



Cedarbrook Middle School

Dear Parents/Guardians,

Happy School Year! Your child has been issued a Daily Assignment Book (DAB) that includes very important information as well as our Cedarbrook Student Handbook. The information contained within will help you and your child understand the Cedarbrook Middle School philosophy, programs, goals and policies. Student's use of the DAB enables students and parents to keep current with assignments, assessments to communicate with their student's teachers and to encourage their student with his / her pursuit of an excellent education.

Please take the time to read this resource and discuss it with your child. During the school day, time will be set aside to review the entire book with the students.

Please acknowledge receipt/understanding of this resource by completing the section below. Carefully review all sections for understanding.

Sincerely,
Cedarbrook Middle School Faculty and Staff

I have read and understand the contents of the Daily Assignment Book (DAB). I have taken or will take the time to discuss the following information with my child.

Student's Name _____ **WIN** _____

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

At Cedarbrook, we Respect and Roar. We are respectful, responsible and resilient. We strive to outreach to others and to achieve our goals. That is the Wild Cat Way!

Cedarbrook is a No Place for Hate School

Cedarbrook is No Place for Hate.

This School welcomes:

Students of all Ethnicities and Nationalities

Students of all Religions and Languages

Students of all Genders, Gender Identities and Sexual Preferences

Students of all Family Structures and Socio -Economic Backgrounds

Students of all Abilities and Interests

Students of all Styles and Body Types

In this World, you can Choose to be Anything.

CHOOSE TO BE KIND!

STUDENT HANDBOOK – TABLE OF CONTENTS

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HOME OF THE WILDCATS

At Cedarbrook, We RESPECT and ROAR. We are respectful, responsible, and resilient. We strive to outreach to others and to achieve our goals.

**The Wildcat Way
Respect the Wildcat ROAR
R: Responsibility
O: Outreach
A: Achievement
R: Resilience**

THE WILDCAT WAY
QUALITIES OF A LEARNER

Behaviors	Descriptors
Commendable	<p>Students who merit a Commendable for learning behaviors are those who consistently show interest in, and enthusiasm for, learning and who exhibit a desire to maximize their learning potential as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> • Turns in all assignments on time • Comes to class well-prepared and may come to class with material or questions that demonstrate an attempt to relate classwork to other topics or domains • Participates in class actively, spontaneously and productively, and is committed to be an invested participant for the betterment of the classroom community • Takes full advantage of all learning opportunities, resources and aids available in the school • Sets a good example for peers and is passionate about his/her learning; inspires and is inspired by others
Satisfactory	<p>Students who merit a Satisfactory for learning behaviors are those who maintain a positive attitude towards learning and who exhibit an understanding and acceptance of their responsibilities as students, as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> • Turns in assignments and make-up work • Comes to class prepared • Participates in class and contributes to the betterment of the classroom community to the best of his/her ability • Seeks extra help when needed or takes advantage of extra help when offered • Remains on task and does not interfere with the learning of other students
Needs improvement	<p>Students who merit Needs Improvement for learning behaviors are generally those whose attitude towards learning may be inconsistent and who occasionally fail to assume their full responsibilities as students. They exhibit one or more of the following behaviors:</p> <ul style="list-style-type: none"> • Often fails to complete assignments • Often comes to class unprepared • Inconsistently participates in class and does not contribute to the betterment of the classroom community to the best of his/her ability • Reluctantly takes advantages of, or has to be repeatedly encouraged to take advantages of, extra help when offered • Exhibits off-task behavior that disrupts the learning of others
Unsatisfactory	<p>Students who merit Unsatisfactory for learning behaviors are generally those who exhibit a negative, passive or recalcitrant attitude towards learning as exhibited by the following types of behavior:</p> <ul style="list-style-type: none"> • Regularly fails to submit assignments, is habitually late submitting them, and/or neglects to complete make up work • Rarely comes to class prepared • Rarely participates in class; is not an invested participant in the classroom community • Rarely takes advantage of extra help when offered • Frequently exhibits disruptive behavior in class

THE WILDCAT WAY

	Morning Entry	Classroom	Learning Commons and Library	Hallway	Cafeteria
Respect					
Responsibility					
Outreach					
Achievement					
Resiliency					

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THE WILDCAT WAY

Restroom	Dismissal	Digital Citizenship	Extracurricular	Guest Teachers/ Presenters

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Goal Setting Quarter # 1

Classes I am enrolled in – Grades I will strive for:

Period	Grade	Citizenship	Qualities of a Learner
--------	-------	-------------	------------------------

1.

2.

3.

4.

5.

6.

7.

8.

Grades I earned (Complete at the end of Qtr. 1)

1.

2.

3.

4.

5.

6.

7.

8.

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Can you be a real Wildcat? Do you Respect ROAR?

R...Responsibility Goal for Qtr. 1:

O...Outreach Goal for Qtr. 1:

A...Achievement Goal for Qtr. 1:

R: Resilience Goal for Qtr. 1:

Did you maximize your academic potential?

Did you show how responsible you could be?

Did you bounce back from adversity?

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Goal Setting Quarter # 2

Classes I am enrolled in – Grades I will strive for:

Period	Grade	Citizenship	Qualities of a Learner
--------	-------	-------------	------------------------

1.

2.

3.

4.

5.

6.

7.

8.

Grades I earned (Complete at the end of Qtr. 2)

1.

2.

3.

4.

5.

6.

7.

8.

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Can you be a real Wildcat? Do you Respect ROAR?

R...Responsibility Goal for Qtr. 2:

O...Outreach Goal for Qtr. 2:

A...Achievement Goal for Qtr. 2:

R: Resilience Goal for Qtr. 2:

Did you maximize your academic potential?

Did you show how responsible you could be?

Did you bounce back from adversity?

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Goal Setting Quarter # 3

Classes I am enrolled in – Grades I will strive for:

Period	Grade	Citizenship	Qualities of a Learner
--------	-------	-------------	------------------------

1.

2.

3.

4.

5.

6.

7.

8.

Grades I earned (Complete at the end of Qtr. 3)

1.

2.

3.

4.

5.

6.

7.

8.

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Can you be a real Wildcat? Do you Respect ROAR?

R...Responsibility Goal for Qtr. 3:

O...Outreach Goal for Qtr. 3:

A...Achievement Goal for Qtr. 3:

R: Resilience Goal for Qtr. 3:

Did you maximize your academic potential?

Did you show how responsible you could be?

Did you bounce back from adversity?

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Goal Setting Quarter # 4

Classes I am enrolled in – Grades I will strive for:

Period	Grade	Citizenship	Qualities of a Learner
--------	-------	-------------	------------------------

1.

2.

3.

4.

5.

6.

7.

8.

Grades I earned (Complete at the end of Qtr. 4)

1.

2.

3.

4.

5.

6.

7.

8.

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Can you be a real Wildcat? Do you Respect ROAR?

