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**Student Media/Material Release Form & Handbook Signoff** 33
The Mission
Inspiring and empowering our students for the ever-changing world.

The Vision
CRSD envisions an atmosphere of excellence that includes:

- Sound leadership
- Community involvement
- Positive school climate
- High professional standards
- College and career readiness as well as life-long learning

Welcome!

Chestnut Ridge Middle School houses approximately 550 students in grades 3-7 and underwent a major renovation in 2006 that provides a wonderful learning environment for students and staff. Our goal is to provide students with an array of learning opportunities and experiences while focusing on a core academic curriculum. A talented and dedicated teaching staff emphasizes active learning experiences in a safe and caring environment. On a daily basis, students will have different classrooms, more teachers, and their own lockers to use. Our staff looks forward to partnering with parents to make every child's transition to adolescence a smooth and successful one. If you would have questions, ideas, or would like to visit, please contact us at 814-839-4195 Ext. 2501 or email me at: gknisely@crlions.org

SECURITY NOTIFICATION

All persons having any reason to enter our middle school must report to the main office. Any non-school district employee, visitor, who will be entering the building must sign in, be escorted by a school district employee, and wear a visitors badge, while in the building, and sign out when they leave. Teachers and staff members are instructed to question any non-employee without a visitor's badge.

Parents are encouraged to visit school and actively participate in the education of their children. We request that parents avoid conferences with the teacher during such visits, but rather schedule conferences for a mutually convenient time.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., the office staff will take care of this for you in order to limit classroom interruptions and compromise security.

If you are going to pick up your child during school hours, please wait in the office. The office staff will call for your child. The teaching staff will not release a student to anyone other than office personnel. We are taking these steps only to protect the safety and welfare of your children. We appreciate your cooperation in this matter.
SAFE SCHOOL ENVIRONMENT

The students in our school deserve to learn and play in the safest and finest education environment we can provide. Accordingly, all staff and students must make every effort to observe that students in our school have the right to:

- learn in a disruption-free environment;
- know what is expected of them at all times in every area of the school;
- be protected from physical harm;
- be protected from verbal abuse;
- have their positive behavior recognized;
- have their personal property protected;
- have their concerns heard;
- and be treated with kindness and caring.

HOW PARENTS CAN HELP THEIR CHILD SUCCEED IN SCHOOL

Parents can help make school a successful experience for their children. Consider the following recommendations to help your child have a good school year.

1) Start each school day right. A calm beginning at home makes the school day much better.

2) Be sure that your child gets at least eight hours of sleep and provide him or her with a good breakfast. A child cannot concentrate on what the teacher is trying to teach if he or she is tired or hungry.

3) Praise your child each day for something he or she has done. Have a special place to display work or other papers your child brings home from school.

4) Encourage your child to think of school as exciting and important. Attitudes developed during the elementary school years will set the tone for your child’s entire school experience.

5) Listen attentively to your child as he or she talks about school experiences.

6) Keep the lines of communication open between you and your child's teacher. Inform the teacher of any family situations which could affect your child's behavior or performance.

7) Do not compare your child's progress with that of brothers and sisters or other children. Each child's abilities are different, and each has different strengths and weaknesses.

8) Show an interest in school through visiting and participating in PTO activities.

9) See that your child attends school regularly and arrives on time each day.
ACCEPTABLE USE POLICY
INTERNET ACCESS, E-MAIL AND NETWORK RESOURCES

Purpose
Act 197 of 2004 establishes the State Child Internet Protection Act. Under this law, school entities are required to adopt, school board approved, acceptable use policies that will be submitted to Pennsylvania Department of Education for approval.

Internet access, electronic mail (E-mail) and network resource are available to teachers, administrators and students in the Chestnut Ridge School District for educational and instructional purposes and for other purposes consistent with the educational mission of the District. Use of the Internet and E-mail network is a privilege. All users must take responsibility for appropriate and lawful use of Internet resources. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the District cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility of inappropriate or illegal use of Internet access and E-mail, hence the purpose of this policy.

Below are the Acceptable Use and Internet Safety Policy of the Chestnut Ridge School District. Upon reviewing, signing and returning the appropriate “Acceptable Use Agreement” a user will be eligible for Internet access, e-mail and network resources when and if available for the entirety of their student status with the District, employment with the District, or until violation of this policy causes a user’s privilege to be revoked.

Conditions
All students, teachers, support staff and administrators who use the Internet, E-mail and other network resources must agree and abide by all conditions of this policy. Each user must sign an “Acceptable Use Agreement”. In the case of a student, the student’s parent(s)/guardian(s) must sign the “Acceptable Use Agreement” and “Notice to Parents/Guardians.” Students may not use the District’s computers for access to the Internet or for E-mail without a signed agreement and approval or supervision of a teacher, administrator or District staff member.

Monitoring
The District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and reviewing may be conducted without cause and without notice. Each user of the District’s computers by the use thereof, agrees and consents to such logging, monitoring and reviewing and acknowledges that he/she has not right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that stored files on district servers or computer will not be private.

Filtering
To help facilitate acceptable use of the network the District will route all incoming web requests through an appropriate web filter that blocks content considered “harmful to minors” pursuant to the Children’s Internet Protection Act. The filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

Prohibitions
Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the District. With respect to all users, the following are expressly prohibited:
- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use for lobbying or political purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements or other antisocial communication on the network.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person’s E-mail address, user account or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
• Use for the purpose of accessing, sending, creating or posting, materials or communications that are:
  Damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to the
  District's policy on harassment, harassing or illegal.
• Use which involves any copyright violation or for the copying, downloading, installation, reproduction
  or distributing copyrighted material without the owner’s permission.
• Use to invade the privacy of other persons.
• Posting anonymous messages.
• Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with
  the ability of other users to send or receive E-mail.
• Use while access privileges are suspended or revoked.
• Any attempt to circumvent or disable the filter or any security measure.
• Use inconsistent with Network etiquette and other generally accepted etiquette.

In addition with respect to students and any other minors, the following is also prohibited:
• Use the system to access inappropriate materials or materials that may be harmful to minors.
• Disclose, use or disseminate any personal identification information of themselves or other students.
• Non engage in or access chat rooms or instant messaging other than for educational purposes that
  is with permission and direct supervision of a teacher of administrator.
• Audio and video recording/communications equipment such as cameras, video cameras, tape
  recorders, cell phones, pagers, beepers, cell phone cameras, and other devices may hinder the
  school district’s ability to maintain its strict standards of confidentiality for all students. These devices
  can also interrupt the educational process when used for personal reasons. Exception may be made
  when staff members determine that the use of these devices directly benefit the educational process
  or during emergency situations.

