

Student / Parent Handbook  
2016-2017

Crestwood Middle School  
281 South Mountain Boulevard  
Mountain Top, Pennsylvania 18707

570-474-6782  
Extension 340

Bonnie R. Gregory, Principal  
Andrew Sorber,  
Guidance Counselor

[www.csdcomets.org](http://www.csdcomets.org)

Dear Parents/Students:

Welcome to school year 2016-2017 at the Crestwood Middle School. We look forward to working with you this year. Education is a team effort, and we know that students, parents, teachers, and all staff members working together can make this a wonderfully successful year for our students.

The students at Crestwood maintain a tradition of excellence. To ensure the continuation of our tradition at the middle school we have set forth the expected roles of our students and parents / guardians. This handbook is designed to serve as a resource for some of the basic information that you will need during the school year and to inform the student body and their parents/guardians of the policies and procedures established at Crestwood Middle School.

The handbook contains required notices and information for parents and students and is organized alphabetically by topic for quick access when searching for information on a specific issue. We encourage you to take some time to closely review the Student Handbook.

After reading through the entire handbook with your child, keep it as a reference during this school year. If there are questions about any of the material in this handbook, please contact your child's teacher, counselor, or principal.

As we look forward to the 2016-2017 school year, we will continue to emphasize the importance of regular attendance and behavior that is conducive to learning. Within the Crestwood Middle School you will have access to a wonderful facility, state of the art technology, a dedicated faculty and a wide variety of activities, which will provide you with every opportunity to be successful at Crestwood Middle School.

Please take advantage of what Crestwood Middle School has to offer to you and make an effort to get the best out of your time here. Best wishes for a successful and memorable school year. By continuing to work together, the school community can look forward to another successful year.

Sincerely,

Bonnie R. Gregory, Principal CMS

## **CORE PURPOSE**

### **MISSION**

The mission of Crestwood School District is to provide educational, social, and physical opportunities that occur in a safe, healthy, and orderly environment for a diverse student population. All opportunities derived from educational activities will be developed to promote a love for lifetime learning, respect for every member of society, healthful living throughout the life cycle, creativity in problem solving preservation of the environment and values necessary for productive citizenship in a free and democratic society.

### **VISION**

Crestwood School District is dedicated to respect, integrity, community, excellence, and teamwork in all we do.

#### **Shared Values**

1. We believe that all students can acquire knowledge, skills, and process information in the pursuit of an appreciation for life-long learning.
2. We believe that all students can develop integrity.
3. We believe that all students can be creative, and utilize higher order thinking skills.
4. We believe that all students can develop the ability to adapt to change.
5. We believe that all students should respect the differences of society's diverse ethnic, racial, religious, and socioeconomic population.
6. We believe that young adults possess a varied amount of potential that can be developed and nurtured with the assistance of educators.
7. We believe that our school is the educational, civic, social, and athletic center of our community.
8. We believe that quality education and the associated accountability is the responsibility of the entire community.
9. We believe that the ultimate motivation and responsibility for achievement and success depends on the preservation and committed effort of the individual student.
10. We believe that regardless of individual circumstances, all students can achieve with guidance, direction, and unwavering belief in the power of high expectations.
11. We believe that all students are entitled to learn in a safe, healthy, and orderly environment.
12. We believe that a major purpose of education is to provide opportunities for individuals to be responsible and productive citizens.

#### **Goals**

1. Revise planned courses so they are aligned with state academic standards and instructional requirements for primary, intermediate, middle and high school programs.
2. Document the district assessment plan that will be used to determine the degree to which students achieve academic standards and graduation requirements.
3. Develop a plan to improve students' achievement, including the identification of benchmarks and assessments, and provide for additional opportunities for students and staff development for teachers.
4. Increase the use of technology in learning activities.
5. Ensure a safe and orderly environment in all phases of the educational process as described in our School Safety Plan. (On file in the Superintendent's office)
6. Review and amend, as needed, remediation plans for at-risk students.
7. Develop knowledge and skills in job seeking and career options by integrating individual interests and fostering productive community partnerships.
8. Provide professional development that will enhance differentiated instruction.

**School Colors:**

Red and White w/Black Trim

**Nickname:**

Comets

**CRESTWOOD SCHOOL DISTRICT COAT OF ARMS**

The nine-pointed star at the top represents the nine areas merged to form the Crestwood School District. The Polaris Star is a symbol of direction, and regardless of one's goals or aims his education will always stand him in good stead.

Around the shield are sprays of laurel, signifying achievement. The Mountain Laurel is, of course, the State flower and very abundant in the areas.

The nine-shield shape also relates to the nine areas comprising the District.

Inside the shield at the top are the sun's rays, rising over the mountains to convey the idea of enlightenment. The mountains are characteristic of the local area and terrain, and furthermore show the heights to which the students must constantly strive.

The torch is the most widely recognized symbol for the education process.

The atomic symbol represents science and progress through education. In recent years, the atomic symbol is often used to relate to industry.

The comet with its stars depicts the school's mascot and the extracurricular activities.

The handshake denotes fair play, sportsmanship, and the friendships which develop in the high school environment.

**ALMA MATER**

Tune from: "Men of Harlech"  
Midst the mountain's splendor standing  
With horizons broad, expanding,  
Stands dear Crestwood High commanding:  
"Honor, never wane."  
Pride in her abounding  
In our hearts resounding,  
Forward ever, backward never,  
On to heights of knowledge e'er astounding.  
Crestwood High School, Crestwood High School  
Honors to her are every mounting.  
Hail to Alma Mater shouting:  
"Ever shall she reign"

# **DISTRICT OFFICE PERSONNEL**

## **ADMINISTRATION**

Superintendent.....	Joseph Gorham
Assistant to the Superintendent.....	Joseph Rasmus
High School Principal.....	Christopher M. Gegaris
Assistant High School Principal.....	Joseph J. Delluso
Middle School Principal.....	Bonnie R. Gregory
Fairview Elementary Principal.....	Margaret S. Foster
Rice Elementary Principal.....	Kevin Seyer
Business Manager.....	Albert B. Melone, Jr. CPA
Transportation Administrator.....	Bonnie R. Gregory
Finance Administrator.....	Valerie Ellenburg
Supervisor of Buildings and Grounds.....	John Capasso
Director of Technology.....	Carolyn Sawicki
School Psychologist.....	Stephanie Guise Wychock
Director of Food Service.....	David Feller
Athletic Trainer.....	Mike Bannon

## **SCHOOL BOARD MEMBERS**

Mr. Eric Aigeldinger .....	President
Mr. Joe Kaminski.....	Vice President
Mr. Al Miller.....	Director
Mr. William Thomas.....	Director
Mr. Thomas Harding .....	Director
Mr. William Jones .....	Director
Mr. Ron Sturgeon.....	Director
Mrs. Maureen McGovern.....	Director
Mr. Randy Swank.....	Director
John Dean, Esq. ....	Solicitor

