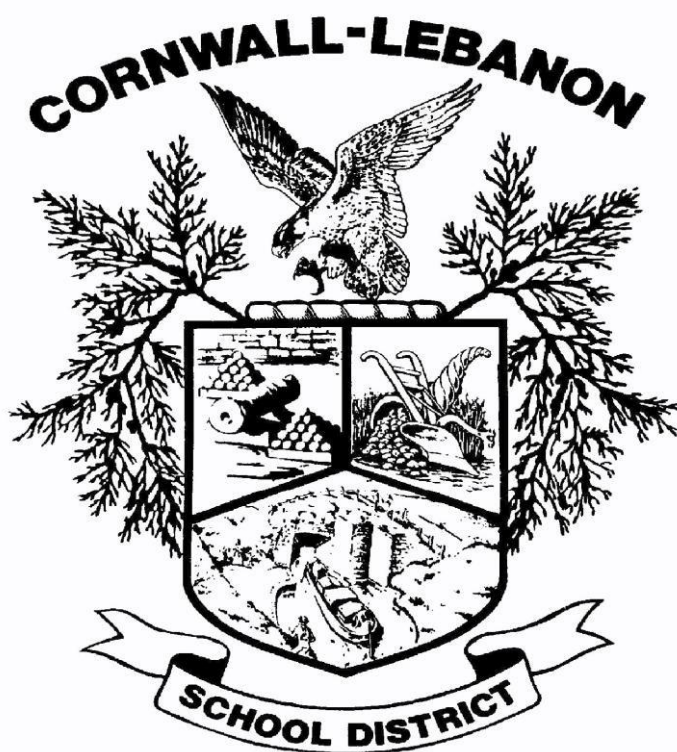


Cornwall-Lebanon School District

Elementary Student Handbook



2024-2025

The Cornwall-Lebanon School District is committed to . . .

- providing every student with a comprehensive learning environment and effective tools for learning and engagement;
- striving for student mastery of skills, including college and career readiness, as well as vocational and technological excellence;
- fostering a respectful district culture in a safe learning environment where ethical and moral behavior is valued;
- providing a variety of co-curricular and extracurricular educational opportunities that extend beyond the traditional classroom;
- promoting, engaging and developing trustful relationships with families and the community;
- providing an educational program that encourages authentic learning experiences so students can become creative, self-directed learners who demonstrate critical thinking, problem-solving, and interpersonal skills;
- employing a highly skilled, culturally intelligent staff that effectively integrates curriculum, a variety of instructional tools, and assessments to meet student needs and improve student learning;
- decision making based on research, sound logic, relevant data, and responsible stewardship of resources;
- engaging in a process of continual improvement in all aspects of the educational program.

Cornwall-Lebanon School District Mission Statement

Empowering students to reach their individual potential.

Cornwall-Lebanon Vision Statement

The Cornwall-Lebanon School District, in collaboration with families and the community, will serve and support every student to develop their academic and personal skills necessary to achieve their dreams and to become a successful, responsible citizen within our dynamic society.

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- **This must be signed and returned electronically via Skyward Parent Portal**

Attendance Procedures

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

Students are required to submit a **written excuse** signed by a parent, guardian, or physician to the school office on the morning of their return from an absence. A three (3) day grace period will be afforded to a student who may forget a note. If a written excuse is not received within three (3) days, the school will record the absence as **unlawful**. State auditors require notes to be on file for cross-reference with recorded absences.

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

A Note is Needed

- When the student has been absent from school
- If the student is to be dismissed early or comes to school late.
- When a student is to be excused from one to two physical education classes; a doctor's excuse is necessary for more than two consecutive classes.
- When a student is being excused for a doctor or dental appointment. The appointment card or parent note must be given to the student's classroom teacher. Normally, a child is excused for the time needed, not the entire day.
- Anytime parents/guardians need to take a student out of school, a note should be sent to the child's teacher. Parents/guardians must report to the school office to sign out their child and provide identification.
- When the student is not to ride his/her regular bus.

