

## **WE ARE HERE TO SERVE YOU**

Please feel free to contact us on any problem or concern. Listed below are our phone numbers to the various offices and schools.

### **DISTRICT OFFICE**

Superintendent	724-746-2940	Dr. McCracken
Assistant to the Superintendent		Mr. Daniels
Director of Curriculum and Instruction		Dr. Nicolaus
Director of Business and Finance		Mrs. Mansmann
Special Education Coordinator		Mrs. Somerville
Director of Facilities		Mr. Huddart
Director of Transportation		Mr. Mansfield
Food Services Director		Mrs. Capone

### **SCHOOL OFFICES**

Cecil Intermediate: 724-745-4623

Main Office	Ext. 422
Principal	Ext. 419
Guidance	Ext. 205
Fax	724-873-5227

North Strabane Intermediate: 724-873-5252

Ext. 422
Ext. 419
Ext. 421
724-873-5216

### **Our Mission Statement**

The mission of the Canon-McMillan School District, in partnership with the community, is to invest in our greatest resource, our students. We strive to teach, challenge and support all students to prepare them for college and careers with the information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens.

### **Introduction**

The Pennsylvania Middle School Association describes middle level education as a unique stage in the life of students. Children of this age are progressing through early adolescence and are adjusting to many physical, social and emotional changes. The Canon-McMillan 5/6 Intermediate Schools have been designed to address the needs of these students in a manner that will facilitate their development and assist in their transition from elementary to secondary school.

The goal of the 5/6 program is to provide those aspects of middle education identified by the National Middle School Association as developmentally responsive to the needs of children in this age group.

- Curriculum that is challenging, integrative, and exploratory
- Approaches to teaching and learning that address different learning styles
- Formal and informal assessment and evaluation tools
- Flexible organizational structures within the teams
- Programs that foster health, wellness, and safety
- Comprehensive guidance and support services
- Ongoing communication with parents

## **Exploratory**

Students will participate in informal enrichment activities three or four days a week for thirty minutes. This time is scheduled before or after their lunch period depending upon grade level. It will give students an age appropriate time of rest from curricular demands and also provide them the opportunity to interact with their peers in a more social atmosphere.

## **Academic Expectations**

While the 5/6 Program was designed to address the needs of students transitioning from elementary to secondary education, it is important that each student is accountable for their own behavior as it pertains to academic and social development. Therefore students will be expected to:

- 1) Come to class prepared
- 2) Follow class and school rules
- 3) Put forth their best effort

The PRIDE theme will be incorporated into the 5/6 Intermediate Schools. PRIDE is an acronym for:

- P** Politeness to others
- R** Respect for yourself, others, and your school
- I** Integrity (Being honest at all times)
- D** Discipline (Using self-discipline to manage your own behavior and decision making)
- E** Excellence

As each student responds to the concepts represented in the PRIDE acronym the result will be the development of an environment that facilitates safety and security and one in which our students can grow and mature.

## **Attendance**

The Student Attendance Policy 204 of the Canon-McMillan School District is based on the premise that regular attendance is necessary if a student is to achieve success in school. No child who is excessively absent during the school year can profit from educational programs and activities offered at the school. There is little chance of continuity of instruction or maintenance of interest when a student does not attend classes regularly. Students with good attendance have greater opportunities to utilize their talents, to increase their self-esteem and to acquire more self-discipline. The school cannot educate students or provide them with support and assistance if they are absent. Therefore, we believe it is the obligation of the school system to require students to attend school regularly in order to receive the full benefits of an education.

State Law addresses compulsory attendance and requires attendance by all children of compulsory school age. The state places *on parents / guardians* the responsibility for student attendance and assigns enforcement responsibilities to the schools. The Canon-McMillan School District shall apply this policy to all students in school, those who attend because of state law or those who attend by choice must follow district regulations.

To be credited with a full day's attendance, intermediate school students must enter school no later than 2 ½ hours after the school day has begun (11:30) and remain in school until the

end of the school day, or must attend from the start of the school day and leave school with no more than 2 ½ hours remaining in the school day (12:45).

In the event of a student's absence, a **written excuse** from the parent, guardian or physician after returning to school is required. It is the student's responsibility to make all necessary arrangements for making up work when absent from school. Students have a maximum of two days for every day of absence to make up work upon their return to school. No student will be allowed to participate in any school activity or practice on the day of his or her absence from school.

The number of student absences, along with student attendance patterns during the course of the school year, will be tracked and correspondence, as well as other suitable interventions, will be initiated based upon this information.

**10 days absent** = Written notification to parent/guardian.

**15 days, or more, absent** = Written notification to parent/guardian, including a request for a meeting with parent/guardian.

*An excuse from a licensed physician required for all absences beyond fifteen. If an excuse from a licensed physician is not presented within three school days following the absence, the absence will be considered illegal and any work missed may not be made up, including tests or quizzes. Illegal absences may be turned over to the magistrate at any time.*

## **Tardy**

The term "Tardy" means arriving to school after the beginning of the student day. The school day for students at the intermediate level is 9:00 AM. Students who are tardy must report to the school office before proceeding to their homeroom.