## **MIDDLE SCHOOL FACULTY**

<b><u>Subject</u></b>	<b><u>Name</u></b>	<b><u>Room #</u></b>
<b><u>Art</u></b>	Mrs. Crystal Lovett	204
	Ms. Ellen Malone	209
	Mrs. Amy Randall	204
<b><u>English</u></b>	Mrs. Lisa Hamill	212
	Ms. Christina Lambert	219
	Mr. Eric Lawson	149
	Mr. Dennis Zurawski	248
	Mr. Andrew Sorber	338
<b><u>Guidance</u></b>	Mrs. Alison Arcangeli	238
	Mr. Ronald Jeckell	
<b><u>Health &amp; PE</u></b>	Mr. Russ Kile	
	Mrs. Amy Sainclair	
	Mrs. Amy Bluhm	339
	Mrs. Paula Sapak	
	Mr. Darren Testa	
<b><u>Mathematics</u></b>	Mrs. Danielle Cole	151
	Ms. Kariann Iskra	152
	Mrs. Kim Mushinsky	210
	Mr. Mike Stanek	217
	Ms. Mary Leo	416
<b><u>Music</u></b>	Ms. Janelle Decker	219
	Ms. Kim Meckes	243
	Mr. Joseph Ziegler	316
	Mrs. Denise Keiser	309
	Mrs. Cecelia Chmiola	253
<b><u>Reading</u></b>	Ms. Jacklyn Ganz	218
	Mrs. Patricia Moratori	211
	Mr. Brian Gerrity	251
	Mrs. Darlene Kellner	249
	Ms. Joanne Polakoski	231
<b><u>Science</u></b>	Ms. Marlene Veet	243
	Mr. Mark Atherton	209
	Mrs. Elizabeth Bruno	247
	Mrs. Carrie Kline	150
	Mrs. Justine Yeager	216
<b><u>Social Studies</u></b>	Mrs. Ellen Keenan	255
	Mrs. Stacey Sherman	256
	Mr. Tim Thomas	244
<b><u>Special Education</u></b>	Mr. Anthony Morris	493
<b><u>Technology Education</u></b>	Mrs. Renee Schwartz	HS 473
	<b><u>World Language</u></b>	Mrs. Julie Vajda

## TABLES OF CONTENTS

ACCIDENT REPORT – STUDENTS.....	8
ALMA MATER.....	4
ASSEMBLY ATTENDANCE.....	9
ATTENDANCE PROCEDURES/LATENESS .....	9
BACKPACKS.....	11
BULLYING/CYBERBULLYING.....	11
BUS REGULATIONS .....	10
CANCELLATION/DELAY OF SCHOOL & ACTIVITIES .....	12
CLASS SCHEDULES .....	12
CORE PURPOSE.....	3
COMPUTER/INTERNET ACCEPTABLE USE POLICY.....	13
CRESTWOOD COAT OF ARMS.....	4
DANGEROUS ITEMS.....	16
DISCIPLINE .....	16
DISCRIMINATION.....	19
DISTRICT OFFICE PERSONNEL.....	5
DRESS CODE.....	17
DRUG/ALCOHOL.....	18
EDUCATIONAL TRIPS .....	19
ELECTRONIC DEVICES .....	19
EXTRA-CURRICULAR ACTIVITIES .....	20
FACULTY.....	6
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	20
FIELD TRIPS SPONSORED BY THE SCHOOL .....	21
FIGHTING POLICY.....	21
FIRE, TORNADO AND EMERGENCY DRILLS.....	21
FLAG SALUTE AND PLEDGE OF ALLEGIANCE .....	22
FOOD/LUNCH/CAFÉ REGULATIONS .....	22
FREE EDUCATION/ATTENDANCE.....	22
GIFTED PROGRAM .....	22
GRADING .....	22
GUIDANCE .....	23
HEALTH SERVICES.....	23
HOMEBOUND.....	25
HOMEWORK.....	26
H.O.P.E. TEAM .....	26
IDENTIFICATION OF STUDENTS IN NEED OF SPECIAL SERVICES.....	26
INAPPROPRIATE LANGUAGE .....	27
INTEGRATED PEST MANAGEMENT.....	27
LIBRARY .....	27
LOCKERS .....	27
LOITERING .....	27
LOST AND FOUND.....	28
LUNCH ACCOUNT/CAFETERIA RULES .....	28
NATIONAL HONOR SOCIETY .....	28
NON-DISCRIMINATION STATEMENT .....	29

PIAA ATHLETICS REGULATIONS.....	29
PERSONAL COMMUNICATION DEVICES.....	31
PHYSICAL EDUCATION AND HEALTH CLASS .....	31
PLAGIARISM/CHEATING .....	32
POSTERS AND PAINTINGS .....	32
PROMOTION/RETENTION.....	32
PTSA.....	32
PUBLIC DISPLAY OF AFFECTION.....	32
PUPIL USE OF BUILDING AFTER HOURS .....	32
RECOGNITION OF STUDENTS AND THEIR WORK .....	32
RESPONSIBILITY FOR ASSIGNED DISTRICT PROPERTY .....	32
SCHOOL RULES .....	33
SCHOOL SECURITY .....	33
SCHOOL VANDALISM.....	33
SPECIAL EDUCATION .....	33
SPEECH, HEARING, VISION PROGRAM .....	34
STUDENT RECORDS .....	34
STUDENT RESPONSIBILITY .....	34
STUDENT SEARCH.....	35
SUSPENSION .....	35
TEAM SUPPLY LIST.....	35
TELEPHONE USE .....	35
TERRORISTIC THREATS/ACTS.....	35-36
TESTING .....	37
TEXTBOOKS.....	37
TOBACCO USE/SMOKING .....	38
UNAUTHORIZED TAPE RECORDING.....	38
VISITORS .....	38
WEAPONS .....	38-39
WEB PAGE .....	40
WORKING PAPERS.....	40

APPENDIX

Free/Reduced Lunch Application



## **ACCIDENT REPORT – STUDENTS**

The following procedure is recommended when a student is injured while in school:

- A. All students are to be sent to the nurse or main office.
- B. All school, school grounds, or bus related student accidents should be reported to the school nurse, supervisor in charge of activity, and to the Principal. This should be done regardless of the degree of injury.
- C. Accident forms are to be filled out and submitted to the office.

The following procedure is recommended when a student is injured during a sport practice or game.

- A. All students are sent to the Athletic Trainer/Coach.
- B. All accidents are to be reported regardless of the degree of injury.
- C. Accident forms are to be filled out and submitted to the office.

## **ASSEMBLY ATTENDANCE**

Any student who does not wish to attend a given assembly for religious reasons or because of strong personal convictions must contact administration before the day of the presentation. With administrative approval, such students will be excused from the assembly. These students will report to assigned rooms where attendance will be taken.

## **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:

- A. Illness: Three or more days, (or at the discretion of the administration) require a written doctor's excuse for the student to reenter school.
- B. Quarantine.
- C. Recovery from an accident.
- D. Required court appearance.
- E. Death in the family.
- F. Family Vacation
- G. Educational trip.

Students must provide a written excuse signed by the parent and listing the reason and date of absence within three days. Failure to do so will result in detention from the homeroom teacher and notification to the Attendance Office. Parents should in cases of extended illness or prolonged absence (three or more days) call the MS Main Office Secretary at ext. 342 and the school nurse to make her aware of the nature of an illness or injury. All absences will require a written excuse.

Arrangements may be made at this time with the Main Office and or Guidance Office for assignments to be forwarded home.

## **LATENESS TO SCHOOL**

**FIRST OFFENSE** – Conference/warning via homeroom teacher.

**SECOND OFFENSE** – Within a thirty day time period, Parent contact and PM detention (Tuesday/Thursday) may be assigned by homeroom teacher.