Students are permitted ten (10) days of excused absences per school year without securing a doctor's excuse. Excused absences are defined as lawful and explained below.

Lawful Absence

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

- Illness, which includes if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine
- Family emergency
- Recovery from an accident
- Required court attendance
- Death in family
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group.
- Observance of a student's religious holiday observed by a bona fide religious group, upon prior written approval. *See Religious Instruction regarding student participation in a religious instruction program.*
- Non-school-sponsored educational tours or trips - *See Educational Trips/Trips of Educational Value*
- College or postsecondary institution visit, with prior approval

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

Unlawful Absence (under 17 years of age)

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

When students under the age of 17 have an unexcused absence, the absence will be counted as unlawful. As per the Pennsylvania Department of Education, all unlawful absences are considered truant. Absences will be coded as unlawful if they do not meet the criteria outlined in School Board Policy No. 204.

CLSD Board Policy No. 204

Educational Trips/Trips of Educational Value

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

Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state mandated assessments – PSSA) are strongly discouraged during these windows. A testing calendar is available in your child's school office.

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

CLSD Board Policy No. 204.1

Religious Instruction

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

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

Early Dismissal

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

Attendance Guidelines for Medical Appointments

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

Appropriate Dress for Physical Education

Students do not change clothes and should dress appropriately on days that they are scheduled for physical education class. Sneakers or athletic shoes are required, and dresses or skirts should not be worn. Jewelry is a safety hazard during vigorous activity and should also not be worn.

Assignment of Children to the Next Grade

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

All schools begin developing class rosters in the spring. Homeroom assignments for the 2025-2026 school year will be shared with students and families prior to the start of the school year. Last minute changes may occur up until the beginning of school, so parents/guardians are encouraged to check Skyward just prior to the start of the school year to confirm homeroom placement.

In order to ensure flexibility to develop appropriate and educationally sound classrooms, **Cornwall-Lebanon schools will not honor requests for specific teachers.** By honoring requests, the ability to meet the needs in class development would be lost. However, should a situation arise where parents/guardians do not want their child to have a particular placement based on valid circumstances, a written correspondence must be submitted to the principal by May 16, 2025.

CLSD Board Policy No. 215

Automobiles on School Grounds

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

Bringing Toys/Items from Home

Most of the equipment needed for recess activities is provided by the school. Students are not permitted to bring the following: hard baseballs/balls, bats, toy guns, any sharp objects, skateboards, scooters, roller skates, or “wheelie” shoes.

Additionally, students should not bring computer toys, radios, recorders, and other expensive items or equipment to school unless arrangements have been made with the teacher. Money and valuables should not be left in school at any time. Students should only carry small amounts of spending money, and selling or exchanging of items at school or on the bus is not permitted.

Bullying/Cyberbullying Policy

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

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

Consequences for Violations

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

- Counseling within the school
- Parental conference
- Loss of school privileges
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

CLSD Board Policy No. 249

Communication

Conferences

Parent conferences are held once a year in the fall to enhance parents' and guardians' understanding of school programs and to share teachers' perceptions of specific student strengths and needs. Suggestions will also be made on ways to help children at home. A letter will be sent home to schedule the conference date and time; every effort should be made by parents/guardians to attend.

Parent Portal

Skyward Family Access is a secure, password-protected website that allows parents/guardians to access information regarding students' grades, course schedule, test scores, demographics, emergency contact information, lunch account and much more. Skyward Family Access can be utilized by parents/guardians to update some student information; however, address changes must be completed at the Educational Service Center with proof of residency.

It is important that parents/guardians maintain up-to-date contact information, including email and phone number, in order to receive important information and notifications from the Cornwall-Lebanon School District. All parents/guardians, who choose to register, can have access to Skyward Family Access. **Please follow these instructions to begin the activation process of your account:**

- Please bring photo identification and an active e-mail address to the office at your school during school hours.
- After a District staff member verifies your information, an email will be sent to your e-mail address with your log-in and password.
- Using the log-in and password from your email, log-in to the Skyward Family Access Site (<https://skyward.clsd.net/family>) to access your child's information.