R...Responsibility Goal for Qtr. 4:

O...Outreach Goal for Qtr. 4:

A...Achievement Goal for Qtr. 4:

R: Resilience Goal for Qtr. 3:

Did you maximize your academic potential?

Did you show how responsible you could be?

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WIN/ASSIGNMENTS/NOTES

WIN is an acronym for “What I Need”. Win is between periods 1 and 2 every day. During this time, students will participate in advisory, reading for pleasure, intervention and enrichment activities.

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Welcome to Cedarbrook Middle School

It is with great excitement and enthusiasm that we begin this 2018-2019 School Year! We are expecting our children to demonstrate outstanding growth and amazing gains. Our focus will continue to follow these Core Beliefs:

- ✓ **Decisions are always made based on what is in the best interests of our children**
- ✓ **The parents/guardians and the community are our partners in this most important work**
- ✓ **Authentic success is found in the classroom each and every day and is facilitated by a strong instructional teacher/leader**
- ✓ **Collaborative professional learning opportunities are embedded in our work and rooted in self-reflection and inquiry**

The children's success is directly aligned to our ability to provide them with quality instruction in a safe and caring environment where they can stretch and grow academically, socially, and emotionally. We will continue to reflect upon and celebrate strengths while simultaneously and consistently thinking of how we can continue to grow.

We encourage you to connect with our Cedarbrook Community and we thank you for trusting us with the care and education of your children.

Marcy Hockfield, Principal
Byron Ryan, Vice Principal
Adicia Cohen Johnson, Vice Principal

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**Cedarbrook Middle School
300 Longfellow Road
Wyncote, Pa 19095**

Telephone (7:45 AM to 3:45 PM)

215-881-6427

Fax – 215-576-5610

School District Switchboard – 215-886-9500

Cheltenham Trans Bus Company – 215-881-6316

SCHOOL EMERGENCY CLOSING NUMBER – 306

**In Case of Hazardous Weather Conditions or Emergencies, School Closing
Information may be found on the website, cable channel 42 and your local news
station.**

ADMINISTRATION

Ms. Marcy Hockfield, Principal

Mr. Byron Ryan Vice Principal – Grade 8

Ms. Adicia Cohen Johnson, Vice Principal- Grade 7

COUNSELORS

Grade 7: Mr. Khary Blackmon

Grade 8: Ms. Danielle Schueller

OFFICE STAFF

Ms. Suzanne Wissman Principal's Secretary

Ms. Sharon Lauzus

Ms. Cynthia Callan- Attendance

HEALTH SERVICES

Ms. Stephanie Irini, School Nurse

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CHELTENHAM

Cheltenham School District

BOARD OF SCHOOL DIRECTORS

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Pamela Henry
Jean McWilliams
Christopher A. Pender
Daniel Schultz

SUPERINTENDENT

Dr. Wagner Marseille

ASSISTANT SUPERINTENDENT

Dr. Tamara Thomas Smith

Mission Statement

Drawing on its cultural richness, creativity, and tradition of scholastic excellence, the School District of Cheltenham Township strives to nurture each child through a wealth of academic endeavors and community partnerships that provide the skills and vision needed to lead a productive and meaningful life beyond our classroom walls.

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Vision Statement

With a clear connection between the classroom and the world, the School District of Cheltenham Township will strive for excellence by:

- inspiring our students to develop principled and knowledgeable responses to the local, national, and global challenges of the 21st century;
- actively engaging parents/guardians in their children's intellectual, social, and moral education;
- encouraging faculty and staff to continually broaden the web of connections between their academic disciplines and the world on which they depend;
- stimulating dynamic leadership of building and district administrators; and
- creating partnerships with community individuals, institutions, organizations, and businesses that model real-world connections for all students.

CSD Strategic Plan Pathways

Student Achievement
Curriculum & Instruction
Holistic Experiences
Professional Learning
Communication & Engagement

Nondiscrimination Statement

The School District of Cheltenham Township does not discriminate in employment or educational programs, services or activities, based on race, color, national origin, sex, handicap or age in accordance with State and Federal laws including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and the Age Discrimination Act of 1975[1].

Civil Rights

Any violations of Civil rights should be reported to Principal Marcy Hockfield.

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Cedarbrook Has Great Teachers

- We realize that it's people not programs that determine the quality of a school.
- Clear expectations are established at the start of the year and implemented with consistency.
- Teachers hold high standards for all students and most importantly for themselves.
- Students come first.
- Positive atmosphere and powerful authentic praise are important.
- Relationships with students, families and colleagues are essential.

FACULTY 2018-2019

Team 7A – Pumas

*English: Ms. Patty Hogan
Math: Ms. Kristina Calhoun
Science: Ms. Tracy Oliver-Davis
Social Studies: Mr. Angel Galindo

Team 7B – Bobcats

English: Mr. Brian Hanna
Math: Ms. Enonge Mallard
Science: Mr. Corey Olmstead
*Social Studies: Ms. Leah Matusow

Team 7C – Leopards

English: Ms. Kristyn Sanborn
Math: Mr. Omar Rose
*Science: Ms. Debra DiBattista
Social Studies: Mr. Isaac Stanford

World Language

Spanish:
Ms. Mercedes Walton Mason
Ms. Abby Fishman
Ms. Karin Tinsley
French: * Ms. Beth Rennix
Latin: Mr. Thomas DiGiulio
German: Ms. Beth Petermichl

Team 8A – Jaguars

*English: Ms. Cheree Atwood
Math: Ms. Andrea Anderson
Science: Mr. Andre Clarke
Social Studies: Mr. Jeffrey Hopkins

Team 8B – Lions

English: Ms. Dominique Bemby
Math: Mr. Timothy Strosser
Science: Dr. Lia Scott
*Social Studies: Mr. Brendan Heron

Team 8C – Tigers

*English: Ms. Michelle Darden
Math: Mr. Christopher Warner
Science: Mr. John On
**Social Studies: Mr. Daniel Kuhns

Reading and Literary Workshop

**Ms. Heather Blumberg
Ms. MeLisa O'Connor
Ms. Amie Raynor
Ms. Danelle Witkowski

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Strategies for Learning

Ms. Barbara Conway

Music

Mr. Matthew Hoy

Mr. Ken Harmer

Mr. Noah Mallitz

Mr. Steve Cairns

Digital Media

Ms. Alissa Levinson

STEM

Mr. Robert Graham

Mr. Sean Quenzer

Special Education

Ms. Eva Kaplan

Ms. Melanie Gogoj

Ms. Tiffany Lee

Ms. Erin Gilbert

Ms. Kristi Perrone

Ms. Jessica Mann

Ms. Caitlin Todd

Ms. Thomas Beck

Ms. Kristin McGeary

*Ms. Marcy Hammond

Challenge Consultants

Ms. Beth Kenna

Ms. Elizabeth Susanin

ESL

Ms. Cindy Brickman

Health and Physical Education

Mr. Jeff Rauchut

Mr. Christopher Nestor

Ms. Deborah Ferlitto

Art

Mr. Bevan McShea

Family Consumer Science

Ms. Leanne Feilmier

Ms. Renee Ford Conway

Librarian

Ms. Marguerite Cooper

Para Professionals

Ms. Robbin Balfour Austin

Ms. Chevelle East

Ms. Lynn Ranis

Ms. Brooke Smith

Ms. Lucille McClenney

Ms. Sara Blanford

Ms. Karen Rose

Mr. Richard Carroll

Ms. Sandy Schurr

Ms. Linda Hamilton

Ms. Chrsitine Newman

Ms. Georgia Codner Miller

School Counselor

Grade 7: Mr. Kary Blackmon

Grade 8: Ms. Danielle Schueller

Athletic Directors

Christopher Nestor

Jeffrey Rauchut

*Team Leader

**Department Coordinator

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General Information

Back to School Night: October September 26, 2019 @ 7:00 p.m.

