INTERMEDIATE SCHOOL STUDENT HANDBOOK

GRADES 5 & 6

2025 - 2026

Contact Information

Listed below are our phone numbers to the various offices and schools. Please feel free to contact us with comments or questions.

District Offices

Central Office	724-746-2940
Special Education Director	724-873-8563
Director of Support Facilities	724-745-1502
Food Service Manager	724-746-3488

Intermediate Schools

Cecil Intermediate:

Main Office – Mrs. Church	724-745-2623 Ext. 7000
Mr. Kleinhans – Principal	Ext. 7001
Mr. Barzan – Counselor	Ext. 7205
School Fax	724-873-5227

North Strabane Intermediate:

Main Office – Mrs. Bajack	724-873-5252 Ext. 3000
Dr. Lepri – Principal	Ext. 3001
Ms. Collins – Counselor	Ext. 3403
School Fax	724-873-5216

Introduction

This handbook contains important information and serves as an organizational tool for Intermediate School students and their families. It reflects the procedures, as well as references many policies of the Canon-McMillan School District. **A complete list of District policies is accessible on Canon-McMillan's home page (www.cmsd.k12.pa.us) under the "District" tab by clicking on "Forms and Documents".**

Each intermediate student will be provided a review of the handbook by their classroom teacher/principal. The expectation is that this handbook will be thoroughly read and the Acknowledgement Form signed electronically by the student's parent/guardian. An ***electronic Acknowledgment Form will be shared with families via email the second week of school.*** Failure on the part of the student and/or parent/guardian to read the handbook does not excuse them from following the policies, procedures, and regulations addressed therein.

Canon-McMillan School District Mission

The mission of the Canon-McMillan School District, in partnership with the community, is to educate all students to attain their maximum potential as independent like-long learners and critical thinkers, within a safe, nurturing environment which fosters the development of ethical and responsible citizens.

The Canon-McMillan School district views each student as a unique person who brings talents and abilities that will be used to build the student's path to the future.

With a full range of course offerings, up-to-date curricula and equipment, athletics and extracurricular activities, and special assistance to help solve the problems of youth, the district provides a nurturing environment in which each student can learn, develop, and make good decisions to build for the future.

Intermediate School Philosophy

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 adjusting to physical, social and emotional changes.

The Canon-McMillan Intermediate Schools, grades 5 & 6, have been designed to address the needs of students in a manner that will facilitate their development and assist in their transition from elementary to middle school.

The goal of the intermediate program is to provide the following aspects of middle education identified by the National Middle School Association:

- 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 team environment
- Programs that foster health, wellness, and safety
- Comprehensive guidance and support services
- Ongoing communication with parents and stakeholders

Academic Expectations

The Intermediate program is designed to address the needs of students transitioning from elementary school to prepare them for middle school. 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:

- Come to class prepared
- Follow class and school rules
- Put forth their best effort

Academic Social Networking

At times, teachers may incorporate some form of blogging, wiki, or social media, activity into a lesson or unit. Students and parents are asked to read and sign the "Academic Social Network" contract and read the "Guidelines for Using an Academic Social Network." A copy of the contract and guidelines will be provided with the Student Handbook Acknowledgement Form (it is also found in the handbook Appendix). By signing the student handbook form, you are agreeing to abide by the provided guidelines.

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 students 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. In cases the student's absence is unexcused an additional detention will be assigned.

Animals in the School

Animals are not permitted as per District Policy 904.1. See policy for exceptions.

Arrivals

Students are not permitted to enter the building before 8:20 a.m. each day. Adult supervision is not available before this time. Therefore, please do not drop off your child to school early for the safety of your child. Upon arriving in the morning, all students will

report to the gym or cafeteria if purchasing breakfast. Students that are driven to school must enter via the designated entrance of the building.

Attendance (Policy 204)

Student Attendance Policy

The attendance policy 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 (12:30) in the school day.

In the event of a student's absence, a **written excuse** from the parent, guardian or physician after returning to school is required within (3) days of the student's return from the absence **(E-mailed or verbal excuses will not be accepted)**. The excuses must state the date(s) of absence, reason for the absence, and be signed by a parent/guardian. It is the student's responsibility to make all necessary arrangements for making up work when absent from school. A student must be in school for at least a half day (3 hours) in order to participate in or attend an after-school activity (i.e. Fun Night) for that day.

All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician.
Students have a maximum of two days for every day of absence to make up work upon their return to 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.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truancy

We are committed to work collaboratively with families and Washington County Children and Youth Services to consistently implement established expectations for (minor) students and their families to improve student attendance. Working together provides an opportunity for the school to proactively regulate and monitor students' attendance and possibly develop a Truancy Elimination Plan (TEP), if necessary. Through parent accountability for monitoring and adhering to student attendance regulations, in which some scenarios could afford team meetings, a TEP, and appearance before local magistrate; opportunities exist for constant communication with the various stakeholders. ***After three (3) cumulative days of unexcused/ illegal absences (absences without a parent note), a student may be referred to Washington County Children and Youth Services.***

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. The notice shall include a description of the consequences if the student becomes habitually truant. The notice may include the offer of a School Attendance Improvement Conference. If the student gains additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's parent/guardian.
3. Other individuals identified by the parent/guardian who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the parent/guardian shall be required to participate, and the School Attendance Improvement Conference shall occur even if the parent/guardian declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the parent/guardian, the student and appropriate district staff. The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

Excused Absences

The Public School Code and State Board Regulations identify reasons for which the principal or designee may excuse a child from school for all or part of a school day. The reasons are as follows: Illness; Quarantine; Death in family; Family educational trips; Educational tours and trips; Health related appointments (which cannot be arranged after school hours); Recognized religious holidays and services (restricted by law to a maximum of 36 hours per school year); Court appearances; school sanctioned absences; exceptionally urgent reason (at the discretion of administration).

Unexcused Absences

Absences of enrolled children for any reason other those outlined above is considered unexcused and constitutes truancy. For children of compulsory attendance age, unexcused absences are also illegal and resulting action will be taken.

Exceptions to the Attendance Policy

The days that are exempt from the attendance policy are: days missed while on out-of-school suspension provide that all class work is made up for each day missed; days missed while on field trips or any school-sponsored or initiated activities; days missed when school bus transportation is unavailable days on homebound instruction or institutionalization.

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:

- during instructional hours of the school day,
- during instructional hours on district property,
- on school district vehicles, and
- 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".