Etiquette
Users are expected to abide by generally accepted rules of network etiquette. Be polite. Do not
become abusive in messages to others. General School District rules and policies for behavior and
communicating apply. Use appropriate language. Do not use vulgarities or other inappropriate language. Do
not reveal the personal address or telephone number of others. Recognize that E-mail is not private or
confidential. Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other
users. Consider all communications and information accessible via the Internet to be private property.
Respect the rights of other users to an open and hospitable technology environment, regardless of race,
sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Consequences of Inappropriate Use
The user, whether a student or employee, shall be responsible for damages to equipment, systems,
or software resulting from his/her deliberate or willful acts. In addition to other appropriate disciplinary
procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the
loss of access to the Internet and E-mail. Illegal activities or use may be reported to the appropriate legal
authorities for possible prosecution. The District reserves the right to remove a user account from the network
to prevent unauthorized or illegal activity.

Disclaimer
The Chestnut Ridge School District make no warranties of any kind, whether express or implied, for
the services it is providing. The District is not responsible, and will not be responsible for any damages,
including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of
any information obtained through the use of the District’s computers is the user’s risk. The District does not
claim responsibility for the accuracy or quality of information obtained through the Internet or E-mail. (Revised
November 2005)

ADDRESS CHANGES

In the interest of students, it is critical that the school is able to contact parents at any
time the child is at school. Therefore, it is essential that the school have on file parents’
current address and home and business telephone numbers. Emergency contacts with
telephone numbers are needed in case a parent cannot be reached. If parents move or
change jobs, they should contact the school immediately to update this important
information.
ADMISSION REQUIREMENTS FOR “SCHOOL AGE STUDENTS”

Age: Kindergarten students must be 5 years old on or before September 1. First grade students must be 6 years old on or before September 1. A copy of the child’s proof of age must be supplied at the time of enrollment.

Custody: If any person other than a natural parent has custody of a child, proof of legal custody or guardianship must be provided before the child may be enrolled in a Chestnut Ridge school.

Proof of Residence: Proof of residence must be furnished at the time of registration. Examples of proof of residence are home mortgage or warranty deed documents, vehicle tag transfer receipts, utility bills, bank statements, charge account statements, moving company receipts, health insurance documents, federal/state tax returns, documents from a governmental agency, driver’s license, and voter registration information. A notarized statement from another adult living at this residence is not ordinarily sufficient evidence. Proof of residence is subject to investigation and may be required at any time.

ARRIVING AT SCHOOL

DO NOT DROP OFF STUDENTS BEFORE 7:30 - Building doors are unlocked at 7:30 A.M.

Students who are brought to school by transportation other than the school bus should not arrive earlier than 7:30 a.m. There is no adult supervision until this time. No students will be admitted.

Procedure for Dropping Students off in the morning:Parents who regularly drop off their child/children at school should do so at the rear gym entrance. Please follow the traffic flow as the painted arrows indicate in the rear parking lot. When dropping students off in the morning, please pull up to the designated stop line and wait until your child enters the school.

ATTENDANCE: Refer to the School Board Policy #204

There is a positive correlation between student attendance and student achievement. The theory is that the student must have a consistently high level of attendance for learning to take place. The Chestnut Ridge School District has developed a set of procedures to be followed at the middle school. These procedures fulfill recommendations from the Pennsylvania Department of Education concerning student attendance. Each time a child is absent from school the parents must send in a written excuse explaining why the child was absent. The absence must be for a legal reason such as illness of pupil, quarantine, impassable roads, recovery from accident, court attendance, death in the family, approved family educational trips and other urgent
reasons that directly apply to the child not ordinarily to other members of the family or home conditions. Absences are generally recognized as cumulative or non-cumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. This number is ten (10) for elementary students. Non-cumulative absences are absences that do not contribute to the specified ten days.

Excused absences include:
- a maximum of ten days of absence for elementary students during a school year verified by a parent note submitted within three school days of each return.
- pre-approved family educational trips.
- any absence in which a physician's written excuse is submitted within three school days of a student's return.

Unexcused/unlawful absences include:
- any day for which a written excuse is not submitted within three school days of a student's return, including notes from physicians.
- any absence not excused by a physician's note after ten or more days days of absence.
- Hunting is an unexcused absence

Noncumulative Absences

Noncumulative absences include:
- suspensions from school.
- illness verified by a physician's note submitted within three days of a student's return. (Any absence in which a physician's note is submitted is not included in the ten days permitted for parental excuses.)
- death in the family
- religious holidays.
- school sponsored activities.

Educational Trips: Refer to the School Board Policy #204

Compulsory Attendance Law:

Three unlawful absences will result in written notice of violation of the Compulsory Attendance Law and may result in prosecution pursuant to Section 1333 of the Pennsylvania School Code. Parents can be fined up to $300. A student may lose his/her privilege to apply for a drivers permit at age 16. Students under 13 can be referred to delinquency proceedings.
Calculating Attendance

Students and their parents/guardians hold the primary responsibility for school attendance and for following the attendance policy. We ask for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible.

Regular attendance shall be defined as attending school for the full day on each day during which school is in session. Students are expected to attend all sessions unless properly excused by school authorities. The first academic classes start at 8:15. The official school day will be from 8:15 AM until 3:00 PM. The school day will be divided into ten periods. The periods are as follows:

Attendance will be calculated to the tenth of a day. If a student would arrive at school at 9:23 he/she would be absent two periods. If this would occur four more times this would be ten periods or one full day. If a student would leave school at 2:25 he/she would be absent one period. If this would occur nine more times this would be ten periods or one full day. A written excuse must be turned in when a student arrives after 8:15 AM or leaves before the first bus call in the afternoon.

Outstanding Attendance Certificates will be awarded to those students who have less than one full day (9 periods or less) of absence, for any reason, in a school year.

Perfect Attendance Certificates will be awarded to those students who have been in attendance for every minute of the year.

The first step to success in school is getting there. It is an obligation of student, parent and school authorities to insist upon good attendance. It is also the LAW.

BIRTHDAYS

The faculty and staff of your school are happy to recognize student birthdays. Your child’s teacher may permit a birthday snack to be provided by the student and may or may not be enjoyed during the school day. Please speak with the classroom teacher if you have questions about this. Treats must adhere to the School Wellness Policy.