Child Check Program

Each parent is expected to call Cedarbrook @ 215- 886-6591 between the hours of 7:05 a.m. to 8:10 a.m. if their child is going to be absent. You can also email cbkattendance@cheltenham.org with your child's absence information.

Parents are expected to complete a Student Health Emergency Form. Cedarbrook Middle School will contact (whenever possible) the parents of any absent student for whom we did not receive a parent call or email. With your cooperation, it is our hope that this program will ensure your child's safety when coming to school each morning

Conferences

We encourage and celebrate frequent communication between the teachers and the families. There will be a formal conference time scheduled in November. During this time parents will have the opportunity to meet with one or more of their child's teachers. Please note that while we would like all parents to have the opportunity to attend conferences during this time, priority will be given to the parents of those students who are struggling academically and or behaviorally.

Physical Examinations

Each student, under school law and regulations of the State Board of Health, is required to have a medical examination in the first, sixth and eleventh grades, and a dental examination in the first, third and seventh grades. The State Board of Health recommends that the family physician and family dentist give the examinations and make notations on the forms supplied by the district. Students new to the district are required to have these examinations upon entrance to the school. Please note that all contagious diseases in the district must be reported to the Health Department immediately ~ 215.887.1000

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TEAM 7C & 8C	Regular	Early Dismissal	Holiday Dismissal
Warning Bell	8:10 AM	8:10 AM	8:10 AM
Period 1	8:15-9:01	8:13-8:56	8:15 - 8:37
WIN	9:04 -9:43	No WIN	No Win
Period 2	9:46-10:32	8:59 -9:42	8:40 :9:02
Period 3	10:35 -11:21	9:45 - 10:28	9:05 - 9:27
Period 4- Lunch	11:24-11:54	10:31 -11:01	9:30 - 10:00
Period 5	11:57-12:43	11:04 -11:47	10:04 - 10:34
Period 6	12:46-1:32	11:50 - 12:33	10:38 - 11:08
Period 7	1:35-2:21	12:36 - 1:19	11:12 - 11:34
Period 8	2:24-3:10	1:22 - 2:05	11:38- 12:00
TEAM 8A & 8B	Regular	Early Dismissal	Holiday Dismissal
Warning Bell	8:10 AM	8:10	8:10
Period 1	8:15 - 9:01	8:13 - 8:56	8:15 - 8:37
WIN	9:04 - 9:43	No Win	No Win
Period 2	9:46- 10:32	8:59 - 9:42	8:40 - 9:02
Period 3	10:35 - 11:21	9:45 - 10:28	9:05 - 9:27
Period 4	11:24 - 12:10	10:31 - 11:14	9:30 - 10:00
Period 5 - Lunch	12:13 - 12:43	11:17 - 11:47	10:04 - 10:34
Period 6	12:46-1:32	11:50 - 12:33	10:38 - 11:08
Period 7	1:35 - 2:21	12:36 - 1:19	11:12 - 11:34
Period 8	2:24 - 3:10	1:22 - 2:05	11:38 - 12:00
TEAM 7A & 7B	Regular	Early Dismissal	Holiday Dismissal
Warning Bell	8:10 AM	8:10 AM	8:10 AM
Period 1	8:15 - 9:01	8:13 -8:56	8:15 - 8:37
WIN	9:04 - 9:43	No WIN	No Win
Period 2	9:46 - 10:32	8:59 - 9:42	8:40 - 9: 02
Period 3	10:35 - 11:21	9:45 - 10:28	9:05 - 9:27
Period 4	11:24 - 12:10	10:31 - 11:14	9:30 - 10:01
Period 5	12:13 - 12:59	11:17 - 12:00	10:04 - 10:35
Period 6 - Lunch	1:02 - 1:33	12:03 - 12:33	10:38 - 11:09
Period 7	1:35 - 2:21	12:36 - 1:19	11:12 - 11:34
Period 8	2:24 - 3:10	1:22 - 2:05	11:38 - 12:00

Required Student Material

All middle school students are required to have the following items with them every day:

Backpack

12 Pencils

12 blue or black Pens

10 Colored Folders (2 per major subject)

1 box Colored pencils

1 box Markers

4 Highlighters

1 Marble Composition Book (for writer's notebook)

Package White Board Markers

Visitors

Visitors are always welcomed at Cedarbrook Middle School. All visitors are required to have prior permission from the office BEFORE visiting any other area of the school in order not to interfere with the school program. All visitors must register in the main office. Visitors will be required to provide photo ID (Refer to School Board Policy #907 AR)

Student Visitors

In order to preserve the sanctity of the learning environment, students are not permitted to have student visitors at Cedarbrook.

Video Awareness

Please be aware that our students may participate in activities that are videotaped by our staff and may be viewed in school and on Channel 42. If you do not wish for your child's image and student work to be used, please make certain to fill out the form, "Use of Student Image and Student Work by the District," checking the appropriate line, signing it, and returning it to Cedarbrook's main office.

Parent – Teacher Organization

The primary aim of the Parent-Teacher Organization is to establish a close and enduring relationship between the home and the school. Its activities are geared to support and develop the best possible learning experiences for our students. The PTO meets during the school year. Meeting notices are sent via email updates and posted on the district website.

Cedarbrook Email Updates

A weekly update to all Cedarbrook families will be sent via school messenger every Sunday during the school year. Cedarbrook families are urged to read these emails as there will be important information shared each week.

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After School Policy

At the close of the school day, only those students who are under the direct supervision of teachers, paraprofessionals, organizational sponsors or coaches are permitted to remain on campus. The 4:30 and / or 5:30 buses are for participants (athletes, stage crew, vocal performers, etc.) only. All other students are expected to go directly home at the end of the school day.

Student Residency

In the event that there is any change in a student's residency during the year, parents must fill out a new registration form. The new address and phone number must be provided at the same time. School mailings will NOT be delivered to Post Office Boxes.

Lockers

The WIN teacher will assign the hall lockers. These lockers are complete with built-in locks. Hall lockers remain the property of the school. The school reserves the right to inspect a locker at any time.

