Crestwood School District
Secondary Campus
Student/Parent Handbook
2018-2019 School Year

www.csdcomets.org

DISTRICT INFORMATION

CRESTWOOD SECONDARY CAMPUS
281 SOUTH MOUNTAIN BLVD.
MOUNTAIN TOP, PA 18707
(570-474-6782)
SCHOOL BOARD MEMBERS

Mr. William Jones.......................................................................................................................... President
Mr. Joe Kaminski.......................................................................................................................... Vice-President
Mrs. Maureen McGovern........................................................................................................... Secretary
Mr. William Thomas...................................................................................................................... Treasurer
Mr. Randy Swank .......................................................................................................................... Director
Mr. Ron Sturgeon.......................................................................................................................... Director
Mrs. Anna Bibla............................................................................................................................. Director
Mr. James Costello........................................................................................................................ Director
Mr. Barry Bonne ............................................................................................................................ Director
John Dean, Esq............................................................................................................................. Solicitor

ADMINISTRATION

Superintendent ................................................................................................................................. Joseph Gorham
Assistant Superintendent .............................................................................................................. Joseph Rasmus
Administrator of District Operations ........................................................................................... Christopher Gegaris
Secondary Administrator ............................................................................................................ Margaret S. Foster
Secondary Administrator .............................................................................................................. John Gorham
Business Manager ....................................................................................................................... Albert Melone, Jr.
Assistant Business Manager ......................................................................................................... Valerie Ellenburg
Supervisor of Buildings and Grounds .......................................................................................... Scott Brumagin
Director of Technology ................................................................................................................ Damien Blanchard
School Psychologist ..................................................................................................................... Stephanie Wychock
Athletic Director ........................................................................................................................... Dean Ambosie
Athletic Trainer ............................................................................................................................ Mike Bannon
Director of Food Service ............................................................................................................... David Feller
Transportation Administrator ........................................................................................................ Christopher Gegaris
CRESTWOOD SECONDARY DIRECTORY

BUILDING PERSONNEL

Attendance: Mrs. Lynn Savner

Band/Music: Mrs. Mary Leo
           Mr. Theron Roberts

PIMS /Child Accounting: Mrs. Sarah Smigelski

Food Services: Metz Culinary Management

Guidance Counselors: Mr. Joel Heintzelman, Department Chair
                     Mrs. Holly Hischak
                     Mr. Harry Zearfoss
                     Mrs. Leanne Womelsdorf
                     Mr. Andy Sorber

Guidance Secretary: Mrs. Sue Johnson

Media Specialist:  Mr. Darren Testa

Nurse: Mrs. Nicole Tomek

Secretaries: Miss Meghan Nealon
            Mrs. Liz Walck
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<tr>
<th>NAME</th>
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<td>L. Goss</td>
<td>Business</td>
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<tr>
<td>C. Laubach*</td>
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<tr>
<td>J. Sainclair</td>
<td>English</td>
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<td>A. Krzywicki</td>
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<td>S. Gryskewicz</td>
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<td>J. Stahlnecker</td>
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<tr>
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<tr>
<td>R. Jeckell</td>
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CRESTWOOD SCHOOL DISTRICT
2018 - 2019 CALENDAR

AUGUST 2018

SEPTEMBER 2018

OCTOBER 2018

NOVEMBER 2018

DECEMBER 2018

JANUARY 2019

FEBRUARY 2019

MARCH 2019

APRIL 2019

MAY 2019

JUNE 2019

NUMBER OF SCHOOL DAYS (ORIGINAL CALENDAR)

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<th>STUDENTS</th>
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<td>June</td>
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<td>Totals:</td>
<td>180</td>
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EARLY DISMISSAL TIMES

1:00 PM - Secondary Campus
1:00 PM - Elementary Schools

PSSA (Grades 3 - 8) - April 15-26, 2019 (English / Lang. Art.)
April 29 - May 3, 2019 (Science)
April 29 - May 3, 2019 (Math)

KEYSTONE - Dec. 3-7, 2018 & May 13-23, 2019

NON-Discrimination Policy

In compliance with Pennsylvania Human Relations Act (43 PS 95.1963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin or handicap.

Aug. 22-24 - Act 80 Day
Aug. 27 - First Day For Students
Aug. 29 & 30 - Meet the Teachers
Aug. 29 - First Student Day Kindergarten/Pre-K
Sep. 3 - Labor Day
Oct. 8 - Columbus Day
Nov. 12 - Veterans' Day
Nov. 13 - Open House - Elementary
Nov. 14 - Open House - CSDSC
Nov. 22 - 26 - Thanksgiving Holiday
Nov. 27 - Parent/Teacher Conferences
Dec. 24 - 31 - Winter Break
Jan. 1 - Winter Break
Jan. 21 - Martin Luther King Jr. Day
Feb. 18 - Presidents' Day
Feb. 19 - Parent/Teacher Conferences
Apr. 18 - Spring Break (Snow Make-Up Day #1)
Apr. 19 - 22 - Spring Break
May 24 - Memorial Day (Snow Make-Up Day #2)
May 27 - Memorial Day
June 4 - Last Day for Students & Teachers
June 5-7 - (Snow Make-Up Days #3-5)
June 9 - Graduation
# 2018-2019

## REGULAR

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<tr>
<th>TIME</th>
<th>INSTRUCT. MIN</th>
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<tbody>
<tr>
<td>7:15 – 7:30</td>
<td>15</td>
<td>Homeroom</td>
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<td>7:34 – 8:16</td>
<td>42</td>
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<tr>
<td>8:20 – 9:02</td>
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<td>9:06 – 9:48</td>
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<td>3</td>
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<td>9:52 – 10:34</td>
<td>42</td>
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<td>10:38 – 11:20</td>
<td>42</td>
<td>5 Lunch</td>
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<tr>
<td>11:24 – 12:06</td>
<td>42</td>
<td>6 Lunch</td>
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<tr>
<td>12:10 – 12:52</td>
<td>42</td>
<td>7 Lunch</td>
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<tr>
<td>12:56 – 1:38</td>
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<td>1:42 – 2:24</td>
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## 2 HOUR DELAY

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<td>9:34 – 10:02</td>
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<td>10:06 – 10:34</td>
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<td>11:42 – 12:12</td>
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<td>12:16 – 12:46</td>
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<td>12:50 – 1:20</td>
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<td>1:24 – 1:52</td>
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<td>1:56 – 2:24</td>
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### HALF DAY – 12:00 DISMISSAL

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<td>7:15 – 7:30</td>
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<td>Homeroom</td>
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<td>7:33 – 7:58</td>
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<td>8:01 – 8:26</td>
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<td>8:29 – 8:54</td>
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<td>8:57 – 9:22</td>
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<td>9:25 – 9:55</td>
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<td>9:58 – 10:28</td>
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<td>10:31 – 11:01</td>
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<td>11:32 – 11:57</td>
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### ACTIVITY DAY

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<td>10:59 – 11:36</td>
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<td>12:21 – 1:02</td>
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<td>1:07 – 1:43</td>
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Student Information

NON-DISCRIMINATION POLICY

It is the policy of the Crestwood School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational, vocational or employment programs. The Crestwood School District will not serve as a liaison between community business for employment which does not adhere to a nondiscrimination policy as required by Title VI, Title IX, and Section 504.

All activities and courses, including industrial arts, vocational technical education, home economics and physical education courses at Crestwood Secondary Campus are available to all students as required by Title VI, Title IX and Section 504. If there are prerequisites, they are based on ability and aptitude, not on race, color national special services and instruction, and equipment modifications so they can successfully complete the course and/or participate in an activity.

All handicapped students will be afforded equal opportunity to participate in non-academic and extra-curricular services and activities such as: counseling, physical education, recreational athletics, transportation, health services, recipient sponsored clubs, recipient employment, and assistance in obtaining outside employment.

If you have any questions about equal opportunities or complaints of harassment or discrimination, contact:

Superintendent’s Office
Crestwood School District
281 South Mountain Blvd
Mountain Top, PA 18707

DISCRIMINATION

Consistent with Pennsylvania Human Relations Act (43 P.S. 951963), no student shall be denied access to a free and full public education on account of race, sex, national origin or handicap.

Crestwood School District is an equal opportunity employer.

ACCESS TO STUDENT RECRUITING INFORMATION

Pursuant to the Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information), 20 USC §7908, and Pennsylvania law Act 10, 1991, 51 P.S. §§20221-20225, Crestwood School District provides to military recruiters or institutions of higher education, upon request, access to secondary school students’ (i.e., juniors and seniors) names, addresses and telephone listings. The state military affairs law requires the release of directory information consisting of a list of senior male and female students by name, home address and telephone number. The list will be compiled by the first day of the academic year in which the senior students will graduate.
RADIOLOGICAL EMERGENCY RESPONSE PLAN

Crestwood School District has developed an emergency response plan whereby students of the District who reside within the Plume Exposure Pathway Emergency Planning Zone of the Susquehanna Steam Electric Station will remain in their respective school building if a protective action of sheltering or evacuation is necessitated. THE EMERGENCY RESPONSE PLAN, IN ITS ENTIRETY, CAN BE FOUND ON THE CRESTWOOD SCHOOL DISTRICT WEBSITE.

THE CRESTWOOD PLAN OF INSTRUCTION

Crestwood Secondary Campus is a comprehensive secondary school. The primary goal of the instructional program is to prepare students for their life after high school. Students plan for post-secondary education and/or post-graduation occupations; the Crestwood program attempts to meet both needs. For students planning to continue their formal education; a quality college preparation program is available for students planning to pursue other career opportunity courses: vocational, business, industrial arts; home economics, music, art and, special education are available. The program functions within the traditional schedule pattern. Teachers are granted flexibility in their teaching methods which allows for the tailoring of instructional design/delivery to better serve the learning styles and individual needs of all students.

The philosophy of Crestwood Secondary Campus is to develop the individual student intellectually, morally, physically, and socially. Hence, the purpose of the program is to educate students to be self-reliant in their pursuit of achieving a secondary education. In order to have a positive and productive high school experience a collaborative relationship between the school the student and parent(s) must be fostered, maintained and preserved.

STUDENT RESPONSIBILITY (Pennsylvania School Code)

1. Students have a responsibility to attend school regularly.

2. It is the responsibility of students to be aware of all rules and regulations governing student behavior and conduct themselves accordingly.

3. Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.

4. Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

5. Students have a responsibility to dress appropriately and groom themselves so as to meet fair standards of safety and health.

6. Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.

7. Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school.

8. It is the responsibility of students to be aware of and comply with state and local laws.
9. Using public facilities and equipment with proper care is a student’s responsibility.

10. Submitting a proper excuse for absence from school is a student’s responsibility.

11. Students are responsible for being on time to all classes and to other school functions.

12. Making up work when absent from school is a student responsibility.

13. It is a student responsibility to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.

14. Students are responsible for avoiding inaccuracies in the development of posters or publications and for avoiding indecent, inappropriate or obscene language.

15. 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, administrators, and all others who are involved in the educational process.

**CHILD FIND NOTICE**

Crestwood School District provides the following special education services for exceptional/eligible students; speech and language support, gifted support, learning support and physical support. The district also contracts services in occupational therapy. These services will be provided to eligible/exceptional children who are identified through a Multi-Disciplinary Evaluation (MDE). A referral for an evaluation is made by the Instructional Education Plan (IEP) meeting with the parents and appropriate school personnel.

Gifted support services are provided by the Crestwood School District. The purpose of the gifted program is to meet the needs of students exhibiting superior learning abilities. This program provides academic enrichment that offers the opportunity to delve into questions and study subjects as an extension of the student’s classroom work and encourages the development of problem solving and critical thinking skills.

In addition to the aforementioned services for children, the Crestwood School District, in cooperation with the Luzerne Intermediate Unit 18, provides the following services: autistic support, deaf or hearing impaired support, life skills support, blind or visually impaired support, multiple disabilities support and augmentative device consultation.