The following tardy policy is in effect:

1. Parents are requested to send a note to school stating the reason for their child's late arrival for the tardy to be excused.
2. Any unexcused tardy, after 3 per semester will result in disciplinary action

## **Attendance Awards**

An award for perfect attendance will be given for zero days missed. The staff of the Canon-McMillan School District places a high value on student attendance and this is one method by which this is emphasized.

All students who attain two consecutive years of perfect attendance shall receive a certificate denoting such and be recognized by the Canon-McMillan Board of Directors and the Superintendent of Schools at the regular board meeting during the month of August of each year.

## **Accident Insurance**

Parents of guardians may enroll in an insurance program at the beginning of the year which will cover a child going to and coming from school, within the school building or grounds, or attending a school-sponsored activity. The cost of the program is paid by the parents or guardians. Information concerning this program is made available at the beginning of the school year. Feel free to contact the school office if you wish to participate in this program; purchase of the insurance is optional.

## **After-School Detention**

We believe students choose the actions they exhibit. We attempt to instill a sense of responsibility in our children by encouraging them to behave appropriately. Students who continually abuse rules are subject to after-school detention. Detention is scheduled for one hour after school as needed. Parents/guardians will be notified at least one day in advance in the event their child is assigned to detention. Parents/guardians are responsible for picking up their child promptly at the designated time. If a student misses their scheduled detention it will be rescheduled and in cases the student's absence is unexcused an additional detention will be assigned.

## **After-School Tutoring**

Tutoring is available to students who meet district and school level eligibility requirements. Eligibility is based on teacher recommendation, local and standardized testing.

## **Animals in the School**

Animals are not permitted in our intermediate schools

## **Arrival and Dismissal**

Students will report to the gym upon arrival to school. **Adult supervision will not begin before 8:20 A.M.** Please *do not* bring your child to school before that time as they cannot be supervised and their safety is a major concern. Any parent or guardian wishing to pick up their child should notify the school in writing. Students being picked up will exit at the far entrance at 3:15. Parents or guardians will be required to sign the child out at that time. **NOTE: Parental permission is required if a student is to be picked up at school by someone other than a parent.**

## **Behavior/Consequences**

Each teacher team will develop a classroom management plan that includes expected behavior and graduated consequences. Parents will receive this information in writing shortly after the beginning of the school year. Parents will be asked to review the form with their child and to return the form to the classroom teacher.

We value the safety of our children. The school district is responsible for student welfare:

1. during instructional hours of the school day.
2. during instructional hours on district property.
3. on school district vehicles.
4. at events before, during, and / or after school when directly supervised by school personnel.

All Canon-McMillan School Policies regarding student behavior that impact the safety and security of the school and/or disrupt the educational process will be upheld by the principal. Infractions in any of these policies may result in after-school detention, in-school detention, removal from school programs, in-school suspension, out of school suspension, and in extreme cases, expulsion from school.

## **Bomb Threats**

Part of the Penal Code of Pennsylvania reads, “Any person who furnishes any false information to any official or employee of any public, private, or parochial school...concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000 or undergo imprisonment not to exceed five years, or both”.

*Any student making a bomb threat is also subject to suspension and/or expulsion.*

## **Bookbags/Backpacks**

Bookbags and backpacks are permitted in school, however they will be kept in the student’s locker throughout the school day unless otherwise indicated by the principal or his/her designee. **Note: The lockers are 10” wide and 11” deep, therefore collapsible soft back packs or book bags are recommended.**

## **Breakfast, Lunch and Milk Programs**

During the first few weeks of school, all children will be given an application for free and reduced lunch/breakfast to be taken home to their parents/guardians. Only those who wish to apply need to return the forms. However, a form must be completed for each child seeking a free and reduced lunch.

## **Breakfast/Lunch Behavior**

Our cafeteria is a pleasant and clean place to eat. It is a student’s responsibility to observe and practice good manners. Cutting in line, throwing food, leaving trash at the tables, etc. will not be tolerated. A student who misbehaves in the cafeteria will face appropriate consequences.

The following breakfast/lunch behaviors are expected during meal times:

- Talking in a low (restaurant) voice with immediate neighbors is acceptable.
- Appropriate table manners are expected at all times.
- Children are to respect the rights and privileges of others.
- Misuse of food will not be permitted (throwing, mixing, etc.)
- All food and drink is to be consumed in the cafeteria
- A student must receive permission from the lunch supervising teachers to leave the table or cafeteria.
- Mutual respect is expected between students and all adults supervising the meal periods.

## **Bus Behavior/Conduct**

Good behavior on the school bus is expected at all times. Any student not following bus rules will be subject to disciplinary action by the principal or his/her designee. Misbehavior on the bus may result in suspension of bus privileges. We expect our students to behave appropriately at all times. Any questions regarding transportation should be directed to: (724) 745-1502.