Lockers may be used before homeroom, at lunch time, and after school. Students will place their book bags, coats, and all other personal items in their lockers every day. Students **are not** permitted to carry their book bags with them during the school day.

Neither the school nor the school district is responsible for lost or stolen items.

The security of student's personal belongings can be maintained when only the assigned student knows the locker combination. Students are not to share lockers and **are discouraged from bringing valuable personal property and large amounts of money to school.**

Dining Commons

A lunch may be brought to school or purchased in the cafeteria. A *Free or Reduced Lunch Program* is available. Eligibility forms will be distributed to students on the first day of school. If students qualify for *Free or Reduced Lunch*, they will use their District Student Number ID to access the Point of Service debit system.

Parents/Guardians may send advance payment in the form of checks, made payable to "School District of Cheltenham Township", cash or money orders to the Cafeteria Manager. The money will be placed on account in the School Cafe system and students will use their District ID to access the deposited funds. Parents may pay online by accessing www.schoolcafe.com.

Seating is a matter of student choice except when problems arise; then, an administrator will arrange the seating. Students are expected to clean up after themselves and leave the tables in good order in preparation for the following lunch period.

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All spills should be cleaned up by the student who spilled or dropped the item. No food or drink may be taken out of the cafeteria unless permission is granted by a teacher or administrator.

Medication for Students

The School District's Medication Policy states that ONLY medications ordered by a physician/dentist will be administered in school. This includes both prescription and non-prescription (aspirin, cough medicine, cold tablets, etc.) medication. If students take non-prescription medications for occasional pain, parents must provide a doctor's note on the required form at the beginning of the school year.

Students may not transport medication to school. Medications must be delivered to the school nurse by the parent/guardian. A doctor's written order must accompany the medication. The following information must be on file with the school nurse: student's name, name of medication, time to be administered, dosage, and possible side effects. In addition to the doctor's order, the parent/guardian must provide written permission for the school to administer the medication. The forms "Private Physician/Dentist Request for Administration of Medication during School Hours" and "Parent's Medication Authorization to the School" are available in the office. If you have questions, please call the Pupil Personnel Office at 215-881-6329.

School Dances

All dances begin at 7:30 PM and end promptly at 9:00 PM. Dances are open only to current Cedarbrook students. There is no regulated dress code, but dress should be in appropriate and respectable taste. Students are not allowed to leave the building for any reason during the dance unless accompanied by a parent or guardian. Students arriving to school dances after 7:45 will not be admitted. Students who are picked up after 9:15 p.m. will not be permitted to attend the next dance. All dances are chaperoned by administrators, teachers and principal.

Obligation Policy

All materials issued to students remain the property of the School District of Cheltenham Township. Special care must be given to books and other supplies. Each student is responsible to return borrowed property to the school in satisfactory condition. If books, uniforms, or other school property are lost or damaged, it is the responsibility of the student and/or the student's parents to pay for or replace those items.

A report of student obligations will be compiled each marking period. Students who owe fines, library books, school uniforms, etc. will be required to settle these obligations in a timely fashion. At the end of the school year, Commencement tickets, report cards and other school records will not be released until ALL school obligations have been cleared.

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Dress Code

Appropriate and respectable attire should be worn in school at all times. Attire should not be offensive to others. Parents and students should use discretion in the matter of personal appearance. An administrator will deal with individual student indiscretion in this matter. Parents will be called to bring appropriate clothing.

- For health and safety reasons shoes must be worn on feet at all times while at school.
- Hats, scarves, bandanas, and hoods are not to be worn in the school building any time unless they are being worn for religious purposes.
- Sunglasses are not to be worn in the building except for medical reasons.
- Skirts, dresses and shorts must reach an inch below the top of the hamstring diagram:
- Tops must reach top of the waist band on the bottoms
- Tube tops and open back tops are not permitted.
- Bottoms must be worn above the hips.
- No clothing or jewelry is permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols.
- Heavy winter coats and heavy jackets may not be worn in the building.
- They must be stored in student lockers.
- Pajamas and sleepwear are not to be worn to school aside from on designated spirit days.

PE Dress Code

At Cedarbrook we are very proud of our Physical Education program and of our incredible PE spaces. In order to take full advantage of the PE offerings students are expected to come to school dressed appropriately for PE or to have a change of clothes in their PE locker. The dress code for PE is as follows:

- Sneakers
- Shorts or athletic pants. (No jeans, skirts or dresses)

Students who do not wear sneakers will not be permitted to participate. Students who are not in shorts or athletic pants will be permitted to participate but will receive a grade penalty.

Students who are not able to participate due to dress code or for medical reasons will be given an alternate assignment by the PE teachers.

Personal Items

- Students are **STRONGLY DISCOURAGED** from bringing cell phones, cameras, or headphones, air pods, toys, skateboards, electronic games, or any like item to school. If students bring these items, they must lock them in their lockers or keep them in their book bags.
- Expensive items such as jewelry, watches, pocketbooks, etc., should not be brought to school nor should students bring excessive amounts of money.
- The school is **not** responsible for lost personal items. **This includes cellphones and air pods.** Administrators will not conduct searches for such items.

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Selling Items

Students are prohibited from selling any items on school grounds. Any such items will be confiscated and kept until parents come to school to retrieve them.

Attendance Guidelines

Regular attendance at school enhances a student's educational experience and is required by state law. To encourage better attendance, improve communication, and ensure compliance with the Pennsylvania School Code, specifically 24PS 13-1327, the compulsory school attendance law, the guidelines below will be followed in all schools that are part of Cheltenham School District:

1. **When a child is absent from school, the absence will first be coded as Unexcused.** Please call Child Check or the Attendance Secretary at your child's school to inform the school of your child's absence and provide the following information: Student's Name, Date of Absence, Reason for the Absence and the Student's Homeroom Number and/or Teacher's Name. This does not excuse your child's absence but alerts the school of the child's whereabouts for the day.
2. **An absence will be changed to Excused when the school's secretary or Attendance Secretary receives a written note, e-mail, or fax notification within three (3) days after the child's return to school** from the child's parent/ guardian or the family's physician indicating the student was absent from school due to a condition that is excusable. Such conditions include:
 - Illness
 - Family Emergency
 - Death of a Family Member
 - Medical, Dental or Therapeutic Appointments
 - Authorized school activities
 - Pre-approved Educational Travel (maximum five (5) days per school year) and requests need to be submitted to the principal at least two (2) weeks prior to the date of departure
 - College Visitations
 - Pre-Approved Religious Instruction (limit 36 hours per year)
 - Bona Fide Religious Holiday
 - For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of commencing the tutoring
 - Attendance at court hearings related to the child's involvement with the county children and youth agency or juvenile probation office