**GIFTED SCREENING**

Gifted screening is completed by the school guidance counselor. The process begins after the receipt of the standardized test scores or at a parent’s request and continues throughout the year. In conjunction with all of the Luzerne Intermediate Unit 18’s school districts, Crestwood uses the following criteria; math and reading national percentiles from the standardized achievement test (one must be 97 or higher and the other must be no lower than 90), group intelligence/ability score of 125 or higher, and a classroom grade point average of 90 or higher.
Parents of children who are deemed eligible for the gifted evaluation through the screening process will be contacted during the school year. Evaluations are an ongoing process. Permission from the parent or guardian must be obtained prior to the evaluation of an individual child.

**EARLY INTERVENTION PROGRAMS**

The Early Intervention Program for children aged birth to three is a state entitlement program coordinated by the Luzerne Wyoming Counties Mental Health-Mental Retardation Association. This program provides services for developmentally delayed children. More information may be obtained by calling the Luzerne Wyoming Counties MH-MR at 570-825-9441. The Hazleton School District provides early intervention services for children residing in the Crestwood School District beginning on their third birthday. Some of the services which are provided include occupational therapy, physical therapy, speech and language support and preschool services for developmentally delayed children.

**SUPPORT SERVICES REFERRALS**

Students are referred for the special services through the Academic Study Team or a parental initiated request. Requests for all of these services should be made through the guidance counselor or school principal.

The District, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child’s hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills and social emotional skills are assessed by classroom teachers on an on-going basis.

Specified needs from all of these screening sources are noted within the student’s official file. These school records are always open and available to parents/guardians, and only to school officials who have a legitimate reason or “need to know” information about the student. Information from the records is released to other persons or agencies only with appropriate authorization which involves a written signed permission by the parents or guardian. Parents/Guardians with concerns regarding their student may contact building principals at any time to request screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents/guardians.

After the evaluations are completed, a Comprehensive Evaluation Report will be compiled with parent/guardian involvement and include specific recommendations for the types of intervention necessary to deal with the student’s specified needs.

Parents/Guardians are then invited to participate in a meeting where the results of the Multidisciplinary Evaluation will be discussed. An Individual Education Plan (IEP) will be developed for specialized services for the student.

Parents/Guardians are then presented with a Notice of Recommended Placement (NOREP) with which they may agree or disagree. If parents/guardians disagree with the program being “recommended,” the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, Parents Rights, Mediation, or Due Process; specific special education services and programs offered by the district, and the district’s Educational Records Policy are available upon request from the building principal in a student’s school. A parent/guardian may request that the district initiate a screening or evaluation of their child’s specific needs at any time by contacting the building principal or guidance counselor. Further information about these procedures may be obtained by calling the Director of Special Education.

If you have difficulty in obtaining this information, you may call the Special Education Director at 570-474-6782{x} 346.
AUTHORITY: THE CRESTWOOD BOARD OF EDUCATION

1) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

2) School boards may not make rules which are arbitrary, capricious or outside the grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

3) Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents via the Student Handbook. Copies of the code shall also be available in the school media center.

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in all schools within Crestwood School District. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals /vendors, and volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment 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 charges of harassment.

The term harassment includes, but is not limited to repeated, unwelcome and offensive slurs, jokes, bullying or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, gender or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.
Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Building Principals.
2. Counselors.
3. Other individuals designated to receive such complaints.

All employees who receive harassment complaints from a student shall report such to the building Principal.

If the building Principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

**COMPLAINT PROCEDURE**

1. A student shall report a complaint of harassment, orally or in writing, to the building Principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

2. The building Principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.
DISCIPLINE

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

APPEAL PROCEDURE

1. If the complainant or accused is not satisfied with the Principal's decision, s/he may file a written appeal to the Superintendent or designee.

2. The Superintendent or designee shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, Building Principal and others directly involved, as appropriate.
CRESTWOOD SECONDARY CAMPUS GRADING SYSTEM

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>90-93</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>84-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>80-83</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>75-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>0-69</td>
<td>0</td>
</tr>
</tbody>
</table>

P – Pass
I – Incomplete: Work must be made up within two (2) weeks or failure will result.
M – Medical: Excuse from doctor.

The Comments are as follows:

<table>
<thead>
<tr>
<th>Comment ID</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Conduct Undesirable</td>
</tr>
<tr>
<td>02</td>
<td>Makes Good Use of Ability</td>
</tr>
<tr>
<td>03</td>
<td>Assumes Responsibility</td>
</tr>
<tr>
<td>04</td>
<td>Good Class Participation</td>
</tr>
<tr>
<td>05</td>
<td>Commendable Attitude</td>
</tr>
<tr>
<td>06</td>
<td>In Danger of Failing Course</td>
</tr>
<tr>
<td>07</td>
<td>Marked Improvement</td>
</tr>
<tr>
<td>08</td>
<td>Test Scores Low</td>
</tr>
<tr>
<td>09</td>
<td>Frequently Unprepared</td>
</tr>
<tr>
<td>10</td>
<td>Does Not Make Good Use of Ability</td>
</tr>
<tr>
<td>11</td>
<td>Frequently Absent</td>
</tr>
<tr>
<td>12</td>
<td>Finds Work Difficult</td>
</tr>
<tr>
<td>13</td>
<td>Non Attentive – Wastes Time</td>
</tr>
<tr>
<td>14</td>
<td>Is a Disturbing Influence</td>
</tr>
<tr>
<td>15</td>
<td>A conference requested</td>
</tr>
<tr>
<td></td>
<td>(Please call Guidance Office @ 474-6782 x318)</td>
</tr>
<tr>
<td>16</td>
<td>Progress Report Sent</td>
</tr>
</tbody>
</table>
HONOR ROLL

The following grade point ranges indicate Honor Roll criteria. Any student receiving a grade of D, E or I, in any course, will restrict the student from Honor Roll status.

PRINCIPAL’S HONOR ROLL

4.0
HIGH HONORS
3.7-3.999
HONORS
3.25-3.699

WEIGHTED GRADES

In order to have an equitable class ranking system for all students, the Board of Education has approved a weighted value for each course.

Seniors, attending college on a part-time basis, will be eligible for the honor roll based only on the grades they receive at Crestwood Secondary Campus.

Seniors, attending college on a part-time basis, will be ranked on the grades they receive at Crestwood Secondary Campus.

Each course will be assigned a weighted value, which will be for class rank only (specific information regarding weighted courses may be found online in the Course Selection Guide under the HS Guidance Dept. tab).

EARLY ADMISSION TO COLLEGE

For permission to attend college during senior year, students have to meet the following:

1. Students should have a B average or better.

2. Application and pending acceptance into college.

3. Recommendation of counselor, director of guidance and Principal.

4. Parent approval indicated by letter of request to Principal.

5. Student will enter a college program which will provide an opportunity to accelerate his/her career plans.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are integral vehicle to communicate with parent(s)/guardians regarding academic and behavioral progress. Although progress reports are often correlated with academic difficulty, progress reports are also utilized to communicate positive and consistent academic achievement. Parent(s)/Guardians can view
reports via Skyward approximately four weeks into each marking period. Any questions in regard to the information received should be directed to the Guidance Office.

PROMOTION POLICY

Grade Monitoring Requirements

At the end of each academic quarter, all teachers and guidance counselors are directed to:

1. Complete grade reporting to parents via Skyward in accordance with the timelines established by administration.

2. In the event that a student has an end of quarter score lower than a 70%, the teacher is required to conduct a parent/teacher conference either in person or via telephone to review the failing grade as well as to create a plan for improvement. During this conference, the teacher is to inform the parent that summer school for credit recovery may be required if the student has not met the minimum proficiency for the course which is 70%.

Grade Mark Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94% – 100%</td>
</tr>
<tr>
<td>B+</td>
<td>90.0% – 93.99%</td>
</tr>
<tr>
<td>B</td>
<td>84.0% – 89.99%</td>
</tr>
<tr>
<td>C+</td>
<td>80.0% – 83.99%</td>
</tr>
<tr>
<td>C</td>
<td>79.99% – 75.0%</td>
</tr>
<tr>
<td>D</td>
<td>70.0% – 74.99%</td>
</tr>
<tr>
<td>E</td>
<td>0.00% – 69.99%</td>
</tr>
</tbody>
</table>

a. If a student’s score is below 60%, the teacher is required follow the above procedure (as outlined in section 2.) and may adjust the grade entry into Skyward up to 60% at the discretion of the teacher and administrator. That adjustment will be noted in the comment section of the grade book, and inform the parent of the grade adjustment during the required conference.

b. The teacher is required to inform the student’s guidance counselor and building principals of this meeting and report on the plan for improvement upon conclusion of the conference.

3. All guidance counselors are required to submit to the building principals a list of all students at risk for failure no later than two days after the grades are posted and reported to parents in Skyward.

Promotion Requirements

If a student does not meet the minimum providence standard of 70% for any core class, the student will NOT be granted credit for this course and will be afforded with multiple options for credit recovery. If the student does NOT meet one of the options listed below, the student will be required to repeat the core course content in the
subsequent year. This option is available for one year only and may not be repeated. (ex. A student that does not pass Algebra I as a freshman, may take it again as a sophomore for credit. They may not take the same course a third time as a junior for credit toward graduation)

Seniors at a credit deficit may double up in one required course to recover that credit. If a student remains in a situation of credit deficit in their senior year and is in jeopardy of not graduating on time they are required to meet with their guidance counselor by the end of the first semester of their senior year to develop a recovery plan to graduate.

**Credit recovery options are at the student’s expense**

1. CSD Crestwood Virtual Academy Online credit Recovery: Online self-paced 30 day course which runs from June 19, 2018 through July 28, 2018. Fee = $250 per course. Contact Mr. Gegaris, Chief of District Operations at 570-474-6782 x. 304 or by email: chris.gegaris@csdcomets.org to register.
   a. English, Math, Science, Social Studies

2. Keystone Credit recovery: Online self-paced course = fee $116 per course
   a. English, Math, Science, Social Studies
   b. [http://www.keystoneschoolonline.com/credit-recovery.html](http://www.keystoneschoolonline.com/credit-recovery.html)

3. LIU18 Lighthouse Cyber Online Credit Recovery: Online self-paced course = fee $150 per course
   a. English, Math, Science, Social Studies

4. Private tutoring – fee arranged with tutor per 18 hour course with prior approval of the campus principal.
   a. English, Math, Science, Social Studies

**AWARDING OF DIPLOMAS – CLASS OF 2019**

- Graduation Ceremony – Employees, as well as Board members, of the Crestwood School District who are relatives to a member of the graduating class, will be given the opportunity to present the related student their diploma during the graduation ceremony.

Crestwood School District will award a diploma for successful completion of twenty-three (23) credits in grades 9, 10, 11 and 12. Students may select courses from two areas of concentration: academics or applied academics.

Academic courses are designed to meet the needs of those students preparing for college after graduation.

Credits should include:

1. Four (4) credits in English: English I, II, III, and IV.
2. Four (4) credits in Social Studies: World Cultures I and II, American Cultures and one (1) Social Studies elective in grade 12.
3. Four (4) credits in Mathematics: Algebra I and II, Geometry and one (1) math elective in grade 12. Students who begin Algebra I in grade 8 will have two (2) math subjects, one (1) in grade 11, and one (1) in grade 12.

4. Four (4) credits in Science: Physical Science, Biology, Chemistry I and (1) Science elective in grade 12. Students who take Earth and Space Science in grade 8 will have two (2) science electives, one (1) in grade 11, and one (1) in grade 12.

5. Two (2) credits in World Language in grades 8-12. A credit earned in grade 8 counts towards fulfillment of the language requirement, but not toward the total 23 credits.

6. Two (2) credits in Arts and Humanities.

7. Two (2) elective credits from any subject area. Students who begin World Language in grade 8 must earn three (3) elective credits.