**THIRD OFFENSE** – Parent Conference. Disciplinary referral to Main office for Friday/Saturday Detention.

## **ILLEGAL**

An absence may be considered illegal if a student is not at home at the time of the visit or a call by the Principal, or if parent verification has not been made indicating that the child is home alone and excused for the day. All illegal absences will be reviewed by the Principal.

## **FIRST OFFENSE**

Parental contact. Disciplinary consequences which may include Level I/II Detention and possible suspension.

## **SECOND OFFENSE**

Parent conference. Disciplinary consequences which may include Level I/II Detention and possible suspension.

## **THIRD OFFENSE**

Parent conference. Possible referral to the H.O.P.E. Team. Possible Suspension from school.

Any illegal absence following the third offense may result in the filing of Truancy Charges with the local District Magistrate. Parent(s) are responsible for their child/children's attendance at school and are therefore subject to fines according to law if found guilty.

Any absence following three illegal absences may require a doctor's excuse signed by the doctor (not stamped), indicating the nature of the illness and that it is necessary for the student to be absent from school on the date in question for that illness. If there is no doctor's excuse, the day will be considered an illegal absence.

## **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.

### **ILLNESS**

- A. The student shall report to the school nurse to obtain permission to be sent home.
- B. 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.
- C. The student or parent must sign the early dismissal form and the sign-out sheet in the nurse's office.
- D. Transportation from school is the responsibility of the parent or designee.

### **MEDICAL OR DENTAL**

- A. The student shall report to the office during the morning homeroom period with the proper forms so the office may verify the appointment.
- B. The student will then follow the same procedure for early dismissal due to illness.
- C. Whenever possible, appointments should be made for non-school hours.

### **OTHER**

- A. Students being dismissed early for family business or other non-medical appointments, must submit a written request for early dismissal to the office before school for verification. This written request must be signed by a parent or guardian.
- B. Students shall complete the early dismissal form and return it to the office.
- C. Parent or legal guardian must report to the office to have their son or 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.

### **BACKPACKS**

In an effort to address both security issues as well as safety issues, students will not be allowed to carry backpacks to and from classes during the school day. These guidelines apply not only to backpacks, but to any large bags that students might use to carry books. Girls may still carry purses or handbags with them, as long as they are not so large that they are being used to carry books. Small cases to carry pencils, pens and other small school supplies will also be allowed, again, as long as they are not being used to carry books. Students may report to their lockers at designated times or with staff permission.

### **BULLYING/CYBERBULLYING**

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

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

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

Bullying, as defined in this policy, includes cyber bullying.

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

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

#### Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention
7. Suspension
8. Expulsion
9. Referral to law enforcement officials.

### **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.

- A. Each student shall be located immediately upon entering the bus in the place assigned by the driver.

- B. A school bus driver may require a student to sit in a designated area.
- C. No pupil shall stand or move from place to place during the trip.
- D. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
- E. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use hands, feet or body in any objectionable manner.
- F. No windows or doors will be opened or closed except by permission of the bus driver.
- G. 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.
- H. The student should be waiting at his boarding station when the bus arrives.
- I. 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 an appropriate manner.
- J. No smoking is allowed on the bus. Chewing tobacco is not allowed on the bus. Violation of the school tobacco policy will result in a citation from the District Magistrate's office.
- K. All school drug and alcohol policy and procedures are applicable to students while on school district busses.

**SCHOOL BUS CONDUCT REPORTING PROCEDURE**

A written, signed incident report will be submitted by the bus driver to the school Principal indicating which bus rule has been violated. The driver must complete the form with the student's name, bus number, and 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. The driver should receive, on the "Action Taken" portion of the bus conduct notice, the action taken by the Principal.

**FIRST OFFENSE** – For the first report of misconduct, the Principal 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 riding privileges; parents may contact the building Principal if they have any questions or request a conference. This conference may also include the driver and/or the transportation coordinator if requested.

**SECOND OFFENSE** – For a report of continued misconduct, the student will be suspended for a period of one to three days. Parents will be responsible for the transportation of the student. The Principal 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 will be suspended for one week. In case of severe or continued unmodified behavior that involves the safety of the bus, 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.

**DISCIPLINE PROCEDURES** – Any violation deemed serious enough may result in a bus suspension without prior warning.

**CLASS TIME SCHEDULES**  
**2015-2016 School Year**

<b>Homeroom 7:30-7:42am</b>	<b>5<sup>TH</sup> Period Lunch</b>	<b>6<sup>th</sup> Period Lunch</b>	<b>7<sup>th</sup> Period Lunch</b>
Period 1	7:45 – 8:27	7:45 – 8:27	7:45-8:27
Period 2	8:30 – 9:12	8:30 – 9:12	8:30-9:12
Period 3	9:15 – 9:57	9:15 – 9:57	9:15-9:57
Period 4	10:00 – 10:42	10:00 – 10:42	10:00-10:42
Period 5	10:45 – 11:15	10:45 – 11:27	10:45-11:27
Period 6	11:18 – 12:00	11:30 – 12:00	11:30-12:12
Period 7	12:03 – 12:45	12:03 – 12:45	12:15-12:45
Period 8	12:48 – 1:30	12:48 – 1:30	12:48-1:30
Period 9	1:33 – 2:18	1:33 – 2:18	1:33-2:18

**CANCELLATION/DELAY OF SCHOOL AND ACTIVITIES**

Severe deteriorating weather conditions may require that school be cancelled or that opening be delayed. Notification will be sent through the Skylert System. Announcements to this effect will be broadcast on the TV/radio (WBRE-TV, WYOU-TV, WNEP-TV, WARM, WAZL, WNAK, WEZX, WKRZ, WICK, WHLM Radio) mentioned under Emergency School Closings. Usually, delayed school opening occurs during the winter months when weather is unpredictable. A two-hour delay simply means that school will start at 9:30 AM rather than 7:30 AM. Parents should allow for the necessary transportation adjustments, etc. Parents will be contacted via the Skylert system when a change in the school day is necessary due to weather. This will include early dismissals, delays and school closings.

**When school is dismissed early because of inclement weather, all school activities (including athletic practices and games) will be cancelled for the day.**

**CRESTWOOD M.S. EARLY DISMISSAL SCHEDULE**

(Subject to change)

<b>Time</b>	<b>7<sup>th</sup> Grade Schedule</b>	<b>8<sup>th</sup> Grade Schedule</b>
7:32 – 7:42	Homeroom	Homeroom
7:45 - 8:15	9	1
8:18 - 8:48	2	2
8:51 - 9:21	3	3
9:24 - 9:54	4	4
9:57 - 10:27	5	5
10:30 - 10:57	6	6
11:00 - 11:27	7	7
11:30 - 12:00	8	8

### CRESTWOOD M.S. 2 HOUR DELAY SCHEDULE

(Subject to change)

Time	7 <sup>th</sup> Grade Schedule	8 <sup>th</sup> Grade Schedule
9:32 – 9:42	Homeroom	Homeroom
9:45 - 10:17	2	1
10:20 - 10:52	3	2
10:55 - 11:27	4	4
11:30 - 12:00	5	5
12:03 - 12:33	6	6
12:36 - 1:11	7	7
1:14 - 1:45	8	8
1:48 - 2:18	9	3

### 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 inappropriate 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 is 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 other 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 Mrs. Carolyn Sawicki, Director of Technology 570-474-6782 ext. 343.**

### **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 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 expulsion from school.

### **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 it is: 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.

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

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.)

The administration may file disorderly conduct charges, a summary offense through magisterial court.