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

Book Bags / Backpacks

Book bags and backpacks are permitted in school, however they must be kept in the student's locker throughout the school day unless otherwise indicated by the principal or his/her designee.

Note. *Intermediate School lockers are 10" wide and 11" deep, therefore collapsible soft back packs or book bags are recommended.*

Boy Scouts of America Equal Access Act

No such public school or LEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school. OCR is charged with enforcing the Boy Scouts of America Equal Access Act. Complaints alleging violations of this law may be filed using the OCR online complaint form or by contacting the OCR office with authority to handle complaints where the institution or entity you are complaining about is located.

Breakfast and Lunch Programs (Policy 808.1)

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 or reduced lunch.

Parents/guardians and students are encouraged to deposit money in their child's cafeteria account so that adequate money is readily available to purchase school breakfast and lunch. This will eliminate the need for the parent/guardian to send money with the student each day. This also helps increase the speed of the serving line. Parents/guardians can deposit money by sending a check or cash with their child to school. Parents/guardians

may also deposit online by using www.schoolcafe.com. A convenience fee may apply for using this service which is imposed by the online service, not the school district.

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.

The following rules will be instituted at both intermediate schools for all students to follow:

1. We will not bully others
2. We will help others who are bullied
3. We will include others who are left out
4. When we know someone is being bullied, we will tell an adult at home or at school

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 (electronic) (written and/or audio and cell phone/camera) information directed at a student by another student that has the intent and effect of threatening, ridiculing, or humiliating that student (must be a nexus). A nexus is a relationship between the student's conduct and attendance at school or a school-sponsored event. Students are subject to disciplinary action for their conduct during school activities. Therefore, students' conduct out of school, or off of school property may result in disciplinary action if a nexus exists.

The school district will not tolerate known acts of bullying/cyberbullying occurring on school district property, at the bus stop, 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. 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, guidance counselor, or teacher 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).

Bullying Prevention: The Intermediate school counselors will use strategies aligned to TEAMology programming to address the topics of bullying and problem-solving. Class meetings will be held to teach students about ways to stand up for themselves and/or peers in the event of a bullying situation.

Bus Information

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 designee. Misbehavior on the bus may result in suspension of riding the bus to and from school. Busses may be equipped with video and audio equipment. Any questions regarding transportation should be directed to (724) 745-1502.

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 <u>not</u> permitted to ride a bus other than their assigned bus unless it is for the purpose of day care. 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 for day care purposes only. Because we focus on student safety, this procedure will only be implemented with a letter from the parent/guardian to the school principal indicating the day care center name and projected days of the week.

Bus Rules and Procedures

1. Except for ordinary conversation, classroom conduct is expected. Students will conduct themselves as if they were in a classroom setting. This includes courteous behavior with no profane or abusive language. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
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 if necessary. Students will refrain from standing, kneeling or laying in the seats or in the aisles. Every student who rides a bus must get on and off at the assigned bus stop. Bus passes will only be granted in case of emergency and for day care. Passes will be issued at the school office.
6. Do not extend any part of the body or 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/guardians 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, cell phone usage 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.

Note. The driver is in charge of school bus discipline/conduct unless a teacher or administrator is present.

Bus Discipline

The following discipline penalties will be applied when a student violates the Bus Rules and Procedures outlined above. Based on the incident type and severity, the school principal has the right to apply any of the following penalties without regard to the student's number of previous violations.

Progressive Discipline Penalties	
#1	Warning
#2	1 Day After-School or Lunch Detention
#3	1 Day Bus Suspension
#4	5 Day Bus Suspension
#5	10 Day Bus Suspension
#6	15 Day Bus Suspension
#7	30 Day Bus Suspension
#8	45 Day Bus Suspension

Note. *Parental permission is required if a student is to be picked up at school by someone other than a parent in the event of an emergency.*

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.

Cancellation of School

In the event it is necessary to close or delay school, an announcement will be made via School Messenger, a rapid student notification phone/email system. If the opening of school is delayed, pupils are to report to their building two hours after their normal reporting time. 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.

Cell Phones (Policy 237)

Students are permitted to bring cell phones to school. *However, the school accepts no responsibility for lost, damaged, or stolen cell phones.*

The primary purpose of allowing students to bring cell phones to school is so they may be used after school hours. Cell phones must be shut off and kept in student's coat/backpack within their locker during the school day. The cell phone should not be in the possession of the student during the school day.

Students are not permitted to use cell phones for any reason during the school day; including while riding the bus, attending events outside the school (field trips, school-sponsored activities). This includes making or receiving calls, sending or receiving text messages, using phones as a calculator, playing games on phones, or using phones to take pictures.

Students who need to make a phone call during the school day to communicate with a parent may do so by using the phone in the main office during homeroom, exploratory/powerblock, or during lunch time. Additionally, if a student is ill, only the nurse (or main office personnel) is to contact the student's parent/guardian. In the event of an emergency, a parent/guardian should contact a student by calling the school office.

Phones should be kept entirely out of sight during the school day. **Violation of these guidelines will result in confiscation of the cell phone and/or disciplinary action.**

Parents will be contacted to come into the school and pick the phone up if it is confiscated by the school.

Note. ***There are no locks on school lockers at the intermediate level***.

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, and an alternative assignment or evaluation will be given. Discipline will be taken for cheating.

Computer/Electronic Network Technology/Internet (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 (email) 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 are 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 responsible 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 inappropriate use is.

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 counselor. The counselor is available to meet privately with families regarding their child. The school counselor offers different groups to assist students with friendship issues, grieving, divorce, etc. The counselor will hold monthly class meetings and deliver lessons using the TEAMology program and curriculum.

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 by 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. Once 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

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

Custody (Policy 238)

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. 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.
Note. *Children are only permitted to be removed from the school by the parent who has physical custody during school hours.*

Discipline (Policy 218)

Student conduct is essential for learning to take place. All students should be afforded a safe and orderly school environment. A safe classroom environment is the goal for every classroom. Students are expected to respect their teachers, peers, administrator, and all staff involved in within the school. Disrupting the learning environment will not be tolerated. Any student that causes ongoing disruptions will be subject to discipline. The building principal (or designee) has the authority to assign discipline to students, subject to the policies, rules and regulation of the district. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the district, and when the conduct interferes with the educational program of the school or threatens the health and safety of others.

