplinary action and loss of student's phone/electronics privileges for the remainder of the day or longer.
- Additional occurrences will result in a parent, student, and school conference to solve this recurring school violation.

**Please be advised that 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 cell phones, earbuds, 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.

**All Devices: (Phones/Earbuds/Electronics)**

1. Must be turned off or silenced at all times
2. Must always be secured in a locker or personal bag (Not in pockets)
3. Electronics are NOT permitted at any time during the school day (8 AM to 3:15 PM)

**Progression of Discipline**

1. Staff will give a verbal warning (If student is insubordinate, teacher will notify the office)
2. Staff will call home to speak with the parent/guardian (non-teaching staff will notify admin to call)
3. Staff disciplinary action and notify home
4. Staff administrative referral (notify parent/disciplinary action)

**BUS TRANSPORTATION REGULATIONS**

1. Pupils are expected to be on time at the bus stops.
2. Pupils should observe proper respect and care of property while waiting for the bus.
3. Pupils should stay off the road as far as possible and wait until the bus stops completely before approaching it for boarding.

4. Pupils will be assigned seats when necessary, and seating shall be three to a seat when additional space is needed.
5. Students should not bring objects onto the bus that cannot be safely carried on their laps. Items such as large musical instruments, drums, street hockey sticks, balloons, baseball bats, etc. will not be transported.
6. Pupils should not place books, bags, lunch bags, etc. in the aisle of the bus.
7. Pupils must not carry weapons, water pistols, dangerous articles, or live animals onto the bus.
8. Pupils may not consume food, drink, drugs, or tobacco on the bus.
9. Pupils should refrain from loud talking and making unnecessary noise. No radios, etc., should be carried on to the bus. Personal listening devices (e.g. iPods, MP3 players) are permitted.
10. Pupils must refrain from vulgar, profane, or argumentative talk.
11. Pupils are not to open windows without permission. Arms or other parts of the body are not to be placed outside of the windows.
12. Pupils are to be seated before the bus starts and to remain seated until the bus stops.
13. Pupils should always cross the street in front of the bus.
14. Pupils are to move away from the bus stop quickly after leaving the bus.
15. Pupils are to ride assigned buses at all times unless written permission is obtained from a building principal.
16. Pupils are to remain in the bus if it stalls or stops. If an emergency evacuation is required, the driver will direct pupils to safety.

### ***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.

### **GENERAL INFORMATION**

#### ***SCHOOL HOURS***

The doors of the middle school will open at 7:45 am. Buses are expected to begin arriving between 8:00 and 8:10 am. Upon arriving at school, students may get breakfast in the cafeteria and then go directly to their homerooms. Therefore, students arriving after 8:15 am. (except for buses running late) will be regarded as tardy. Dismissal is at 3:00 pm. **Only students involved in a supervised after school activity may remain.** All others must be out of the building by 3:15 pm.

**Parents are instructed not to bring students to school prior to 7:45 am.** Personnel are not on duty until 7:45 am. Therefore, the school cannot accept responsibility and be placed in a position of liability before proper supervision is

available. **Students arriving at school via private transportation should be dropped off at Door 6 at the back of CCMS.** This entrance is only accessible via Falcon Drive and Crest Drive.

Entering from State Drive: Take Falcon Drive, turn right onto Crest Drive, and continue past the tennis courts and large parking lot to access the safe Drop-off/Pick-up area at DOOR 6. The drop-off area is clearly marked with signs. Entering from E. Evergreen Road: Turn in at the high school entrance, continue straight past the front of the stadium, bear left onto Crest Drive, and continue past the tennis courts and large parking lot to access the safe Drop-off/Pick-up area at DOOR 6. The drop-off area is clearly marked with signs.

**Afternoon pick-up (3:00-3:15 pm)**

Vehicles will park near their student's assigned door, and the person picking up a student will walk to the assigned door for dismissal. Students are required to stay inside until an adult comes to the door for pick-up.