Please note the following information: Students should arrive at their respective bus stops at least five minutes before bus arrival time. Parents/Guardians are responsible for their

child's behavior at the bus stop. If the bus does not arrive at the prearranged time, all students should wait a minimum of 30 minutes before leaving the stop area.

### **Bus Changes**

Students are not allowed to ride a bus other than their assigned bus unless a **written request** is received from the parents or guardian stating their permission to do so. The student requesting to ride on a different bus will be issued a bus pass allowing him/her to get on or off at a different stop or ride a different bus **providing there is room on the bus**. This procedure reinforces our concern for the safety of our children.

### **Bus Rules and Procedures**

1. Except for ordinary conversation, classroom conduct is expected while riding the bus. This includes courteous behavior with no profane or abusive language. Personal objects such as pencils and pens must be stored in the student's backpack.
2. Do not drink or eat on the bus. Chewing gum is not permitted.
3. Keep the bus clean.
4. Keep the aisle clear. Students will keep the aisle clear of items such as gym bags, projects, instruments, etc.
5. Stay in your assigned seat. Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or lying in the seats or in the aisles. Every student who rides a bus must get on and off at the assigned bus stop. Any student who wishes to get off at a different bus stop or ride a different bus must have a written request signed by the principal. Students must present their signed permission slip to the bus driver. A student will not be permitted to ride without the appropriately signed slip; there will be **no exceptions**.
6. Do not extend any part of the body or any object out of the bus window at any time.
7. Students riding the bus are to be at the bus stop at the regularly scheduled time.
8. Enter and leave the bus through the front door. Emergency exits are to be opened for emergencies only.
9. Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
10. All school policy rules and regulations are in effect on buses. Policies on smoking, tobacco, alcohol, and drugs, fighting, and weapons, as well as all other school policies and rules, will be in effect at all times on bus rides to and from school, activity runs and field trips. Violation of these policies and rules will result in further disciplinary action by the school.

## **School Bus Discipline**

Level I offenses start at Step 1 on the Progressive Discipline Penalties. Level I offenses Apply to School Bus Rules 1 through 7. Level II offenses start at Step 5 on the Progressive Discipline Penalties. Level II offenses relate to school bus rules 8, 9, and 10.

## **Progressive Discipline Penalties**

#1 = Warning

#2 = 1 Day After-School Detention

#3 = 1 Day In-School Suspension and 1 Day Bus Suspension

#4 = 5 Day Bus Suspension

#5 = 10 Day Bus Suspension

#6 = 30 Day Bus Suspension

*The driver is in charge of school bus discipline/conduct except when a teacher is present.*

**NOTE: School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.**

## **Bus Emergencies / Parent Reunification Plan**

In the event that a school bus cannot complete a run (i.e. involved in an accident, engine trouble, etc.), the following plan will be used for parent/guardian/student reunification:

- Only students needing medical assistance will be released from the scene; other students will not be released from the scene.
- If needed, another bus will be dispatched; students will be transported by CM buses to their stop/destination.
- If an accident/incident occurs after school hours or during a weekend, students will be returned to the district's Support Facility (on Boone Avenue); parents (with identification) can pick up their children under the direction of the Transportation Director.

## **Bullying / Cyber-bullying (Policy 249)**

The Canon-McMillan School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied or intimidated by other students may not be able to take full advantage of the educational opportunities offered by the school district. Therefore, the school district strives to offer all students an educational environment free from bullying.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

**Cyberbullying** shall mean unwelcome written and/or audio and cell phone/camera information directed at a student by another student that has the intent and effect of (to create a nexus):

1. Sending cruel, vicious, and sometimes threatening messages.
2. Creating web sites that have stories, cartoons, pictures, and jokes ridiculing others.
3. Posting pictures of classmates online and asking students to rate them, with questions such as “Who is the biggest (derogatory term)?”
4. Breaking into an e-mail account and sending vicious or embarrassing material to others.
5. Engaging someone in IM (instant messaging), tricking that person into revealing sensitive personal information, and forwarding that information to others.
6. Taking a picture of a person on school property (i.e. in the locker room using a digital phone camera or other digital media technology) and sending that picture to others with the intent to humiliate, ridicule or harm.

The school district will not tolerate known acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property on school-sponsored events.

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others will be under the auspices of the principal and may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

**Hazing**, or any form of initiation or harassment, as part of a school-sponsored activity, is not condoned or tolerated in any form (Policy No. 247).

### **Cancellation of School**

In the event it is necessary to close or delay school, an announcement will be made over local radio, television stations and when possible the district will utilize “Alert Now” a rapid student notification phone system. If the opening of school is delayed, pupils are to report to their building one or two hours after their normal reporting time, depending on the radio/TV message. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of the children.