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- For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing art
 - Being dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District
 - Other reasons for absence may be excused in accordance with Board Policy and Administrative Regulation 204 (Attendance) under certain circumstances
3. Children with excused absences from school may make up all work missed as a result of the absence.
4. If a student is absent for three (3) consecutive days then a Doctor's note is required to excuse the absences.
5. Within a school year a parent is permitted **10 handwritten, emailed, or faxed parent notes** to excuse their student's absences. Any additional absences may require a Doctor's note for them to be coded as excused.
6. Since children are legally required to attend school, unexcused absences could result in a child's referral to the school District's Home and School Visitor, whose responsibility under Pennsylvania School Code 24 PS 13-1341 includes enforcing the provisions of the compulsory attendance law. When students have accumulated unexcused absences, the following will occur:
- **After three (3) Unexcused absences:** A letter will be sent home within ten (10) days of a student's third unexcused absence indicating a time and date for a School Attendance Improvement Conference that will be held and the following shall be invited to the conference: (1) the student; (2) the student's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel and (5) recommended service providers. A student will be considered as Truant with three (3) school days of unexcused absences.
 - **After six (6) Unexcused absences:** A student is considered as Habitually Truant with six (6) or more school days of unexcused absences. **When a student is habitually truant and under fifteen (15) years of age**, the school shall refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Montgomery County Office of Children and Youth for services or possible disposition as a dependent child. They may file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the student.

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- **After six (6) Unexcused absences: When a student is habitually truant and fifteen (15) years or older**, the school shall either Refer the student to a school-based or community-based attendance improvement program or service; or file a citation in the of the magisterial district judge having jurisdiction in the region against the student or the person in parental relation who resides in the same household as the student.
- The District may request permission from parents/guardians for the school psychologist to conduct a psychological evaluation of students with six (6) or more unexcused absences in order to determine possible learning or emotional support needs that may be a contributory factor to the student's absences. A Permission to Evaluate form and Procedural Safeguard form, outlining parental rights, would be sent.
- **Ten consecutive school days of unexcused absences:** A student shall be dropped from active membership roll unless the school is provided with evidence that the excuse is legal or the school is initiating truancy proceedings. A maximum of ten (10) days of cumulative excused absences for an illness verified by parental notification may be permitted during the school year. All such absences beyond ten (10) cumulative days per school year shall require a written excuse note from a physician familiar with the student's medical condition.

Educational Trip Request

Although family trips are not encouraged during the school year, absence due to educational trips may be excused for up to five (5) days. Absences for family travel in excess of five (5) days will be considered unexcused, and students will not have an opportunity to make up any work missed on the additional days of absence. An "Educational Trip Request Form" must be submitted to the student's team administrator in writing at least ten (10) days before the scheduled trip. Students and parents are responsible for making arrangements with teachers to make up missed work in advance of the student's absence. Any educational trip that exceeds ten (10) days will warrant a dis-enrollment of the student. Upon return from the trip the family can report to the student's school and the building secretary will re-enroll the student.

Lateness to School

Students must be at school by 8:10 a.m. (Allowances will be made when school buses arrive late). Students arriving at school after 8:15 AM are considered late and must report to the attendance desk in the main office. A late pass will be written in the DAB for admission to homeroom or class. After three (3) late arrivals to school, excused or unexcused, students will be issued an after-school detention. Late passes will not be issued for students who arrive at school on time but arrive in period 1 after 8:15AM. Three (3) late arrivals to homeroom will result in an after-school detention. Chronic lateness (more than 5) to school will result in referral to the District's Home and School Visitor who will contact parents.

Lateness to Class

There are two minutes of travel time between periods. All students are expected to be in class on time. If a teacher detains a student, the student must receive a late pass from that teacher for admission to the next class. Chronic lateness will result in parental contact and detentions. The faculty and administration will take immediate disciplinary action toward any student who is in school and fails to attend an assigned class without permission.

Cedarbrook Middle School is a PBIS School

PBIS, an acronym for Positive Behavioral Interventions and Supports, is Cedarbrook's framework to ensure the kind of environment we expect and one of which our entire community can be proud.

The vision of the Cedarbrook team is as follows:

At Cedarbrook, all staff and students believe that ALL means ALL. This emphatic belief is evident in our caring treatment of each member of our Cedarbrook family; our relentless effort to provide a stimulating and rigorous academic program; our multifaceted extracurricular programs; and our tireless efforts to promote and celebrate the diversity that has become synonymous with CBK. To that end, the mission of the Cedarbrook PBIS framework is to create and facilitate a school culture and behavioral supports that empower ALL students to find success every day.

There will be a minimum of 4 PBIS events at each location for the 18-19 school year. To qualify to participate in a PBIS event, there will be behavioral and academic expectations. This will be shared with students and parents prior to each event.

School Norms

A norm is an accepted standard or a way of behaving or doing things.

School Bus

The bus is an extension of school. Therefore, students are to model the Wildcat Way when they are on the bus each day. Students who do not follow bus norms will lose their bus privileges and parents/guardians will have to transport the student to and from school. For the safety of all students it is incumbent on the school and the district that we provide a safe and peaceful bus experience for all students. Please note that there are video cameras on every bus that provide both video and audio recordings.

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Bus

- Enter bus in an orderly fashion
- Sit the entire time the bus is moving
- Speak in quiet voices – Do not play music
- Refrain from eating
- Speak and act respectfully to the Bus Driver

Substitute Teachers - Guest Teachers

We are fortunate to have teachers to work with our students when our teachers are absent. It is very important that we treat our guest teachers with respect. Therefore, when a student is disrespectful or defiant with a Guest Teacher there will be disciplinary consequences including but not limited to detention, In School or Out of School Suspension.

Dining Commons

The Dining Commons must be a safe and peaceful place for all students to have lunch. Therefore; students are to model the Wildcat Way in the Dining Commons.

- Students enter the Dining Commons in an orderly way
- Students sit down when they enter the Dining Commons.
- Students are not to go to the serving line until they are told to do so.
- Students are not run in the Dining Commons.
- Only one student at a time may leave to use the bathroom.
- Students are to speak respectfully to all adults.
- Students are to clean up after lunch.
- If a student is reprimanded during lunch for not adhering to these norms, they will receive a lunch detention.

Hallway

To ensure student safety, students are not permitted in the hallways or other unsupervised areas during class time or lunch. Students remaining in the halls after class has started are subject to disciplinary consequences. If a student needs to leave class, they must have a signed DAB with them.

Cellphones

- First line: We recognize the importance of electronic communication between students and parents. However, we also recognize that instructional time must be protected from unnecessary disruption. Therefore, students are discouraged from having a cell phone in school. If a student has a cell phone in school it must be on silent and remain out of sight during the school day.
- If a student has their phone visible in the hall or on class, they will be asked to put it away. If they do not, the phone will be confiscated by the teacher and brought to the office. The student will be permitted to pick it up at the end of the school day. If this happens more than one

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time a parent / guardian will have to pick up the phone. Please note, that every classroom has a phone. If a student has to contact their parent/ guardian during the school day a teacher will allow them to use the phone. Additionally, with permission, a student may use the phone in the office.