Discipline Plan

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

CLSD Board Policy No. 218

Dress Code for Elementary School Children

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

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

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

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

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

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

Drugs and Alcohol

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

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

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

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

CLSD Board Policy No. 227.1

Emergency Closing of Schools

Parents/guardians should provide several ways to contact them, via phone and/or e-mail, so they can be contacted using the Emergency Notification System, Skylert, or in the event there is an unexpected need to send students home early. The Skyward Parent Access site should be visited to ensure that emergency contact information is correct and updated as changes occur.

Examples of when the Skylert system would be used include: a power outage affecting an individual building; a hazardous waste incident near a school; or another incident affecting the ability to safely conduct school. The District does not expect to utilize this system often, but is reassured to know that it is in place if needed.

Please note that weather-related delays and closings will continue to be handled by media announcement, as well as via Skylert calls. The decision to close school for inclement weather or open two hours late will be reported on local radio or television stations on or before 7:00 AM. Parents/guardians are urged to listen to the following stations for announcements:

- **TV Stations:** WGAL TV 8, WHTM TV 27, WHP TV 21, WPMT Fox 43
- **Radio Stations:** WLBR 1270 AM, WFBY 100.1 FM, Wilbur 99.7 FM

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

Parents/guardians should have a plan devised for their children if early dismissals occur and nobody is at home. **Arrangements for this type of emergency should be made early in the year so children are not confused as to what procedures to follow.** Additional information can be found in the CLSD Calendar of Events.

Modified Kindergarten Schedule In the Event of a 2-Hour Delay:

When school is delayed for two hours, the following modified kindergarten plan will be in effect.

- AM Kindergarten: 11:10 AM - 12 :45 PM (Expected arrival time home will be one hour later than usual)
- PM Kindergarten: 2:05 - 3:40 PM (Expected pick up time will be one hour later than usual)

Emergency at School

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

Enrichment

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

Health Services

We are fortunate at Cornwall-Lebanon to have full-time nurses in each elementary school. Every student has the right to receive health services which focus on maintaining a safe and healthy environment. Students can only achieve their fullest academic potential when they are healthy.

School health services include:

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

Medication Policy

Whenever possible, medications should be given at home. The procedures were created using the Pennsylvania's Department of Health Guidelines for Administration of Medications at School. Following these guidelines, the Cornwall-Lebanon School District has adopted the following medication procedures: **Parent and physician signatures are required for administration of all prescription and over-the-counter medications (e.g., Tylenol®, Tums®, Ibuprofen, aspirin, etc.).**

Medication Consent forms are available in the nurse's office or on the district website: <http://www.clsd.k12.pa.us>. Parents/guardians can click on the Services tab to select the Health Services option, then select Medication Procedures and Guidelines. A parent or adult designee must transport all medications to and from school including any over-the-counter medications such as Tylenol. Students may not transport medications to or from school unless an order to self-carry a medication is signed by a parent and physician.

Internet Use

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

CLSD Board Policy No. 815

Lost and Found

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

Maintaining Professional Adult/Student Boundaries

All employees are expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment. School Board Policy #824 addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also other boundary-blurring

behaviors, including use of electronic communication, that can lead to more egregious misconduct and result in disciplinary action. This policy is not intended to interfere with appropriate pre-existing personal relationships between teachers and students and their families that exist independently of the District or to interfere with participation in civic, religious, or other outside organizations that include District students.

CLSD Board Policy No. 824

Parent Organizations

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

Pets/Animals at School

No animals are permitted in school. Pets, although harmless at home, may pose a threat to others because they may trigger allergic reactions, carry diseases, or cause harm to others through biting or scratching. Building principals must consult with the Superintendent before allowing animals into school buildings.