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

#### **DRESS CODE**

The wearing of appropriate clothing in school is a matter of good taste. Clothing should be clean and neat at all times. Clothing that promotes a drug/or alcohol message is not permitted. Also, clothing that implies any sexual connotation is not permitted. Clothing imprinted with nudity, vulgarity, obscenity, profanity, and double entendre pictures of slogans will not be permitted. Hoods, hats, bandanas, sweatbands and scarves should not be worn inside the school at any time. Shirts that expose the midriff area are inappropriate. All students must wear their pants to waist level. Shorts, skirts and dresses should be of modest length. Coats considered for outdoor use are not to be worn in the classroom. Chains hanging from pants, belt loops worn in a manner that may be a safety concern are not permitted.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health and/or safety of the student. Any other questionable attire including distasteful jewelry may be referred to the office for review.

#### **DRUG AND ALCOHOL POLICY INFORMATION**

The Crestwood School District Drug and Alcohol Policy does not tolerate the illegal possession, use, sale or distribution of controlled substances and/or alcohol in the Crestwood schools, on school property, at school sponsored activities, and in transition to and from Crestwood schools. A student who violates any of the aforementioned terms is subject both to the district policy and high school regulations.

#### **DRUG AWARENESS**

**PURPOSE:** The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this district, the school should strive to prevent drug abuse.

**DEFINITION:** For purposes of this policy, “drugs” shall mean:

A. All dangerous controlled substances prohibited by law. Drugs shall include alcohol or any malt beverage inclusive of wine coolers, designer drugs, any over-the-counter drug not authorized by a physician, parent and school nurse, anabolic steroids; and drug from any of the four (4) classes of drugs, hallucinogens, narcotics, amphetamines, barbiturates; but not limited to glue, varnish remover, etc., any chemical manufactured in a clandestine laboratory such as but not limited to amyl and butyl nitrate.

**AUTHORITY:** The Board prohibits the use, possession or distribution of any drug.

A. During school hours.

- B. On school property.
- C. On school busses.
- D. At any school sponsored event.
- E. While students are representing the school.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitor, and clerical workers shall be respected and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interest of the student can be served only by doing so.

#### **DELEGATION OF RESPONSIBILITY**

The Superintendent may prepare rules for the identification, and control of drug abuse in the schools which shall:

- A. Discourage drug abuse.
- B. Establish procedures for dealing with students suspected of the possession or distribution of drugs in school.
- C. Establish procedures for dealing with students suspected of drug use.
- D. Establish procedures for the instruction and readmission to school of students convicted of drug offenses.

Rules developed by the Superintendent shall follow these guidelines:

In all cases involving the students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

#### **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, religion, sex, national origin or handicap.

#### **EDUCATIONAL TRIPS**

Parents desiring to take their children on an educational trip must submit to the administration a **brief** description of the educational value to be gained by the student. This request must be submitted in writing at least two weeks prior to departure for proper review. Students are responsible for making arrangements with their teachers to make up all work necessary to meet course requirements.

#### **ELECTRONIC DEVICES**

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on busses and other vehicles provided by the district, and at school-sponsored activities.

The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Violations of this policy by a student may result in disciplinary action and shall result in confiscation of the electronic device.

The confiscated item may not be returned until a conference has been held with a parent/guardian.

### **Telephone Pagers/Beepers**

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

### **Personal Communication Devices**

Cellular telephones shall be turned off during instructional and class time, during passing times between classes, and at any other time where use of the device would cause a disruption of school activities.

Cellular telephones that have the capability to take photographs or record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP).

**PARENTS ARE TO REFRAIN FROM TEXTING OR CALLING THEIR CHILD DURING THE INSTRUCTIONAL HOURS OF 7:15 TO 2:18. IN THE EVENT OF AN EMERGENCY, TO REACH YOUR CHILD, CONTACT THE MAIN OFFICE AT 474-6782, EXT. 342.**

### **EXTRA-CURRICULAR ACTIVITIES**

Failure to follow school rules while in attendance at any school function may result in referral to the office. Future infractions may result in the loss of privilege to attend future activities.

The 8<sup>th</sup> grade Farewell Dance is a celebration/farewell for 8<sup>th</sup> grade Crestwood Middle School students only.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE OF STUDENT EDUCATION RECORD PRIVACY**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- A. To inspect and review the student's education records maintained by the school within 45 days of the schools' receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Mr. Andy Sorber                      Phone: 570-474-6782

Email Address: [andy.sorber@csdcomets.org](mailto:andy.sorber@csdcomets.org)

You will be notified of the place and time the record(s) may be available for review.

- B. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requested to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Mr. Andy Sorber Phone: 570-474-6782

Email Address: [andy.sorber@csdcomets.org](mailto:andy.sorber@csdcomets.org)

- C. To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill a professional responsibility.
- D. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:
- Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **FIELD TRIPS SPONSORED BY THE SCHOOL**

Field trips are part of the educational experience. Permission slips are to be signed by the parent/guardian and returned to the teacher. If your child will be in need of any meds (prescription or over-the-counter) OR he or she will be carrying an inhaler, epi-pen, or any other prescribed medication, the appropriate forms must be signed by the physician and the parent and received by the school prior to the field trip participation. Educational field experiences can offer meaningful enrichment of classroom instruction. Students may not attend field trips if they are suspended from school during the time of the scheduled trip.

#### **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 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.

#### **FIRE, TORNADO AND EMERGENCY DRILLS**

The school laws of Pennsylvania require each school have frequent fire drills. Students are taught to leave the building quickly and quietly and move to an area of safety under the direction of school staff members. Evacuation procedures are posted in all rooms.

Tornado drills are also held at specific intervals. Students are directed to the designated safe areas within the school building. Parents can help safeguard their children by impressing upon them the importance of emergency drills. In an event of any emergency situation that might occur at CMS, an emergency plan that has been developed from school policy will be implemented to protect the students.

#### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

CMS begins each day with the Pledge of Allegiance by every student and staff member. Students may decline to recite the Pledge and refrain from saluting the flag on the basis of personal belief or religious conviction, but they shall respect the rights and interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

#### **FOOD IN THE BUILDING**

Students are not to carry open containers of food or drink about the building except for medical reasons as per school nurse. All food or beverages are to be consumed in the Cafeteria. Glass containers are not allowed in the building.

- A. Unexcused absence from the Cafeteria during assigned lunch will be viewed as a class cut.
- B. Any student found throwing objects or participating in a food fight may be referred to the magistrate and suspended from school. This rule is clearly posted in the Cafeteria.

#### **FREE EDUCATION AND ATTENDANCE**

- A. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public school.
- B. Parents or guardian of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. If students are fulfilling their responsibilities and have not yet graduated, they cannot be asked to leave school merely because they have reached 17 years of age. A student may not be excluded from the public schools, nor from extra-curricular activities because of being married or pregnant.

#### **GIFTED PROGRAM**

Students who are identified as gifted by the school psychologist will be provided education services that are appropriate for the student. K-12 students receive gifted services from content area teachers. Services may include, projects, pull-out classes, career shadowing, field trips and post-secondary course work (if paid for by the student). Please contact the Middle School Principal or Guidance Counselor for additional information.