### **Change of Address or Phone Numbers**

Please relay any changes of address or telephone numbers to your intermediate school office immediately. In this manner, we can maintain open lines of communication between the home and the school.

### **Cheating**

Cheating is a serious compromise of a student’s integrity and will not be tolerated. If cheating is discovered, the student’s work will be confiscated, families will be notified, an alternative assignment or evaluation given and disciplinary action taken.

## **Children with Parents Having Split Custody**

Parents have the right to share in the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless ordered otherwise by a court order, each parent will be provided with all records and information concerning their child. (Please note: children are only permitted to be removed from the school by the parent who has physical custody during school hours.) It is the responsibility of the non custodial parent to inform the school of the particular situation and request to be placed on a mailing list to receive a copy of all school correspondence.

## **Computer/Electronic Network Technology (Policy 815)**

### **Student Internet and Network Acceptable Use Policy**

At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan's networks:

1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District
2. Public domain software and graphics of all types for school use
3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students
4. Access to thousands of websites via a direct connection to the Internet
5. Discovery Education's United Streaming Multimedia Library access
6. Power Library
7. Net Trekker
8. Various productivity and multimedia applications.

In making decisions regarding student access to the Internet, the Canon-McMillan School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

### **Definitions**

**Internet:** a massive electronic library connected to databases around the world through the use of a computer.

**E-Mail:** the sending and receiving of messages through the use of a computer account and password.

**Networked Computer:** any computer system that is connected to a data network.

**Inappropriate Material:** any material that contains profanity; obscene comments; sexually explicit material (pornography); expressions of bigotry, racism, or hate; or information intended to cause harm to self or others. Also included is any reference to information on how to consume or manufacture drugs, weapons, or other unauthorized materials, or any reference to information on how to gain unauthorized access to accounts or systems.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The district shall provide a copy of this policy to parents/guardians, upon written request.

### **Guidelines**

The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all e-mail/Internet usage at any time.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school-related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.

16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.
19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.
21. Posting false or defamatory information.
22. Attempts to disrupt access.
23. Overriding desktop security software and changing system settings.
24. Other as defined by the district.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

### **School District Internet Use Agreement**

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including expulsion and appropriate legal action may be taken.

Adopted: 5/21/07

### **Counselor**

Every intermediate school student in the Canon-McMillan School District has access to a guidance counselor. Our counselor is available to meet privately with parents or guardians regarding their child. We are very proud of the quality of our guidance programs offered in our school district.

### **Crisis Management**

The Canon-McMillan School District has adopted a Crisis Management – Safety and Security Plan. This plan of action will be implemented in all buildings and all facilities of the school district. Every teacher, principal and administrator will have a quick reference and detailed plan available. In addition, every building will display the building procedures in the office. Detailed copies of the plan are available in each building and the central administrative office for your review.

### **Cumulative Records**

A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as confidential. All students and their parent/guardians have the right to examine the student’s cumulative record and to challenge or correct any information they believe to be inaccurate. FERPA: Family Educational Rights and Privacy Act-The Family Educational Rights and Privacy Act affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. Upon request, the school disclosed education records, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

A copy is available in each school office for parent/guardians to review. Elementary students wishing to examine records must be accompanied by parents/guardians.

## **Dress Code**

The Canon-McMillan School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Section 13-1317.3 of the Public School Code of 949 authorizes the board of directors in any school entity to impose limitations on dress, and to authorize dress policies which may be applicable throughout the entire school entity or to one or more school buildings within the school entity.

The Canon-McMillan School District believes that the manner in which a student is dressed does not reflect the abilities or qualities of that student, but that attire which is clean, non disruptive and in good taste enhances the educational environment and promotes learning. While the Canon-McMillan School District does not intend to interfere with the right of students and their parents to make decisions regarding their appearance, it is appropriate to

do so when their choices affect the educational program of the schools or the health, safety or security of themselves or others.

Accordingly, the Board of Directors of the Canon-McMillan School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- A. Present a hazard to the health, safety or security of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder or disrupt the educational process;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own education objectives because of blocked vision or restricted movement;
- E. Impede the School District's legitimate educational concerns; or
- F. Are plainly offensive.

The building principal will monitor student dress and grooming in his/her building to effectively carry out this policy.

### **Drug and Alcohol Discipline Policy**

The Canon-McMillan School District recognizes and affirms the individual value and potential of each member of its school community. We recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Equally important, the use, possession and distribution of drugs and/or alcohol is against the law in the Commonwealth of Pennsylvania.

Alcohol and drug abuse among students are serious social problems which threaten the health, safety and welfare of the individual student user, other members of the school population and the educational process. Prompt intervention can be an effective deterrent against the abuse of chemical substances, thus helping the student user and protecting the general school population.

The following offenses involving illegal or potentially harmful drugs, controlled substances and other chemical substances, which occur before or during school regulated activities, both on and off school district property, will result in a minimum of ten (10) day suspension from school and the Board will be notified for potential additional disciplinary measures, including expulsion:

- possession of alcohol and/or marijuana
- possession, use or distribution of a drug or controlled substance under circumstances that constitute a violation of any state or federal law
- other activities which constitute violations of the controlled Substance, Drug, Devise and Cosmetic Act.