8. One (1) credit in Physical Education Health.

9. Students must schedule five (5) credits and pass a minimum of four (4) their senior year in order to graduate.

Students enrolled at the Wilkes-Barre Career and Technical Center in grades 10-12 will earn 25 credits due to credits incorporated in the CTC curriculum. The subject area credits apply with these exceptions:

1. Three (3) credits of Social Studies: World Cultures I and II, American Cultures will be required.

**GUIDANCE**

A planned program of guidance counseling is an integral part of the educational program of our school and will be provided to all students.

Guidance services are available for every student in the school. These services include, but are not limited to, assistance with educational planning, interpretation of test scores, occupational/career information, help with home, school and/or social concerns. Students wishing to visit a counselor should contact the Guidance Office to arrange for an appointment. Students are to see counselors or the guidance secretary prior to an appointment in order to receive a signed pass. The guidance pass should be given to the classroom teacher prior to reporting to the guidance appointment.

All students who report to the Guidance Office must have a pass from the classroom teacher, indicating that their teacher is aware of, and has given that student permission to leave class. Any student who misses class due to guidance concerns, and has failed to inform or gain permission from their teacher may be referred for cutting class. However, planning and open communication can prevent any misunderstanding in disciplinary action. Counseling is an essential aspect of a well-rounded education. The services provided have the potential to facilitate and accelerate positive and consistent academic and social development.
STUDENT ASSISTANCE (HOPE team)

The Student Assistance Program is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs and mental health issues which pose a barrier to a student’s success. The primary goal of the HOPE Team is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

Crisis Counseling is available through a collaborative effort with Northeast Counseling Services, should the need arise, for students in the Crestwood Secondary Campus.

A specialist from Pathway to Recovery may conduct a drug & alcohol screening and provide corresponding education and/or prevention services to students at the Crestwood Secondary Campus if warranted. Students can access these services through the Guidance Office.

ACT 10 OF 1991

Act 10 of 1991 requires school districts to provide armed forces recruiters the same access to lists of senior students as they make available to colleges and trade schools. This will serve as notice to all senior students - Students wishing to be excluded from this list must forward, in writing, their wishes to be excluded within 21 days from the onset of the academic school year. Please direct the request to the guidance department.

RECOGNITION OF STUDENTS AND THEIR WORK

Recognition of student and their work promotes self-confidence and a desire to create the highest quality products. To recognize students, a display of their photographs, works, and names may be published in district approved media or displayed to promoted events. Parents must inform the Principal, in writing by September 22 of the school year, if they do not want to expose their child’s works, photographs or names.

Students develop many products as a result of their participation in curricular and co-curricular courses and activities. Teachers and administrators have the responsibility to ensure that students meet the goals and objectives of the curriculum and co-curricular programs. The district reserves the right to “prior restraint” to review the work for its appropriateness. The district reserves the right to use the product, without compensating the student, to promote the district’s mission of “Excellence in Education: A Community Commitment.”

ADVANCED PLACEMENT PROGRAM

Crestwood has offered its students Advanced Placement courses since 1986. Advanced Placement courses offer our students the opportunity to do challenging college-level work at Crestwood Secondary Campus. AP courses are available to qualified academically oriented students in the twelfth grade. Upon completion of the AP course, the student may take the nationally administered examination in May. Based on that performance and the specific admissions requirements of colleges/universities the student has the opportunity to earn college credits. Due to the ramifications of national testing and the potential impact on future studies at institutions of
higher learning all students considering enrollment in an Advanced Placement (AP) course should consider all options carefully. It is important to note that extensive individual counseling occurs with all students, especially those students strongly considering Advanced Placement courses and/or the Crestwood Secondary Campus Young Scholars or Early College programs. Consequently, students who enroll in the AP courses may not withdraw from the course. For the 2018 - 2019 school year, Advanced Placement courses will be offered in History, Literature, Calculus, French, and Spanish.

ADMISSIONS POLICY TO ADVANCED PLACEMENT

The Crestwood Secondary Campus Administration, Guidance office and Faculty strongly encourages consideration of the following criteria when considering AP courses:

1. A commitment to academic achievement
2. A grade point average of 3.4 or better
3. An understanding and acceptance of the time the course(s) involve, both in terms of study and homework
4. Teacher and counselor recommendations
5. In some cases, a teacher conference
6. Performance on academic achievement tests
7. Parental approval and support.

As many indicators of academic performances as possible will be considered in determining eligibility for AP courses. Yet, no single item is ever the sole criterion for selecting the AP student. Basically, we look at three (3) questions in our consideration of a student.

1. Does the student have a sufficient general ability?
2. Has he or she adequate academic preparation?
3. Has he or she sufficient motivation and maturity?

The long standing practice is a concentrated effort at Crestwood Secondary Campus to accommodate as many students as possible. There are, however, rare instances whereupon not all students requesting AP courses can be accommodated due to class size limitations. If a selection process becomes necessary, preference will be given to those students who have demonstrated consistent exemplary achievement.

EXPECTATIONS FOR ADVANCED PLACEMENT COURSES

- At Crestwood Secondary Campus, there is no substitute for class time. Therefore, students enrolled in AP courses are expected to adhere to attendance policy with the following additions:
- It is required that all missed coursework resulting from school-excused absences be made-up in a timely manner at discretion of the teacher. If a student has more than four (4) school excused absences per term, a counseling session with parent, student, and teacher may be conducted.
- Parents should schedule doctor / dentist appointments and other non-emergency absences so that they will not conflict with AP classes.
• It is expected that Advanced Placement students will not be tardy. Three (3) tardies will equal an absence and with the fourth tardy an administrative meeting may be held with the student at the discretion of the principal.

• A committed student who strives to complete all work with excellence can earn an “A” or “B” from the course. Students receiving a “C” or below may be required to attend a conference with parent, teacher, and counselor involved.

• Each Advanced Placement course will be assigned a weighted value of 1.35.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization for those students who demonstrate an enthusiasm for scholarship by maintaining academic excellence. In addition, the students must demonstrate the qualities of service, leadership, and character.

The criteria for members are as follows:

1. Membership in the National Honor Society is open to eligible 10th, 11th, and 12th students.
2. Members will be selected on the basis of scholarship, leadership, character, and service. A Faculty Council will review all prospective members.
3. Members must be active in at least one (1) school-sponsored activity.
4. National Honor Society members or inductees will be expected to demonstrate that they are active in at least one school sponsored activity and that they engaged in some sort of community service activity. All Honor Society members and inductees will be required to fill out a biographical form noting these activities and other accomplishments.
5. The student's CUMULATIVE GPA must be 3.7 or better. For a student to qualify scholastically for membership, the cumulative GPA must be at least 3.7 for seven consecutive marking periods.
6. Members will receive a written warning if the Cumulative GPA falls below a 3.7. If at any future time, the cumulative GPA falls below 3.7, the member will be dismissed. It is the student's responsibility to realize that every time a quarter GPA is below 3.7, the cumulative GPA is affected negatively.
7. Members who fall below the standards of the National Honor Society shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, EXCEPT in the case of VIOLATION of school rules or civil law. In those instances, the student will be immediately dismissed.
8. Members are mandated to participate in the induction ceremony unless excused for a school related conflict verified by the building principal. *This is a National Council Regulation.
9. The FACULTY COUNCIL will determine whether a student receives a warning or an immediate dismissal. The student may appeal the decision by submitting a written request that will begin the review process. A meeting will be scheduled between the student and the Council at which time the student may present any information that he deems pertinent to a reversal of the dismissal.
10. ALL DECISIONS OF THE FACULTY COUNCIL ARE FINAL.*This is a National Council Regulation.
11. According to the rules and regulations of the National Council, once membership has been
JUNIOR NATIONAL HONOR SOCIETY

1. The Junior National Honor Society is an organization for those students who demonstrate an enthusiasm for scholarship by maintaining academic excellence. In addition, the students must demonstrate the qualities of service, leadership, and character.

2. Membership in the Junior National Society is open to eligible 7th and 8th grade students.

3. Members will be selected on the basis of scholarship, leadership, character, and service. A Faculty Council will review all prospective members.

4. Members must be active in at least one (1) school sponsored activity.

5. Members who fall below the society’s standards shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, EXCEPT in the case of VIOLATION of school rules or civil law. In those instances, the student will be immediately dismissed.

6. For a student to qualify scholastically for membership, the cumulative GPA must be at least 3.7.

7. Members are mandated to participate in the induction ceremony.

8. Members may receive a written warning if the Cumulative GPA falls below 3.7. If at any future time, the Cumulative GPA falls below 3.7, the member will be dismissed. It is the student’s responsibility to realize that every time a quarter GPA is below 3.7, the cumulative GPA is affected negatively.

9. The FACULTY COUNCIL will determine whether a student receives a warning or an immediate dismissal.

10. According to the rules and regulations of the National Council, once membership has been revoked, it CAN NOT BE REINSTATED.

   a. Adopted April, 1996.

ACADEMIC AWARDS

1. Students who make the regular or high honor roll in each of four quarters in a school year are to receive an academic letter or emblem.

2. If a student makes the high or regular honor roll in four quarters of a school year for four years from grades 9-12, s/he will receive a school award jacket.

3. If a student makes the high honor roll in each quarter of a school year for three years from grades 9-12, s/he will receive a school award jacket.

4. Students cannot receive more than one school award jacket. If they receive a jacket for band or athletics, they will not receive a school jacket for academics.
REQUEST FOR SCHEDULE CHANGE

The selection of courses is a serious responsibility of the student, and his/her parents. To assist students and parents, the following process is outlined.

The course selection process covers a period from late January until August. Because some conflicts result when student schedules are run against the overall master schedule, finalized student course schedules are available in August.

As a result of having several opportunities to modify and update student schedules, no schedule changes will be made. The only exception to this rule will be either a computer/clerical error, or an emergency situation. The guidance counselor will have a meeting with the student to discuss any exception. The Principal will, after consultation with the guidance counselor, approve or reject any request.

MISSED CLASSWORK

Unless special arrangements are made with the teacher, the time period for making up missed work because of an excused absence is one (1) calendar day per one (1) excused absence. This includes the making up of missed tests, quizzes and/or exams. Work missed for an Unexcused/Unlawful absence is not eligible for make-up.

HOMEBOUND INSTRUCTION

1. Parents wishing to request homebound instruction for a pupil recovering from an illness or accident must provide a signed physician’s note to their student’s Guidance Counselor indicating:
   2. Student is ill or injured, but is able to benefit from homebound instruction. Students are eligible for homebound instruction when they have missed ten consecutive days due to illness or injury
   3. An estimated period of convalescence during which instruction will be required.

Homebound instruction is granted on a 30 day basis. Extension of homebound services beyond 30 days will require additional signed physician’s orders.

WITHDRAWAL PROCEDURE

Students who withdraw from school for any reason must submit proof of parent/guardian authorization to the Guidance Office. Only students 17 years old or older may withdraw on their own signature. A withdrawal form must be signed by teachers in order to clear all accounts at Crestwood. It is very important to follow the official withdrawal procedure.

WORKING PAPERS

If you are under 18 years of age, but at least 16 years of age, you must obtain working papers in order to accept employment. Those students within the Crestwood School District boundaries should contact the Guidance Office for papers. In order to obtain an application for working papers, a parent/guardian must bring in one of the following three items:

1. Student's birth certificate
2. Baptismal certificate
3. Passport

**LOCKERS**

Every student will be assigned a locker for their own personal use. **All students are encouraged to maintain a lock on their locker and secure their contents at all times, for their own protection.** The school is not responsible for the loss of the contents in a locker. Students are not to share lockers. Students will be held responsible for all materials contained in their lockers. Students who experience locker problems should report them to their homeroom teacher on an immediate basis. Students requiring the removal of locks by the custodians must notify the office. An administrator will then authorize custodians to remove the lock. All school lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Random or sweeping searches may be conducted of student lockers at any time without prior warning. The searches may include the use of police K-9 sniff dogs.

**MEDIA CENTER**

All students are entitled and encouraged to enjoy the media center but are expected to respect the rights and privileges of all those using the facility and its materials. Depending on the types of items, they may circulate for periods ranging from one day to two weeks. There is a charge for overdue materials. Students wishing to go to the media center may obtain a pass from 7:15 am until the first homeroom bell or during study hall with explicit permission from the study hall monitor. The media center is open from 7:15 am until 2:30 pm.