Behavior Probation Policy

Participation in activities held during the school day is a privilege and not a right. Activities include, but are not limited to: field day, field trips, fun nights, athletic events held during the school day, and ceremonial events.

Step One Behavior Probation

Step One Behavior Probation is a 20-school day student observation period. In this period, the student will receive an explanation of Step Two Behavior Probation as a result of future violations within the behavior probation period and throughout the school year.

- The period of behavior probation terminates with the beginning of the 21st school day or as of the first day of school in the following year.
- After the first term of Step One Behavior Probation concludes, any future two Level II or single Level III violation(s) may constitute immediate Step Two Behavior Probation within the same school year.

Step Two Behavior Probation

Step Two Behavior Probation is the student exclusion from all school-related activities, as well as school functions during and outside the regular school day.

The following guidelines apply:

- Any additional Level II (two Level I's equal a Level II) or Level III violation within the Step One Behavior Probation period results in 20 consecutive (attended) school days of Step Two Behavior Probation.
- During the 20-day period of Step Two Behavior Probation, any major misconduct or violation of behavior probation will result in a new 20-day term beginning on that day.
- After the first term of Step Two Behavior Probation concludes, any two Level II or single Level III violation(s) may constitute immediate Step Two Behavior Probation within the same school year.
- The period of Step Two Behavior Probation terminates with the beginning of the 21st school day or as of the first day of school in the following school year.

Note. *The principal has the prerogative to adjust the above plans in the best interest of the school. Due to the severity of the incident, a student may be placed on Step Two immediately.*

Infractions and Consequences

Level 1
Infraction: tardiness; minor classroom disruption; failure to follow classroom/school rules; possession of electronic equipment/cell phone (1st time); dress code violation
Possible Consequences: Conference, verbal and/or written warning, phone call home, confiscation of item. ASD, ISS, LD (Two Level 1's = Level 2 consequence)
Level 2
Infraction: abusive language; obscene language/gestures; forgery; cheating/false statements; conflict with student(s); disrespectful or disruptive behavior; cutting class; truancy; failure to report to assigned class/detention; possession of electronic equipment/cell phone (2nd time or more); possession of lighter and/or matches; insubordination
Possible Consequences: ASD, ISS, LD, OSS, parent contact, confiscation of item, suspension/expulsion from the bus, removal from activities, contact authorities, behavior probation
Level 3
Infraction: fighting on school property; inciting a fight between other students; racial comments/slurs; possession of obscene materials; possession and/or use of drugs or alcohol and look-alike substances; possession of vaping device, physical or verbal assault toward a student or staff member; inappropriate physical contact; vandalism; acts of violence; computer damaging; electronic technology violation; possession of a weapon or look-alike; harassment; stealing; frequency of referrals; defiance; insubordination; major misconduct; making threats; excessive disruption to the good order and discipline of the school
Possible Consequences: ISS, OSS, removal from activities, behavioral probation, contact authorities, expulsion

ASD = *After-School Detention*
ISS = *In-School Suspension*
LD = *Lunch Detention*
OSS = *Out of School Suspension*

Note. *The principal has the discretion to adjust the above level of consequences.*

Discrimination/Title IX Sexual Harassment (Policy 103)

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications and consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

The school district encourages students and third parties who believe they or others have been subject to discrimination or harassment to promptly report such incidents to the building principal. Violations of this nature, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable district policy and the student's code of conduct.

Dismissal

For dismissal, parents and/or guardians who pick up their child should notify the school in writing. Walkers and riders will be dismissed at 3:15 p.m. daily. A note must be sent to the homeroom teacher if the student will be a walker, rider, or picked up for an early dismissal. One note may be sent in if the student will be a walker or rider all school year. **Parents should not email the teacher or secretary regarding early dismissals from school.**

Note- *A student cannot be picked up at school by someone other than their parent/guardian.*

Dress Code (Policy 221)

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 1949 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.

Intermediate School Dress Code

Clothing

Students must wear clothing appropriate for school. The following should serve as a guideline for dressing appropriately.

- Students are not permitted to wear tank tops, garments with spaghetti straps, or strapless attire.
- Garments may not expose a student's midriff.
- Students may not wear sleeveless shirts. Shirts must extend over the shoulder.
- Shorts and skirts must not be too short or tight.
- Pajamas of any kind are not permitted.
- Students are not permitted to wear clothing that contain vulgar or offensive messages/language and/or is disruptive to the school environment.
- Students are not permitted to wear jackets or coats during the school day.
- Students are not permitted to wear hats in the building except for medical or religious purposes.

Face Painting/Spray Hair Color

- Students are not permitted to wear face paint or temporary hair color.

Drug and Alcohol- Controlled Substance/Paraphernalia (Policy 227)

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 and;
- 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;
B. A second violation of this policy other than distribution of drugs and/or alcohol will be 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.

The district may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's education, extracurricular or

athletic programs resulting from violations of this policy.

Early Dismissal

Students who wish to be excused from school early must bring in a note from their parent or guardian to the office. The note must include the date of the early dismissal request, the time at which the student is to be dismissed, the reason for the dismissal, and the signature of the parent/guardian. In the event that school is dismissed early due to inclement weather or emergencies, families should be prepared with a plan to deal with this type of event.

Electronic Devices (Policy 237)

The Board prohibits use of personal technology devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless officially given permission by the building principal or school official through the student handbook.
In addition, students are prohibited from possessing and using any personal technology device that provides for a wireless, unfiltered connection to the Internet.

Students may possess and use technology devices as set forth in the district's policy 815, Acceptable Use of Internet, and guidelines established by the building principal.

Personal technology devices are any device capable of capturing, storing, and/or transmitting information including text, audio, and/or video data. Personal technology devices include, but are not limited to, such devices as cellular telephones, personal digital assistants (PDA's), laptop computers, digital cameras, MP3/CD players or iPods, computer games, flash drives, laser pointers and text messaging devices. 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.

Exceptions:

1. Students are permitted to bring their **cell phones** to school. However it must be placed and remain in their locker throughout 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 and on the bus. 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 their cell phone.

eReaders/iPads/Tablets

Students are not permitted to use **electronic readers** (i.e. Nook, Kindle, eReader, iTouch, BeBook Neo….) for other purposes other than reading. **The independent use of the devices is limited to reading digital books.** Students who use the devices for any other purposes outside of reading without teacher consent will be subject to disciplinary action. By signing the Handbook Acknowledgement Form, the student and student's parent/guardian certify that they have carefully read, understand, and accept the terms and conditions of the iPad/eReader/Tablet Agreement, which is

Terms and Conditions of Use

The purpose of utilizing an iPad or eReader, in school is for academic purposes only. The term of this agreement shall be for the current school year.