### CRESTWOOD MIDDLE SCHOOL GRADING SYSTEM

A	<b>94-100</b>	<b>4.0</b>
B+	<b>90-93</b>	3.5
B	<b>84-89</b>	3.0
C+	<b>80-83</b>	2.5
C	<b>75-79</b>	2.0
D	<b>70-74</b>	1.0
E	<b>0-69</b>	0

#### LEGEND FOR REPORT CARD

P-PASS

I – Incomplete: Work must be made up within two (2) weeks or failure will result

M – Medical: Excuse from doctor.

#### HONOR ROLL

The following grade point ranges indicate Honor Roll criteria. The receiving of a grade of either 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 – 3.6999

### GUIDANCE SERVICES

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 to receive a 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 regarding 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.

### HEALTH SERVICES

Any student too ill to remain in class must report immediately to the nurse with a pass. 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. Parent/Guardian or designee must pick up the student if being sent home due to illness

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 to *update any changes during the year*, i.e., injuries, use of crutches, medication changes or additions, any change in health status, or change in address or phone number.

#### Administration of Medication

In keeping with the recommendations of the PA State Department of Education and the American Medical Association, it shall be the policy of the Crestwood Board of Education 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 must 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 he/she 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:

- 1 dose of meningococcal vaccine
- 4 doses of DTP vaccine
- 3 doses of polio vaccine
- 2 doses of MMR vaccine
- 3 doses of hepatitis B vaccine
- 2 doses 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, and must be submitted in writing.

As your child receives booster shots, please send in a written copy of the shot(s), so that the school records can be updated.

#### 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.

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 are required in 7<sup>th</sup> grade. Physical exams are required in 11<sup>th</sup> 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.

#### HIV Infection

Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school-sponsored activity.

School authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

#### Confidentiality

District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.

#### Infection Control

Employees shall treat all bodily fluids as hazardous and shall follow universal precautions for any exposure to bodily fluids.

#### Prevention Education

The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. Prevention education shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.

### **HOMEBOUND INSTRUCTION**

Parents wishing homebound instruction for a pupil recovering from an illness or accident should provide a signed Dr.'s note to their student's Guidance Counselor indicating. (Homebound instruction is granted on a 30 day basis. Continuation of homebound will require additional signed Dr.'s orders):

1. 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.
2. An estimated period of convalescence during which instruction will be required.

### **HOMEWORK**

Homework is an integral part of the educational program. It is defined as teacher assigned learning activities to be completed by students outside of class. The purpose of homework is to improve understanding of the subject matter, to help students assume greater responsibility to offer opportunities for self-direction and to reinforce basic skills. Homework may involve drills, research, review work or outside reading. The amount, length and type of homework will vary according to individual needs and teacher discretion.

Parents can help by showing an interest in the work, discussing it with the student, and checking the work for neatness and completeness and above all, providing a quiet place to study.

When students are absent only one day or when they know in advance that they may be absent they should make arrangements with a classmate to collect their homework. Generally, teachers will allow students time to make up homework if only excused absence occurs. Parents are asked not to request that the secretarial staff collect student homework, unless absolutely necessary. Information regarding homework assignments can be found on the middle school web site at <http://www.csdcomets.org>

### **H.O.P.E. TEAM**

The Student Assistance Program, H.O.P.E. (Helping Our Pupils Effectively) is an intervention program comprised of teachers, a guidance counselor, an administrator, school nurse, and appropriate community agencies. The program is utilized as a means of identifying and helping students who have serious problems which interfere with their academic and personal success.

### **IDENTIFICATION OF STUDENTS IN NEED OF SPECIAL SERVICES**

In compliance with state and federal law, notice is hereby given by the Crestwood School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If the District, identifies your child as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following disabilities:

- Autism
- Deaf-blindness
- Deafness

- Hearing impairment
- Mental retardation
- Multiple disabilities
- Other health impairments
- Orthopedic impairment
- Emotional disturbance
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment including blindness

If you believe that your school-age child may be in need of special education services and related programs, or young child (age three to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the Supervisor of Special Services. For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the Supervisor of Special Services.

**CONFIDENTIALITY:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the Supervisor of Special Services or building principal.

#### **INAPPROPRIATE LANGUAGE**

Using obscene, indecent or inappropriate language in school will not be tolerated. This includes any and all language that is considered "cursing" or an "obscenity" by the building administration. Furthermore, students directing the language directly at a staff member will immediately be suspended and a parent conference may be held, prior to being reinstated back to school. Further instances will result in more severe disciplinary consequences with possible police involvement.

#### **INTEGRATED PEST MANAGEMENT**

The school district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

#### **LIBRARY**

All students are entitled and encouraged to enjoy the Library and they are requested 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.

#### **LOCKERS**

Every student will be assigned a locker for their own use. (No valuables or money should be left in student lockers.) Students are REQUIRED to place a QUALITY LOCK OR KEY AND COMBINATION TO BE ON FILE WITH HOMEROOM TEACHER. **The school is not responsible for the loss of the contents of 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. All school lockers are and shall remain the property of the school district. As such, student 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.

**BACKPACKS** – All students must leave their backpacks in their lockers. Backpacks shall not be carried from room to room.

#### **LOITERING**

Loitering on or near school grounds or in district buildings from at least 7:00am to 4:00pm on days school is in session is not permitted. Students are asked to come directly into the cafeteria when breakfast is available in the morning and remain in the cafeteria until 7:15 AM bell unless under the direct supervision of a staff member. Students must be in assigned classes except when excused by the teacher. Any student in the halls while classes are in session is expected to have a signed hall pass from the classroom teacher. Upon dismissal, all students should leave the school as soon as the school busses will permit. Students involved in any extracurricular activities must be under the direct supervision of an advisor/faculty member or coach.

#### **LOST AND FOUND**

The “Lost and Found” is located in the office where articles can be turned in and stored until the rightful owner identifies and reclaims them. Students’ possessions should be labeled with their names to increase chances of finding rightful owners. Anything left will be held for two weeks and then removed from the building.

#### **LUNCH ACCOUNT**

Each year, students forget, lose, and misuse their lunch money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds. The Board shall permit students to incur reasonable charges for replacement lunch charges or special meal arrangements, and parents/guardians shall be contacted for payment.

Each school shall maintain a list of students who have charged lunch in the current school year and the number of occurrences for each student. This list must always be reviewed to determine if the student already has three (3) charges or special arrangements prior to denying a meal to a student with a negative balance.

#### **LUNCH AND CAFETERIA REGULATIONS**

Crestwood Middle School has a closed lunch policy. **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 clean condition in an orderly manner.

The following are the lunch and cafeteria rules:

- A. Students are to walk, not run, into the Cafeteria; you are to be seated first before going into the lunch line. The Cafeteria monitor will inform students by table when to enter the serving area.
- B. 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. Disruptive behavior may result in disciplinary consequences.
- C. The snack machines will be closed ten (10) minutes before the end of lunch.
- D. No food is to leave the Cafeteria. All food purchased must be consumed before leaving.
- E. Please be careful not to discard trays in the garbage. All trays should be placed in the receiving area. No gum is to be left on trays.
- F. Students will follow all Cafeteria rules, and follow the requests of Cafeteria monitors as directed; failure to do so will be considered insubordination.
- G. Unexcused absence from the Cafeteria during assigned lunch will be viewed as a class cut.
- H. Any student found throwing objects or participating in a food fight may be referred to the magistrate and suspended from school. This rule is clearly posted in the Cafeteria.

### **NATIONAL HONOR SOCIETY**

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.