**VISITORS**

All visitors are required to register at the ATTENDANCE desk located in the main lobby, and after signing in must wear a “VISITOR” badge while on school property. Parents are encouraged to meet with teachers/administrators and are advised to contact the desired party to arrange a mutually agreeable date and time. Former students are prohibited from visiting the school between 7:15 am and 2:30 pm. Students are prohibited from bringing friends/family to school during regular school hours. Visitors who fail to register at the attendance desk or follow school policy will be required to leave school property.

**RESPONSIBILITY FOR ASSIGNED DISTRICT PROPERTY**

Any school district property assigned to a student for his/her personal use becomes the responsibility of that student. It is to be maintained in good condition and returned in the same condition issued, excepting normal wear. Loss or damage of assigned materials (books, media center materials, etc.) due to negligence will result in the assessment of the replacement cost against the student.

**LOST AND FOUND**

Responsibility for one's own personal property and respect for the possessions of others are essential in a school. Persons finding articles should turn them in to the Main Office; if unclaimed, items will be placed in the
Lost and Found bin in the cafeteria (jewelry, electronics, cash, or credit cards will be kept in the office). Inquiries concerning lost items should be directed to the Main Office. Additionally, students that believe they are victims of a theft by unlawful taking can file an incident report with the School Resource Officer (SRO) in a timely fashion.

TELEPHONES

Telephones in the school offices are to be used for school business only. Students may not use office phones unless so directed by an administrator for official business and approved by the office. Personal messages to students will not be accepted unless under extreme circumstances.

HEALTH SERVICES

Any student too ill to remain in class must report immediately to the nurse. The nurse will assess the student’s condition and make the appropriate medical determination. If the nurse is unavailable, the student should report to the main office. **Under NO circumstances are students to contact parents or guardians regarding an illness without expressed direction from the nurse or building administrator.**

The decision for a student to leave school due to illness is the sole responsibility of the nurse or building administrator. If determined too ill to remain in school, parent/guardian or designee must pick-up the student in a timely manner. Students will not be permitted to drive home without explicit authorization from the principal.

Crestwood School District makes every effort to provide a safe school environment. If a child is hurt, basic first aid will be administered. The school interprets first aid as being the immediate, temporary care given to an injured person. The school nurse provides first aid for all injuries occurring in school or en route to school and is not in a position to care for injuries that have been received outside of school hours.

Parents will be notified if an accident occurs during the school day.

If any injury requires medical attention, the parents are informed of the condition as soon as possible, so that medical care of their selection may be provided. The nurse makes referrals and arrangements to the family or hospital when more extensive care is needed.

EMERGENCY INFORMATION CARDS

Parents are responsible for completing **ALL** information required on the Emergency Information Cards sent home on the first day of each school year and MUST update any changes during the year (e.g. injuries, use of crutches, medication changes or additions, any change in health status, or change in address or phone number).

ADMINISTRATION OF MEDICINE

In keeping with the recommendations of our nurses to discourage the administration of medication while at school, if a medication must be administered at school, either prescription or non-prescription, including inhalers, the following stipulations shall be followed:
1. A letter of authorization must be submitted by the prescribing physician or dentist and the parent/guardian. This statement shall include: the name of the medication, the dose, the time to be given, and possible reaction if any. (Please call the school nurse for the required form).

2. Medication shall be brought to the school by a parent/responsible adult in the original container and given to the nurse. Students should never carry medication with them at school, unless authorized by the physician and parent, and approved by proper school officials.

3. Students in possession of unauthorized medication of any type will be dealt with through the Controlled Substances/Paraphernalia Policy, No. 227.

WHEN TO KEEP YOUR CHILD HOME DUE TO ILLNESS

Children who show symptoms of illness in the morning should not be sent to school. A child should be kept home if she/he has a fever greater than 100 degrees, is vomiting, has diarrhea, or has been diagnosed with a contagious illness such as pink eye (conjunctivitis), ringworm, impetigo, strep infection, or influenza. Your child may return to school with a physician’s note stating that s/he is no longer contagious, or after being without fever or vomiting for 24 hours.

IMMUNIZATIONS

Pennsylvania law requires the following immunizations, with their appropriate dosage intervals, before registration or transfer into school:

4 doses of DTP vaccine

3 doses of polio vaccine

2 doses of MMR vaccine

3 doses of hepatitis B vaccine

1 dose of varicella vaccine or a written statement of having had the chicken pox disease

Exemptions to these requirements may be given for medical or moral reasons.

HEALTH EXAMINATIONS AND SCREENINGS

The school nurse performs health screenings throughout the school year as follows:

Vision screenings: grades 7 through 12

Hearing screenings: grades 7 and 11

Scoliosis screenings: grade 6

Body Mass Index (BMI): all grades. Results will be mailed home.
Medical and dental examinations, in accordance with the School Health Act, are provided by the Crestwood School District. Students and parents will be notified when the examinations are scheduled. Parents have the option to be present for the school exam. They also have the option to have the examinations completed by their family doctor/dentist. The school nurse is employed by the district. The physician and dentist are contracted for the exams. Permission forms for the required exams must be signed by a parent or guardian.

Dental exams, or proof thereof, are required in 7th grade. Physical exams, or proof thereof, are required in 11th grade.

**NUT ALLERGIES**

Nut allergies are prevalent in the school population. Accidental contact with peanuts, peanut butter, and/or nuts such as walnuts, pecans, or almonds, even in tiny amounts, can cause a severe or life-threatening allergic reaction for students who have this condition. School administration asks that a concerted effort be made to send snacks, or project recipes to school that do NOT contain any nuts or peanuts, nor are processed in a plant that also processes nuts. Please check the ingredients on any snacks/project food that is sent into school. If possible, please send in the original container so that ingredients can be verified.

**BUS REGULATIONS**

School bus drivers are to have control of all students conveyed between the homes of the students and the school, and return. The driver shall keep order, maintain discipline among the students while in the bus or along the route, shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers.

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. A school bus driver and/or school administrator may require a student to sit in a designated area.
3. No pupil shall stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use hands, feet or body in any objectionable manner.
6. No windows or doors will be opened or closed except by permission of the bus driver.
7. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. The student should be waiting at his boarding station when the bus arrives.
9. Upon recommendations of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct him/herself in a gentlemanly or lady-like manner.
10. Smoking and/or chewing tobacco is not allowed on all School District provided transportation. Violation of the school tobacco policy will result in a citation from the District Magistrate’s office.

11. All school drug and alcohol policy and procedures are applicable to students while on school district busses.

Students who violate bus regulations will face disciplinary action. Should inappropriate behavior persist or be of a nature endangering the safety of bus riders, students will be suspended from the bus for an appropriate period.

❖ Cameras may be utilized on busses. Both an audio and visual recording may be taken.

**SCHOOL BUS CONDUCT REPORTING PROCEDURE**

A written, signed incident report will be submitted by the bus driver to the school administration indicating which bus rule has been violated. The driver must complete the form with the student's name, bus number, a description of the violation being reported, and any comments relative to the incident. In all cases of a Bus Conduct Report the parents are notified by the school. The report form is to be sent to the transportation department. Upon request and/or when deemed necessary, the driver will be made aware of the action taken by the building Administrator.

**First Offense**

For the first report of misconduct, the administration will meet with the student and discuss the rules of bus conduct. A report form will be sent to the parents advising them of the incident, and that future misbehavior will possibly result in loss of all riding privileges; parents may contact the building Assistant Principal if they have any questions or request a conference. This conference may also include the driver and/or the Director of Transportation if requested.

**Second Offense**

For a report of continued misconduct, the student’s transportation privilege may be suspended for a period of one to three days. Parents will be responsible for the transportation of the student. The administration may exercise individual discretion and take additional or other forms of action appropriate to the circumstances.

**Third Offense**

If a third "Bus Conduct Notice" is issued the student may be suspended for one week. In case of severe or continued unmodified behavior that involves the safety of the bus, all riding privileges may be suspended indefinitely. All reports, letters, and actions will be handled in a timely fashion and will be filed in the Principal's office. Parents or their designee will be responsible for transportation of a student suspended from riding privileges.

Disruptive behavior that has the potential to negatively impact the health, safety, and welfare of students traveling to and from school may be subject to disciplinary action at the discretion of the administration.
STUDENT PARKING GUIDELINES

Students are to apply for parking permits each academic school year. Students must register each car they drive to school; students are **NOT** permitted to share parking permits. In order to register a vehicle, students must complete the application and provide a copy of their driver's license, auto registration, and insurance coverage. Parents must sign the application prior to submitting it for approval by the building administrator. Completed applications are to be returned to Mrs. Liz Walck in the HS Main Office. The fee for a parking permit is **$5.00**. All students will be issued a receipt for payment when the parking permit is granted. Once approved, a permit will be issued in the form of a parking tag. **Parking tags must be visible at all times on school property.**

Parking is a privilege. As such, parking permits will be awarded to students who demonstrate a history of consistent attendance, satisfactory academic performance, and appropriate school behavior. Permits will be assigned to seniors and juniors on a first come first serve basis until all parking spaces are filled (dually enrolled students will be given priority). In the event that requests exceed the number of available spaces, students will be placed on a waiting list and presented with a permit as soon as possible. Sophomores maybe approved for a parking permit if space is available.

Every student granted the privilege of parking on the Secondary Campus is expected to abide by established procedures; failure to do so may result in revocation of the privilege. Vehicle violations include, but are not limited to, the following offenses:

- Failure to follow established student parking/driving procedures as defined in the Student Handbook
- Parking without a visible permit
- Parking in an unauthorized area
- Driving in the bus lane
- Reckless driving on school property.

Equally important, all student drivers are expected to maintain strong academic standing, limited disciplinary problems, and consistent school attendance. Specific examples of reasons to be concerned include, but are not limited to, the following scenarios:

- Dramatic decline in grades
- Attendance letters delivered to home
- Repeated referrals for late arrival to school which trigger disciplinary consequences and generate administrative concern.

Consequences for failure to abide by parking/driving procedures and/or fulfill the expectations associated with the privilege are as follows:

- **1st offense** – Students will be given a warning.
- **2nd offense** – Students may be subjected to the suspension of parking privileges.
- **3rd offense** – Disciplinary action and permanent revocation of the parking privilege.
*It is important to note that when a parking permit is revoked, the school district is not revoking the student’s right to drive, but rather the privilege to park on school district property. Students in violation of parking guidelines may have their vehicle towed at the discretion of the District and the expense of the owner.

The Crestwood School District policy of weapons, smoking, drugs and alcohol applies to student transportation. Students will not possess, use, furnish, or sell controlled substances or alcohol from vehicles on school grounds. Violations will be dealt with according to Crestwood School District policy. Students are not permitted in the parking lot or in their cars without authorization from the building administration.

*Students are expected to abide by all driving and traffic regulations established under the vehicle code of the Commonwealth of Pennsylvania. Students who violate this code on school property will immediately lose their parking permits for a minimum of thirty (30) school days. *There are NO REFUNDS on parking permits.*

**VISITOR PARKING**

Visitors to the Secondary Campus are expected to park in lined parking spaces. Vehicles are prohibited from parking in fire lanes and/or non-designated areas. All visitors must enter the building through the main doors. Visitors to the high school are to report to the attendance clerk in the main lobby upon entering the building.

**STUDENT ARRIVAL / DISMISSAL PROCEDURE**

**ARRIVAL**

All student drop-offs made via automobile will occur through the S. Mountain Blvd – RT 309 (front) entrance to the Secondary Campus. Upon entering through the front entrance, all vehicles will follow the established traffic route around the building making their way toward the designated unloading area. All students will exit automobiles adjacent to the Middle School rear courtyard, traveling up the stairwell and turning right to enter the High School. All entrance doors will open at 7:15 am daily. Cars dropping off students can exit the property expediently from the point of entrance on RT 309.