“Possession” includes drinking alcoholic beverages, smoking marijuana, and consumption of other prohibited substances prior to attendance at a school regulated activity. Distribution (by sale or otherwise) and possession with intent to distribute, are considered aggravating circumstances.

**Once a student has been identified to be in violation of this policy due to**

- a) **distribution of drugs and/or alcohol and**
- b) **a second violation of this policy other than distribution of drugs and/or alcohol a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or a hearing examiner) must be scheduled.** The Superintendent will exclude the student from school pending the hearing with the committee of the Board of School Directors. All appropriate legal charges will be filed. Further disciplinary action will be determined by the Board, which may include expulsion.

### **Early Dismissals**

Students who wish to be excused from school early must bring in a note from their parent or guardian and present that note to the classroom teacher. Parents are required to report to the office and sign the student out of the building.

### **Electronic Devices Board Policy 237**

Electronic devices are not permitted in school. Electronic devices include pagers, radios, games and any other electronic devices that emit sounds. Not only do these items have the potential to disrupt learning, they are costly and therefore offer a greater potential for loss or theft. The principal reserves the right to confiscate these items. Parents can make arrangements with the office to retrieve the items at their earliest convenience.

Students are permitted to have **cell phones** in their possession during the school day. The primary purpose of allowing students to have cell phones in their possession is so the phones may be used after school hours or in an emergency situation. Therefore, the **phones must be shut off and kept entirely out of sight during the school day. Students are not permitted to use cell phones in any manner whatsoever during the school day.** This includes making or receiving calls, sending or receiving text messages, taking pictures, using them as calculators or timepieces, playing games, or any other function it may provide.

Students who have the necessity to use a phone during the school day may do so by seeking adult permission to use one of the phones in the classroom or office. If that request is denied the student is not permitted to bypass the adult directive and use the cell phone.

The school accepts no responsibility for lost, damaged, or stolen cell phones. **Violation of these guidelines will result in confiscation of the cell phone and disciplinary action.**

Students who violate this procedure for a second time will be prohibited from bringing the phone back to school for the remainder of the school year. A third violation will result in the confiscation of the phone until the end of the school year.

### **Emergency Information**

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone, parents' names, places of work, doctor's name and number are among the items requested on the card. If any of the information changes within the course of the school year, please notify the school office.

### **ESL**

"In accordance with the Board's philosophy to provide a quality educational program for all students, the Canon-McMillan School District shall provide an appropriate planned

instructional program for identified students whose dominant language is not English” as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your building principal.

### **Field Trips**

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and be asked to sign a field trip permission form. Parents/guardians may be asked to serve as chaperones; chaperones’ ratio will be based on Field Trip guidelines.

### **Fighting**

Fighting is not allowed on school grounds. Students who fight will receive a suspension / expulsion, and possible legal action. Injury to a teacher or other staff member while fighting will result in appropriate action, which will include a full suspension, and legal action. Students who participate in a fight and refuse to stop when ordered by an administrator or teacher or who attempt to restart a fight (verbally or physically) after it has been broken up will receive a full suspension and face possible expulsion and/or legal proceedings. Students will not threaten or force a staff member or other student to do anything against his/her will. Threatening any member of the staff or other student will result in a full suspension and possible expulsion hearings. Students assaulting any member of the school staff will face an expulsion hearing and, in addition, potential criminal charges. Repeated fighting offences jeopardize the health, safety, and welfare of the school community. Repeated offences will result in legal action and consideration for expulsion.

All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with Board Policy 233.

### **Fire Drills/Safety Drills**

Fire drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information regarding fire drills must be posted in each room. Each elementary school will regularly practice safe and appropriate evacuation procedures to ensure the absolute safety of our children. The fire alarm system is intended for emergency purposes only. Any student who tampers with any part of the alarm system may be subject to three or more days of out-of-school suspension. Any information regarding the tampering of the fire alarm system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code when deemed necessary by school officials.

In addition to fire drills, other safety drills are also practiced as part of our proactive safety and security plan. The principal of each intermediate school will disseminate information regarding these procedures appropriately.

### **Flag Salute**

Students are responsible for demonstrating proper respect for the country and the flag. If students choose not to participate in the flag salute, they must maintain a respectful silence and attitude.

## **Food Allergies (Policy 209.2)**

The Canon-McMillan School District is committed to providing a safe and healthy environment for all students and staff, with the understanding that the district cannot guarantee that a student will never experience an allergy-related event while at school. The district provides the following guidelines:

### Expectations for all Students

1. Never take food allergies lightly. Students should not joke or tease other students about allergies.
2. Never try to trick someone into eating food they are allergic to.
3. Never share food with food allergic friends.
4. Always wash hands before and after eating.
5. Help allergic classmates by knowing items the classmate is allergic to and by checking labels to make sure items do not contain those foods.