BUS BEHAVIOR

Student behavior before boarding or leaving the bus is the responsibility of the student, parents or legal guardians. Students are encouraged to arrive at their bus stop just prior to the bus arriving. Preschool parents are asked to accompany their child while waiting for the school bus. Arriving too early invites problems to occur. Riding the bus is a privilege. The head teacher or Director of Elementary Education may choose to suspend a student from riding the bus when any of the bus rules have been violated. Parents will be notified when a student has been suspended. In the event of a bus suspension,
students are still required to attend school. Failure to attend school will result in an unexcused absence. All bus drivers will enforce the following rules:

1. Students should be seated in their assigned seats immediately upon entering the bus.

2. No pupil shall stand or move from one seat to another while the bus is moving or without authorization from the bus driver when the bus is stopped.

3. Loud, boisterous profane language and indecent conduct will not be tolerated.

4. Students are not allowed to tease and bother each other.

5. Students are not allowed to open doors and windows without permission.

6. All students are to be at their pick-up spots on time and should not keep the bus waiting.

7. Students are not allowed to throw any objects in or out of the school bus.

8. No eating or drinking allowed on the bus. Exceptions may be allowed on field trips.

9. Radios, noisemakers and toys may not be used by students while riding the bus.

10. General school rules apply to the students while riding the bus.

11. Disrespect to the bus driver will not be tolerated.

Any student who plans to go home on a different bus MUST bring a note from his/her parent or guardian to the office for approval. Approval is not automatic because many busses are filled to legal capacity. If there is no note, the student will be sent home on their regular bus. If you call our office to make a change to your child’s already scheduled dismissal procedure, you MUST call before 1:00 PM. Any bus passes or pickup room changes may not be honored after this time.

*Please read with your child the discipline section in this handbook.

We must all work hard to make the trips to and from school as safe as possible.

**CHILD ABUSE**

Pennsylvania law requires that school employees report to the Children Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of Children Services have the right to and may come to the school to interview the child. Parental permission need not be obtained by the department.
COMPUTERS
Parents/guardians must sign and return the computer usage agreement form before students are allowed to use the Internet. The Internet is a valuable instructional tool. Students will follow the computer usage policy. Failure to do so will result in restricted usage or complete denial of computer privileges.

COUNSELOR
Chestnut Ridge Middle School has one counselor to work specifically with grades 3 and 4. The counselor works with individual students, small groups, and classes. A student may be referred to the counselor by a teacher, parent, or by self-referral. If a parent would like their child to talk to the counselor, they should call the school or send a note to the teacher, the counselor, or the principal.

Parental permission is not required in order to see the counselor or to participate in classroom guidance activities. Please call the school counselor or Middle School Principal for more information regarding school counseling services.

CUSTODY
If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. Students cannot be withdrawn without this information.

Court orders that specifically authorize or direct the release of custody by the school system will be followed. The school system will not interject itself in a custody or visitation dispute between two parents. The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the Office of the Middle School Principal.

DISMISSAL PROCEDURES
A parent requesting an early dismissal for a student must send a note to the school in the morning of the requested dismissal. The note should state the reason and time of the requested dismissal as well as the person picking up the student. Following this procedure should be a time saver for parents.

Check - Out Procedures During School Hours:

• If a student leaves during the school day, parents must check him/her out in the office. The student will be called to the office for dismissal.

• The parent or guardian must have some form of identification.
• Please do not go directly to the classroom or remove your child from the playground during recess.

*If a student is only to be released in the custody of a certain parent or guardian, a court order document must be on file with the school office.*

Parents Picking Up Students After School

Parents picking up students after school must send a note to the school in the morning stating that the student will not be riding the bus and will be picked up. The note should also state the name of the person coming for the student. **If you call our office to make a change to your child’s already scheduled dismissal procedure, you MUST call before 1:00 PM. Any bus passes or pickup room changes may not be honored after this time.**

**Grade 3 and 4 students may not be picked up between 2:45 and 3:15 PM** because of the buses loading in front of the building. If you need to pick up a student before 2:45 please park in front of the building and come to the office. **Do not enter the flow of bus traffic. Do not park in the large parking lot at the front of the school and walk through the bus traffic.** Parents picking students up after bus dismissal may do so at 3:15 PM at the front middle exit of the middle school. Parents should pull up parallel to the curb by the exit walkway. Students will be supervised in Room 106 until they are signed out. Parents must sign their child out with the teachers/aide on duty in that room. Children must be picked up no later than 3:30 PM.

**DRUGS & ALCOHOL**

1ST Offense for drugs and alcohol on the property and used on the property:

** 5 days out of school suspension

** Referral to the school guidance counselor.

**EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire drills are conducted once each month, and a tornado drill is conducted once each year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

**EMERGENCY CLOSING OF SCHOOL**

School will be in session unless the weather makes it dangerous for school buses to run.

**Early Dismissal:** If weather conditions become severe enough during the day to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. Parents need to discuss in advance with their children
what to do if an early dismissal requires procedures for arrival at home or pick up to be different than normal.

_Cancellation_: In the event school is to be canceled due to inclement weather or other emergencies, announcements will be made over radio and television.

If the decision to cancel school is made by 11 p.m., this announcement will be broadcast on the 11 p.m. television news. If the decision is made later than 11 p.m., then this information will be broadcast at or before 7 a.m. over WBFD-AM, WRAX-FM, and WAYC-AM in Bedford; WSKE-AM in Everett, WJAC-TV Channel 6 in Johnstown; and WTAJ-TV Channel 10 in Altoona. The television station in Johnstown is no longer connected with the radio station, and people who live near the Johnstown area should listen to WJAC-AM (850) or WKYE-FM (95) radio.

You should also receive a phone call from the superintendent’s office if school is canceled or delayed.

**EMERGENCY NUMBERS**

The school must always be informed as to a parent/guardian's work telephone number or emergency number in the event a child becomes ill or is injured at school. Please remember to notify the school of any change of address or telephone number. **This is important. Please return the EMERGENCY CARD during the first week of school.**

**FIELD TRIPS**

Educational field trips to Central Pennsylvania locations are scheduled in conjunction with the PTO. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community and our state. Parents will receive notices of field trips well in advance of the scheduled trip and will be asked to sign a field trip permission form. Sometimes a small contribution may be requested to help defray costs. No student will be denied the opportunity to go on the field trip or penalized in any manner for economic reasons.