Students are not permitted to use their cellphones to contact parents when they are ill. Rather, they are to go to the nurse's office and the nurse will contact parents/ guardians.

Headphones / Earbuds/Air Pods

Students are not permitted to have earphones visible during the school day except during lunch. Students are expected to "unplug" when they enter the building.

Video

During lunch students are not permitted to film / video themselves, each other or activities.

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Cheltenham School District

Disciplinary Expectations and Consequences Secondary Schools

The following chart is a guide detailing the behaviors students are expected to exhibit and the consequences students can expect when they make poor choices regarding their behavior. It is not meant to be inclusive of all possible kinds of misbehavior; rather, it is a guideline that represents the more common and serious types of misbehavior that may be experienced in a school environment. Students are reminded that school rules are in effect, and students are subject to discipline: (1) while at school; (2) at school-sponsored events, trips, or activities, whether on or away from school property; (3) while traveling to/from school, school-sponsored events, trips, or activities on a vehicle owned, leased, or under the control of the District; and (4) as otherwise permitted by law.

The severity of any consequence will be proportional to the severity of the offense, the age of the student, the student's current and prior disciplinary record (including any history of repeat offenses), special circumstances about the incident, including whether the student was an aggressor or victim, as well as any applicable laws or regulations, including, but not limited to, those related to the discipline of students with disabilities.

Students who have been suspended from school will be required, prior to returning to their previous class schedule, to meet with a designated school official to discuss academic and behavioral expectations upon return to school, the resources available to support students, the consequences of future noncompliance with Board Policy and/or school rules, and the number of hours, if any, of counseling required prior to the student's return to his/her regular class schedule. When a student has been issued an out-of-school suspension, the student's parent/guardian will be required to attend the re-entry conference with the appropriate school official(s).

At the discretion of the Superintendent or designee, which may include the Assistant Superintendent, building principal or assistant principal, students may be afforded the opportunity to participate in restorative practices in lieu of harsher disciplinary consequences.

<u>Infraction</u>	<u>Examples of Expected Conduct</u>	<u>Examples of Behavior in Violation of School Rules</u>	<u>First Offense *</u>	<u>Repeated Offenses * (Potential Consequences Are In Addition To Those Possible For First Offense)</u>
* In general, a school official will contact the parent/guardian of a student who has engaged in a disciplinary violation.				
<u>Academic Offenses</u>				

Academic Dishonesty	Academic honesty; Adherence to academic standards; Integrity in academic research / publishing	Cheating; Plagiarism; Forgery of grades, times, addresses, signatures, or other data on school records.	"0" on assignment; Redo assignment for limited credit; Parental contact by teacher and/or administrator	Parent conference with teacher/administrator; Possible reduction of grade or failure of course
Unauthorized Failure to Attend Class, Detention, or Suspension (Includes Tardiness)	Coming to class (including detention or suspension) on time; Adhering to one's school/class schedule and being in designated areas at designated times	Unauthorized absence or failure to attend class or a scheduled detention or suspension; leaving class, a detention or suspension without proper authorization; unauthorized tardiness	Warning; Parent contact; Detention; Additional Detention; Loss of school-related privileges; Up to 3 days suspension	Parent conference with teacher/administrator; Possible course grade reduction due to lack of attendance; Up to 10 days suspension
<u>Property Offenses</u>				
Arson; Unauthorized Burning; Possession of Explosive Materials	Maintaining a safe and orderly school environment; Respect for school property and the property of others	Burning or attempting to burn any part of any building or school property without authorization; Possession of fireworks or other explosive devices (including smoke bombs, stink bombs, or similar instruments capable of bodily harm or damage to school property); Possession of devices capable of starting a fire	Parental contact; Up to 10 days suspension; Referral to law enforcement; Referral for possible expulsion	↑
Parking/Vehicle Violations	Following school rules and posted parking and vehicle signs and regulations	Violating school parking lot rules, regulations, or posted signs; Failure to park in designated space; Violating any applicable provision of the Pennsylvania Vehicle Code	Warning; Parent contact; Loss of privileges; Detention; Referral to law enforcement for ticketing/towing	↑
Theft; Vandalism; Littering; Property Offenses (Including Trespassing and Inappropriate Use)	Showing respect for school property and the property of others	Stealing, misappropriating or taking the property of another, including school property; littering; defacing, destroying, altering or tampering with the property of another without permission; trespass or misuse of school property (including books, supplies, equipment, technology devices, etc.)	Parental contact; Detention, Loss of privileges; Restitution; Referral to law enforcement; Up to 10 days suspension; Referral for possible expulsion	↑
<u>Offenses Against Others</u>				

Assault; Battery; Fighting	Respecting school staff, students, and visitors; Maintaining appropriate physical contact and conduct; Maintaining a safe and orderly school environment	Physically or verbally attacking any person (includes behavior such as hitting, beating, striking, punching, biting, spitting, grabbing, tripping, etc.); Engaging in hostile bodily contact (The principal may choose not to discipline a student for actions reasonably and appropriately taken demonstrably in self-defense)	Parental contact; Up to 10 days suspension; Loss of school-related privileges; Referral to law enforcement; Referral for possible expulsion	↑
Harassment and Bullying (Including Sexual Harassment); Hazing	Maintaining appropriate physical contact and conduct; Treating others with respect and courtesy	Sexual harassment, bullying, hazing and other forms of prohibited harassment. Refer to School Board Policy # 248	Parental contact; Detention; Suspension; Referral to law enforcement or other appropriate authorities; Referral for possible expulsion	↑
Sexual Contact (Consensual)	Maintaining appropriate physical contact and conduct	Sexual intercourse; Inappropriate public display of affection; groping; inappropriate touching or bodily contact	Parental contact; Detention; Suspension; Referral to law enforcement or other appropriate authorities; Referral for possible expulsion	↑

Health, Safety & Welfare Offenses

Drug and Alcohol Policy Violation (Use / Possession / Sale)	Maintaining an environment free from drugs, alcohol, and other controlled or prohibited substances	Use, possession, sale, distribution, or being under the influence of any controlled substance. Refer to School Board Policy # 227 for additional information	Refer to School Board Policy # 227	↑
Inappropriate Use of Electronic Device	Using electronic devices in accordance with school rules and only for permitted purposes; Maintaining a school environment, conducive to academic instruction	Possession of beepers or laser pointers; Failing to utilize electronic devices in accordance with applicable law or school rules; Using electronic devices in a way that is disruptive to the educational or extracurricular activities of the District, including, but not limited to recording, taking photographs of, or transmitting fights or other disturbances to the school environment, except for the limited purpose of reporting such conduct to a school official; Refer to School Board Policy # 237 for additional information.	Warning; Parent contact; Confiscation of device; Detention; Loss of school-related privileges; Up to 3 days suspension	Up to 10 days suspension; Referral for possible expulsion