*Most importantly, upon arrival to the Secondary Campus, ALL of busses will enter the CSD property from the front entrance and hold in the front parking lot until 7:15 am unloading. Once students begin the unloading process, all other vehicles must stop and wait for students to clear before departing the campus.*

**PARKING**

All students entering the campus will be expected to park in areas designated for student parking. There are two (2) designated lots, the first, most convenient lot, is in the rear of the building, and the second larger lot is in the front. All students are encouraged to fill the rear lot first and then, only when necessary, and prior to 7:15 am, **student drivers** can travel around the building and successively fill the first row of defined spaces closest to the southern border of the campus (closest to the fence) working out to the traffic flow markers. Overflow parking will be permitted in the front lot after the rear parking is at capacity.

*The rear drop off loop is the only area designated for student drop off.* All drivers are reminded that traveling outside the established traffic route in an effort to “cut through” parking spaces to avoid
waiting in line is prohibited. Therefore, clearly marked parking spaces (areas) are for parking only. Finally, all parking cars are expected to pull forward into spaces (nose in) to avoid the unnecessary safety risk of cars moving in opposing directions.

DISMISSAL

Dismissal will occur with all students boarding busses and automobiles in an orderly manner. The Wright Township Police Department will assist with dismissal controlling traffic to ensure an orderly flow of automobiles and cars exiting onto Route 309. Automobiles exiting from the campus must wait until all busses are loaded and exit the campus before joining the traffic flow.

HALLS

Students are expected to behave in a quiet orderly fashion while in the halls between classes. Loitering in locker areas is not permitted. Students leaving rooms while classes are in session are required to obtain a hall pass and enter their name/date/time on the teacher's sign-out sheet; upon return, they must indicate the time on the sign-out sheet. Running is hazardous and is strictly prohibited.

Restroom use will be afforded to students at the discretion of the teacher. Restroom use should be minimal and limited to established class change times, the first minutes of a class period, and the last minutes of the class period. Interruption of the educational process for permission to utilize the restroom should be limited to emergency situations. Documented medical situations necessitating an increased frequency of bathroom usage should be reported to the school nurse, so the information may be disseminated to the faculty and staff on a need to know basis, with parental permission.

All students in the hall or lavatory during class time must be in possession of a hall pass from their teacher. In addition, students are expected to enter their name/date/time on the teacher's sign-out sheet prior to leaving the room and, upon return, must record the time on the sheet. Only one student is permitted on a pass at one time.

EARLY COLLEGE/ADJUSTED SCHEDULES

Students entering the building after 1st period MUST sign-in on attendance sheets.

Early college students entering the building for the start of 6th period must sign-in

Students are not to loiter in areas to which they have not been assigned nor remain for extended periods in areas such as stairwells, doorways, lobbies or lavatories. At no time are students permitted outside the building in the parking area unless they have received explicit permission from the main office.

FOOD IN THE BUILDING

No commercial food/beverages are to be brought in/delivered to the school building. All food/beverages are to be consumed in the cafeteria; students are NOT permitted to consume
food/beverages in hallways or classrooms. If a student is found to have food/beverage in his/her possession outside the cafeteria, they will be directed to the main office or asked to discard the items. Water is permitted in the classroom areas as long as the consumption or possession does not become a distraction to the educational process. Glass containers are prohibited due to concerns for the health, safety, and welfare of students, faculty, and staff.

HAIR AND DRESS

A student may dress and groom him or herself according to the dictates of what is clearly appropriate and in accordance with the standards of modesty and safety. Basically, what a student wears and how she/he grooms him/herself is the responsibility of the parents or guardians.

Students shall wear footwear while on school property and engaged in routine school activities for reasons of health and safety. Footwear which causes damage to floors or creates excessive noise is not to be worn. Students may be required, however to wear special clothing, footwear or equipment in those areas where they contribute to the health and safety of the students.

If a student does not meet the appropriate norms of modesty and safety and/or his/her appearance is the source of disruption of the normal school program, the student will be asked to correct his/her appearance. Repeat offenses may result in disciplinary action.

STUDY HALL REGULATIONS & ACTIVITY PERIOD REGULATIONS

Students are to report promptly to all study halls. They are to be prepared to study or complete other productive educational activities. All materials necessary, should be brought by the student to the study hall. Requests to access lockers will NOT be permitted unless necessitated by unforeseen circumstance. Study halls are intended to serve as a setting for academic study and, as such, are to be quiet with limited distractions so as to allow for individual work. All students will be required to follow all study hall rules set forth by the study hall monitor; students in violation of study hall rules/behavioral expectations may be referred for disciplinary action.

Seniors with 8th period study hall may request approval from HS administration to leave school early, provided they have written parental consent. Parental signature forms are available in the Guidance office. Similarly, seniors with a study hall during the beginning of the school day may request approval from HS administration to arrive to school prior to their first scheduled class, provided they have written parental consent. Administrative approval of late arrival/early dismissal privilege is contingent upon adherence to the following stipulations. VIOLATIONS WILL RESULT IN REVOCATION OF THE PRIVILEGE.

1. Earns a passing grade in all subjects
2. Arrives to school on time (not exceeding 3 late arrivals per marking period)
3. Complies with school procedures/rules/regulations (disciplinary referrals indicate noncompliance)
4. Vacates school property within 5 minutes of last class (exceptions must be approved by the office)
5. Attends school with regularity (issuance of an attendance letter indicates noncompliance)
6. Submits/maintains a current and accurate emergency card for the 2015-2016 school year
**ACTIVITY PERIOD**

A formal activity period will occur once a month during the instructional rotation. Students not participating in activities during activity period are to treat the allotted time as a study hall. Therefore, all rules for study hall are to be followed during the activity period. All students are expected to be in attendance at school during scheduled activity periods.

Students will not be permitted to leave their assigned rooms unless the proper procedure has been followed to attend an activity. Access to the media center, lavatory, or locker will be governed by established procedures. Student requests to visit other students will not be honored. Any student who is receiving assistance from a faculty member must possess a pre-signed pass in order to be excused from activity period.

**ASSEMBLIES**

Assemblies are provided for educational and cultural experiences to the student body. Students are expected to receive each presenter in a polite and acceptable fashion. Failure to treat each presenter with respect or disruption of any program of performance will result in removal from the performance, loss of privilege to attend future programs, and the possibility of disciplinary action.

**COMET TIME**

All students are assigned a Focused Learning Room (FLR) during their scheduled Comet Time. Students are expected to treat this as an academic period, come with work to complete, or to seek out Real Time Support from a teacher during Comet Time. Students may also be assigned Targeted Academic Support or Guided Graduation Support as indicated by performance on standardized assessments and individual performance. Expectations of FLR include:

1. Students may not talk, communicate with each other, or make disruptive noises of any kind.
2. Students will be assigned seats. Under no circumstances will students choose their own seats. Students must remain in their assigned seats unless otherwise directed by the monitor.
3. Students must bring sufficient work. If students do not have sufficient school work, they are encouraged to bring other school appropriate reading material. If a student does not have work to do, work will be provided by the FLR teacher.
4. Students are not permitted to bring food, beverages, or snacks of any kind to Comet Time (plain, unflavored water is permitted).
5. Electronic devices of any kind are prohibited with the exception of standalone calculators. Phones are not permitted and will be collected for the duration of the period.
6. Students must sit quietly and attentively at their desks and may not lay their heads on the desks or sleep. Students are expected to use the restroom prior to their arrival and will only be excused in medical emergencies.
7. Disruptive behavior will result in additional disciplinary action.
8. Comet Time is a scheduled academic class, therefore tardies and class cuts will result in disciplinary action.
LUNCH AND CAFETERIA REGULATIONS

Crestwood Secondary Campus has a closed lunch. All students must eat lunch in the cafeteria. Students may choose to bring a bag lunch or purchase a lunch in the cafeteria. Trays, cartons, napkins, etc. must be returned to the dish counter by each student. Students are to check their eating area and dispose of all debris. Students are expected to leave their lunch area in a clean condition and in an orderly manner.

The following are the lunch and cafeteria rules:

1. Students are to walk, not run, into the cafeteria. The cafeteria monitor may inform students by table when to enter the serving areas.

2. Students are expected to behave in an orderly manner. Littering and throwing objects will not be tolerated. Students are responsible for the cleanliness of the table at which they eat and the surrounding area.

3. Students will be permitted to use the lavatory in the main lobby during the lunch period.

4. Students are not permitted to go to their lockers during lunch. Students may only leave the cafeteria with explicit permission and with a signed hall pass when necessitated.

5. The snack bar will be closed five (5) minutes before the end of lunch.

6. No food is to leave the cafeteria. All food purchased must be consumed before leaving.

7. Please be careful not to discard trays in the garbage. All trays should be placed in the receiving area.

8. Students will follow all cafeteria rules, and follow the requests of cafeteria monitors as directed; failure to do so may be considered insubordination.

9. Any student found throwing objects or participating in a food fight may be suspended from school and referred to the magistrate for disorderly conduct.

10. Students are to report to their assigned lunch period only. Upon completion of the scheduled period all students are expected to exit the cafeteria in an orderly and timely manner showing respect for other classes at all times.

POSTERS/PAINTINGS

All materials to be posted anywhere within Crestwood Secondary Campus must clearly indicate the name of the student or student group sponsoring the material. All paintings or material to be posted must be approved, and/or signed by the administration. Pertinent copyright laws and regulations will be taken into account.

CELL PHONES, IPODS, MP3s, and HAND HELD ELECTRONIC DEVICES, ETC…

Cell phones, iPods, and other such devices are limited from use during the school day (unless students are granted explicit permission from faculty to use electronic devices for academic pursuits in the classroom). Any
use or misuse of cell phones, IPods or other such devices unlawfully OR in a manner deemed a
distraction to the educational process may be subjected to disciplinary action including temporary
confiscation of the item(s).

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate in a school setting. A simple show of affection such as holding
hands is acceptable; however kissing and close physical contact in a public school is not acceptable behavior. It
is expected that intimate relationships between two people are, and should remain, private.

STUDENT SEARCH

School officials have a great responsibility to ensure that the vital process of education can take place in a safe
environment conducive to learning. When conducting a student search the district follows the requirement of
the Pennsylvania School Code (24 PS Section 510), local, state (22 PA, 12:14), and federal laws in accordance
with CSD Policy 226. Possession or distribution of drugs by a student within the confines of the school is not
conducive to a safe school environment. In order to enforce discipline, school officials must occasionally
conduct a search of students. Whenever a search of students becomes necessary, school officials will adhere to
the following procedure:

- Advise student of the reason for the search.
- Conduct a search of female students in the presence of a female professional/ nonprofessional staff
  member.
- Conduct a search of male students in the presence of a male professional
- Request students to permit a search of reasonable inconvenience (i.e. pockets, handbags, backpacks,
  shoes, etc.)
- If material of a suscept nature is found, school official should:
  (1) Immediate notification of Principal AND Superintendent
  (2) Contact local law enforcement and request their assistance
  (3) Contact of parent / guardian will be made, including a request for attendance at
      parent/student/principal conference.
- Refusal of a student to comply with a search by appropriate school personnel will result in:
  (1) Immediate notification of the Superintendent
  (2) Contact local law enforcement and request their assistance in the case of immediate health,
      safety, welfare concern
  (3) Contact of parent / guardian will be made, including a request for attendance at
      parent/student/principal conference
  (4) Placement on temporary suspension, re-admittance to the school program, or
      recommendation to the Board of Education for expulsion.
- The Crestwood School District reserves the right to authorize its employees to inspect a student’s locker
  at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being
used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools.

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

**WEAPONS POLICY**

The Board recognizes the importance of a safe school environment relative 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, hatchet, nunchaku, darts, firearm, shotgun, rifle, replica of a weapon, 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; in the student’s vehicle; under the student's control while she/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 and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

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 modifications of such expulsion requirement 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 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 does not exceed the expulsion period.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.
The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law
enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of
violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office for Safe
Schools on the required form at least once each year. Students and staff shall be informed at least annually
concerning this policy.