### Expectations for Students with Food Allergies

1. Never trade food with other students or eat any food with unknown ingredients.
2. Notify an adult immediately should s/he believe contact with the food has occurred or medical attention is needed.
3. Agree to be active in the care and management of his/her food allergy.

### Parents/Guardians of Students with Allergies

1. Contact the school nurse each year to complete and/or update all medical records including specific information pertaining to any and all known allergies.
2. Provide written documentation from the attending physician to the school nurse regarding the specific allergy, severity and treatment.\
3. Provide the school with a list of the food contacts to be avoided.
4. Follow the district medication policy in providing medications for allergic reactions (see **Medication**).

### All Parents

When providing food for school/classroom events, consideration should be given for students with food allergies.

An individual health care plan may be developed, as needed, by the school nurse, with input from the parent/guardian, school personnel and building principal. As part of the plan, if appropriate and necessary, may be procedures agreed to by the school and parent/guardian regarding concerns of student contact (with the allergen) throughout the school day. The plan and procedures will vary depending on the individual circumstances. Regardless of the Allergy, the district will not support a complete ban on specific foods in the cafeteria that contribute to the student's allergy unless approved by the school board.

## **Forgery**

Any student using a falsely signed excuse, report card, class assignment, or any other form requiring a parent, teacher, or principal signature will be given a disciplinary consequence.

## **Freedom of Expression**

Students have the right to speak, publish, and distribute their opinions. However, they have the responsibility to observe the following whenever speaking or writing:

- Do not be obscene or possess pornographic materials.
- Do not ridicule a person.
- Do not injure a person's reputation.
- Do not cause disruption of the school operation.

The principal will review any material considered for distribution to see that legal standards are met and that approved areas for posting are utilized. Students are also responsible for cleaning any litter related to their publications. Students may also hold their own meetings in the school because they have the right to peaceful assembly. To do this, permission must be requested from the principal. To obtain permission, an agreement must be made to take proper care of the building and not disrupt other school activities.

## **Gum**

Gum chewing is not permitted in the Canon-McMillan Intermediate Schools.

## **Harassment**

Our schools are fair places where people treat each other with respect. Harassment of any type will not be tolerated from anyone under any circumstances. It is wrong and unfair for anyone to:

1. Make someone feel uncomfortable or threatened;
2. Humiliate or insult another person;
3. Force themselves on anyone who doesn't want physical contact with them;
4. Cause a person to lose confidence, self-respect or self-esteem.

Complaints of harassment should be put in writing, signed, and given to the principal. All complaints regarding harassment will be investigated. Offenders will be disciplined. All threats of physical harm must be reported to school personnel. The principal or his/her designee will investigate these threats. Offenders will be disciplined using the guidelines that are consistent with Board Policy 248.

## **Homebound Instruction**

If a child has suffered an illness that has lasted longer than five days, he/she may require homebound instruction (instruction in the home by certified tutors). Please contact the building principal to obtain a "Homebound Instruction Application" to be filled out by the physician verifying the need for this process if this circumstance occurs to your child. The process follows the guidelines of Board Policy 117.

## **Homework/Noncompliance**

We believe homework and other school assignments are integral to student's success.

**Students are responsible for completing all homework and other school assignments.**

- The first offense for not completing an assignment will result in a warning from that classroom teacher and parent notification.
- The second offense for not completing an assignment will result in a second warning and parent notification by the teacher.
- The third offense and all subsequent offenses will result in a disciplinary referral and after-school detention will be assigned.

In an effort to give students a fresh start, at the end of each nine week grading period, student homework record will be cleared. New record keeping will begin with each new marking period.

## **Illness or Injury**

In case of illness or injury a child will be cared for temporarily by the school nurse or a member of the school staff. We will make him/her comfortable and render first aid treatment only. If emergency treatment is necessary, the parents will be contacted. If parent/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents are not available, the child will be taken to the emergency room at the hospital.

## **Integrated Pest Management Policy**

The school district will annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. Information regarding pest management activities shall be available to the public at the district's administrative office.

## **Invitations**

A birthday is an important event in the life of an intermediate school child; therefore, their names will be read during the morning announcements. *No invitations for any function are permitted to be distributed in school unless everyone in the class is to be invited.*

## **Lockers**

As part of transitioning from elementary to secondary education, students at the 5/6 intermediate school will learn how to manage a locker. Each student will be assigned a locker and with the help of the classroom teacher will learn good organization skills for using a locker. Students will have access to their lockers under teacher supervision. Therefore, students are not to place locks on any lockers.

Students are expected to keep their locker clean and free of damage. When not in use, locker doors are to be kept closed. If you notice damage to the locker, please report it to the classroom teacher.