Students experiencing difficulties in one or more areas listed below may be restricted from attending their field trip:

- Five or more discipline referrals
- A cumulative total of four days of suspension (ISS or OSS) during the school year
- More than 2 days of Out of School Suspension
- Five discipline referrals
- Theft

**Field Trips Chaperones Grades 3 and 4**
All chaperones must have PA Act 34 clearance, PA Act 151 clearance and FBI Act 114 clearance registered with the District Office at the Middle School. Obtaining clearances, including all costs, are the responsibility of the parent. There must be one chaperone per every 10 children. All chaperones must ride the bus with the children. There must be at least one male to serve as a chaperone on each field trip. Standard field trip rules will be followed and enforced by all chaperones per applicable CRSD policies and guidelines.

Grade level classroom teachers will serve as chaperones. There must be a District teacher/employee for each homeroom attending the field trip. Additional chaperones needed to meet the minimum requirement will be “parent chaperones” as referred to below. In the event there are not enough “parent chaperones” available to meet the minimum requirement, additional chaperones will comprise of substitute teachers or other District employees as designated by the Middle School Principal.

All “parent chaperones” must have state clearances registered with the Chestnut Ridge School District and will be assigned a group of specific students.

“Special chaperones” will be parents that have students with health concerns and may not necessarily have clearances. These parents will be with their child only and will not be assigned a group of students. These parents must provide their own transportation. Permission must be given by the Middle School Principal to be designated as a “special chaperone.”

Parent Guests will not be able to ride the school bus with the children and chaperones.

Any field trip that does not follow these guidelines must have prior approval of the Middle School Principal or the Superintendent of Schools.

**FAMILY VACATIONS: SCHOOL ACHIEVEMENT AND ATTENDANCE CORRELATION**

Sharing a family vacation is a great experience for students. However, parents and guardians should be aware that, when children miss school for vacations, the impact of lost classroom time cannot truly be measured - even if students take along books and complete assignments.

The faculty and administration encourage family closeness, and we support weekend excursions because they are excellent learning opportunities. We wish to ask your cooperation, however, in planning trips so that students do not miss school. Requests for and approval of vacations during the school year suggest that the issue of school absence for trips is acceptable. In fact, we discourage it and ask parents to plan vacations, if at all possible, so that children do not miss school. It is very important to have all students in school during the PSSA tests.

**2019-2020 PSSA TEST DATES**
English Language Arts  April 20-25, 2020               Grades 3-8
Math    April 27 – May 8, 2020              Grades 3-8
Science   April 27 – May 8, 2020  Grades 4 & 8
Make-Ups   April 27 – May 8, 2020

**GRADING SYSTEM**

The school district uses nine week grading periods. Students will be graded based on their performance on the following: (1) class participation; (2) class assignments; (3) homework assignments; (4) tests and quizzes; and (5) special projects. More and more schools are moving to a skills based report card for the early elementary years. We are looking at moving in that direction for our report card. This type of report card is sometimes called a “standards based report card.”

**Third grade** students receive numerical grades in Reading, English, Spelling, Mathematics, Science & Health, and Social Studies. Art, Music, Physical Education, and Handwriting are graded with "O", "G", "S", or "U".

**Fourth grade** students receive numerical grades in all academic subjects (Reading, English, Spelling, Mathematics, Science, and Social Studies). Art, Music, Health & Physical Education, and Handwriting are graded with "O", "G", "S", or "U".

Numerical grades are equal to the following letter grades:

- A+ = 99-100; A= 96-98; A- = 94-95; B+ = 92-93; B = 89-91; B- = 86-88;
- C+ = 83-85; C = 79-82 C - = 76-78 D+ = 73-75; D = 69-72; D- = 65-68; F = 0-64

Minimum grade for a marking period is 50%.

Parents of students in grades 3 through 4 may access their child's grades online. An access code and directions will be sent to parents. This code will allow parents to access their child's grades on “PowerSchool”. Parents will also be able to access attendance and lunch account information.

**GUM CHEWING**

The school has a NO GUM policy. Students are expected to follow this policy.

**HEAD LICE**

Because head lice are so easily spread from one child to another, children with head lice cannot remain at school. If a child has head lice, a parent will be asked to come to the school to get the child. The school nurse will provide information to the parent/guardian regarding treatment. After treatment has been completed and head lice and nits have been removed from the head, the following procedures shall be implemented:
The students shall not attend classes or ride the bus until examined by the school nurse. After contacting the school nurse for an appointment, the parent/guardian shall accompany the student to school. If upon examination the student is found to have head lice or excessive nits, the student will be denied admission.

HEALTH SERVICES

The nurse is on duty during the regular school day. Unless there is an emergency, the student must be excused by the teacher to go to the nurse's office.

The nurse will decide if it is necessary for a student to be excused from school. If so, she will make the necessary arrangements to go home.

Parents will be contacted to pick up students who have:

- symptoms of a contagious condition
- head lice
- fever of 100 F or higher
- been to health room previously that day and has no improvement in symptoms
- vomited

The nurse will provide emergency first aid only. She will not diagnose or administer medication unless prescribed by a physician. For minor complaints of headache, stomachache, or nausea the condition will be assessed, temperature checked, and a trial rest period given. Tylenol may be administered as needed only with signed permission on the medication policy.

When it becomes necessary for a prescription medication to be given during school hours, the student must obtain an authorization form from the nurse or office. This form is to be signed by the parent or physician and must accompany the medication to the health room where the medication will be kept until it is time for it to be administered. Please see MEDICINE AT SCHOOL in this handbook.

Medications will be administered only if:

- medication policy and/or consent form is properly signed
- medicine is medically indicated
- medicine is in the original container and clearly marked
Homeless
Dear Parents and Guardians:
In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Chestnut Ridge School District is attempting to identify all children within the district that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Sandy Miller at extension 2001. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)’s education is disrupted as little as possible.

Sincerely:
Dr. Mark J. Kudlawiec
Superintendent

HOMEWORK

Our educational philosophy is to teach the fundamentals of reading, writing, speaking, and mathematics and their application in all subject areas. Teachers provide instruction to each student so that mastery of the subject matter can occur. However, homework is a vital part of this learning process since instruction often needs to be reinforced with additional practice outside the classroom.