Gambling; Selling/Distribution of Unauthorized Merchandise	Refraining from engaging in unauthorized activities	The act of gambling for money or valuables; Selling or distribution of unauthorized merchandise without administrative approval	Warning; Detention; Parent contact; Confiscation of unauthorized merchandise	Up to 10 days suspension
Threatening or Intimidating Conduct; False Alarms; Terrorist Threats/Acts	Maintaining a safe and orderly school environment; Treating others with respect and courtesy; Maintaining a school environment conducive to academic instruction	Engaging in conduct which undermines the safety, security or wellbeing of any person or of school property; threats of violence or harm communicated verbally or in writing; bomb threats; knowingly reporting a false threat; tampering with the fire alarm, fire extinguisher, sprinkler system or other apparatus installed for the prevention of fire or for the safety of the school community or property	Parental contact; Up to 10 days suspension; Referral to law enforcement; Referral for possible expulsion	↑
Threat to Health, Morals, Safety or Welfare of Others	Maintaining a safe and orderly school environment, conducive to academic instruction; Respecting school staff, students, and visitors; Maintaining appropriate physical contact and conduct; Following school rules and directions of school officials	Conduct that constitutes a threat to the health, morals, safety or welfare of others	Parental contact; Detention; Suspension; Referral to law enforcement or other appropriate authorities; Referral for possible expulsion	Up to 10 days suspension; Referral for possible expulsion
Weapons & Other Dangerous Items Violation (Possession, Use, Transfer, Sale)	Maintaining a safe and orderly school environment, free from weapons or similar objects	Possession or use of weapon or dangerous item; Refer to School Board Policy # 218.2 for additional information	Parental contact; Referral to law enforcement; Referral for possible expulsion	↑
Smoking / Tobacco Violation	Maintaining a safe free from tobacco, including smokeless tobacco and electronic smoking devices	Possession or use of smoking products; Refer to School Board Policy # 223 for additional information	Parent contact; Referral to law enforcement; Up to 10 days suspension	↑
Classroom / School Disturbance	Maintaining a safe and orderly school environment, conducive to academic instruction; Respecting school staff,	Behavior which disrupts or has the potential to disrupt the educational process or regular school operations. Includes loitering, hall pass violations, instigating violence or other violation	Warning; Parent contact; Detention; Loss of school- related privileges; Up to 3 days suspension	Up to 10 days suspension; Referral for possible expulsion

	<p>students, and visitors; Following school rules and directions of school officials; Refraining from using profanity; Adhering to one's school/class schedule and being in designated areas at designated times.</p>	<p>of Board Policy or school rules, failure to identify or properly identify oneself upon request of a school official, failure to obey instructions of a school official, insubordination, profanity or inappropriate language, gesture, or action, disrespectful behavior, sleeping in class, other violations of school rules not listed in this chart.</p>		
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Disciplinary Consequences

Restorative Activity

Administrative Detention

Students may be assigned an administrative detention by the Principal, Vice Principal, Assistant Principal for violating a school norm. Students are given every opportunity to avoid a detention. Verbal warnings are given prior to a detention. Parents are notified via email whenever a detention is issued.

Detentions are held on Tuesday and Thursday. They are supervised by a teacher. Detentions are from immediately after school until 4:30. Students are permitted to take the 4:30 bus home. An early morning or Saturday detention may be assigned for repeated infractions.

In School Suspension

Students who violate the school Norms may earn an In-School Suspension in lieu of an Out of School Suspension. Students serving an In-School Suspension must report to the office at 8:00 a.m. on the day of their suspension. They must have their textbooks, assignments and a reading book. While serving an In-School Suspension, students are expected to participate in restorative activities, work with the ISS teacher to discuss and resolve the issues that led to the ISS and to complete school work. Students who are unable to adhere to these expectations will be suspended out of school.

Reverse Suspension

Students who violate school norms may be issued a reverse suspension rather than an out of school suspension. For certain, non-violent infractions parents will have the option in lieu of an out of school suspension to spend the full day in school with their child. Parents will be given this option via phone conference with an administrator.

Out of School Suspension

Students may be suspended from one to fifteen days based on the severity of the incident, the student's prior disciplinary record, response of previous interventions, and the student's citizenship. Students who are suspended out of school may not return to school property during the suspension. Parents / guardians will be notified via email and phone call in the case of an out of school suspension. Following an Out of School Suspension the parent / guardian and student are required to meet with an administrator prior to returning to school.

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Academics

Cedarbrook Middle School Grading Scale

Grades are to be an evaluation of a student's academic work. Student discipline shall have no effect on grades. Student achievement will be reported by report card four times per year:

Numeric Grade	Alpha Grade
90-100	A
80-89	B
70-79	C
60-69	D
50-59	F

The final yearlong grade is issued in every class. The numeric averages of each of the 4 quarters are totaled and divided by 4, which results in a final grade. In summary, each quarter equates to 25% of a student's final grade. There is a statistical floor of 50 % for each quarter. Students who receive a grade of F for the final year grade will be expected to retake the course in summer school.

Under special circumstances and with the permission of the principal, the following grades may be used in any course: **M** for Medical, **H** for Audit and **P** for Pass.

The grade **I** for Incomplete may be issued in any course at the discretion of the faculty. This grade assumes work needs to be completed in order to make an accurate final assessment. Incomplete grades **must** be revised within three weeks.

Honor Roll

Honor roll is calculated as follows:

Point values for all grades are as follows: A=4, B=3, C=2, D=1, F=0. The point value of the grade is multiplied by the number of days per six-day cycle the course meets (2 or 6). These values are then added together and divided by the total number of days for all courses. If this calculates a value of 3.2 or higher the student will attain honor roll status.

A grade of I (Incomplete) in any class will be exclude students from the honor roll until the incomplete grade is resolved.

Report Cards

Report cards are mailed to the homes of all students at the end of each nine-week marking period. Parents and students are urged to consult the teachers or the guidance counselor whenever there is a question about a grade. Parents and students should check PowerSchool weekly to maintain current information about students' progress.

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PowerSchool

Power School is a web-based grade book that enables teachers to report assignments and grades online. Parent and student usernames and passwords continue from year to year. If codes are lost, parents should contact the school counselor. Parents and students are encouraged to check the PowerSchool regularly. All daily announcements are listed in the School Bulletin in PowerSchool.

Grading and Promotion Policy

Grades are computed and recorded on report cards four times per year. It is highly recommended that a student who has below a 60% in any of the 5 major subject areas (English, Reading / World Language, Math, Science or Social Studies) attend summer school.

Homework

Homework serves as a link between school and home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student's family, can be greatly enhanced by a sound implementation of homework practices. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It assists the student in developing good work habits and in the wise use of time. There are five types of commonly assigned homework, each having a different intended outcome as shown below:

Completion - Any work assigned during the school day not completed in class. Help students keep up to date with the classroom curriculum.

Practice: Any work that increases or improves fluency of a skill or a process that is not yet fluent. Helps students practice newly acquired skills to develop fluency.

Preparation: Any work that prepares students for upcoming lessons or classes. Encourages students to acquire background information or to bring their prior experiences to upcoming units of study.