Photo/Publicity Consent

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

PSSA Testing

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

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

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

For the 2024-2025 School Year the PSSA Windows are as follows:

- ELA – April 21 – 25, 2025
- Math & Science – April 28 – May 9, 2025

Reporting to Parents and Guardians

It is the belief of the Cornwall-Lebanon elementary staff that each child can learn successfully. Learning may be demonstrated through assessment and evaluation, which provide evidence for the strengths and progress of individual students. Our goals are that assessment and evaluation will:

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

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

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

Residency

Eligibility of Non-Resident Students

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

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

CLSD Board Policy 202

Former Residents

Regularly enrolled children whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents/guardians move from the district during the 25 school days immediately prior to the end of the school year. Any former resident that does not follow these guidelines can be legally charged with theft of services, resulting in tuition fees and court costs.

Future Residents

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

Responsibility Checklist

Student:

- ☐ Attend school daily, arrive on time, and be prepared for the day.
- ☐ Be positive, enthusiastic, and ready to do your best.
- ☐ Treat all people and property respectfully.
- ☐ Complete and return all homework or messages between home/school.
- ☐ Respect and honor the right of each student to get an education.
- ☐ Be polite and use good manners in all situations.
- ☐ Dress and groom yourself to meet fair standards of health, safety, and decency.

- ☐ Help develop a climate within the school that is cooperative and conducive to wholesome learning and living.

School:

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

Parent:

- ☐ Ensure that your child attends school daily, arrives on time, and is prepared to learn, having had adequate rest, a good breakfast, and starts the morning on a positive note.
- ☐ Participate in communication and/or meetings that concern your child's progress in academic, social, emotional, or physical areas.
- ☐ Establish a regular study time and place at home for your child.
- ☐ Help your child set meaningful educational/study goals and budget time to accomplish them.
- ☐ Ask for clarification when you have questions about school.

School Hours

Elementary School Day Hours:

- School opens and breakfast is available for students beginning at 8:50 AM each day
- Parent drop-off begins at 8:50 AM and ends at 9:00 AM
- The instructional day begins at 9:10 AM; Students arriving after 9:10 AM will be marked tardy
- AM Kindergarten hours are 9:10-11:45 AM
- PM Kindergarten hours are 1:05-3:40 PM (parent drop-off ends at 1:00 PM)
- The elementary school day ends at 3:40 PM

Students will not be supervised and will not be permitted to enter the building prior to 8:50 AM

School Insurance

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

School Breakfast/Lunch Program

The cafeteria is a part of students' learning experience and is available in all buildings, grades 1 to 5. The school district has monitors in each cafeteria to supervise the children and promote healthy eating habits. The same conduct is expected of students during breakfast/lunch time as the rest of the school day. A lunch with milk is available each day for students; milk can also be purchased separately in half-pint containers.

A computerized debit system is available in each of the school buildings. Money can be deposited in your child's account regardless of whether your son/daughter is a free, reduced, or full paying student; there is no limit on the amount of money that can be deposited. Funds can be deposited in the form of a personal check, cash, or credit card (charges apply for online deposits); depositing funds in the system is encouraged, but is optional. The system still has the ability to act as a cash register. Money will only be deducted when a student uses his/her account. **Students should give their deposits to their homeroom teacher in a sealed envelope with their names/account numbers on it.**

Parents/guardians will be notified via an automated phone system when their child's account reaches a low or negative balance. The system is very confidential; every student uses the system in the same manner regardless of meal status. Credit cannot be extended for lunches. In extreme cases where account balances are negative, students will be allowed to charge meals for a period not to exceed one week. During that time, only the meal of the day may be charged, NO ala carte items. If the account is not paid in full after one week, the student will be given the alternate meal only. In order to view exactly what your child is eating for lunch, log in to the Parent Portal site via Skyward Family Access. The website can be accessed via each building's website.