Lockers are the property of the Canon-McMillan School district and the District retains exclusive control of these lockers, including the right to inspect a locker and its contents for reasons of health, safety and protection of property. It is recommended that valuables not be brought to school and stored in a locker. Valuables taken from a locker are not the responsibility of the school.

## **Lost and Damaged Books/Materials**

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, or up to two years old, will be assessed at full replacement cost if lost or damaged. Books older than two years will be assessed at 70% total replacement value. Library books and audiovisual materials will be assessed at full replacement cost regardless of their age.

## **Make-Up Work**

Because our focus is student achievement, it is the student's responsibility to make all necessary arrangements for making up work when absent from school. Students have the right to make up all class work missed due to excused absences or suspensions.

Arrangements for making up class work missed due to a previously announced, approved student activity or educational trip must be made by the student with the classroom teacher

- Students will be allotted two (2) days for each day absent in order to make up missed work.
- Students on suspension will be given the number of days equal to the number of days of suspension to make up work.
- Failure to make up work results in a zero (0) grade for all assigned work, including exams.

## **Medication**

The school nurse is not to be used in place of the family physician. For the most part, students' medication should be administered at home. Under certain circumstances, medication prescribed by a physician may be administered by school personnel in compliance with School Board policy. Any student who needs to take medicine at school must report to the nurse or his/her designee. **Written instructions signed by the parent and the physician will be required.** Necessary forms may be obtained in the school office. A copy is also provided for your use in the back of this handbook. Failure to follow this procedure could be considered a violation of the Drug and Alcohol Policy.

## **Nurse/Health Room**

Any student in need of seeing the school nurse should obtain permission from his/her classroom teacher in accordance with school procedures. A student should report to the health room or school office under the following conditions:

- If he/she has a physical defect or is under doctor's care.
- If a doctor advises that the student *not* take gym class or must have limited activities. (A note from the doctor must be submitted).
- If an injury is received during school hours or going to and from school.
- If he/she is in need of first aid or in the case of an emergency.

## **Parent/Community Volunteers**

We welcome and encourage interested parents and members of our community to volunteer in our schools. All volunteers are required to take a TB Tine test (which is administered by our district). Each test is good for a period of two years after which the test must be redone. Child abuse (Act 151) and Criminal Check (Act 34) clearances must be obtained prior to starting volunteer work in the classroom. Costs will be reimbursed by the district. Forms are available in the school. Please contact your intermediate school office for more detailed information regarding volunteering in your child's school. Your interest and involvement are always appreciated!

## **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled twice a year. In addition, parent/teacher conference can be arranged at any time during the school year. Team conferencing, where all involved instructors work together with parents to solve problems, is available. (Conferences of this type must occur at specifically designated time periods due to scheduling constraints). If you desire a conference, please feel free to call the school to arrange an appointment.

## **Pictures**

Individual student pictures will be taken during the fall. Families will receive notices in advance of the photo session. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures. Class pictures will be taken in early spring and will also be available for purchase.

Photos/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, video productions, newspapers, yearbooks, on television, and the district's website. If for any reason you do not want photographs or videotapes of your child / children used in this manner, please complete the photo refusal section of the handbook acknowledgement form found on page one of the handbook.

## **Physical Education**

A student may be excused from active participation in physical education classes for a certain period of time only with written permission from a physician indicating that such activity would be detrimental to the student's health.

## **Possession of a Weapon Board Policy 218.1**

Any student in possession of a weapon will be immediately suspended and subject to expulsion for a period of not less than one year. The local law enforcement agency will be called and charges will be filed. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

The Canon-McMillan School Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

It is the policy of the Board that possession of a weapon by students is prohibited in any Canon-McMillan School District building, or on any grounds of the Canon-McMillan School District, in a student's locker, by a student on his/her way to or from school, in any vehicle providing authorized transportation of student to or from any Canon-McMillan School District building or district-sponsored function, activity or event and at any school function, activity or event whether or not held on Canon-McMillan School District Property.

“Weapon” shall mean any instrument for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, num-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agents such as mace, Taber, shocker or stun gun, any explosive device (including fireworks), firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow, or any similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term “weapon” shall include “weapon look alike,” including any instrument or implement designed to look like a weapon.

“Possess” and “possession” shall mean being on the person of any student in a person's car, locker or otherwise under his or her control.

## **Power School**

Students' grades are able to be viewed using an online grading program called PowerSchool. PowerSchool is an excellent resource for both students and parents to monitor student progress and work completion.

However, it is strongly recommended that parents/students do not visit PowerSchool more than once every two weeks to check overall grade status. Individual scores should not become the focus of daily discussion or used for micromanagement of the learning process. Rather, individual scores are a piece of the overall big picture, or pattern of performance. PowerSchool should be accessed on a regular basis to view students' progress in completing homework assignments. Also, it is expected that different teachers/classes have various methods of grading, and the number of assignments may vary based on course content and individual teaching style. All teachers are required to adhere to the district's grading policy (Policy No. 212).