Understanding that the nature of the subject matter being taught lends itself to different "types" of homework, the following are examples of homework assignments given to students:

1. independent practice of newly learned skills

2. expansion activities beyond the subject matter presented in class
3. Introduction of new materials (such as the reading of a number of pages in the text with a stated purpose for the reading)

4. Independent student projects that are approved by the teacher

The learning process is a joint effort. Teachers, students, and their parents/guardians share in the responsibility for the students' mastery of the subject matter. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction. However, parents should establish a learning environment in the home by:

- showing a positive attitude toward education;
- taking an interest in your child's school work;
- establishing good study conditions;
- monitoring your child's study habits;
- and exercising patience as you encourage your child.

Learning is not merely the completion of assignments, but it is the understanding of ideas and the ability to utilize the materials covered in the assignment. Since the educational process is a cooperative effort, parents should encourage and support good study habits and the daily completion of homework assignments. Students must assume responsibility for their homework just as they will assume job responsibility in the future.

**INSURANCE**

The Chestnut Ridge Board of Education does not provide accident or medical insurance coverage for students. School accident insurance is available at the beginning of the school year for a reasonable fee. Both school day coverage and 24-hour coverage are available. Accident claim forms may be obtained from the school office for this insurance, but the parent is responsible for filing claims.

**LIBRARY - MEDIA CENTER**

Students are encouraged to use the media center-library at school. Students may check out books from the media center to take home. They may also use filmstrips, tapes, records, and other items in the media center. The media center is open most of the time during each school day. Students are responsible for items that they borrow from the media center and will be required to pay for any items which they lose or damage. The librarian will give instruction in how best to use all the resources.

**LOST AND FOUND**

The school has a "Lost and Found" area where lost items are turned in and may be claimed. Coats, sweaters, and caps should be labeled with student's name. Any items in
the "Lost and Found" which are not claimed by the end of the school year will be discarded.

LUNCH TIME
Dining Room Discipline: Life-long social skills are stressed in the dining room as they are throughout the school. Conversational talking will be permitted with those seated next to or across from the student. Simple rules of respect and manners will be observed. This would include walking to and from the table, staying seated while eating, cleaning up after yourself, etc. There is to be no pop or soft drinks brought from home. Fruit drinks are acceptable. Trading food from child to child has proven to be unsanitary and will not be allowed. Students are not permitted to take food or drinks from the cafeteria.

PEANUT ALLERGIES
In the interest of safety, we are requesting that parents not provide their children with snack time and lunch items containing peanut butter or peanut products. Please read package labels carefully to work at protecting the health of the students with allergies. We have a number of students who because of an allergy to peanuts, are placed at serious risk by being exposed to these products. Keep in mind that some students may be allergic to foods containing nuts. Please consult your child’s teacher before bringing any food items to share with the class.

Peanut allergy is one of the most severe food allergies often causing a life-threatening reaction called anaphylactic shock. Anaphylactic shock involves sudden low blood pressure, extreme swelling and difficulty breathing which can be fatal. If your child is extremely sensitive to these foods please let us know and provide the school with the necessary medication that is needed to counteract a reaction.

FEDERAL BREAKFAST AND LUNCH PROGRAM
The Chestnut Ridge School District operates a lunch program in each school. A hot meal is served daily, and all meals are nutritionally balanced.

Prices are 2018-19 and subject to change:

Meal Prices Grades 3 – 4

Student Breakfast $ 1.25

Reduced Price Student Breakfast $ .30

Adult Breakfast is $ 2.35
Student Lunch $1.95

Reduced Price Student Lunches $.40

Adult Lunch is $3.40

(Paying for Lunch)

Chestnut Ridge school cafeterias use a computerized Point of Sale (POS) system to purchase meals and ala carte. Every student has an account in the cafeteria that can be accessed by their student PIN (Personal Identification Number).

Students are encouraged to bring a check made payable to: CRSD

Cash is acceptable but CHECKS are preferred. All deposits are to be taken to the cafeteria and given to the cashier. Prepayment then will be entered into the student's account. Money can be deposited anytime for any amount—weekly, monthly or annually. The cancelled check will serve as your receipt. Deposit envelopes are available at each cashier station for cafeteria staff to properly credit your child's account.

Students are permitted to pay cash in line at the time of the purchase.

All school students will always be provided a meal during scheduled meal service times.

Charge Meal Policy

- No student shall be denied either breakfast and/or lunch because of a negative balance on his/her account. NO ALA CARTE items can be charged at any time by elementary or middle school students. NO ALA CARTE item may be purchased when a student's account in a negative balance.

- Upon a student's charging one (1) meal, the student will be given verbal notice by the cashier informing him/her of a negative cafeteria account balance.

- Upon a student's charging four (4) meals, the student will be given written notice informing him/her of his/her negative cafeteria account balance.

- Upon a student's charging eight (8) meals, the school's cashier will telephone the student's parents and inform the parents of the child's negative cafeteria account balance.
• Upon a student's charging twelve (12) meals, a letter will be sent to parents informing them of a child's negative cafeteria account balance.

• Upon a student's charging $25.00, a certified, registered letter will be sent to parents to the effect that, if arrangements are not made with the Food Services Director to pay the child's negative cafeteria account balance within ten (10) days, charges will be filed with the District Magistrate in order to collect the meal charges, as well as any other costs associated with the filing of these charges.

• Upon a student's charging $30.00, charges will be filed by the Food Services Director with the District Magistrate in order to collect the negative cafeteria account balance, as well as any other costs associated with the filing of these charges.

• In the event the cafeteria receives an "insufficient funds" check returned to the cafeteria from the bank, parents will receive a telephone call from the Food Services Director. If, or when plans fail for parents to make full payment for the "insufficient funds" check within ten (10) days, charges will be filed with the District Magistrate in order to collect any money owed for the "insufficient funds" check, as well as an $8.00 fee assessed to the District from the bank and any other costs associated with the filing of these charges.

• Free and Reduced Lunch Applications - Within the first 20 days of each new school year new meal applications for free and reduced meal eligibility are required to be submitted to the school district's food service office. They can be submitted any time throughout the school year, if there is a charge in household income that may change the eligibility status for free and reduced meals.

Free and reduced price lunches are provided for those students who qualify.
Applications for the free/reduced price lunch program are sent home with every student at the beginning of the school year and are available from the school office at any time.

Parents are invited to join us for lunch anytime!

If parents would like to eat lunch with their child at school, they must notify the school office by 9:00 a.m. so that the lunch count can be increased. However, on special days there may be more requests than the cafeteria can handle. On these days we may have to turn down requests for lunch.