Weapons are not to be brought to school except to be used as a shop project. When items are brought in for the
purpose of shop work or other educational purposes, prior teacher and administrative approval must be obtained
in writing. Notification of prior approval must be communicated to teachers and auxiliary personnel, such as
bus drivers, etc.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or
procedures to be followed.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within
1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement
agency.

**ACT 26**

Act 26 of the Pennsylvania Legislative requires the following: "A school district ...shall expel, for a period of
not less than one (1) year, any student who is determined to have brought a weapon onto school property, or any
school sponsored activity."

**DANGEROUS ITEMS**

Students are to refrain from carrying any instruments or devices which could result in harm to other individuals
or property. Items such as knives, darts, hatchets, box cutters, cutting instruments, laser pointers, etc. are not to
be brought to school. When items are brought in for the purpose of shop work, prior teacher and administrative
approval must be obtained.

Students are advised that possession of weapons or dangerous items in school is not only a serious violation of
school policy, but is also a criminal offense, and will result in suspension and possible expulsion from school.

**TERRORISTIC THREATS/ACTS**

The Crestwood School District recognizes the danger that terroristic threats and acts by a student present to the
safety and welfare of district students, staff, and community. The administration 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.

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

1. The building administration shall immediately suspend the student
2. The building administration 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.

**FIGHTING POLICY**

1. The Crestwood School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, or during any school sponsored activity will be punished in accordance with the school discipline policy.

2. Consequences for fighting may include suspension or alternative action. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed in cases which involve any of the following conditions: (a) a weapon or other potentially dangerous instrument is used in a fight or other act of violence; (b) bodily injury is inflicted on another person in a fight or through an act of violence; (c) the fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

3. Students must make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult. If assaulted, students have the right to exercise self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force that is defensive in nature. Students who do not attempt to avoid physical confrontation have ownership toward its escalation and by definition are engaged in a fight of mutual consent. Students will be disciplined and charged appropriately regardless of whom started the fight.

**CRIMINAL CODE TITLE 18, SECTION 5503, DISORDERLY CONDUCT**

1. In order to provide a safe, orderly, and healthy environment the Crestwood School District prohibits the disorderly conduct areas defined in Section 5503 in school buildings, on school grounds, on school busses, and in any classroom, hallway, or instructional area. The prior statement will also apply to students in school buildings when they are in use for public assemblies (parent-teacher conferences, adult education classes, auditoriums, gymnasiums, stadiums, other playing fields or other rooms in use for student presentations, athletics, etc.)
2. The administration may file disorderly conduct charges, a summary offense through magisterial court which can cost over ($300.00) dollars to the student. These charges are in addition to other alternative actions as defined in this policy.

3. Offense defined. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:

- engages in fighting, threatening, or violent or tumultuous behavior
- makes unreasonable noise
- uses obscene language, or makes an obscene gesture; or
- creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Crestwood School District.

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug, or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endangering the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Crestwood School District encourages students who have been subjected to hazing to promptly report such incidents to the building administration.

COMPLAINT PROCEDURE

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident orally, or in writing, to the building administration.
2. The administration shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

3. The administration shall prepare a written report summarizing the investigation and recommending dispositions of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

4. If the investigation results in a substantiated finding of hazing, the administration shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

**CONTROLLED SUBSTANCES**

The Crestwood School District recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of the district, the school shall strive to prevent abuse of controlled substances.

*For purposes of this policy, controlled substances shall mean:*

1. All dangerous controlled substances prohibited by law
2. All look-alike drugs
3. All alcoholic beverages
4. Anabolic steroids
5. Any drug paraphernalia
6. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.

The Crestwood School District prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, on school property, at any school sponsored event, and while in transition to or from district schools.

The Crestwood School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program.

The Crestwood School District reserves the right to impose disciplinary action with the removal from future school related activities.

**TOBACCO USE**

The Crestwood School District recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Crestwood School District prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district. Prohibited tobacco use includes, but is not limited to, the use and/or possession of a lighted or unlighted cigarette, vape, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form including nicotine products and paraphernalia such as e-cigarettes, vapor pipes, hookah pens, etc.

The Crestwood School District prohibits tobacco use and possession et.al. by students at school sponsored activities that are held off school property.

The school district may initiate prosecution through the Magisterial Office of a student who possesses or uses tobacco in violation of this policy.

A student convicted of possessing or using tobacco in violation of this policy may be fined, plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

**PLAGIARISM/CHEATING**

Plagiarism is the unacknowledged use of words and/or ideas of any published work. The penalty for plagiarism, cheating or contributing toward cheating may be a grade of zero (0) in the examination, homework, research paper, or any type of assessment at the discretion of the classroom teacher. The parent/guardian will be notified and the student will be referred to the building administrator for possible disciplinary action.

**COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

The Internet has become a vital part of our information infrastructure. Used daily by educators, businesses, government agencies, and private individuals, mastery of this relatively new medium has become vital to success in our daily lives. Internet access is becoming increasingly available to teachers and students of the Crestwood School District. The District believes that this will provide our students with nearly limitless opportunities. The goal in providing this access is to promote educational excellence by facilitating, and encouraging, resource sharing, innovation, collaboration, and communication.

The Crestwood School District strongly believes in the educational value of the Internet and recognizes the potential of such to support our curriculum and student learning in our district. The Crestwood School District also recognizes the potential for misuse, or abuse, which is inherent on the Internet, and will make reasonable efforts to protect its students and teachers. The District shall install and maintain software that is designed to limit access to harmful matter on the Internet. Such filtering software, however, may not adequately protect users from accessing all harmful matter on the Internet. The installation of such software does not relieve harmful matter. Parents/guardians are advised that it may be possible for a student, using the District Internet services, to purchase goods and services for which a student’s parent/guardian may be liable. All users must remain vigilant, and be continuously on guard to avoid appropriate or illegal interaction with members of the Internet community.
Please read this document carefully. If you violate these provisions, access to the Internet and/or any computer usage may be denied. You may be subject to legal and/or disciplinary actions including/but not limited to:

- Loss of computer/Internet privileges
- Monetary compensation for replacement of damages
- Detention
- Suspension
- Expulsion

Terms and Conditions of this Policy:

1. **Personal Responsibility**: I accept personal responsibility for my use of District Internet services.
2. **Acceptable Use**: My use of the Internet must be in support of education and research, and within the education goals and objectives of the Crestwood School District.
3. **Prohibited Use**: The following uses for the Internet/computer access are prohibited:
   a. Any use which is in violation of federal, state or local law. This includes, but is not limited to, the transmission of copyrighted materials
   b. The Crestwood School District's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges
   c. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited
   d. Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited
   e. Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses
   f. Knowingly by passing or penetrating any Internet security measures, including gaining entry to “hacking” into files or systems, or accessing restricted material without authorization
   g. Any use which assists, supports, or promotes another person’s Internet/computer use in violation of these rules
   h. E-mail is not permitted. Messaging or chatting of any kind with any person is not permitted
   i. Production, transmission or storage of any communication or material which may be considered:
      1) Harmful or offensive matter including obscene or explicit material
      2) Defamatory, abusive, harassing or threatening toward another person. Communications or materials which denigrate persons based upon race, ethnicity, religion, gender or disability are prohibited
      3) Promoting, encouraging or supporting the use of controlled substances
      4) Commercial activities by individuals or for-profit entities
5) Violating another person’s right to privacy
6) Using a false identity on the Internet

4. **Privileges:** Use of the Internet and computers are a privilege, not a right, and inappropriate use will result in withholding of that privilege. Each person who is granted access must have on file a signed acknowledgment form. The Crestwood School District Administration shall be the final arbitrator regarding decisions of appropriateness, and may deny, revoke, or suspend access to the Internet for violating of this policy. Privileges may be suspended pending investigation of suspected violations of this policy.

5. **No Expectation of Privacy:** Users of the Crestwood School District’s network are reminded that the network is District property and that they have no expectation of privacy. Files on machines connected to the network may be inspected at any time. Inappropriate and/or unlicensed files/programs will be deleted and disciplinary action taken as necessary.

6. **Services:** The Crestwood School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Crestwood School District will not be responsible for any damages suffered while on this system. These damages include loss of data, inability to complete work due to system downtime or accessibility issues, and loss of privacy. Use of information obtained via the Internet is at your own risk. The Crestwood School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

7. **Security:** Security on any network is a high priority because of the many people relying on that network. If you suspect a security problem, notify the appropriate school personnel at once. Never demonstrate the problem to others users. Never use another individual’s password or account. Never give your password to another person. Any use identified as a security risk will be denied access to the network and may face disciplinary action.

8. **Vandalism:** Vandalism is defined as any malicious attempt to harm, or destroy, anyone else’s data, or any attempt to deprive other users of network services or computers. This includes, but is not limited to, the creation and uploading/downloading of viruses, unauthorized tampering with the Control Panel settings on computers, physical damage to any piece of equipment. Vandalism will result in the loss of computer access, possible monetary compensation to the district, disciplinary action, and legal referral.

9. **Updating:** The Director of Technology may occasionally update this document as necessary to reflect changing requirements.

Direct any questions to Mr. Damien Blanchard, Director of Technology 570-474-6782 ext. 343.
ATTENDANCE PROCEDURES

Regular attendance is the responsibility of student and parent alike. State law requires that a student attend school every day. Legal absences are constituted by:

1. Illness *Three or more consecutive days absent (or at the discretion of the administration) will require a medical excuse for the student to reenter school.
2. Quarantine
3. Recovery from an accident
4. Required court appearance
5. Death in the family
6. Family educational trip with administrative approval
7. Religious holiday/celebration
8. Students participating in musical performances at Military Funerals

ABSENCES

All absences will initially be entered into Skyward as “U”/unlawful. To verify the legality of the absences, students must provide written documentation signed by the parent and listing the reason and date of absence within three days. Upon receipt of documentation, Skyward will be updated accordingly. If the excuses are not turned in within three school days, those absences may be determined as illegal or unlawful. When a student, who is under the compulsory age of attendance, under 17, accumulates three unlawful absences, the homeroom teacher will send notification to the parent by way of a 3-day unlawful absence letter. (Example below.)

Parent/Guardian

Date:

Unlawful Absence Notification

This letter is to inform you that your son/daughter _____ has accumulated ___ unlawful absences during the 2018-2019 school year. These absences occurred on the following dates:

Please be aware that if your son/daughter were to accumulate an additional three (3) unlawful absences, they will be deemed habitually truant. As a proactive measure, and in the hopes of alleviating further truant behavior, Crestwood Secondary Campus Administrators would like to discuss the implementation of a, S.A.I.P. - “Student Attendance Improvement Plan”. This would be designed specifically to your student’s situation.

I look forward to working with you in partnership to rectify these attendance concerns. I am available via phone or in person to discuss any concerns you may have in relation to your son/daughter’s attendance.

I can be reached at 570-474-6782 ext. 340 or by email at ….. @csdcomets.org.

In Education;

Secondary Principal of Student Affairs
Following the above outlined procedure, if a student continues to accumulate an additional 3 unlawful absences, the homeroom will inform the parent/guardian via letter (example below). Failure to submit an excuse may result in parental contact/meeting and further disciplinary consequences.

Parent/Guardian:

Date:

**Habitual Absence Notification**

This letter is to inform you that your son/daughter ______ has continued to accumulate unlawful absences during the 2018-2019 school year. The total as of this letter is _____. The absences occurred on the following dates:

At this point your son/daughter is considered to be “Habitually Truant”. As a proactive measure, and in the hopes of alleviating further truant behavior, The Crestwood Secondary Campus Administrators would like to meet and discuss in cooperation with Catholic Social Services, the implementation of a, S.A.I.P.- “Student Attendance Improvement Plan” This would be designed specifically to your student’s situation.

It is essential we meet to provide you with the necessary assistance you may need to improve your son/daughter’s attendance. In accordance with the state of Pennsylvania, please note the School District may be obligated to inform the local magistrate of habitual truancy for students of compulsory school age, which may include a citation if attendance does not improve after six unexcused absences.