General Terms & Conditions

- At its sole discretion, the principal or designee may change the terms or conditions of the
  student's possession or use of the iPad/eReader, or impose new restrictions on use or possession of the iPad/eReader, at any time during the term of this agreement.
- The student will only use the iPad/eReader to access and read school-appropriate novels while in school.
- The student will not access the Internet (including any form of personal social network) while in school using the iPad/eReader.
- The student is not permitted to use the iPad/eReader while in class without the teacher's permission.
- The student's possession and use of the iPad/eReader will be subject at all times, while on campus, to the terms and conditions described in this document, any and all applicable state and federal laws and regulations, applicable Student Handbook rules, School District Policies (including Acceptable Use policies) as well as any additional rules, regulations, and restrictions that may be imposed from time to time by North Strabane Intermediate School and Canon-McMillan School District.
- By signing Student Handbook Acknowledgement Form, the student and the student's parent/guardian certify that they have reviewed and understand the Student Handbook and the Acceptable Use Policies referred to therein. They further certify that it is their responsibility to inform themselves as to any school policies that might apply to the student's use or possession of the iPad/eReader and to comply with those polices at all times.
- By signing the Student Handbook Acknowledgement Form, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the iPad/eReader to access the Internet while on campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. North Strabane and Cecil Intermediate and the Canon-McMillan School District are not responsible for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.

- Any violation of the terms or conditions set forth or referenced in this document may result in the principal or designee banning the student's use of an iPad/eReader, and/or restricting with or without prior notice, the student's use of the iPad/eReader.
- The student's possession and use of the iPad/eReader is a privilege, not a right. By signing the Student Handbook Acknowledgement Form, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the iPad/eReader and that neither this document nor any conversation, correspondence, or understanding between themselves and any representative of the Canon-McMillan School District gives them the right to use the iPad/eReader of any kind whatsoever.

Prior to bringing iPad/eReader to school, students must…

- Sign the Student Handbook Acknowledgement Form as acknowledging understanding/compliance with school rules and district policies (in particular Polices 815; 815.1; 249).

Acceptable Use Policy

- Use of the iPad/eReader is governed by policies listed under "Technology Acceptable Use Policy Agreement" in the student handbook.

Damage, Security, Loss or Theft

- The school/school district is not responsible for the iPad/eReader if it is damaged while in school. It is the sole responsibility of the student and parent/guardian to repair the item at no cost to the school or school district.
- The student/student's parent/guardian is responsible for ensuring that the iPad/eReader is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave the iPad/eReader unattended while in school.
- Under no circumstances will the student leave the iPad/eReader in the care of another student while in school.
- The student must store the iPad/eReader in his/her locker when not using the device.
- If the iPad/eReader is lost or stolen while at school, the school or school district is not responsible for the device.

Signatures

By signing the Student Handbook Acknowledgment Form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession and use of an iPad/eReader while in school. The student and the student's parent/guardian also certify that they will comply with these terms at all times during the term of this agreement.

The school accepts no responsibility for lost, damaged, or stolen electronic devices. **Violation of these guidelines will result in confiscation of the device and disciplinary action.** (*Confiscation defined: Removed from the student's possession. Parents can pick*

up the device during regular work hours at their earliest convenience). Students who violate this procedure for a second time will be prohibited from bringing the device back to school for the remainder of the school year. A third violation will result in the confiscation of the device 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.

English Second Language

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 students whose dominant language is not English" as indicated on our Home Language Survey. If you believe Please contact the intermediate school main office to request information for services.

Exploratory

Students will participate in Exploratory and/or Powerblock <u>at least</u> two days a week for 30 minutes. This time will be scheduled depending on each grade level's schedule.

Field Trips

At the intermediate level, we will be bringing in academic relevant speakers and assemblies in lieu of off-site field trips.

Fighting

At any time, if a student is in disagreement with another student, they should immediately seek assistance from an adult such as a teacher, school counselor, paraeducator, or administrator to proactively remedy the situation and to avoid a physical confrontation. If a student engages in a fight, the following steps will be taken:

1. Any student involved in a physical confrontation will automatically be suspended for a minimum of three (3) days. The School Resource Officer (SRO) may be contacted depending on the severity of the physical confrontation. All procedures related to Pennsylvania Code will be followed.

2. Parents of students involved in the physical confrontation will be contacted to immediately pick their child up from the school.

3. Student involved in the physical confrontation will be subject Step Two Behavior Probation.

All threats of physical harm should always be reported to school personnel immediately so the principal or his/her designee can investigate such threats.

Note. *Offenders will be disciplined using the guidelines that are consistent with District Policy 233.*

Fire Drills/Safety Drills

Fire and safety drills are necessary for the safety of the students, staff, and faculty. Students will be informed of specific directions for reaching a point of safety designated around the school building in the event of an emergency situation. Specific information regarding fire drills are posted in each room. The intermediate schools will practice safe and appropriate evacuation procedures monthly to ensure the safety of students and staff in the event of an emergency (e.g., fire, interior or exterior threats, etc.).

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, safety drills are practiced each semester as part of our proactive safety and security plan. Information regarding safety drills will be disseminated appropriately after a school-wide safety drill has been conducted.

Flag Salute

Students are responsible for demonstrating proper respect for the country and the flag. If a student chooses 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 guaranteed that a student will never experience an allergy-related event while at school. The district provides the following guidelines:

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.

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**).

Note. *When providing food for special events (fun nights), consideration should be given for students with food allergies. Items must be purchased at a store with a marked ingredient label and the school nurse* ***must*** *be informed. Food treats for birthdays are not permitted for classroom distribution.*

Freedom of Expression (Policy 220)

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane;

3. Advocates the use or advertises the availability of any substance or material that may reasonably be
believed to constitute a direct and serious danger to the health or welfare of students, such as
tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school
activities, school work, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly
operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise
protected expression.

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.

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.