MAKE-UP WORK

Any student who has been absent from school due to illness or approved absences will be granted the privilege of making up work missed. It is the student's responsibility to approach all of his/her teachers on returning to school and make arrangements to make up
these assignments. The student will be granted the same number of school days in which to make up the work as days that were missed with the exception that they received their assignments prior to their departure. Tests, examinations and class work assigned when a student is unexcused or illegally absent shall not be made up and shall a failure for that day. Any student who received their assignments prior to their absences will have 2 school days to complete assignments once they return.

MEDICINE AT SCHOOL
All medications, prescription and non-prescription (over-the-counter or OTC), must be brought to school by parents or responsible adult and given to the school nursing staff or office staff to be kept in the nurse’s office and dispensed by nursing staff or staff designated by the Middle School Principal.

Prescription medicine must have the pharmacy label on the container. OTC meds must be in the original container. All medicines (prescription and OTC) must be accompanied by a written order from the physician and parent. Any changes in dosage or schedule of a prescription medicine must be accompanied by an order from the physician. Unused medication must be picked up at the end of the school year by a parent. Any medicine not picked up will be discarded.

Nonprescription medicine supplied by the school will only be given if necessary, but only if circled on the Emergency Card and signed and dated by a parent or guardian. The Emergency Card is only valid for one year.

NON-DISCRIMINATION POLICY 03/24/98 (REVISED)
Chestnut Ridge School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, sex, disability and/or possession of a GED as opposed to a high school education in its activities, programs, or employment practices as required by Title VI, Title VII of the Civil Rights Act, Pennsylvania Human Relations Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans With Disabilities Act. For information regarding Civil Rights or grievance procedures, contact the appropriate building principal or the Civil Rights Coordinator for Title IX, Chestnut Ridge School District, (814) 839-4195. For information regarding services, activities and facilities that are accessible to and usable by disabled persons, contact the Office of the Superintendent, Chestnut Ridge School District, (814) 839-4195.

NOTIFICATION OF PICTURES OF STUDENTS
Unless the parent or legal guardian request otherwise, the news media may take pictures and/or make audio-visual recordings of students during sporting events, awards ceremonies, and general interest events. Pictures and/or audio-visual presentations of students may appear in the school’s newsletter or on the school web site. If the parent
or legal guardian wishes to prohibit the taking of any picture or the making of any audio-visual recording of their child by the news media or school system, notification must be filed, in writing, within 30 days of the date of enrollment or the beginning of the school year. A notification form is placed inside of the back cover of this handbook. **Return this form only if you do not want your child's name or picture given to the media or placed on the school's web site. If you do not return this form, it is assumed that you give permission for your child’s picture and/or media release to be taken.** Pictures and/or audio-visual recording that identify students as receiving special education instruction will not be allowed without prior approval.

**PAPERS SENT HOME**

Check daily with your child to see if any information has been sent home by either the office or classroom teacher. Even if your child has no homework, the teacher or the office may have sent a memo or an announcement that should be read by parents. It is especially important to check book bags on the weekend even if your child has not received any homework assignments. You may be requested to sign papers for prompt return to the teacher. Your signature does not indicate approval of the quality of the work or grade given, but merely that you have seen the papers and are aware of your child’s performance. If you have questions, please contact your child’s teacher who will be happy to answer them.

**PARENT-TEACHER CONFERENCES**

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information on his or her child’s school performance or when the child is experiencing problems at school. Parent-teacher conferences can be a productive way of helping to improve student performance. If there is any major change in a student's home environment that may affect his or her school performance, parents should notify the child's teacher by sending a note or scheduling a conference. To schedule conferences, parents should contact the school office or the teacher. **Teachers are not available for parent-teacher conferences during instructional time. Teachers typically have a half-hour planning/conference time each day, and conferences may be scheduled for this time.**

**PARENT-TEACHER ORGANIZATION**

Parents are encouraged to become actively involved in the Parent-Teacher Organization (PTO) at their child's school. These organizations provide opportunities for parents and teachers to plan and work together for the betterment of the school and for the benefit of students. Parent-teacher groups hold regular meetings in the schools.

**PARTIES**
Because they take away from class time, only two formal parties are permitted during the school year, one on the last day before winter holidays and one on or near February 14th.

**PERSONAL APPEARANCE**

While school accommodates a wide variety of individual tastes, appropriate dress helps promote a positive school atmosphere and is encouraged. Students, with the assistance and guidance of their parents, have the responsibility to keep themselves, hair, and clothes neat and clean.

**Guidelines for School Dress:**

Short shorts (must be mid thigh), halter tops, muscle shirts, cut-off tee shirts with inappropriate messages and any other revealing articles of clothing will not be permitted. The following types of messages, symbols and types of clothing will be excluded from what is considered acceptable:

- Articles displaying indecent messages, pictures, slogans or advertisements.
- Articles promoting drugs, tobacco, alcohol or other dangerous chemical products.
- Articles displaying violence.
- Articles which could be dangerous to students or property.
- Articles displaying symbols of death.

If any of these are worn to school, parents will be notified and asked to bring a suitable change of clothes to school.

The use of make-up, perfume, and temporary hair dye is discouraged at the elementary level.

In addition, common courtesy dictates that students will remove all hats upon entering the building and those hats will remain off until they have left the building. Exceptions will be made for special theme days such as “Hat Day”.

We would like to remind you that children need proper footwear to get the most out of scheduled gym activities and recess periods. It is impractical for them to play and participate safely in sandals, clogs, leather-soled dress shoes, and heels. Flip flops are discouraged.

Unless weather is unusually severe, children will be outside for recess. Therefore, it is your responsibility to dress them appropriately. This includes hats, gloves/mittens, boots, etc.
Thank you for helping maintain a positive school climate.

PETS

No pets of any kind are allowed at school without permission from the principal. Teachers may give special permission for pets to be brought to school as part of a special display or activity if this has been approved by the principal or head teacher. Under no circumstance is a potentially dangerous pet to be brought to school. Animals wild or tame are not allowed on the school bus.

PLEDGE OF ALLEGIANCE

Students will be given the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day. If a parent does not wish their child to participate in reciting the Pledge, they should send a note to the teacher. If a student does not participate, he/she may either stand or remain seated respectfully.

SWPBIS at CRMS: The P.R.I.D.E. Program

At Chestnut Ridge Middle School, the district is implementing Positive Behavior Intervention & Supports (PBIS) through the P.R.I.D.E. program. This program includes all of the evidence-based practices associated with PBIS, including establishing universal expectations, teaching those expectations, acknowledgment students for demonstrating positive behavior, and using data to drive decision-making.