PowerSchool may be accessed through the district's website ([www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us)) under the "Parent Links" tab by clicking on "PowerSchool." For instructions on using PowerSchool, an online tutorial and "Q&A" section are also available under the Parent Links. To access students' grades, parents are provided with a unique username and password (near the start of the school year) that should be kept confidential. Usernames and passwords remain the same if a student has been issued one. If a student loses his/her password, please contact the school's office for assistance.

### *Disclaimer*

*PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may not be accurate due to human or technical error. Neither this institution nor Pearson School Systems accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. Official grades will be distributed on a nine-week basis on the student's report card.*

## **Progress Reports**

Progress Reports will be issued to students at the midpoint of each grading period. Reports will keep you informed of your child's academic and personal growth.

## **Promotions and Retentions**

Promotions and retentions are based on an evaluation of academic, social, and emotional growth. Parents can assume their child will be promoted unless retention or an alternative measure has been discussed and documented during the IST process. Parents will be involved in any retention decision.

## **Release From School For Trips**

Parents/guardians who wish to obtain the release of their children from school for family trips, family business, or other family activities must request prior permission two weeks in advance from the principal by completing the appropriate form included in the appendix of the handbook. Parents must define the nature of the activity, its duration, and its purpose. According to school policy, only those activities which are emergencies or which are educational in nature will be excused. All excused student absences will count toward the thirty-day absentee limit described in the attendance section.

## **Report Cards**

Report Cards will be issued to students at the close of each nine-week grading period. Report cards will contain marks for both academic and personal growth. Attendance will also be reported on the card. After the cards are reviewed, parents / guardians need only to sign the report card envelope and return it to school within the week.

## **Right to Request Teacher Qualifications**

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the **No Child Left Behind** law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's school.

Thank you for your concerns and commitment to your child's education.

## **School Security System**

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he/she should seek out an adult in the school and relay this input. If, for some reason this is not possible, the following hotline number serves this purpose: **724-873-5244**.

## **Search and Seizure**

In accordance with School Policy when there is "probable cause" to believe that a student is in possession of narcotics, contraband and/or illegal or prohibited items, the principal or her designee may authorize a search of the student's person, including a search of the student's clothing, handbag, wallet, desk, etc., for the purpose of removing such items, in order to maintain a positive and healthy school environment. Those individuals found to be in possession of narcotics, contraband and/or illegal or prohibited items, face severe disciplinary consequences.

## **Selling Items**

Students are not permitted to sell items such as packs of gum, candy bars, hoagies, etc. during school hours.

## **Smoking**

Students may not smoke or use snuff on school property or school buses. First and second offenses will result in disciplinary action. Further offenses will result in a temporary/full suspension or expulsion. Students are not to have cigarettes or snuff on their person. Teachers or administrators will confiscate such items.

## **Snap Cards**

The SNAP program is a debit card system used in the school cafeteria. Each student is given an identification card including their name and picture. A magnetic strip on the card contains the student's account number. Parents can place money in their child's account by sending it to school with the child or at [www.MyLunchMoney.com](http://www.MyLunchMoney.com). At the start of each school year students will be provided a letter detailing the process for enrolling in this online service. When the child purchases items in the cafeteria the card is swiped. The cost is deducted from the account and all purchases are recorded. Parents can request account information at any time through the cafeteria or view it online at [www.MyLunchMoney.com](http://www.MyLunchMoney.com). Lost SNAP cards can be replaced for five dollars. No student will be denied a lunch if they do not have their card. Students will not be permitted to purchase extras if they do not have their card or carry a negative balance. Extras are defined as double lunches, ice tea, cookies, chips, ice cream and any other item in addition to the regular lunch.

## **Student Planners**

All intermediate school students are issued planners to assist them with their study habits, homework habits and system of organization. All students are required to utilize their student planners.

## **Truancy**

Absence of enrolled children for any reason other than those accepted as excused is considered unexcused and constitutes truancy. Unexcused absences are also illegal and resulting actions will be taken. This may include referral to the magistrate.

## **Wellness Policy**

The local wellness policy is to increase awareness and practice of healthy habits of nutrition and exercise, as required by the Federal Child Nutrition and WIC Reauthorization Act of 2004.

## **Withdrawal of Students**

If you are moving and are withdrawing your child from school, please contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete required paperwork. All library books and textbooks must be returned and all outstanding charges paid before your child leaves. Your child's records will be forwarded upon request from the new school. No withdrawal will be made without official notice from the parents/guardians to the school.

# Cecil & North Strabane Intermediate Schools Student Handbook Acknowledgement Form

Please sign below and return to your child's teacher by September 11, 2009. Your signature confirms that you have reviewed your child's handbook. Thank you for your cooperation,



**2009-2010**

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### **Photo Refusal Form**

Complete this section **ONLY** if you refuse any publication of your child's photo.

**I DO NOT WANT** photographs/videotapes of my child / children used in Canon-McMillan publications, productions, yearbooks, or other media uses.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date