Google Apps Parental Consent

As you know, technology is an integral part of Canon-McMillan's unique curriculum, and we strive to use technology in ways that will assist learning and prepare students for life after graduation. Canon-McMillan's students, teachers, and staff use Google Apps for Education to allow students to collaborate on school projects, communicate with their teachers and one another, and continue learning regardless of their location. Google Apps for Education are provided without advertisements and include the following online services for students:

- **Email** – an individual email account for school use, managed by Canon-McMillan.
- **Calendar** – an individual calendar used to record and collaborate on assignments, educational activities, or project schedules
- **Drive** – a set of tools providing for the creation and storage of word processing documents, spreadsheets, presentations, etc.

To set up the necessary Google Apps for Education account for your child, Canon-McMillan provides Google only with a username, and no other personal information is required to open the account. However, given the nature of the services being provided,

your student's email, assignments, projects, and other classwork stored in Google Apps for Education will likely include personal information about your child. Google has agreed to comply with the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the confidentiality of student educational records and personally identifiable information, and to adhere to industry standards with respect to the security of the information. You can read more about Google's privacy practices on their website at http://www.google.com/policies/privacy/. The terms of Google's agreement with Canon-McMillan are at http://www.google.com/apps/intl/en/terms/education_terms.html.

By signing this student handbook, you provide consent for your student to utilize Google Apps for Education while enrolled at Canon-McMillan School District.

Grading (Policy 212)

Student's academic progress will be reported quarterly. Parents will receive advance notification of a pending grade failure, or one that would adversely affect the student's academic status. Grades will be determined according to the following percentages in all subjects: 90-100% = A (4 points); 80-89% = B (3 points); 70-79% = C (2 points); 60-69% = D (1 point); 59% and below = F (0 points). For Pass/Fail courses, a Passing (P) grade will be 100% - 60%. A Failing (F) grade will be 59% and below.

Gum

Students are not permitted to chew gum in school or on the bus.

Homebound Instruction (Policy 117)

Homebound instruction, when a student requires instruction in the home by a certified tutor), may begin as soon as the appropriate approvals have been obtained. Homebound instruction may begin the first day of absence, when the statement from the physician states that the period of illness shall exceed ten (10) days. 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.

Homeless Students (Policy 251)

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as individuals who lack a fixed, regular and adequate nighttime residence. A family or student can be considered homeless under this definition if they are living in any of the following situations:

- Public or private shelters
- Public or private places not designated or ordinarily used as, regular sleeping accommodations such as vehicles, parks, etc.
- Living in substandard housing (no running water or working utilities, infestations, etc...)
- Living with relatives or friends due to lack of housing

- Living in transitional housing programs
- Runaway children (under 18 years of age) and children who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances

Because the circumstances of homelessness vary with each situation, determinations are made on a case-by case basis. The district liaison will facilitate the process working with the family to make an appropriate determination of eligibility and to reduce disruptions to the child(ren)'s education.

If you believe your current situation may qualify, please contact Dr. Scott Chambers, Deputy Superintendent and District Homeless Liaison at chamberss@cmsd.k12.pa.us or 724-746-2940.

Homework

Homework and other school assignments are integral to student's success. Students are responsible for completing all homework and other school assignments. Failure to complete assigned classwork may result in disciplinary action (i.e., after-school detention, lunch detention) from the classroom teacher or principal.

Homework Requests

If a student is absent from school for (2) or more consecutive days due to illness, surgery, etc., the parent/guardian may call the main office between 8:00 – 9:00 a.m. to request missed assignments. The work can then be picked up between 3:00 – 4:00 p.m. at the end of the day. Please allow ample time, as each teacher must be contacted and given time to prepare the assignments. Work will not be sent home for one missed day of school.

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 716)

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

Invitations for function (e.g., birthday party) are not permitted to be distributed in school. Due to confidentiality, student addresses or phone numbers cannot be given out for any reason.

Lockers

Each student will be assigned a locker to store their backpack, jacket, books, etc. Students will have access to their lockers under teacher supervision.

Students are expected to keep their locker clean and free of damage. When not in use, locker doors are to be kept closed. If a student's locker is damaged, they should report immediately it to their classroom teacher.

Student 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. In accordance with District Policy, school authorities may inspect lockers at any time without notice, without student consent, and without a search warrant.

Note. *It is advised that valuables (e.g., jewelry, money, cell phone, etc.) not be brought to school and stored in a locker. Valuables taken from a locker are not the responsibility of the school.*

Lunch

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, not listening to the adults monitoring the café, and etc., will not be tolerated. A student who misbehaves in the cafeteria will face disciplinary consequences such as change of seat, eating in main office, detention, and etc.

The following lunch behaviors are expected at all times:

- Talking in a low voice with peers at the same table.
- Using appropriate table manners at all times.
- Using appropriate language while talking with peers.
- Eating food with the provided utensils (throwing, mixing, playing with food is not permitted.)
- Consuming food/drinks in the cafeteria
- Listening and respecting all adults in the cafeteria (teachers, paraeducators, café servers, etc.).
- Cleaning the area after eating and throwing away all garbage.

Any student that has their seat changed as a consequence for inappropriate behavior or conflict with another student at the table will remain in the newly assigned seat for a period of time as deemed necessary by the adults supervising the cafeteria.

A La Carte and Extra Food Purchases

- A la carte and extras are separate from a school meal. A la carte and extras cannot be charged and require prior written permission from a parent / guardian before a student can purchase them.

- If you wish to grant this permission you accept responsibility and acknowledge money must be in your child's account to make the purchase. In the event there is not, your child will need cash for full payment of the a la carte or extra items at the time of purchase.

- Permissions established from the previous school year or at registration for new students remain in effect. Granting permission or not for the purchase of a la carte or extra food will not impact or prohibit your child's ability to obtain a regular school lunch. You can check your child's current permissions at Schoolcafe.com. For directions and guidance on using Schoolcafé go to https://www.cmsd.k12.pa.us/docs/district/schoolcafe.pdf?id=389

- To grant permission or change current permissions complete the A La Carte and Extra Food Purchases- Permission Slip and return it to the Canon-McMillan School District Business Office. The form is included in the appendix of the student handbook, available at your child's school, or online at https://www.cmsd.k12.pa.us/District/Links-Forms under the Student Handbooks section.

Schoolcafe Lunch Program

Canon-McMillan is a member of "schoolcafe.com," which is an on-line credit card prepayment service to allow parents to prepay for their child's school breakfast and lunch purchases using their credit card. Now parents can go into their student's account and see their meal history. You do not have to use schoolcafe.com to fund your child's account to use these features. You just need to enroll!