At CRMS, P.R.I.D.E. stands for:

- Positive
- Respect
- Integrity
- Dependable, and
- Excellence

This acronym provides the guiding principles for the entire P.R.I.D.E. program. This is what we want our students to demonstrate through their behavior.

P.R.I.D.E. Teams

There are two teams that guide the planning for the P.R.I.D.E. program. The faculty members on the Core Team represent different departments and grade levels. In addition, one administrator must serve on the Core Team. This team will meet periodically to discuss progress, data, and adjustments that are needed to improve the P.R.I.D.E. program. Additionally, a Student Team was created to provide an opportunity for students to participate in program planning and provide feedback to the Core Team to use when making adjustments to the P.R.I.D.E. program. The P.R.I.D.E. Program will always be considered a “work in progress,” and the input provided by the Student Team is a critical factor in shaping and improving the P.R.I.D.E. Program at CRMS.

Faculty Core Team
Patrick Isgan - Building Coach
Amy Cooper - District Coordinator

**Student Team**

Student team members are chosen by the Core Team after being nominated by the Middle School Faculty. The student team meets periodically with Core Team members to brainstorm ideas, create products for the P.R.I.D.E. program, and provide feedback. Student Team members should represent a broad cross-section of students, and should include members of different grade levels, student social groups, student clubs, teams, and organizations. Student members do not have to be traditional “high-achievers,” but these members should possess some strong leadership skills.

**Behavior Matrix**

Below is the behavior matrix that explains what type of behavior is expected in each of the 5 school settings.

<table>
<thead>
<tr>
<th></th>
<th>Bus</th>
<th>Hallways</th>
<th>Classroom</th>
<th>Restroom</th>
<th>Cafeteria</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positive</strong></td>
<td><em>Appropriate kind words</em></td>
<td><em>Appropriate kind words</em></td>
<td><em>Appropriate kind words</em></td>
<td><em>Appropriate kind words</em></td>
<td><em>Appropriate kind words</em></td>
<td><em>Appropriate kind words</em></td>
</tr>
<tr>
<td></td>
<td><em>Attitude</em></td>
<td><em>Attitude</em></td>
<td><em>Be a positive leader</em></td>
<td><em>Attitude</em></td>
<td><em>Be a positive leader</em></td>
<td><em>Attitude</em></td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td><em>Listen to driver</em></td>
<td><em>Use good manners</em></td>
<td><em>Use good manners</em></td>
<td><em>Use good manners</em></td>
<td><em>Use good manners</em></td>
<td><em>Use good manners</em></td>
</tr>
<tr>
<td></td>
<td><em>Be kind to peers</em></td>
<td><em>Use good manners</em></td>
<td><em>Listen to the teacher</em></td>
<td><em>Value School Property</em></td>
<td><em>Keep area tidy</em></td>
<td><em>Include everyone</em></td>
</tr>
<tr>
<td></td>
<td><em>Hands/feet to yourself</em></td>
<td><em>Hands/feet to yourself</em></td>
<td><em>Raise your hand</em></td>
<td><em>Volume</em></td>
<td><em>Include everyone</em></td>
<td><em>Share</em></td>
</tr>
<tr>
<td></td>
<td><em>Stay in seat</em></td>
<td><em>Accept others differences</em></td>
<td><em>Stay in seat</em></td>
<td><em>Keep area tidy</em></td>
<td><em>Accept others differences</em></td>
<td><em>use equipment safely</em></td>
</tr>
<tr>
<td></td>
<td><em>Accept others differences</em></td>
<td><em>Keep area tidy</em></td>
<td><em>Accept others differences</em></td>
<td><em>Value property of others</em></td>
<td><em>Wait your turn in line</em></td>
<td><em>Accept others differences</em></td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td><em>Value property of others</em></td>
<td><em>Value property of others</em></td>
<td><em>Value property of others</em></td>
<td><em>Value property of others</em></td>
<td><em>Value property of others</em></td>
<td><em>Value property of others</em></td>
</tr>
</tbody>
</table>
| Dependable | *Follow rules  
*Be on time  
*Remember your belongings  
*Use technology appropriately |
|---|---|
| *Do the right thing, make good choices  
*Do your own work  
*Be on time and prepared  
*Use technology appropriately  
*Complete class/homework in a timely manner  
*Wash hands  
*Clean your messes  
*Be on time |
| *Wait your turn  
*Use technology appropriately |
| Excellence | *Keep aisles clear  
*Clean up after yourself and others  
*Set a good example  
*Report unsafe situations to adults  
*Set a good example  
*Do your best work  
*Set a good example  
*Use good table manners  
*Set a good example  
*Report unsafe situations to adults |

**PROMOTION/RETENTION**

The Chestnut Ridge Board of Education has established requirements for promotion from one grade level to the next. At any time during the school year when it is determined that a student may not be promoted, the teacher will notify the student’s parents. Any student failing two or more academic subjects may be retained. The teacher will schedule a parent-teacher or parent-teacher-principal conference and/or request an SST meeting. (please see STUDENT SUPPORT TEAM in this handbook)
If parents would like more information about promotion criteria or about retention, they should contact the Office of the Principal at 839-4195 ext. 2502.

**RECESS**

Whenever weather permits, recess will be held outdoors. The feels like temperature must be 15 degrees to 90 degrees. Make sure that your child is dressed appropriately for the weather.

Real Feel:

15 to 25 degrees F: no more than 20 minutes, if dressed appropriately

25 to 90 degrees F: 20 minutes or more if dressed appropriately

90 to 100 degrees F: no more than 20 minutes

**RECESS RULES**

*Outside Recess*

1. Student must play on designated areas.
2. Only one student per swing at a time.
3. Students must stay off the top of cross bars.
4. Students must sit down to slide. Walking up the slide is not permitted. No sliding down the brace poles.
5. No playing in water or mud.
6. Games may be played on the grass fields with supervisor's permission.
7. ABSOLUTELY NO WRESTLING, ROUGH PLAYING. Students are to keep their hands to themselves.
8. Students are not allowed to pick up, kick or throw rocks or snowballs.
9. No snacks, candy, gum or food on the playground.
10. No standing by doorways without permission. No jumping over bushes or hanging/climbing on trees.
11. When the bell rings, playing is to stop. All students are to line up in their designated area.
12. No Electronic Devices are permitted

**REPORT CARDS**

The report card is a record of progress in each subject area. The school year is divided into nine (9) week reporting periods. At the end of each nine week period, a report card is issued to the student to take home.
The first report card will come with Parent Conference Day.