I look forward to working with you in partnership to rectify these attendance concerns. I am available via phone or in person to discuss any concerns you may have in relation to your son/daughter’s attendance.

I can be reached at 570-474-6782 ext. 340 or by email at …@csdcomets.org.

In Education;

Secondary Principal of Student Affairs

**REQUIRED ATTENDANCE DOCUMENTATION:**

- A **parental note** should include: Student Name, Grade, Homeroom Teacher, Date, Reason for Absence and Parent/Guardian signature with contact number.

- If a student is absent from school for **3 consecutive days**, a valid medical excuse, indicating the nature of the illness and that it was necessary for the student to be absent from school on the date in question for that illness is required upon their return. If there is no medical excuse, the day will be considered an illegal/unlawful absence.
• A maximum of 10 days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences **beyond 10 cumulative days** shall require a medical excuse (CSD Policy #204).

**Students are not permitted to make up class work missed during an absence deemed illegal/unlawful.** In case of extended illness or prolonged absence (3 or more days) parents should call the guidance office to make arrangements for assignments to be forwarded home.

**UNEXCUSED**

An unexcused absence is an absence pertaining to **students 17 years of age or older** who are not in compliance with the attendance rules and regulations. These students, seventeen years of age and older, are expected to follow the rules and regulations that are set forth by the school district. Absences that are declared unexcused, as determined by the homeroom teacher, will result in the following:

- Disciplinary consequences may be applied in all instances.
- Any absence following three consecutive absences will require a medical excuse indicating the nature of the illness and that it was necessary for the student to be absent from school on the date in question for that illness. If there is no medical excuse, the day will be considered an unexcused absence. Involvement with Administration may be utilized in any case of unexcused absence.
- Consistent with the PA School Code, Chapter 11 Pupil Attendance Regulations: Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days shall thereafter be removed from the active membership roll.
- Subsequent violations of the procedure will be dealt with on an individual basis which will serve the best interest of the student or school environment.
- **Students are not permitted to make up class work missed during an absence deemed unexcused.**

Students 17 years of age and older who have accumulated 9 day of unexcused absences will be informed via letter regarding accumulated absences.

Students continuing to accumulate absences up to 18 days will receive notification via letter as an awareness of potential academic difficulties.

**LATENESS TO SCHOOL / HOMEROOM**

Lateness to school is defined as any student arriving to school or homeroom after 7:26 am. Any student arriving to school once homeroom has concluded at **7:36 am** will be is required to sign-in at the attendance desk located in the front lobby immediately upon arrival. Each student will receive three instances of permissive lateness to school or homeroom per quarter, without necessitating medical documentation or disciplinary consequence. All subsequent instances of lateness to school or homeroom may result in disciplinary consequences. Failure to sign-in immediately upon arrival may result in disciplinary action.
• **First Offense** (Fourth Late) – Parental contact by administrator and disciplinary consequences with a Level I detention

• **Second Offense** – Parental contact by administrator and disciplinary consequences with a Level II detention

• **Third Offense** – Request for parental conference with Administrator and disciplinary consequences with a Level III detention. Possible revocation of student privileges

• **Fourth Offense** – Level III detention and request for parental conference. Revocation of student privileges.

Lateness will be excused with proper medical documentation consistent with PA School Code, Chapter 11 Pupil Attendance Regulations. Medical excuses may be required following three excused instances of lateness to school.

*If “personal” or “family issue/emergency” is indicated on the late slip as the reason for untimely arrival to school, a school administrator will engage the student in a brief conversation to ensure there is not a health, safety, welfare issue, or an emotional crisis in need of attention.

**CLASS CUT**

A class cut is defined as not reporting to a single class period. Students may not (at the discretion of the classroom teacher) be permitted to make up class work missed which resulted from a class cut. Leaving School Property may result in suspension. Class cuts (including, but not limited to - study hall, activity period, lunch, etc.) and/or leaving school property will result in the following disciplinary action:

• **First Offense** – Level 1 detention and parental contact by Administration

• **Second Offense** – Level 2 detention and parental contact by Administration

• **Third Offense** – Parent conference requested. Suspension may occur

**LEAVING SCHOOL PROPERTY/MULTIPLE CLASS CUTS**

Leaving school property is equivalent to multiple class cuts and suspension may occur on first offense.

• **First Offense** – Parental contact by Administration and disciplinary consequence which may include suspension

• **Second Offense** – Parental contact by Administration with the possibility of a conference and suspension

**TARDINESS TO CLASS**

Tardy to class is defined as any instance of a student arriving to class after the bell has rung. Individual classroom teachers will chart and record all instances of tardiness. The following procedure will determine disciplinary consequences for tardiness in excess of three per grading quarter (45 days):
• **First Instance** (of 3 tardies) – Level 1 detention assigned by classroom teacher.
• **Second Instance** – Parental contact by classroom teacher and **Level 2 detention** assigned by administration.
• **Third Instance** – Parental contact by Administration and disciplinary consequences up to and including suspension.

* Students, please be advised that the faculty has the right to apply punitive consequences in all instances of tardiness through a participation grade which may adversely affect your final grade.

### EARLY DISMISSAL

School officials have the responsibility to have an official record of all students who leave the school before regular dismissal. In order to fulfill this obligation the following procedure has been established. No pupil shall be permitted to leave school during school hours unless upon personal request of a parent or guardian, or when participating in a school-sponsored program, with written permission of the parent or guardian.

### ILLNESS

The student shall report to the school nurse to obtain permission to be sent home. The school nurse shall issue the student an early dismissal form. The form is to be returned to the nurse when the student and parent sign out.

The parent must sign the early dismissal form and the sign-out sheet in the nurse's office. Transportation from school is the responsibility of the parent or designee.

### MEDICAL OR DENTAL

The student will follow early dismissal procedures and must provide documentation/note/excuse, signed by the physician, to be given to the attendance secretary when signing in on their return to the school building. Whenever possible, appointments should be made for non-school hours.

### OTHER

Students being dismissed early for job interviews, family business or other non-medical appointments must submit a written request for early dismissal to the attendance desk before school for verification. This written request must be signed by a parent or guardian. Students shall complete the early dismissal form and return it to the attendance desk located in the main lobby.

Parent or legal guardian may report to the attendance desk to have his/her son/daughter dismissed early. The parent must sign the student out on the sign-out sheet. Such dismissals will normally be considered for emergencies only. The administration reserves the right not to accept phone calls from parents for early dismissal. Students shall be released from school only to their custodial parents or guardians or persons authorized in writing by their parents or guardians on School District Emergency Forms. The building administrator must approve exceptions to this rule.
Students who are members of volunteer fire or rescue squads are to report to Mrs. Liz Walck in the main office, to have their names placed on a list. Listed students will be allowed to leave school following a phone call from their chief indicating that their presence is needed. Students who leave without meeting these criteria will be referred for cutting classes they have missed, and will face disciplinary consequences.

**WILKES-BARRE CAREER and TECHNICAL CENTER ATTENDANCE**

CTC students from Crestwood are expected to be in attendance at the CTC all days that there are scheduled classes. Days that classes are conducted at the CTC but not at Crestwood, transportation will be supplied to and from school by the Crestwood School District. On Crestwood early dismissal days, students will be provided transportation to the CTC and attendance is required.

Students accumulating two unexcused absences by being present at either the CTC or Crestwood, but not at both, will receive written notification from a school official. Each unexcused absence will result in disciplinary action.

**SCHOOL RELATED ACTIVITIES**

Student(s) attendance/participation in school related activities are a privilege. Students may not be permitted to attend and/or participate in any school related activities during a school imposed disciplinary sanction. Crestwood School District reserves the right to refuse student participation/attendance in any school related activity.

**JUNIOR/SENIOR PROM**

The Jr./Sr. Prom is a formal event held in the spring of each year. Attendance at the prom is a privilege and students must be escorted by a Jr./Sr. member of the Crestwood Secondary Campus student body. Sophomores and non-STUDENT students (up to the age of 20) may attend only if they are escorted by a Jr./Sr. Crestwood Secondary Campus student. Freshmen are not permitted to attend the prom.
STUDENT DISCIPLINE

The Crestwood School District acknowledges that student conduct is closely related to learning. An effective instructional program requires a safe and orderly school environment; and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Crestwood School District shall require each student to adhere to Board policies and the rules and regulations created by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules shall govern student conduct in school, at school sponsored activities, and during the time spent in travel to and from school.

The building administration shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the students’ due process right to notice, hearing, and appeal.

Teaching staff members and other employees of the Crestwood School District having authority over students shall have the authority to take reasonable actions necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of the Crestwood School District and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DISCIPLINE POLICY GUIDELINES

Introduction - good discipline, what is it? Discipline is not the same as punishment. The dictionary defines “discipline” as “training that develops self-control, character, or orderliness and efficiency.” Good discipline is simply good, self-controlled behavior.

Self-control - All students have rights. Among these rights is the right to receive the best education possible in a safe and orderly learning environment. In order to protect this right for all students at all times, it may be necessary to control personal desires at any one time. You should always examine your behavior and how it will affect others. Self-control is the preferred method of assuring that the rights of all are protected.

Character - Your character is defined by your total pattern of behavior. You own your behavior. Your actions determine your reputation and also help to determine how people react to you now and in the future. Trust, respect, and true friendship must be earned. Your pattern of behavior, or character, determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop or maintain good character. To that end, every student is required to demonstrate good character both in and out of school. The behavioral expectations outlined in the Athletic/Extra-Curricular Code apply to all students. Students who do not demonstrate good character will be prohibited from attending school sponsored events as per administrative decision.

Orderliness and Efficiency - Learning is more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help to insure that learning can be accomplished in an orderly and efficient manner.
The information in this handbook identifies your responsibilities as a student. This handbook also identifies certain types of behavior, which disrupt student learning. In order to assure an effective learning environment, students must fulfill their responsibilities and refrain from disruptive behavior. In summary, good discipline provides:

1. The opportunity to receive the best education possible.
2. The opportunity to receive education in a safe, orderly, and efficient school environment.
3. The development of good character.

**DISCIPLINE – EXPLANATION**

Good discipline is the norm for the majority of students at Crestwood Secondary Campus. Most students have already learned to respect the rights of others and to take seriously the educational opportunity school represents. This discipline code is not designed to either alarm or restrict those students but rather assure them a safe and positive school environment in which to learn.

For those students who have yet to develop the self-control and character needed for good citizenship, the discipline code provides a series of guidelines. These guidelines will hopefully assist such students to more clearly understand the rights of others and the duties of citizenship.

Behavior is a series of decisions and choices. It is hoped students will make those behavioral decisions and choices that will lead to self-discipline and productive citizenship.

**DISCIPLINARY ACTION SEQUENCE FOR STUDENT MISCONDUCT**

1. The following guidelines represent expected penalties for violations of the discipline policy. This sequence, however, may be modified if, in the judgment of an administrator, alternative or additional action will serve the best interest of the student or school environment. Also, the disciplinary procedure, in general, is subject to change throughout the school year with school board approval.

2. The Crestwood School District is committed to the belief that all students are entitled to the best education possible. The Crestwood Secondary Campus has developed the following discipline procedure in order to ensure that all students receive their education in an environment that is safe, orderly, and conducive to learning.

**DISCIPLINARY INFRACTIONS**

Disciplinary infractions include behaviors, which may cause an immediate danger and/or represent a willful, excessive disruption of the learning environment. Any infraction, at the discretion of the teacher, may be referred to the school administration after the teacher has exhausted all behavioral modification techniques. Students not adhering to established disciplinary policies will be issued consequences.
CONSEQUENCES FOR DISCIPLINARY INFRACTIONS

1. Warnings and referrals to administration are assigned by the teacher as one method to deter poor self-discipline. Alternate actions are another means to deliver consequences in response to negative behavior. Referral for detention may be used for the following reasons:
   - Any disruption of the school environment which impairs the ability of the teacher to educate all of the students.
   - Any disruption to the organizational structure of the school day which may lead to safety concerns for any student.