For those of you using schoolcafe.com to fund your child's account, e-mail notifications will be sent for low account balance or expired credit cards. This will really help to keep your child's account current and working without interruption. If you have more than one child using schoolcafe.com, you can fund their accounts at the same time. We want to make your experience as easy and efficient as possible.

Program Information:

- **Easy:** Enrolling and funding is simple and completed online.
- **Convenient:** Once your account is established, you can check balances and fund the account from your computer, phone or fax for free.
- **Secure:** Your personal and payment card information is protected by the most advanced internet security.
- **Never have to worry about doing it again:** With our recurring payment option, money will always be in your child's account. When a low balance is reached, money is automatically deposited. There is a nominal fee per transaction based on the amount getting deposited by you. There is no fee to access your child's account to check the balance, only when making a deposit.

Visit www.cmsd.k12.pa.us and select the parent link for more information or go to www.schoolcafe.com.

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 an incomplete grade until all assigned work, including exams, is completed

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. Students are not permitted to carry medication of any kind while in school (prescription or non-prescription/over-the-counter). Under certain circumstances, medication prescribed by a physician may be administered by school personnel in compliance with Canon-McMillan School District Policy 210 (Use of Medications) and 210.1 (Possession of Asthma Inhalers). 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. *Medication should not be transported to and from school by the student.* Parents must facilitate the transfer of medication. 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 a student has a physical alignment or is under doctor's care.
- If a student is advised by doctor to ***not*** take gym class or 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 a student is in need of first aid or in the case of an emergency.

Note. *Any student who reports to the nurse's office without first asking for permission will be subject to disciplinary consequences.*

Parent/Community Volunteers (Policy 917)

The Canon-McMillan School district recognizes that both the school and family share in the responsibility for each child's education during the entire period the child spends in school. To support the goal of having students successfully achieve the academic standards, the schools and parents/guardians must work together as involved partners.

We welcome and encourage interested parents and members of our community to volunteer in the intermediate 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 the intermediate school office for more detailed information regarding volunteering in your child's school.

Parent/Guardian Relations (Policy 908)

The district believes that the education of students is a joint responsibility that is shared by parents/guardians. Also, the district feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school. During school hours, the Board acts in loco parentis (or in place of the parents/guardians), through its designated administrators. Parents/guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

The Board directs that the following activities be implemented to encourage parent-school cooperation: 1. Parent-teacher conferences to permit two-way communication between home and school.

2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.

3. Special events that are initiated by parent groups; involved the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.

The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign and return promptly all communications from school, when requested.
5. Attend conferences for the exchanged of information on the student's progress in school.
6. Participate in school activities, when appropriate, and special functions.

Parent/Teacher Conferences

Parent teacher conferences are scheduled once a year in November. However, parent / teacher conference can be arranged at any time during the school year to discuss academic or behavioral concerns. Team conferencing, where all involved teachers work together with parents to solve problems, is available. Conferences of this type may 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/Photographs/Video

Photos/videotape footage of Canon-McMillan students involved in school-related activities may be used in district publications such as; video productions, newspapers, newsletters, yearbooks, on television, X, Facebook, Instagram, 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 form. *Failure to complete the photo refusal section authorizes the school to use the student's photograph.*

Individual student pictures will be taken during the fall for the yearbook. 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 and available for purchase.

Physical Education

Intermediate school students will participate in physical education class four times per week for one nine week period. Students must wear tennis shoes and appropriate clothing on assigned physical education days.

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. The note must be given to the school nurse.

Note. *An alternative assignment may be provided by the physical education teacher when a student is unable to participate due to an injury.*

PowerSchool

Students' grades are able to be viewed using an online grading program called PowerSchool. PowerSchool is a 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 week 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. In addition, 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.

PowerSchool may be accessed through the district's website (www.cmsd.k12.pa.us) under the "Parent Links" tab by clicking on "PowerSchool." 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.

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 emailed to families via PowerSchool. An email notification will be sent to families at the midpoint of each nine-week grading period. Progress reports may be accessed and printed via PowerSchool throughout the school year. This information will keep you informed of your child's academic progress.

Note. *A paper copy will only be provided to parents upon request to the main office.*

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 school year. 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.

Note. *All excused student absences will count toward the thirty-day absentee limit described in the attendance section.*

Report Cards

Report Cards will be delivered to parents via email at the end of each nine-week grading period based on the current year's Canon-McMillan School Calendar. After reviewing the report card, parents/guardians may request a conference with the teacher(s) to discuss academic performance.

Note. *A paper copy will only be provided to parents upon request to the main office.*

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 federal 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.

Note. *The school is equipped with video surveillance cameras both inside and outside the building.*

School Emergencies/Parent Reunification Plan

In the event students and staff must be relocated due to an emergency the following assembly areas have been designated as primary locations. Circumstances of an emergency could force these locations to change. Parents will be notified using the district's "Alert Now" communication system in an emergency situation.

- **Cecil Intermediate:**
  Primary On-site Reunification area – Venice Presbyterian Church
  Primary Off-site Reunification area – Muse Elementary School

- **North Strabane Intermediate:**
  Primary On-site Reunification area – Borland Manor Elementary School
  Primary Off-site Reunification area – Canon-McMillan Middle School

Note. *Parents/guardians picking up students must present Photo Identification.*

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 (Policy 226.1)

In accordance with School Policy when there is "reasonable suspicion" 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, cards, candy bars, hoagies, etc. during school hours. Disciplinary action may be taken.

Student Planner

All intermediate school students are issued one free student planner to assist them with their study habits, homework habits, and organizational habits. Students should make every effort to utilize their student planner.

Note. *A fee of $5.00 will be charged to obtain new planner if lost or misplaced.*

Student Records

Parents have the right to inspect and review their child's educational records. The maximum amount of time required by law for a parent to wait for access after such a request is made is 45 days. In the event a 38 parent feels the records are in any way inaccurate or misleading, that parent has the right to request an amendment of that child's record. If the District does not amend the record as requested by the parent, the District is to notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment.

At a parent's request, a professional employee will be available to explain items in the record. Although a fee not to exceed duplicating costs may be imposed, copies of the records will be provided to the parent upon request.