1. Membership in the Junior National Society is open to eligible 7<sup>th</sup> and 8<sup>th</sup> grade 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. 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.
5. For a student to qualify scholastically for membership, the cumulative GPA must be at least 3.7.
6. Members are mandated to participate in the induction ceremony.
7. 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.
8. The FACULTY COUNCIL will determine whether a student receives a warning or an immediate dismissal.
9. According to the rules and regulations of the National Council, once membership has been revoked, it CAN NOT BE REINSTATED.

Adopted April, 1996.

### **Mid-Term Progress Reports**

Mid-term progress reports will be available via Skyward for each student who is failing, in danger of failing, or working below ability level at the mid-point of each marking period. Reports may be sent for students who have improved their work or maintained appropriate grades.

### **NON-DISCRIMINATION STATEMENT**

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, family consumer science, and physical education courses at Crestwood High School 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 origin, sex or any handicapping conditions. Physically or mentally handicapped may qualify for special services and instruction, and equipment modifications so they can successfully complete the course 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 educational opportunities or complaints of harassment or discrimination, contact:

COURTNEY LOMAX, (ALBERT B. MELONE CO.)  
CRESTWOOD SCHOOL DISTRICT  
281 SOUTH MOUNTAIN BLVD.  
MOUNTAINTOP, PA. 18707

Crestwood School District is an equal opportunity employer.

### **PENNSYLVANIA INTERSCHOLASTIC ATHLETICS ASSOCIATION PHILOSOPHY OF ATHLETICS**

Interscholastic athletics are an extension of the basic educational program of the school system. As such, they provide the individual student the privilege of participating at a more competitive level than afforded by physical education classes or intramural programs. Athletics provide the student the opportunity to develop mental and physical skills, discipline, and the opportunity to strive for individual and group achievement and recognition. The athlete learns to appreciate the value of rules, authority and fair play. Active effort on the part of the coaching staff will make athletics a true learning process, and the goals of athletics will remain basic, rather than incidental objectives.

### **RULES AND REGULATIONS FOR ATHLETIC ELIGIBILITY IN THE CRESTWOOD SCHOOL DISTRICT EFFECTIVE JULY 1, 1987**

#### Attendance

A pupil who has been absent from school during a semester for a total of twenty (20) or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for total of sixty (60) school days following his/her twentieth day of absence, except where there is a consecutive absence of five (5) or more school days due to confining illness, injury, death in immediate family as amended, court subpoena, or quarantine. Such absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the sixty (60) days required. A student will be considered ineligible for a game or practice if the student does not attend school. A student must attend for a minimum of a 1/2 day. Arrival ~ 10:30 am (i.e. missing 3 periods) will constitute a one-half (1/2) day absence. Partial absence must be an excused absence.

#### Curriculum

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the Principal as a full time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the PA School Code, as well as any local policies established by the local School Board. The pupil must maintain an acceptable grade in such approved curriculum as certified by the administration. Except as provided in Section 5, eligibility shall be cumulative from the beginning of the grading period and shall be reported on a weekly basis.

Effective July 1, 1987, students participating in interscholastic athletic competition in the Crestwood School District must follow these guidelines:

- If a student in 7<sup>th</sup> through 12<sup>th</sup> grade fails two (2) major subjects in any one marking period, s/he shall be ineligible to participate in interscholastic athletics for the first twenty (20) school days of the next marking period, except as provided in Section 5. If there is no change in grades, s/he will be ineligible until the next grading period.
- Section 5: Use of Final Grades at the End of the School Year. At the end of the school year, the student's final grades and credits in his/her subjects rather than his/her grades and credits for the last grading period shall be used to determine his/her eligibility for the next grading period.
- A pupil who does not meet the standards provided for in this article, which attends summer school and corrects his/her deficiencies shall be eligible.

#### Discipline

Any student repeatedly displaying disregard for rules and regulations can be denied the privilege to participate in any extra-curricular activities by the high school administration. Any accumulation of three (3) offenses will result in the

placement of a student on probation. Continued offenses will result in suspension from extra-curricular activities for a period of time to be determined by the administration.

A student under suspension will lose all privileges and will not be allowed to attend or participate in any school activities from the time the decision for suspension is made.

### RULES FOR ATHLETIC EVENTS

The following is a list of rules that have been adopted by the Crestwood Board of Education to govern athletic contests:

#### I. Conduct of all fans (students/adults):

- All fans are advised that their attendance at athletic contests is a privilege, not a right. Fans are, in fact, guests of the school district and are expected to conduct themselves according to the rules that have been established.
- All fans are to be in the bleachers when basketball and wrestling contests are in progress.
- Signs, noisemakers, etc. are not to be displayed or used in the gym. (This is a league and P.I.A.A. rule.)
- Smoking is not allowed on school property. Crestwood is a smoke free campus.
- Fans who throw any object in or from the bleachers will be ejected immediately from the game and the building grounds.
- Loitering will not be allowed in the building, in parking areas, or in automobiles.
- Food and beverages are not permitted to be taken into the gymnasium.
- Any gestures which can be interpreted as degrading to the opposition or officials will not be condoned. Fans making such gestures will be ejected from the event and school grounds.

#### II. Student Regulations:

- Student tickets are sold only to high school and elementary school students. College students are to purchase adult tickets.
- Students who leave the building during a contest will not be allowed to re-enter.
- Students who are caught smoking will be asked to leave school property, and may face a citation with the magistrate.
- Students who are suspended from school are not allowed at contests during the time of their suspension.

#### III. Solicitations:

- No organization within or outside of the school is allowed to solicit funds, sell raffle tickets, etc. without the prior approval of the administration.

***Remember that the visiting teams should be treated as honored guests. We need to attract good competition for our student athletes.***

### RETURN OF ATHLETIC EQUIPMENT

All students who are issued athletic equipment MUST return this equipment to the head coach of the sport at the conclusion of the sport season. All obligations for the return of equipment MUST be met before being eligible to participate in ANY interscholastic activity.

### PROMOTION/RETENTION

The Board recognizes that the emotional, social, physical and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the system of grade levels and academic standards established for each grade.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

1. Each student in grades 7 and 8 must successfully complete four (4) major subjects in a school year to be promoted to the next grade.
2. A student can make up failures by successfully completing subjects taken in summer school in another school district if approved by the Principal. Eligibility for summer school applies to those students who have put forth an appropriate effort but fell short of a passing grade; eligibility does not apply to students who made no significant effort to participate and pass the course.
3. Private tutoring to make up failures will not be accepted without prior approval of the Middle School Principal.
4. The Principal may certify promotions of students in grades 7 and 8 under certain conditions after consultation with the teachers involved and the guidance department.

### **PTSA**

The Crestwood Parent Teacher, Student Association is an organization which represents and services the needs of all students. Students may serve as officers and advisors. Projects such as school dances, school pictures, RIF programs, open house, career night, student recognition, and educational enrichment programs are some of the activities sponsored by the membership. PTSA Members who will be participating in school related activities involving the interaction/supervision of students will be required to submit proof of the following clearances: Pennsylvania State Police Criminal Record Check prior to participating in any activities.

### **PHYSICAL EDUCATION AND HEALTH CLASS**

All students will be given a gym locker and lock to keep their possessions. It is strongly suggested that all students keep their PE clothes, sneakers, and deodorant in this locker. PE clothes consist of athletic shorts or pants, socks, and sneakers that can be easily tied. Sleeveless, low-cut, or halter-style shirts are prohibited (not allowed). Shorts should be of modest length. Deodorants must be roll-on or stick. Aerosol sprays are prohibited for health and safety reasons in the school.