For the 2024-2025 school-year, free breakfast is available to all students. Families who need financial help for their children to purchase school lunches can qualify for a free and reduced lunch program; these students will not be charged for lunch. For additional information concerning this program please refer to <https://www.humanservices.state.pa.us/Compass.Web/CMHOM.aspx> or contact your school principal. Please also refer to the guidelines handed out at the beginning of each school year concerning the lunch program and also the school district website under Food Services. If a student is a free or reduced paying student, the system will know this and price his/her meals accordingly; money may still be deposited money into the child's account so he/she can purchase additional items above or beyond the basic meal.

School Pictures

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

School Support Services

Each elementary school has . . .

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

School Wellness Policy

The Cornwall-Lebanon School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

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

- All Classrooms Snacks Distributed to our Students will be Smart Snack Compliant

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

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

CLSD Board Policy No. 246

Student Information Changes

Parents/Guardians have the ability to update specific Student Information via Skyward Parent Portal. Some information is required to be completed at the school or District Office. The legal name of the child must be used. For name changes, final papers are presented as evidence that the child has been legally adopted. Any change in residence of a pupil, even if they stay within the school district, or any change of phone number during the school year, should be reported to the elementary office at once. Unlisted phone numbers are kept in strictest confidence but should be given, as the District must be able to reach parents/guardians in emergencies. As soon as it is known that a child will withdraw, the elementary office should be contacted either by personal note or telephone. Since children do not always have the correct information, the student's word is not sufficient. Notes must include the new residence or school district, if known. All outstanding obligations (books, lunch money, etc.) must be settled before leaving. Any student who moves from the school district, must enroll in the new district's school. The Parent Portal section contains important information regarding the updating of information.

Student Use of Electronics and Cell Phones

Electronic devices or cell phones are not to be visible, turned on, or used while in school. If a student is found with such a device, it will be confiscated, sent to the office and parents/guardians may be required to pick up the device. Additional occurrences may result in a parent, student, and school conference to solve this recurring school violation.

Use of electronic devices and cell phones while riding district provided transportation is a privilege. Concerns linked to student use of electronic devices while riding district provided transportation, may result in the loss of such a privilege for any student.

Students are not permitted to film videos or take pictures of other students or individuals. **Inappropriate use of an electronic device such as a cell phone may result in additional disciplinary action.**

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

Tardiness

A student who arrives after 9:10 a.m. will need to report directly to the main office. Accumulated unexcused tardies will be considered an illegal absence. **Events such as missing the bus, oversleeping, arriving late due to a trip, illness of a family member, shopping, staying home to study, hunting, fishing, performing farm work, or attending the Farm Show without prior approval will be determined unexcused.**

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

Technology

Computers for student use are available throughout the schools. The district is committed to providing classrooms with the most current technological resources at the most affordable costs to the community.

Student One-to-One

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

The following items reiterate some of the most important points covered in the **One-to-One Device Handbook** found on the tech services website, located here:

<https://technology.clsd.k12.pa.us/student-resources/1-to-1-information/>

- I understand that the device and its accessory equipment (battery, power cord, case, etc.) are the property of the Cornwall-Lebanon School District.
- I understand that the student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the device.
- I understand and agree to abide by the rules and regulations of the **Internet Acceptable Use Policy (815)** and guidelines outlined in the **One-to-One Device Handbook**. Failure to abide by these policies will result in disciplinary action.
- I understand that I must report all device damages, or the theft/loss of the device to school administration.
- I understand that, unless instructed otherwise by a teacher, I must have my charged device along with me each day for every class.
- I understand that if I did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the device, the cost of the repair will be my responsibility.
- I will not install or use file-sharing programs to download music, video, games, or other media or any other app/program deemed inappropriate by administrators and/or technology services.

It is important that parents/guardians and students read and review all of the device guidelines contained within the **One-to-One Device Handbook** and the current Cornwall-Lebanon School District **Internet Acceptable Use Policy (815)**.