Student Responsibilities

It is the responsibility of students of the Canon-McMillan School District to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly;
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property;
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption of the educational processes;
- Assume that until a rule is waived, altered, or repealed it is in full effect;
- Assist the school staff in operating a safe school for all students enrolled therein;
- Be aware of and comply with federal, state, and local laws;
- Exercise proper care when using facilities and equipment of the Canon-McMillan School District;
- Attend school daily, except when excused, and be on time at all classes and other school functions;
- Make all necessary arrangements with classroom teachers for making up work when absent from school;
- Pursue and attempt to complete satisfactorily the course of study prescribed by state and local school authorities;
- Avoid inaccuracies in student newspapers or publications and indecent/obscene language.

Student Valuables

Students, not the school, are responsible for their personal property. Therefore, students are cautioned not to bring large amounts of money, cell phones, electronic devices (iPod, iPad, etc.), cameras, or other valuables to school. **Remember, intermediate school lockers do <u>not</u> have locks**.

Suicide Prevention (Policy 819)

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

Suspension and Expulsion (Policy 233)

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and 42 federal law and regulations.

Tardiness

Students should make every effort to be on time for school. The term "Tardy" means arriving to school after the beginning of the student day (see "Attendance- Excused Absences). The school day at the intermediate level begins at 9:00 a.m. Students who are tardy must report to the school office before proceeding to homeroom.

Tardiness due to reasons stated in the Public School Code (i.e. medical/dental appointments which cannot be arranged after school hours, court appearance, impassable roads) will be counted as excused (See "Attendance- Excused Absences"). The following tardy policy will be used:

1. Parents should send a note to school stating the reason for their child's late arrival for the tardy to be excused (tardiness due to "sleeping in", "missing the bus", etc. will be counted as unexcused).
2. Any unexcused tardy after the 2nd per semester, will result in lunch detention on the same day of the tardy to school.

Textbooks (Lost/Damaged Books/Materials/Supplies) (Policy 224)

Students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, one, or two years old will be assessed at full replacement cost or (if damaged) actual repair cost. Textbooks three years or older will be assessed at 70% of replacement cost or (if damaged) actual cost of repair. Library books and audio/visual materials will be assessed at full replacement cost regardless of their age. *Failure to do so will result in loss of all school extracurricular opportunities (e.g., field day, field trips, fun nights, social events, etc.) throughout intermediate school until the district has received reimbursement.*

Threats/Terroristic Threats (Policy 218.2)

The making of threats to anyone while on school grounds, or while representing the Canon-McMillan School District and not on school grounds, is strictly prohibited. Our students, staff and visitors deserve respect and safety.

A **terroristic threat** is defined as 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.

The following guidelines are consistent with Board Policy and will be enforced:
Students who threaten physical harm to another student or staff member by any means (including verbal, written, or digital) are subject to the following consequences:

- Out-of-school suspension;
- Notification to the Superintendent's office, with the possibility of additional consequences, including expulsion;
- Filing of charges with law enforcement officials;
- Referral to appropriate county agencies and/or juvenile office;
- Loss of extracurricular privileges;
- Expulsion

Students whose threats are deemed less severe are subject to the following consequences:

- Out-of-school suspension;
- Referral to Well Check;
- Loss of extracurricular privileges;
- Notification to the Superintendent's Office;
- Possible filing of charges.

Threats must be taken seriously, and students are warned not to say anything they do not mean. Excuses such as, "I did not really mean it" or, "I was only kidding" are not acceptable.

Tobacco Use (Policy 323)

Any product derived from tobacco or nicotine, whether smoked, heated, chewed, absorbed, dissolved, or sniffed or ingested by any other means, including, but not limited to, vaping products including electronic cigarettes (e-cigarettes), a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff or snus is prohibited on school property and 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.

Transportation – Video/Audio Recording (Policy 810.2)

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

The Board authorizes the use of video and audio recording on school buses and school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.

2. Parents/Guardians and students are annually informed, by letter sent to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.

Visitor Procedure

CMSD utilizes Raptor Visitor Management software to screen for registered sex offenders in all 50 states and can also scree for individuals with restraining orders or custody issues. Visitors to Cecil Intermediate or North Strabane Intermediate School are to adhere to the following procedures:

- Enter to the building by ringing the buzzer and going through the main entrance;
- All visitors report directly to the main office (visitors must obtain a visitor badge before going beyond the main office);
- To receive a visitor badge, a valid driver's license or government issued identification card must be presented.
- The secretary will scan the visitor's identification using the Raptor Visitor Management System.
- Upon exiting through the main office, the visitor badge is returned and the guest's ID will be returned.

Water Bottles

If necessary for health reasons, students may bring a refillable water bottle to school. **Glass water bottles are not permitted**. Only water is permitted in the bottle. The water bottle must be kept in the student's locker. Students are permitted to use the filtered water

stations to refill their water bottle. If a student has a documented medical condition and requires access to their water bottle in the classroom, please contact the school nurse.

Weapons (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 devise 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.

Well Check

When a student is deemed to need support academically, emotionally, or socially, they will be referred to Well Check to address their needs. The Well Check team consists of teachers, the counselor, school psychologist, and principal. The Well Check team is designed to use school resources to remove barriers to learning and, when a problem is beyond the scope of the school, to assist the parent/guardian and student with information to access services within the community. If a student is in need of support or assistance due to some physical, academic, emotional, social, or family problem, please contact the principal, counselor, teacher, or nurse for a referral to the program. All records and discussions of personal problems are kept confidential.

Student Handbook Appendix

Authorization for Medication During School Hours Form

Request for Excused Absences from School for Pre-Approved Trip Form

Guidelines for Using Academic Social Networking

Academic Social Networking Contract

A La Carte and Extra Food Purchases - Permission Slip

Handbook Acknowledgement Form

CANON-McMILLAN SCHOOL DISTRICT
200 Big Mac Boulevard
Canonsburg, PA 15317

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

(Prescription and Over the Counter)

DATE: _____ GRADE: _____

_____ must receive the following medication
(Full Name of Pupil)
during school hours in order to maintain sufficient health to participate in the school program. All medication must be in the original manufacturer's container or the pharmacy labeled bottle.

Name of Medication: _____

Prescribed Dosage: _____

Time Schedule: _____

Length of Time (days/weeks): _____

Reason for Administration: _____

Possible Side Effects: _____

Regarding asthma inhalers, the child (check only one) _____ is _____ is not able to self-administer the medication. If the student can self-administer, s/he has permission to carry the inhaler.

Regarding epi-pens, the child (check only one) _____ is _____is not permitted to carry the epi-pen with them.