SEXUAL HARASSMENT

Inappropriate oral, written, or physical conduct of a sexual nature may be defined as sexual harassment and, as such, shall be fully investigated. A substantiated charge against a student shall subject that student to immediate and appropriate corrective or disciplinary action.

It is important for parents to help the school explain to young students the importance of reporting all incidents that may relate to sexual harassment. It is equally important that parents help the school system explain to students the absolute prohibition against such acts and the consequences for acting in any manner that may be interpreted as harassing. Any student or parent who alleges sexual harassment may complain directly to the principal, head teacher, guidance counselor, or teacher.

SOLICITATION OF STUDENTS OR EMPLOYEES

Solicitation of students or employees on the part of a business, industry, organization, or individual for the purpose of selling a product, service, or membership to students, their parents, or employees is prohibited on school grounds. The selling of any article or subscription or any other activity undertaken for the purpose of raising funds or collecting monies in or through the school is prohibited unless the particular activity is approved by the Building Principal. Please do not allow your child to bring articles to school to be sold to students or employees.

SPECIAL EDUCATION

Special education services are provided by the Chestnut Ridge School District to meet the needs of students with disabilities with specialized instruction. Programs are provided for elementary students in all areas of disability: intellectual disabilities, specific learning disability, emotional/behavioral disorders, severe emotional/behavioral disorders, orthopedic impairment, other health impairment, visual impairment, hearing impairment, speech/language impairment, and autism. Resource and self-contained programs are available and provided based on the identified needs of each student. For more information regarding special education programs, contact the Director of Special Education at 839-4195 ext 4449.

STUDENT SUPPORT TEAM

Students who experience academic or behavior/social difficulties have access to support in regular education. The Chestnut Ridge Middle School Support Team (SST) assists parents and classroom teachers in assessing a child's difficulties, planning interventions to help the student succeed at school. The team assists in implementing strategies that are designed to produce successful results for the identified student. Referrals may be made by classroom teachers or parents. If you have any questions about the SST program, please contact the Elementary Counselor.
TELEPHONE CALLS
Parents are requested to give their child all instructions prior to coming to school. In the event of an emergency, the school office will relay messages to students.

Students are restricted from using the telephone unless it is of EXTREME importance. Students will not be permitted to call home if they have forgotten to bring their homework assignments to school.

TEXTBOOKS
Textbooks are the property of the school and are loaned for student use during the school year. Students are expected to handle books carefully and to keep them in good condition. Students will be required to pay the cost of any textbooks which are lost or damaged.

ELECTRONICS, PERSONAL BELONGINGS AND TOYS
Toys or personal belongings such as radios, tape players, electronic games, trading cards, and cameras may not be brought to school or transported on the bus unless they have been approved by the Assistant Principal in consultation with the parents. If such items are brought to school, they may be collected and kept in the school office until parents come to claim them. The primary reason for not allowing electronic items is because of the cost of the items. The Chestnut Ridge School District is not responsible for lost, stolen or damaged items. Bring personal items is extremely discouraged unless there is a special circumstance.

TRANSPORTATION CHANGES
Parents requesting student transportation changes to day care or a sitter on a routine basis must make arrangements with the elementary office and have final approval from the Building Principal. Some buses will fill to capacity therefore not all requests will be granted.

Daily bus changes will be accepted only for emergency situations. It is the parent responsibility to transport their child to routine family or social functions.

VISITORS
Parents are encouraged to visit the school for conferences and school activities. Please remember that all visitors to the school must report to the school office when they arrive. Students may not bring relatives or friends to school as "spend-the-day" visitors without special permission from the Building Principal.
WEAPONS IN SCHOOL

Any student who possesses, uses, or threatens use of a real, look-alike weapon, explosive, or flammable material in a school building, in a school vehicle, on district property may be expelled for one year, unless determined otherwise by the Superintendent of Schools. Objects that may be considered weapons include, but are not limited to: firearms, guns, explosives, bombs, knives, chains, needles and clubs.

PLEASE CAUTION YOUR CHILD CONCERNING WEAPONS AND TOYS THAT RESEMBLE WEAPONS. POSSESSION OF THESE ITEMS WILL RESULT IN SUSPENSION OR EXPULSION FROM SCHOOL. PLEASE READ ELEMENTARY SCHOOL DISCIPLINE CODE WITH YOUR CHILD.

WITHDRAWALS

When a student is withdrawn from school during the school year, a parent or guardian must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all books and other school-owned items. Those items not returned must be paid for. Payment of school-related expenses, such as lunch charges, for which the student is responsible, must be completed at the time of withdrawal. When possible, the school should be given a minimum of two days’ notice prior to the student's withdrawal.
Student Media/Material Release Form

Dear Parents:
To publicize the achievements of our students and the great work they perform, we may on occasion publish students’ names, photographs, or achievements in our school publications or release the same information to local media (newspapers and television). In some instances, students may even be interviewed and televised on local stations or images could be posted on the school's web site.

Please complete the lower portion of this form and return it to the office of the school where your child is attending. We are asking you to consent to and authorize the Chestnut Ridge School District, or its’ authorized agent(s), to take audio/video footage and print images of your child. You will also give the Chestnut Ridge School District permission to use, modify, reproduce, distribute, and publicly perform and display any and all portions of any such audio/video footage and print images taken of your child, and any stories, letters or other writings, artwork, projects, or other materials produced through curricular and extracurricular activities in any manner and media now known or developed in the future.

You may rescind this permission at any time in writing, addressed to the building principal of the school where your child attends. This action will not affect any prior use of material as outlined above.

Cut along this line and return form to your child’s teacher

Today’s Date ________________

Students Name _________________________________________________________________ Grade ____________

Please check one

_______ I do not want my child’s photo, name, and/or achievements published in school or local newspapers, television, and/or posed on the school's web site as stated above.

_______ I do give permission for my child’s photo, name, and/or achievements to be published in school and/or local newspapers, television, and/or posted on the school’s web site as stated above.

________________________________________________________________________________ Date ___________

Parent’s/Guardian’s Signature

WE HAVE READ AND UNDERSTAND THE CONTENTS OF THE CRMS HANDBOOK:

Student Name:__________________________ AND Student Signature:______________________________

Parent Name:___________________________ AND Parent Signature:______________________________

Student’s Grade Level:__________

Date:___________________