District-Approved Apps and Student Account Creation

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/supported_tools/**

By signing this handbook, you are giving consent to allow your child, given they are of the appropriate age, to create an account on these approved sites.

Terroristic Threats/Acts Policy

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

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

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

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

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

CLSD Board Policy No. 218.2

Tobacco/Vaping Policy

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.

CLSD Board Policy No. 222

Transportation

Pupil Expectations

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

- The use of bus transportation is a privilege, not a right. If student conduct jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied.
- All school rules apply while on the bus.
- Bus Conduct Reports are used to communicate inappropriate behavior to a student's school principal.
- Video and audio cameras are in use on every bus.
- Students may only use the school bus and designated stop assigned by the Transportation Department unless written permission was obtained from the building principal. No cards will be given for sleepovers, social events at a friend's home, sports practices etc.
- Students should arrive at the designated stop 10 minutes prior to the scheduled pick-up time.
- Students will be responsible for their behavior while at the bus stop. They should respect the property rights and privacy of others who live at or near the bus stop, and for their safety, not play in the road.
- Students are to enter the bus one at a time and go directly to their assigned seat without delay, crowding or pushing. Students are to remain seated for the entirety of their ride.
- The bus driver and/or school principal may adjust assigned seats at any time.
- Students are to sit facing forward, keeping the aisle clear at all times. Back packs, lunch boxes, musical instruments, sports equipment, or any other items must be held on the student's lap. If this cannot be accomplished, the item is not permitted on the bus.
- Students that live on the opposite side of the roadway from where the bus picks up or drops off should cross 10 feet in front of the bus once the bus has come to a complete stop and has activated its signals. Students who are exiting should cross the road immediately while traffic is stopped for the bus. They should always look left, right, and left again prior to crossing the road.
- Only students in grades 1st – 5th are permitted to exit the bus at their designated stop without a parent or guardian present.

- Kindergarten students will be returned to school if a parent or other responsible adult is not present at the bus stop.
- Students should keep head, hands and feet inside of the bus, and not throw anything out the window.
- Students should help keep the bus clean and not litter.
- Loud conversations, unnecessary noise, or inappropriate and disrespectful language (profanity) or gestures are not permitted. Students should use a quiet, conversational tone of voice.
- Students should keep their hands to themselves: hitting, pushing, spitting, biting, tripping, rough behavior, bullying, throwing items, or affectionate displays of emotion are not permitted at any time.
- Graffiti, broken, and/or vandalized items should be reported to the driver as soon as possible. Damaging the bus will result in the student being charged for its repair. Tampering or touching of bus equipment is not permitted, nor is sitting in the driver's seat.
- Interaction with vehicles behind or beside the bus is not permitted (gesturing, etc.).
- Use of electronic devices is a privilege. Concerns linked to student use of electronic devices may result in the loss of such a privilege for any student. Filming videos and taking pictures is not permitted on the bus.
- Any item that may distract the driver's attention from the road is not permitted on the bus.

Consequences for Misconduct on Bus

- Unsafe behavior (fighting, throwing, or projecting objects inside or outside the bus, opening Emergency Door, possession of dangerous weapons, etc.)
 - First Offense - three (3) days suspension from bus, automatic parent/guardian conference
 - Second Offense - two (2) week suspension from bus, automatic parent/guardian conference
 - Third Offense - automatic suspension from bus for the year
- Damage to Bus
 - First Offense - three (3) day bus suspension plus restitution
 - Second Offense - ten (10) day bus suspension plus restitution
 - Third Offense - suspension from bus for year plus restitution
- General Misconduct – (inappropriate behavior on the bus and at the bus stops, including falsifying information, disrespect, use of profanity and obscenities, etc.)
 - First Offense - verbal warning with parents/guardians notified
 - Second Offense - three (3) day suspension from bus with parents notified
 - Third Offense - ten (10) day suspension from bus, automatic parent conference

NOTE: The above penalties are minimums. Circumstances could dictate more severe punishment.