I do hereby release, discharge, and hold harmless the Canon-McMillan School District, its agents and employees, from any and all liability and claims whatsoever arising from the administration of the above medication to my child/ward which I hereby expressly authorize.

_____ _____
(Signature of Physician) *(Signature of Parent/Guardian)*

Revised 3/22/2023

Canon-McMillan School District
Intermediate School

Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

Date of Application _____

Student's Full Name _____ Grade _____

Date(s) of Proposed Absence _____through _____ Days Absent _____

Person directing/supervising student during above absence:

Name_____

Address_____

Phone_____

The district procedure of pre-approved absences is as follows:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal two weeks prior to the tour/trip dates.
2. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This approval does not supersede the District Attendance Policy.
4. If trip is not approved due to attendance, and the student still takes the trip, the days in excess of 15 absences for the year will be marked unexcused or illegal accordingly.

Describe experience that will be a substitute for schooling:
_____
_____
_____
_____
_____
_____

_____ _____ _____
Signature of Parent/Guardian Phone Date

----------FOR OFFICE USE ONLY ----------_

Date received in the school office: _____ No. of Absences_____
Principal's Initials: Approved _____ Not Approved _____
(If not approved, a copy will be returned to parent/guardian.)
Date: _____
Copy of request sent to Deputy Superintendent_____

Canon-McMillan School District
Guidelines for Using an Academic Social Network

When utilizing or posting comments to a school-related Web 2.0 platform, Google Doc/App, wiki, blog, or Google document you must adhere to the following guidelines:

- DO NOT give out personal information about yourself. Do not use first and last names of your peers, teachers, administrators, family members, places, addresses (streets or emails), phone numbers, etc., when posting to a Wiki. Your teacher will be using a "Private" Wiki/blog (which means that only people with password access may view the content), but Internet safety rules must still be followed. Usernames will be created for each student by the teacher. Usernames will include the student's last name or first name only for assessment purposes. A student's full name will not be used.

- Use school-appropriate language. Inappropriate includes but is not limited to: slang, vulgar language, derogatory comments, obscene comments, swearing, etc.

- Write with appropriate grammar in mind without "text" slang or abbreviations. You should use complete sentences; all responses are to be written using conventional English. Posting and responding to discussions will help strengthen skills associated to the writing process.

- When you disagree with someone, do it in a polite, respectful and constructive manner. Talk about topics, not people. Cyberbullying is unacceptable and will constitute discipline action.

- Always focus on the learning topic presented by the teacher. This is not a forum to digitally socialize with your peers about items outside of the learning topic. Do not use the profile link to message to your peers.

- Wikis should represent authentic learning experiences. References from the internet MUST be cited. Plagiarism is unacceptable.

The teacher is the administrator of his/her Web 2.0 platform, Wiki or blog. This means—

If you write/post something inappropriate, the teacher will delete the entire comment, without discussion and you will receive an alternative assignment.

The teacher has the right to make comments within your posts, pointing out positive or negative aspects in a constructive manner. The teacher might comment on your ideas to provide feedback. Conversely, the teacher might comment on what your post is lacking and how to go about strengthening your response. The overall purpose in doing either of these is to facilitate learning and further your experiences with the learning topic.

Canon-McMillan School District
Academic Social Network Contract

A number of classes will be utilizing a variety of Web 2.0 tools (i.e. Google Doc/App, blog, wiki, Schoology, Edmodo, etc.) in conjunction with their class. Your child's teacher may utilize a discussion board or some form of digital class communication tool as a result. It will also serve as a tool to engage in collaborative projects and peer to peer sharing. As a student, you must adhere to following items to be acknowledged as an active participant while responding to questions on the academic social networking site:

- I will not use inappropriate language.
- I will not use fighting words or provoke anyone.
- I will not use "chat" language.
- I will try to use correct grammar and spelling.
- I will only give constructive criticism.
- I will only use the name assigned by the teacher.
- I will not give out any personal information about myself or anyone else.
- I am responsible for anything posted in my name. I will not plagiarize.
- I will not edit my teacher's page unless instructed to do so by the teacher.
- I will not send messages via the profile link unless instructed to do so by the teacher.

I recognize that breaking any of these rules could lead to any of the following consequences depending on severity and repetition:

1. Warning
2. Deletion of some or all of the post
3. Temporary/permanent loss of class social network privileges
4. Disciplinary referral to administrative office

The Wiki, blog, or Google app/doc, Web 2.0 platform created by your teacher is considered a virtual extension of your classroom; therefore, all Canon-McMillan School District policies and regulations apply to you while using the website both in and outside the school day.

By signing the Handbook Acknowledgement Form you acknowledge the receipt and acceptance of this "Academic Social Networks Contract." Also, by signing the Handbook Acknowledgement Form, you acknowledge you are aware that violation of any of these rules may be referred to the School Administration.

A La Carte and Extra Food Purchases - Permission Slip

_____**YES,** I permit my child(ren) to purchase a la carte and/or extra food items.

By checking this option, I understand that money will be in the account and I will be financially responsible for any expenses they may incur. I understand that if I do not make lunch account payments in a timely fashion, my account may be turned over to collections, at which time 1 would be responsible for additional fees that are charged by the collections agency.

_____ _____

Signature **Date**

Please list your children)'s name(s) below*: (Please print.)*

Name(s): **School:**

_____ _____

_____ _____

_____ _____

_____ _____

Please return this completed permission slip to the Business Office. *A* copy will be sent to your child(ren)'s school for their **records.**

Canon-McMillan School District
Attn: Business Office
1 North Jefferson Ave
Canonsburg, PA 15317

*Y*our child(ren) WILL NOT be permitted to purchase a la carte food and/or extra food items and your children) will remain unable to purchase them until written permission is received. This form will be available online at www.cmsd.k12.pa.us should you want to make changes to your child(ren)'s ability to purchase a la carte and/or extra food items,

Thank you,

Canon-McMillan School District Business Office

Revised 8/2019

Intermediate School Handbook
Acknowledgement Form & Information Sheet

Please complete the information and return to your child's homeroom teacher.

Student's Name _____

Homeroom Teacher_____

The following signatures indicate that both parent and student have read, reviewed, and discussed the Intermediate School Handbook. Failure to sign and return this form does not preclude the student from adhering to the contents herein.

_____ _____

Signature of Parent/Guardian **Date**

_____ _____

Signature of Student **Date**