### **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.

### **POSTERS AND PAINTINGS**

All materials to be posted anywhere within the Middle School must have attached the name of the student or student group sponsoring the material. The name of at least one person of a group, who may be contacted immediately, must be included. All painting or material to be posted must be approved, and/or signed by the Principal.

**PERTINENT COPYRIGHT LAWS AND REGULATIONS WILL BE TAKEN INTO ACCOUNT.**

### **PUBLIC DISPLAYS OF AFFECTION**

Crestwood Middle School is not the appropriate place for displays of affection between students. These displays may include, but are not limited to, kissing, hand holding, or other forms of physical contact. The "right" relationship between two people is, and should remain, private.



### **PUPIL USE OF BUILDING AFTER HOURS**

Students not engaged in a supervised activity will clear the building at dismissal time. Students not participating in a supervised activity who find it necessary to remain in the building after school hours must have WRITTEN permission from the office to do so. Students violating this procedure will face disciplinary consequences. Further unauthorized use of school property/facilities is strictly prohibited.

### **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 14 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."

### **RESPONSIBILITY FOR ASSIGNED DISTRICT PROPERTY**

Any school district property assigned to students for their personal use becomes the responsibility of that student. It is to be maintained in good condition and returned in the same condition issued, exception the normal wear. Loss or damage of assigned materials (books, library materials, etc.) will result in the assessment of the replacement cost against the student.

### **SCHOOL RULES**

- A. 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.
- B. 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.
- C. 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. Copies of the code shall also be available in the school library.

### **SCHOOL SECURITY**

All doors to the school remain locked at all times. All visitors shall enter by the administration building doors and proceed directly to the middle school office. All visitors must sign in at the office upon arrival listing name, date, time, reason for visit, and section of the building in which they will be. Visitors may be asked to show photo identification. When leaving, all visitors shall sign out.

All visitors are expected to wear a visitor's badge at all times. Anyone entering the school during school hours without first reporting to the office is considered unauthorized and may be considered as trespassing.

Persons visiting the school shall be treated with respect just as they are expected to treat school staff. Concerns will be discussed in a constructive manner. Threats or abusive conduct will not be tolerated; proper authorities will be called

and charges filed. In Pennsylvania, aggravated assault on school personnel is considered a felony of the second degree and may have very severe consequences.

### **SCHOOL VANDALISM AND PUBLIC TRESPASS**

Any person found desecrating school buildings, structures, grounds or any other property of the school may be subject to legal charges and fines.

No one may be on school property after 10:00 PM unless attending a legitimate school function. At the conclusion of the school function, if occurring after 10:00 PM, all persons must immediately depart from all school buildings and grounds. Failure to do so is trespassing.

### **CHARGES WHICH MAY BE PROCESSED THROUGH LOCAL MAGISTRATES**

A decision on the involvement of the Crestwood School District in the preferring of charges of criminal mischief, criminal trespass, disorderly conduct, or harassment, is to be made by the administration. The person who witnesses the incident will not be the person bringing the charges. However, all school personnel who are involved in any way will give their full support and the person who witnesses the incident will appear at the hearing if requested by the magistrate.

Charges of harassment, disorderly conduct, criminal mischief, and criminal trespass may be brought against a student or any other individual whether on school property, school-related functions, or on school buses.

These procedures are applicable to problems involving students and/or visitors in the school buildings, on school grounds, on school transportation, and at school-related functions.

### **SPECIAL EDUCATION**

Students who require an Individualized Education Plan (IEP) due to exceptionality will be afforded such services by the Crestwood School District. These services include a school psychologist and special education teachers as well as transportation services for students with physical disabilities. If you believe your child is in need of these services, you may contact the Principal or Guidance Counselor.

### **SPEECH, HEARING, VISION PROGRAM**

Children, who exhibit speech and/or language disorders, hearing loss, and/or visual impairment, may have difficulty achieving to their full potential. Speech clinicians, teachers of the hearing impaired, and teachers of the visually impaired are available to test students and provide services. If you believe that your child is in need of these services, contact the school nurse or the guidance counselor.

### **STUDENT RECORDS**

#### **CUMULATIVE AND HEALTH FILES**

Cumulative record and health history files are maintained for each student. These records begin when the student enters the district and are updated annually. Parents must submit in writing a request to review their child's records. The district has 30 days from the date of the written request to arrange an appointment with the guidance counselor to review their child's records.

#### **EMERGENCY CARD**

An emergency card for each student is on file listing the name of the family doctor and the name, address and telephone number of the person in case of an emergency. This card is very important and the information on it must be submitted at the start of each school year and kept current by the parent.

## TRANSFERRING TO ANOTHER SCHOOL

Parents of a student who is transferring should notify the school as soon as possible. Transfer records will be forwarded to the new school when a signed request is made and received from them.

### STUDENT RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform with the following:
  - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with those rules. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - 2. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - 3. Assist the school staff in operating a safe school for all students.
  - 4. Comply with Commonwealth and local laws.
  - 5. Exercise proper care when using public facilities and equipment.
  - 6. Attend school daily and be on time at all classes and other school functions.
  - 7. Make up work when absent from school.
  - 8. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - 9. Report accurately and not use indecent or obscene language in student newspapers and publications.
  - 10. During the time you spend in school, you will be presented with new material that is built upon previously learned concepts. To help reinforce these concepts and to provide a variety of practices, homework assignments will be given which are to be completed within the assigned time frame. It is important that these assignments be completed accurately as they will contribute to the overall marking period grade.

### STUDENT SEARCH

School officials have a great responsibility to see that the vital process of education can take place in a safe environment conducive to learning. Peddling or possession of drugs by a student within the confines of the school is not conducive to the 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 should attempt to:

- 1. Advise student of the reason for the search.
- 2. Conduct search of female students in the presence of at least a female professional or nonprofessional staff member.
- 3. Conduct search of male students in the presence of at least a male professional or nonprofessional staff member.
- 4. Request students to empty pockets, handbags, etc. and to remove shoes and socks.
- 5. If material of a suspect nature is found, school official should:
  - a. Contact the police and request their assistance.

- b. Contact parent (s) as soon as possible and a follow up letter should be sent.
  - c. Report the incident to the Superintendent.
6. Refusal to accept a search by appropriate school personnel will result in:
- a. Surrender of student to police to conduct a search.
  - b. Placement on temporary suspension.

### SUSPENSION

Students may be assigned suspension only by the school administration. The student is responsible for completing all academic work missed during a suspension period. All suspensions of 3 days or longer require a parent conference prior to the student being readmitted to school. This conference may be waived at the discretion of the Principal.

When a student is suspended, the following rules apply:

1. Immediately, after an investigation and a conference/hearing, the student will be suspended.
2. Administration will make every attempt to contact the parent or the guardian of the suspended student.
3. Administration will send a letter home via mail notifying the parent or guardian of the suspension.
4. A conference/hearing will be scheduled with the parent/guardian; parental conferences will only occur via appointment.
5. 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.
6. It is the responsibility of the parents to pick up all assignments missed during an out of school suspension from the office. The assignments must be completed and returned to the office immediately upon returning to school. This work WILL be graded. Any student who does not complete their assignments during their suspension may receive a ZERO.