**6<sup>th</sup> grade only:** The same location as student drop-off at DOOR 6

**7<sup>th</sup> and 8<sup>th</sup> grade (plus 6<sup>th</sup> grade siblings):** The cafeteria entrance at DOOR 5 between the tennis courts and the middle school cafeteria.

### ***PRIVATE TRANSPORTATION***

Students may be transported to and from school via private transportation.

**Before school drop off:**

- All students at DOOR 6

**After school pick up:**

- **6<sup>th</sup> grade only:** DOOR 6 (The same location as student drop-off.)
- **7<sup>th</sup> and 8<sup>th</sup> grade (plus 6<sup>th</sup> grade siblings):** DOOR 5

*Students are required to stay inside until an adult comes to the door for pick-up.*

### ***BOOKS***

Students are responsible for taking care of text books assigned to them. Cost to repair or replace damaged books will be charged to the student; this includes but is not limited to damage caused by stretch or stick on book covers.

### ***BICYCLES***

Students are permitted to ride bicycles to school provided parents have given written permission to do so. This note must be filed in the office prior to riding the bicycle. **The school will not be responsible for bicycles that are lost, stolen, or damaged.** Students who ride bicycles are reminded that they are required to obey all traffic laws of the Commonwealth. They are reminded that cyclists are sometimes difficult for automobile drivers to see and should exhibit additional caution during peak driving hours.

### ***BREAKFAST PROGRAM***

The Food Services Department is pleased to announce that they will be serving breakfast in the cafeteria. Breakfast is an important part of the school day, and in an effort to reach all students, breakfast will be offered in the cafeteria in a Grab' N Go format. All students are encouraged to participate in the school breakfast program.

#### ***Free or Reduced-Price Meal Application***

Free or Reduced-Price Meal applications will be provided to all students during the first week of school. Food Service encourages all families to complete the application and return to your child's school as soon as possible. Families may also choose to apply for free or reduced-price meals online through the PA state system COMPASS at [www.compass.state.pa.us](http://www.compass.state.pa.us) along with other programs such as SNAP, TANF, etc. Applications can also be printed from the [cls.d.k12.pa.us](http://cls.d.k12.pa.us) > Service > Food Service > Free and Reduced Meals.

Applications should only be submitted once, for all children in the household. (Ex. If you submit a paper application, you do not need to submit an online application and vice versa.).

Families who receive SNAP, TANF or specific MA will be notified of their FREE meal status by a Direct Certification Letter. This direct certification process is typically completed in early August and families will be notified before the start of school.

When students are approved for free meals, BOTH breakfast and lunch are free. When students are approved for reduced price meals, students will be charged \$.30 for breakfast and \$.40 for lunch. Students who do not qualify for free or reduced priced meals will be charged full price for their meals. ALL students are encouraged to purchase full meals (entrée, two fruits, two vegetables, milk) as they provide a complete nutritious meal and are the most economical choice verses a la carte items.

Families who are approved for free or reduced priced meals through a paper or online application could be subject to verification. Each year, on October 1, or the first school day in October, Food Service is required to pull a random sample of applications and verify income. Families who receive a verification letter must respond and provide the information needed to keep the free or reduced meal price benefit.

### ***BUS FOR STUDENT ACTIVITIES***

The school district offers one additional bus run for **students participating in after school activities**. The bus run leaves the middle school around 4:15 pm. These buses operate Monday through Thursday.

Students should tell the bus driver where their normal bus stop is located since the bus will only stop in an area where there is need. Since only three or four buses cover the entire district, it is not possible for the drivers of the activity buses to stop at every pupil's residence. This service is offered by the district in an attempt to get every pupil as close to home as possible.

Please note that this bus run is for students **involved in** activities. Students staying to watch after school sporting events **must** have arrangements for transportation home. Students are not permitted to stay after school unless they are under the supervision of a teacher, coach, or proctor.

### ***FIRE DRILLS***

Students should move toward the prescribed exits in a quick, quiet, and orderly fashion. Running is not desirable because it can cause the potential for danger and harm. Teachers are to organize students in a line. When leaving the classrooms, teachers should make sure that lights are left on, and the door is closed but not locked.