Extension: Any work that explores and refines learning in new contexts or integrates and expands on classroom learning. Encourages students to problem solve and/or think critically and creatively.

Studying: When a teacher does not explicitly assign HW it is assumed that students will be reviewing the lessons taught in class and preparing for upcoming assessments. An example of this would be a student's reworking their notes from class and or annotating the text.

- Homework should be assigned in such a manner that it will be clearly understood by all students.

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- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student with feedback.
- Homework should not be used for disciplinary purposes.

In order to receive full credit for an assignment the student must turn it in, in the format required, when requested by the teacher.

Homework Policy

Late assignments earn partial credit and can be turned in if they are complete, up until the time the unit is finished.

Partial Credit Deductions

1st semester -- late assignments will receive a 5% deduction with a floor of 50%

2nd semester -- late assignments will receive a 10% deduction with a floor of 50%

No credit will be earned after a unit has been finished.

Academic Honesty

Cedarbrook believes that a sound educational program must insist upon academic honesty. We expect students to display personal integrity and self-respect. Students must understand that grades mean little when cheating is accepted.

The following actions constitute cheating / academic dishonesty:

- Copying from a student's assignment or test
- Using a written or electronic cheat sheet
- Making a copy, in part, or in whole of a confidential document, including but not limited to, taking picture of a test or quiz
- Using a paper student has written for one class in another class
- Watching video or reading book notes of a literary work in place of reading
- Borrowing a study sheet or object with answers and copying them as your own work
- Plagiarism: Copying word for word in part or in whole, from a source without giving proper credit to the author. This includes electronic sources
- Turning in someone else's work as your own
- Forgery of a parent signature
- Collaborating with another student when you are told to work independently
- Assisting another student who is violating this policy

Consequences

First Offense:

Student receives an F on the assignment.

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Teacher calls parent/ guardian.

Discipline referral completed and submitted to Vice or assistant Principal.

Student completes the assignment / test while in Detention

Repeated Offense:

Student receives an F on the assignment.

Teacher calls parent/ guardian

Discipline referral completed and submitted to Vice or Assistant Principal

Parent Conference

Student completes the assignment / test while serving an In-School Suspension

Encore Classes

These classes offer an opportunity for students to explore areas outside of the core subjects. In keeping with the middle school philosophy, it is important that students during the middle years have a variety of experiences so that they can make important choices during their high school years.

1. In 7th grade students will take all cycle classes and will not have an option to skip or repeat a cycle class.
2. In 8th grade, if there is room in a class, a student can request to repeat a cycle class only if the student writes a proposal that he/she shares with the teacher of the class he/she would like to repeat as well as the grade level counselor and principal. The proposal needs to have a parent signature indicating that the parent approves. This proposal has to include the reason he /she is requesting this, what he/she is hoping to gain by doing this as well as what the proposed outcome will be. This proposal has to be presented to the teacher, counselor and principal at least 2 weeks before the cycle is scheduled to begin. Please note that students cannot opt out of Health and / or PE.
3. The teacher, principal and guidance counselor will meet to discuss the proposal and approve or reject the student's proposal.

Acceptable Use of Technology

In order to have access to the School District of Cheltenham Township's electronic communication systems and network, every student must sign and return a *Student User Agreement YEARLY*. The policy can be read in its entirety on the Internet: www.cheltenham.org. It can be found under *School Board/Board Policies; Policy Number 816A and 816A AR*.

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After School Achievement Program

Students who are in need of small group help in completing homework assignments may attend the Cedarbrook After School Achievement Program. This program runs from 3:15 to 4:15 on Tuesday and Thursday. 4:30 PM busses are available.

Will Program

The WILL program is for students who have the skills to complete homework but lack the will to do so. This is an administrative run program. Parents/students will be contacted if it is deemed to be an appropriate intervention.

Administrative Study Hall

Friday 3:15-5:30. Administrators will hold a study hall every Friday. Students who have 2 or more F's in major subjects will be assigned to the study hall. Rising 8th grade students will be assigned based on their 7th grade end of the year grades. If a student is assigned based on their final 7th grade grades they will remain in the study hall for the first marking period of the year.

Nursing Services

The nurse provides first aid, health counseling, and takes care of the medical forms required by the school district and Commonwealth of PA. Students who are ill in the morning should consult with parents before coming to school that day. To visit the Nurse for medical attention, students must first, get a pass from a teacher, and then sign in at the Nurse's office.

Student Support Counselor

The school district provides a full-time support counselor for sensitive, confidential matters. Assistance is offered in the areas of substance abuse education, peer relationships, academic pressure, and other personal concerns. Students and parents may request to use these services and rely upon the confidentiality of the sessions. In cases of emergency, the counselor will notify appropriate staff and family members.

Extracurricular Activities

The activities listed below are available to Cedarbrook students. All are encouraged to become involved to gain personal enjoyment from the programs. Other activities become available during the school year. Watch PowerSchool Bulletin announcements for these programs. (Please note that this is not a complete list and is subject to change)

String Orchestra
Concert Band
Concert Choir
Jazz Band
AASL
Hooked on Books
Science Fair
Math Olympiad

Student Government
National Jr. Honor Society
Reading Olympics
Robotics
Solar Cars
Future Problem Solving
Paw Print (School Newspaper)
Playwriting

Interscholastic Athletic Program
Cedarbrook Athletic Directors:
Christopher Nestor
Jeffrey Rauchut

The interscholastic athletic program listed below is available to all Cedarbrook students who remain in good academic standing. We strive for good sportsman ship and the development of athletic skills.

SEASON	BOYS	GIRLS
FALL	Football Soccer	Field Hockey Tennis Soccer
WINTER	Basketball Wrestling	Basketball Wrestling
SPRING	Baseball Tennis Track Lacrosse	Softball Lacrosse Track

Athletic Eligibility for PIAA Sports

Students who wish to participate in the sports program must do their best to maintain at least a C average in all of their classes. Teachers will submit weekly reports to the athletic directors identifying student athletes who have D and F averages.

- Students who earn 2 D averages or 1 F average in major and/or minor subjects will be placed on PROBATION. Probation means that the student will have one week to bring up his/her grade without penalty. No practices or competitions will be missed. If the student's grade does not improve within that probationary week, he/she will be SUSPENDED from all practices and competitions until the grade improves to an acceptable level. There is no minimum suspension time.

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- As per PIAA (Pennsylvania Interscholastic Athletic Association) policy, 2 F's in a major subject will result in a 5-day SUSPENSION. If report cards are distributed during the season, 2 F's in majors (2 minors = 1 major) will result in a minimum 15-day SUSPENSION.

The student will be reinstated only after minimum suspension time is served AND the student has reached the required academic standards. The athletic director will inform both the student and his/her parents of any PROBATION or SUSPENSION.

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RESPECT ROAR

R – Responsibility

O – Outreach

A – Achievement

R - Resilience

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