### 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.

### **UNLAWFUL HARASSMENT**

The district strives to maintain an educational environment in which harassment in any form is not tolerated. Unlawful harassment includes, but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap disability which creates an intimidating and/or hostile environment for any student. Students should report harassment complaints to the counselor or Principal.

### **TEAM SUPPLY LIST**

#### **WILDCAT TEAM – Student Supplies**

Science – Ms. Veet (1 ½ inch binder, 3 hole loose leaf paper, 4 tabs/dividers for the binder, blue/black ink pens, pencils, highlighter)

English – Mrs. Lambert (1 ½ binder, 5 dividers/tabs, blue/black pens, pencils, highlighter, 3 hole loose leaf paper, book socks, post it notes)

Reading – Ms. Ganz (1 ½ binder, 3 hole loose leaf paper, 6 dividers/tabs, blue/black pens, pencils, highlighter)

Social Studies – Mrs. Yeager (1 ½ inch binder, 4 dividers/tabs, pencils, highlighters, 3 hole loose leaf paper)

Math – Mr. Stanek (3-5 section spiral notebook, pencils, pencil top erasers, highlighter, 1 folder with pockets, book socks)

#### **THUNDERBEE TEAM – Student Supplies**

Science – Ms. Polakoski (1 ½ inch binder, 6 dividers)

Math – Mrs. Mushinsky (1 ½ inch binder, 4 dividers, Suggested but not required pencils, erasers, reinforcements)

Social Studies – Mr. Atherton (1 ½ binder, 4 dividers)

English – Mrs. Hamill (1 ½ inch binder, 5 dividers, Suggested but not required pencils, erasers, reinforcements, pencil case to go in binder)

Reading – Mrs. Moratori (1 ½ inch binder, 8 dividers, Suggested but not required small post-it notes, reinforcements, pencil case to go in binder)

#### **8th grade Red/White Team Supply List**

Lock for their main locker and one for their gym locker

Lots of pencils and pens

Lots of lined notebook paper

Six (6) - 1 inch 3 ring binders either assorted colors or made so you can label them easily.

Twenty-four (24) - Dividers

Spanish/English Dictionary if you have Spanish

Sneakers, deodorant and athletic clothing (shorts, sweatpants, t-shirts) for gym

Flash drive or access to google drive.

### **TELEPHONE USE**

Parents who wish to talk to teachers should leave a message with the secretary. The message will be given to the respective teacher to phone the parent when they are available. During the school day, teachers and students will be called out of class only for emergencies. Students are not permitted to use cell phones during school hours. Only when absolutely necessary, and after receiving permission from the office, may the student use the office phone or a cell phone. Requests to use the phone to call parents for homework, band instruments, etc. that were forgotten at home is not considered necessary and such requests may be denied.

### **TESTING**

Academic progress is carefully monitored through the use of national, state, and district developed testing. Standardized achievement tests measuring basic skills are administered as needed. State Assessment Testing is conducted annually in 7<sup>th</sup> and 8<sup>th</sup> grade in reading, mathematics, writing, and science. Results are shared with parents.

### **TEXTBOOKS**

Textbooks are the property of CMS. The student is REQUIRED to cover their textbooks and keep them in good condition. The student is responsible for damaged or lost books and to turn in the book that was issued to them at the beginning of the school year. A parental request for an extra set of books for the house is at the discretion of the middle school principal pending receipt of an endorsed and documented "medical necessity" diagnosis. It is the practice of the Crestwood Middle School learning community to accommodate those students identified under the Pennsylvania Department of Education Chapter 14 regulations in addition to those students with the appropriate medical necessity diagnosis from a physician.

In the event the parent(s) are unable to obtain a medical necessity order from the physician the school will order a second set of books with receipt of payment from the parents.

### **TOBACCO USE/SMOKING**

The Crestwood School District prohibits the use of tobacco by students in the buildings, while riding school buses and on property owned, leased or under the control of the Crestwood School District.

For purposes of this policy "tobacco use" shall be defined as:

- A. Smoking and the use of smokeless tobacco in any form including chewing tobacco, snuff and any products made from or combined with tobacco.
- B. "Smoking" includes possession of a lighted cigarette, e-cigarettes (electronic cigarettes), cigar, pipe or other lighted smoking equipment. This includes matches and lighters.
- C. Any student found in possession of tobacco products will result in disciplinary consequences and referral to the Wright Twp. Police.

Any Student in possession of/or using tobacco on school property, including school buses, athletic fields and parking lots shall result in the filing of a complaint with the Wright Twp. Police which may result in a fine plus costs.

In order to facilitate enforcement of this policy, students will not be permitted to carry smoking/smokeless materials or tobacco products on their person during the school day. Failure to comply will result in disciplinary consequences up to and including suspension and Police involvement.

### **UNAUTHORIZED TAPE RECORDING**

In Pennsylvania tape recording is covered under the "Wiretapping and Electronic Surveillance Control Act". From time to time, students may attempt to tape school staff without the knowledge that it was taking place. This can be disturbing especially when it may seem that the recording was done surreptitiously and the recording device is intentionally hidden from view. This type of undisclosed tape recording is illegal.

### **VISITORS**

All visitors are required to register at the main office. Parents are encouraged to meet with teachers and administrators and should call and arrange a time that is mutually agreeable to meet with them. Former students are prohibited from visiting the school between 7:30 a.m. and 2:30 p.m. Students are prohibited from bringing friends to school during regular school hours. Visitors who fail to register at the main office or follow school policy will be required to leave school property.

### **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.

### **WEAPONS**

The safety of students and employees of the district is of the utmost concern. To address this issue the Board of Education has issued a policy to maintain a safe climate for all students and staff. Any person discovered to have any weapons (as defined in the policy) or other items in violation of this policy in his/her possession including lockers, automobile, threatens to use a weapon on another person shall not be permitted to remain in the school building, or on any school premises, school bus, at any school activity, event or function held at or away from school. Parents and students are responsible to be aware of the severe consequences for violation of this policy.

Any person discovered to possess a weapon is subject to expulsion from the school for up to one (1) year, subject to the exception in which the Superintendent may modify this requirement on a case-by-case basis. Students covered by the Individuals with Disabilities Education Act (IDEA) will be disciplined in accordance with the requirements of this act.

#### **Purpose**

The Board has made a strong and determined effort to maintain its school as a safe and secure place where students and staff can pursue the educational endeavors they deserve. The Board is committed to provide the schools with the means to maintain a safe climate for all students and staff.

#### **Definitions, SC 1317.2(g)**

Weapon – the term shall include but not be limited to any knife, razor, ice pick, nunchaku, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded fire arms, including shot gun, rifle, pellet guns, BB guns or any look-alike gun, any Bowie knife, lock-blade, hunting knife or any other similar knife, implements capable of directly or indirectly inflicting bodily injury, or other object that can reasonably be considered to be a weapon (including look alike) or dangerous instrument in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function held at or away from school. Any item or any object used to injure another person or one's self is considered a weapon.

#### **Authority, SC 1317.2**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, 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.

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 shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.

#### **WEB PAGE**

Information regarding homework, board policies and school events can be found on the school's web page located at <http://www.csdcomets.org>.

#### **WORKING PAPERS**

Those students who have secured part-time or vacation jobs can obtain applications for working papers in the middle school office. In order to obtain an application for working papers, a parent/guardian must bring in one of the following items: Birth certificate, baptismal certificate, or passport. Students must be 14 years old before an application can be issued.