Students must remain in line and be taken a sufficient distance from the building so they would not interfere with emergency fire apparatus. Teachers are to take roll of their group while standing away from the building. Any missing students should immediately be reported by an assigned runner to the secretary stationed where they exited the building.

Evacuation routes are posted in each classroom. Students should make it a point to become familiar with those routes in order to properly respond during a fire drill.

### ***HALL PASSES***

Students will be using paper hall passes to sign in and out of classrooms this year. Students will be required to obtain a staff signature to be in the hallways.

### ***INCLEMENT WEATHER***

If, during the course of the school term, it is necessary to close school, announcements will be made via Skyward and over local radio and T.V. stations at frequent intervals well before the opening of school. Please tune in one of the following stations:

WLBR	1270 AM
WQIC	100 FM



WGAL – TV                      Channel 8  
WHTM – TV                     Channel 27

PLEASE DO NOT CALL THE SCHOOL OR DISTRICT OFFICE BECAUSE PHONES ARE GENERALLY TIED UP WITH OTHER CALLS AS THESE LINES MUST STAY OPEN IN CASE OF EMERGENCIES.

### ***SKYWARD INCLEMENT WEATHER NOTIFICATION SYSTEM***

The Skylert Notification System is only as accurate as the information you have provided to the District. Be sure your phone/email settings allow (do not block) these three numbers: (717) 272-2031; (717) 389-1800; (717) 272-2036 and emails from @clsd.k12.pa.us addresses. Please review your information and make any updates in Skylert:

1. Login in to your Skyward account.
2. Click the word “Skylert” in the left menu.
3. Fill-in and check or uncheck your desired settings.  
Be sure to select at least one email or phone.
4. Click “SAVE” in the upper right side of the page when you are done and BEFORE you click Exit.

### ***INSTRUMENTAL MUSIC LESSONS***

Limited instrumental music lessons are provided by the school district on both band and string instruments. Lessons (generally small group or "sectionals") are scheduled early in the year by the music instructors in accordance with their regular teaching schedules. Students are expected to attend ALL lessons for which they have been scheduled. Frequent absences from sectional lessons could result in an unsatisfactory grade, detention, or removal from the band, or orchestra.

### ***INSURANCE***

Parents have the opportunity to purchase school accident insurance for their children. Accident insurance policies are sold to students at a minimal cost. The school derives no profit from this service. Students may enroll in the plan during the first two weeks of school. Homeroom teachers will collect the premium. **It should be noted that this insurance is a contract between the parents and the insurance company. All negotiations other than the purchase of the policy must be with an agent of the company.**

### ***LOCKERS***

A locker will be assigned to each student at the beginning of the year. Lockers are the property of the school district and are subject to inspection by administrative personnel. **Students are advised not to keep anything valuable in their lockers.** Lockers are provided only for the temporary storage of clothing and school materials. The school is not responsible for money, jewelry, or other valuables taken from lockers. Large amounts of money brought to school for an urgent reason should be placed in the office. All lockers are equipped with a combination lock. **Students should NEVER share their combination with others, not even their best friend, or “rig” their locker.** Should the locker become damaged due to the student's misuse, that student will be liable for repair costs.

Students are permitted to go to their lockers before school, before and after physical education classes, before and after lunch, and at the end of the day. Students loitering in the locker areas in between classes will be subject to disciplinary consequences.

### ***LOST AND FOUND***

Items of clothing, lunch boxes, books, etc. found by the custodians, teachers, or other persons are placed in the cafetorium in the "Lost and Found". Students are free to look through these items and take those things that belong

to them, provided that they offer proof of ownership. Following the close of school, these items will be held for two weeks, after which time they will be given to one of the social agencies for distribution to needy persons or discarded.