Unauthorized School Bus Entry

Unauthorized entry of our buses is unlawful. According to Act 80 of 1997 of the General Assembly of the Commonwealth of PA, Section 1 of Title 18 of the Pennsylvania Consolidated Statutes was amended and unlawful entry was defined as follows: (1) Offense defined: A person who enters a school bus (including the bus steps) without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

Tuition Students

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

Visitors in the School

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

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

There are many great opportunities for family members to come to school. From time to time, relatives who are not familiar with the security procedures come to participate as well. Due to security reasons all visitors need photo identification (ID) to gain entrance to the school. This includes all parents, grandparents and visitors of any kind; they must have identification when entering the building. Driver's License, Passport or Employment ID is preferred. Also, all visitors must report directly to the office and check in before going anywhere on school grounds, including the playground, as the staff on recess duty does not always know who is coming to school.

It is also required that visitors give staff and teachers 24-hour notice when coming to school. Interrupting the teaching process to talk with parents/guardians is detrimental to the entire classroom. Access to the school building and duration of a visit is at the discretion of the school administration. We appreciate visitors helping us to keep children and school safe and orderly.

CLSD Board Policy No. 907

Volunteers in School

Volunteers and chaperones, who provide assistance to students and teachers through their participation in classroom support as well as special events and activities, are greatly appreciated. Volunteers are essential to the success of students. In order to be permitted by law to volunteer within the Cornwall-Lebanon School District, volunteers must follow the requirements located in the [CLSD Volunteer Manual](#), on the District website. Information can be found under the Community tab on the menu and selecting "Volunteer Information".

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

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

CLSD Board Policy 916 & CLSD Volunteer Handbook

Weapons Policy

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

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

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

CLSD Board Policy No. 218.1

Youth Homelessness

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

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Participate in all applicable school programs, including supplemental services
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

You can access more information on Youth Homelessness, family rights, and resources at <http://www.education.pa.gov/Documents/K-12/Homeless%20Education/ECYEH%20General%20Guide.pdf>.

If you believe that you meet criteria for Homelessness, or need some assistance, please contact the ECYEH Liaison, Dr. Kate Long, in the Pupil Services Office or a School District Social Worker, Mrs. Erin Callihan (Cedar Crest MS & Cedar Crest HS) or Mrs. Elizabeth Getch (Elementary).

Dr. Kate Long – klong@clsd.k12.pa.us

Mrs. Erin Callihan – ecallihan@clsd.k12.pa.us

Mrs. Elizabeth Getch – [egetch@clsd.k12.pa.us](mailto: egetch@clsd.k12.pa.us)

Parent Tips: How to Help at Home

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

Important 2024-2025 Calendar Dates for All Elementary School Families

- August 26 – First Day of School
- November 25 - 26 – Parent-Teacher Conferences
- June 5 – Last day for PM and Extended Day Kindergarten
- June 6 – Last day for AM-K; Early Dismissal (AM-K – grade 5) at 11:50 AM
- June 9 – No Kindergarten; Early Dismissal (grades 1-5) at 11:50 AM
- June 10 – No Kindergarten; Last Day for All Students; Early Dismissal (grades 1-5) at 11:50 AM



Cornwall-Lebanon School District – 717-272-2031

Dr. Philip L. Domencic, Superintendent
Dr. Dean W. Bozman, Director of Personnel and Operations
Dr. Mariah L. Rackley, Director of Curriculum and Instruction
105 E. Evergreen Road Lebanon, PA 17042

Cornwall Elementary School – 717-273-4571

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

Ebenezer Elementary School – 717-272-1969

Gregory R. Fulkerson, Principal
1600 Colonial Circle
Lebanon, PA 17046

South Lebanon Elementary School – 717-273-4546

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

Union Canal Elementary School – 717-270-7227

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

Elementary Level 717-273-4571

Mrs. Tori B. Dissinger, Elementary Dean of Students
45 Burd Coleman Road
Lebanon, PA 17042