2. Students will be informed by the person writing the referral that a disciplinary referral is being made stating the infraction.

3. Any student who is a persistent disciplinary problem can be deemed ineligible to participate in any extra-curricular school activity at the discretion of the school administration or be assigned any other alternative disciplinary action.

4. Students suspended from school will be restricted from participating in any extra-curricular school activity during the suspension. They may not be present on school property or attend any school-sponsored function during the suspension.

5. Although, depending upon the severity of the infraction, a school administrator has the authority to suspend a student for a singular disciplinary infraction.

STUDENT INVESTIGATIVE PROCEDURES:

This document is not limited by or addressing any one particular board policy, rather, it establishes a written procedure encompassing any and all investigative incidences conducted within the Crestwood School District.

Once an infraction occurs, the appropriate personnel shall conduct an investigation to gather information and data with which to address potential consequences.

Per the student handbook, after an investigation and a conference/hearing, the student maybe suspended. The student may be sent home immediately upon being suspended.

Administration will make every attempt to contact the parent or the guardian of the suspended student. As a follow-up, Administration will send a letter home via mail notifying the parent or guardian of the suspension. A conference/hearing will be scheduled with the parent/guardian; parental conferences will only occur via appointment.

Excluding extreme incidences requiring immediate attention, e.g., an incident involving the health, safety, and welfare of a student/s, the following procedure shall be maintained when school administrators investigate any occurrence of vandalism or like disciplinary infraction:

1. Assistant Principal (building administrator if an assistant isn’t available) shall gather salient information from any and all available witnesses

2. Assistant Principal will review with the Principal to determine the extent to which an investigation needs to progress. If the incident involves outside facilities the Director of Athletics and/or the Director of Building and Grounds may participate in the investigation

3. An informal meeting will be held, in which any student involved in the incident may be interviewed prior to parental/guardian notification. The interviewers shall be limited to the Assistant Principal and Principal, or two building administrators, as there may not be an Assistant available. A guidance counselor may also be present, dependent upon the infraction. There may be cases in which either the Assistant to the Superintendent or Superintendent will sit in on the interview process. The sequence of events may vary, as first contact may be with the accused

4. If the student is considered the accused and refused to cooperate, s/he may be suspended until a more formal meeting can occur with the parents/guardians. “A principal or teacher in charge of public school may temporarily suspend any pupil on account of disobedience or misconduct." Section 1318 of the Public School Code of 1949 (School Code), Act of March 10, 1949, P.L. 30, as amended, 24 P.S. § 13-1318. A suspension is exclusion from school for one to ten consecutive school days. 22 Pa. Code § 12.6(b)(1). The purpose of an informal hearing is "to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended." 22 Pa. Code § 12.8(c).”

5. Ultimately, Parents and guardians of students shall be held accountable for student actions, including but not limited to vandalism, damage or defacing school property.

LIST OF DISCIPLINARY INFRACTIONS:
(NOT EXHAUSTIVE)

- Activated False Alarm
- Arson
- Assault Against Employee
- Assault/Fight With Student
- Assembly Misconduct
- Bus Misconduct
- Cafeteria Misconduct
- Cheating
- Computer Violation
- Cut Class, Period
- Cut Detention
- Cut Career Tech Center
- Cut Study/Period
- Defiance
- Insubordination
- Leaving school w/o permission
- Left Class w/o Permission
- Media Center Rules Violation
- Littering
- Loitering
- Not in Assigned Seat
- Parking Violation
- Possession/Use of Alcohol
- Possession/Use of Deadly Weapon
- Possession/Use of Drugs/Paraphernalia
- Possession/Use of Fireworks
- Possession/Use of Tobacco
Detention Misconduct
Disorderly conduct
Disrespect
Drug/Alcohol Violation
Ethnic/Racial Slur
Extortion
False Reports/Accusations
Forgery of Absence Excuse
Gambling
General Class Disruption
Hall Misconduct
Harassment
Hazing
Inappropriate Affection
Inciting Others to Violence
Possess Disruptive Objects
Profanity
Profanity/Obscenity at Staff
Repeated Late to Classes
Reckless Driving
Reckless Endangerment
Refusal to Participate in Class
School Activity Misconduct
Sexual Harassment
Terroristic Threats
Theft
Threat/Harassment Against Staff
Unauthorized Sales/Material
Unexcused Absence Full Day
Vandalism
Writing/Distribution of inappropriate material

FURTHER EXPLANATION OF CERTAIN DISCIPLINARY INFRACTIONS

Activating False Fire Alarms - In addition to the school penalty imposed, students may also be prosecuted under Section 4905 of the Pennsylvania Penal Code, which includes a penalty of up to five (5) years imprisonment.

Defiance - Willful failure or refusal to follow instructions or directions of an adult authority on school property or during school-sponsored activities.

Disorderly Conduct - Will be interpreted as an act of no useful purpose. In the case of physical violence the conduct could include but is not limited to kicking, pushing, punching, striking, shoving, or any other violent tumultuous behavior or that may cause harm to others.

Disrespect - Willful behavior, which attempts to lessen the reputation, honor, or public opinion of any individual.

Destruction of school and/or personal property - Willful behavior which damages or destroys property belonging to the School District or to any students, employees, or visitors of the school. When it is determined that students are responsible for the destruction of school property, the full cost of materials and labor to repair or replace the damaged property may be imposed upon the student(s) responsible. If the students(s) responsible cannot be determined, the funds needed will be derived from monies set aside or raised for student activities, field trips, or other student programs not directly related to the curriculum.

Drugs/Alcohol - The use, possession, sale, or distribution of drugs and/or alcohol or substances purported to be drugs and/or alcohol. In addition to the school penalty imposed, the student will be referred to the proper state
or local authorities should the student behavior violate the laws of the Commonwealth of Pennsylvania. Students may also be referred to and/or required to obtain treatment from proper medical or health facilities before receiving permission to re-enter school. Any drug and/or alcohol products found on school property or during school-sponsored activities will be confiscated. (Refer to Drug and Alcohol Policy)

**Endangerment** - Willful, improper behavior which may have caused injury or harm to another individual or created an environment where injury or harm would be more likely to have occurred. Should injury or harm to an individual actually occur, the behavior will be considered an assault.

**Extortion** - Willful behavior which causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence or personal injury.

**Fraud** - Willfully providing false information to or about school personnel or other students.

**Physical Assault or Fighting among students** - Any behavior which purposely attempts to cause physical harm or injury to another individual. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to civil authorities. (Refer to Fighting Policy)

**Theft/Larceny** - The taking of property belonging to the school district, employees of the school district, students of the school district, or visitors to the school district without permission. In addition to the school penalty imposed, the student may be liable for restitution as well as referral to civil authorities.

**Physical Assault of a District Employee/Volunteer** - Any behavior which purposely attempts to cause physical harm or injury to a District Employee/Volunteer. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as referral to civil authorities.

**Possession of a Deadly Weapon** - Possession of and/or assault with deadly weapons such as knives and firearms which have the potential to inflict serious injury is prohibited for students in school, attending school activities, or traveling to or from school. In addition to the school penalty imposed, the student will be referred to civil authorities. When knives or other sharp instruments are required for instructional purposes, such instruments will be provided by the teacher and their use will be supervised closely.

**Profanity/Obscenity** - Any behavior which visually and/or verbally presents ideas which are considered offensive to and/or inappropriate for maintaining an effective school environment. Infractions of this nature directed at faculty or staff will result in immediate suspension for up to ten days.

**Threats/Harassment** - Willful behavior that is specifically intended to trouble, worry, or torment another individual for any beneficial purpose. This includes but is not limited to expressions of an intention to injure or harm an individual. Infraction may result in referral to civil authorities.

**Inappropriate Affectionate Behavior** - Overt displays of affection between two students in a public institution such as a school is considered inappropriate behavior. To avoid an embarrassing confrontation between teachers or administrators and students, it must be understood that holding hands will be the limit of such behavior. Parental support and intervention will be sought when infractions to this policy occur. Disciplinary consequences may be assigned to students who choose not to comply.
Sexual Harassment - Sexual harassment can be defined as an intentional affront to a student when another student makes suggestive or blatant sexual remarks or touches another student inappropriately or writes notes or graffiti containing sexual content to be viewed by other students. Infraction may result in a referral to civil authorities. A more detailed description of our sexual harassment policy is available for your perusal upon request in the school office.

Computer Violation - Computer violations include offenses whereby students try to gain access to areas of information forbidden by school policy. It also includes tampering with hardware, software applications and software copyright violations. Students violating this policy will earn severe consequences. Infraction may result in a referral to civil authorities. A more detailed description of our acceptable use policy is available for your perusal upon request in the school office.

DETENTION GUIDELINES

Students may be assigned a detention by administrators. Students will receive at least a one day written notice prior to the assigned detention dates. Students are to report to Level I detention at 2:30 pm and remain until dismissed by the monitor. Students will report to Level II detention at 5:00 pm on the assigned Friday and remain until dismissed by the monitor; similarly, students will report to Level III detention at 8:00 am on the assigned Saturday. All materials must be brought to the room, and students who do not bring written work or substantial amounts may be assigned work to complete by the monitor. Students are to remain quiet and stay in their assigned seats. Disruptive behavior will result in additional disciplinary action. Anyone arriving late may be refused admittance to detention and will be reassigned an additional night of detention. In case of an excused absence, the student will be expected to report to the detention the date of his/her return to school. It is the student's responsibility to rearrange his or her own work schedule prior to all assigned detention dates. Students who fail to fulfill an assigned detention obligation will be reassigned detention at the next progressive level; subsequent failure to fulfill detention obligations may result in school suspension and a parent conference.

SUSPENSION

The purpose of out-of-school suspension is to effect a change in the student's behavior. The student placed on out-of-school suspension will be removed from class immediately. The student is responsible for completing all academic work missed during the suspension period. It is the responsibility of the student's parents to notify the student’s guidance counselor to request assignments.

Students may be assigned suspension only by the school administration. The student is responsible for completing all academic work missed during a suspension period. Suspensions may require a parent conference prior to the student being readmitted to school. This conference may be waived at the discretion of the high school administration.

Suspension is an indication that the school is seeking parental involvement, responsibility, and cooperation in effecting a change in the student's behavior patterns.

When a student is suspended, the following rules apply:

After an investigation and a conference/hearing, the student will be suspended. The student may be sent home
immediately upon being suspended. Administration will make every attempt to contact the parent or the
guardian of the suspended student. Administration will send a letter home via mail notifying the parent or
guardian of the suspension. A conference/hearing will be scheduled with the parent/guardian; parental
conferences will only occur via appointment.

A suspended student will lose all privileges and will not be allowed to attend or participate in any school
activity during the duration of the suspension. Students are responsible for making up all missed work during a
suspension.

It is the responsibility of the parents to pick up all assignments missed during an out of school suspension from
the guidance office. All students will be provided with a reasonable opportunity to complete missed
assignments that occur during a suspension. It is the responsibility of the student/parents to work with the
administration and guidance office to create limited disruption of the education process.

**EXPULSION**

A student whose behavior is deemed dangerous or excessive to the point of making further continuance in the
high school impossible will be recommended for expulsion from school. (Any student whose behavior has
remained uncorrected to the point of demonstrating incorrigibility may be recommended for expulsion.)
Misconduct that may necessitate expulsion frequently include, but is not limited to; violations that endanger the
health safety and welfare of student(s). In addition, any student whose behavior has remained uncorrected to
the point of demonstrating incorrigibility may also be recommended for expulsion.

**SCHOOL-BASED PROBATION**

An in-school probation officer provides students on probation with an individualized program, designed
specifically to individual needs.

Although the community and juvenile justice system expects a crime to be sanctioned, it is role of probation
officers to make sure that the juvenile offender is rehabilitated and reintegrated back into the community.

All school based probation officers work at designated schools, which are assigned by geographic location and
population. The probation officers are in the school at least 4 times per week, in order to supervise a program
which challenges the youth to develop competencies related to self, family, victims, and their community.