**NOTE:** It is strongly recommended that parents clearly mark all items of clothing, which are brought to school, especially those used in physical education classes or placed in lockers. This is both a deterrent to those who might want to "borrow" these items as well as simplifying the identification of the articles when brought to the office as "lost and found." Initials or names can be stitched into items or a permanent marker can be used. Please make the marks as legible as possible!

### ***PHYSICAL EDUCATION EXCUSES***

Ailing pupils will be excused from gym classes on the written request of the family doctor, or on a daily basis by a parent's written request. This note should be presented to the physical education teacher at the beginning of the class period. All pupils are expected to participate in physical education activities as required by state law.

### ***PUBLICITY RELEASE/PHOTO REFUASL***

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.

### ***SALES CAMPAIGNS***

School Board Policy prohibits sales campaigns in school without the permission of the principal. There are no exceptions to this policy.

**Students who take it upon themselves to sell items in school will have those items confiscated and will be subject to disciplinary action.**

### ***SCHOOL VISITORS***

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. **To insure order and safety in the school, visitors are required to report to the main office and sign in.** No visitor may confer with a student in school without the approval of the principal or designee. Visitors may not share matters of student engagement or any other educationally relevant information with other members of the public as this is a violation of student records (FERPA). Visitors are not invited to have lunch with students.

### ***STUDENT ACTIVITIES***

Detailed information on many student activities will be found in a Directory of Clubs, Organizations, Sports, and Activities, which is produced by the middle school Parent-School Partners organization. The brochure will be available beginning in the first month of school. Students who have a particular question about an activity should refer to the directory for the name of the advisor or coach to contact. We look forward to having as many of our students as possible participate in these extracurricular activities.

### ***TELEPHONES***

The secretaries will take incoming calls for students and teachers, and messages will be delivered according to respective schedules. **Should a student need to make an emergency call, they must request their teacher's permission to use the classroom telephone. Students who abuse the use of the phone will have that privilege removed.**

***OPPORTUNITIES FOR CEDAR CREST MIDDLE SCHOOL STUDENTS***

***List of Extracurricular Activities***

***(Reference CLSD policy 227.1)***

- Cheerleading
- Cross Country Team
- Falcon Ensemble
- Falcon Mat Club
- Falcon Swim Club
- Jazz Band
- Jr. High Boys/Girls Soccer
- Junior High Boys Basketball
- Junior High Football
- Junior High Girls Basketball
- Junior High Girls Field Hockey
- Junior High Track and Field
- Junior High Wrestling
- Marching Band
- Yearbook Staff

***List of Co-curricular Activities***

***(Reference CLSD policy 227.1)***

- Band
- Baseball Club
- Chamber Orchestra
- Chorus
- Diamond Dash
- Drama Club
- Envirothon
- Falcon Readers Book Club
- Geography Bee
- Girls who Code
- Library Aides
- Master/Quiz Bowl
- Mini THON
- Falcon Fusion
- Odyssey of the Mind
- Orchestra
- Reading Olympics
- Sketch
- Spelling Bee
- Students for Christ

- Technology Student Association (T.S.A.)
- Junior High Girls and Boys Volleyball
- Wellness Club
- Yearbook Staff
- Youth Action Club (YAC)

### ***CCMS WINGS OF PRAISE***

- Wings of Praise focuses on creating a positive environment and rewards positive actions and behavior with rewards!
- Wings of Praise allows you to build positive relationships with EVERYONE in our Falcon Community
- A Falcon shows pride by always having a positive attitude, does what is right, works hard, and shares his or her talents with others.



**CEDAR CREST MIDDLE SCHOOL**

**6<sup>th</sup> GRADE DAILY SCHEDULE**

Arrive	8:00 to 8:10 am
Homeroom	8:15 to 8:23 am
1	8:26 to 9:11 am
2	9:14 to 9:59 am
3	10:02 to 10:47 am
4	10:50 to 11:35 am
5	11:38 to 12:23 pm
6	12:26 to 12:56 pm *Lunch 6A 12:59 to 1:24 pm *FLEX 6A 12:26 to 12:51 pm *FLEX 6B 12:54 to 1:24 pm *Lunch 6B
7	1:27 to 2:12 pm
8	2:15 to 3:00 pm

**7<sup>th</sup> GRADE DAILY SCHEDULE**

Arrive	8:00 to 8:10 am
Homeroom	8:15 to 8:23 am
1	8:26 to 9:11 am
2	9:14 to 9:59 am
3	10:02 to 10:47 am
4	10:50 to 11:35 am
5	11:38 to 12:08 pm *Lunch 7A 12:11 to 12:36 pm *FLEX 7A 11:38 to 12:03 pm *FLEX 7B 12:06 to 12:36 pm *Lunch 7B
6	12:39 to 1:24 pm
7	1:27 to 2:12 pm
8	2:15 to 3:00 pm

**8<sup>th</sup> GRADE DAILY SCHEDULE**

Arrive	8:00 to 8:10 am
Homeroom	8:15 to 8:23 am
1	8:26 to 9:11 am
2	9:14 to 9:59 am
3	10:02 to 10:47 am
4	10:50 to 11:20 am *Lunch 8A 11:23 to 11:48 am *FLEX 8A 10:50 to 11:15 am *FLEX 8B 11:18 to 11:48 am *Lunch 8B
5	11:51 to 12:38 pm



6	12:39 to 1:24 pm
7	1:27 to 2:12 pm
8	2:15 to 3:00 pm

***CEDAR CREST MIDDLE SCHOOL***

***LATE START SCHEDULE***

Homeroom	10:00 to 10:26 am
1	10:29 to 11:00 am
2	11:03 to 11:34 am
3	11:37 to 12:08 pm
4	12:11 to 12:42 pm (8 <sup>th</sup> gr. lunch)
5	12:45 to 1:16 pm (7 <sup>th</sup> gr. lunch)
6	1:19 to 1:50 pm (6 <sup>th</sup> gr. lunch)
7	1:53 to 2:24 pm
8	2:27 to 3:00 pm

***CEDAR CREST MIDDLE SCHOOL***

***Falcons CARE SCHEDULE***

Arrive	8:00 to 8:10 am
Homeroom	8:15 to 8:25 am
1	8:28 to 9:09 am
2	9:12 to 9:53 am
3	9:56 to 10:37 am
4	10:40 to 11:10 am (8 <sup>th</sup> gr. Lunch)
5	11:24 to 11:54 am (7 <sup>th</sup> gr. Lunch)
6	12:08 to 12:38 pm (6 <sup>th</sup> gr. Lunch)
7	12:41 to 1:22 pm
8	1:25 to 2:06 pm
CARE	2:09 to 3:00 pm

**CORNWALL-LEBANON SCHOOL DISTRICT  
2023-2024 SCHOOL CALENDAR**

<b>Monday, August 28, 2023</b>	-	<b>First Day for All Students</b>
Friday, September 1, 2023	-	Professional Learning Day – No School for Students
Monday, September 4, 2023	-	Labor Day - No School
Monday, October 9, 2023	-	Professional Learning Day – No School for Students
Friday, November 3, 2023	-	Professional Learning Day – No School for Students
Wednesday, November 22, 2023 through Monday November 27, 2023	-	Thanksgiving Vacation – No School
Friday, December 22, 2023 through Monday, January 1, 2024	-	Winter Vacation – No School
Monday, January 15, 2024	-	Martin Luther King, Jr. Day – No School
Monday, January 26, 2024	-	Professional Learning Day – No School for Students
Monday, February 19, 2024	-	Presidents’ Day – No School
Friday, March 8, 2024	-	No School
Thursday, March 28 2024 through Tuesday, April 2, 2024	-	Spring Vacation – No School
Monday, April 8, 2024	-	Professional Learning Day
Monday, May 27, 2024	-	Memorial Day – No School
Friday, June 7, 2024	-	Last Day for Seniors – Commencement
<b>Friday, June 7, 2024</b>	-	<b>Final Student Day</b>