

# Crestwood School District

Secondary Campus  
Student/Parent Handbook  
2017-2018 School Year

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



## DISTRICT INFORMATION

CRESTWOOD SECONDARY CAMPUS  
281 SOUTH MOUNTAIN BLVD.  
MOUNTAIN TOP, PA 18707  
(570-474-6782)

## SCHOOL BOARD MEMBERS

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

## ADMINISTRATION

Superintendent .....	Joseph Gorham
Assistant Superintendent.....	Joseph Rasmus
Administrator of District Operations .....	Christopher Gegaris
Secondary Administrator .....	Bonnie Gregory
Secondary Administrator .....	Margaret Foster
Business Manager .....	Albert Melone, Jr.
Assistant Business Manager .....	Valerie Malbone
Supervisor of Buildings and Grounds.....	Scott Brumagin
Director of Technology.....	Carolyn Sawicki
School Psychologist.....	Stephanie Wychock
Athletic Director.....	Bonnie Gregory
Athletic Trainer.....	Mike Bannon
Director of Food Service.....	David Feller
Transportation Administrator.....	Christopher Gegaris

# **CRESTWOOD SECONDARY DIRECTORY**

## **BUILDING PERSONNEL**

<b>Attendance</b>	Mrs. Lynn Savner
<b>Band/Music</b>	Mrs. Mary Leo Mr. Theron Roberts
<b>Child Accounting/PIMS</b>	Mrs. Sarah Smigelski
<b>Food Services</b>	Metz Culinary Management
<b>Guidance Counselors</b>	Mr. Joel Heintzelman Department Chair Mrs. Holly Hischak Mr. Harry Zearfoss Mrs. Leanne Womelsdorf
<b>Guidance Secretary</b>	Mrs. Sue Johnson
<b>Media Specialist</b>	Mr. Darren Testa
<b>Nurse</b>	Mrs. Nicole Tomek
<b>Secretaries</b>	Miss Meghan Nealon Mrs. Liz Walck

**2017-2018**  
**SECONDARY CAMPUS FACULTY (By Discipline)**  
**\*denotes Chairperson**

NAME	SUBJECT
L. Goss	Business
<b>C. Laubach*</b>	<b>Business</b>
J. Sainclair	English
A. Krzywicki	English
T. Lambert	English
A. Zavacky	English
D. Daugherty	English
E. Lawson	English
S. Chmiola	English
D. Zurawski	English
J. Grobelny	English
J. Ganz	English
L. Hamill	English
<b>E. Morris*</b>	<b>English</b>
B. Reznak	English
R. Schwartz	French
C. Readler & T. Sedorovich	Learning Support
M. Sikora	Learning Support
N. Fraley	Learning Support
E. Keenan & T. Thomas	Learning Support
S. Sherman	Learning Support
P. Trzeskowski	Learning Support
<b>S. Zurawski*</b>	<b>Learning Support</b>
A. Swerdon	Life Skills
J. Bellas	Math
S. Kreider	Math
M. Harper	Math
<b>L. Rozitski*</b>	<b>Math</b>
E. Gorman	Math
K. Petrosky	Math
K. Mushinsky	Math
S. Wenner	Math
K. Iskra	Math
D. Cole	Math
M. Beuring	Math
S. Wenner	Practical Arts
C. Lovett	Practical Arts
M. Leo	Practical Arts

T. Roberts	Practical Arts
A. Morris	Practical Arts
<b>J. Pierontoni*</b>	<b>Practical Arts</b>
M. Modrovsky	Science
D. Hoyt	Science
S. Nemschick	Science
S. Gryskewicz	Science
J. Stahlnecker	Science
<b>B. Heckman*</b>	<b>Science</b>
J. Zanolini	Science
B. Garraoui	Science
J. Zabiegalski	Science
P. Ritsick	Science
D. Kellner	Science
B. Gerrity	Science
M. Veet	Science
J. Polakoski	Science
B. Healey	Social Studies
<b>A. Arcangeli*</b>	<b>Social Studies</b>
M. Atherton	Social Studies
M. Matyas	Social Studies
B. Kane	Social Studies
J. Yeager	Social Studies
B. Bruno	Social Studies
C. Kline	Social Studies
<b>L. Cinoski*</b>	<b>Spanish</b>
J. Vajda	Spanish
M. Moulton	Spanish
S. Lenio	Physical Education
<b>Greg Myers*</b>	<b>Physical Education</b>

**2017-2018 SCHOOL CALENDAR**

August 28.....School Opens  
September 4 ..... Labor Day (School Closed)  
October 9.....Columbus Day (School Closed)  
November 10..... Veteran’s Day (School Closed)  
November 23-November 28 ..... Thanksgiving Break  
November 28..... Parent/Teacher Conference – No School for Students  
December 22 .....Early Dismissal for Students  
December 25-January 2 ..... Winter Break  
January 3 .....School re-opens  
January 15 ..... Martin Luther King Jr. Birthday (School Closed)  
February 19-20..... Presidents’ Day (School Closed)  
February 20 .....Parent/Teacher Conference – Act 80 – No School for Students  
March 16 .....No School  
March 29-April.....Spring Break  
May 25-May 28..... Memorial Day (School Closed)  
June 7 .....Last Student Day  
June 8 ..... Graduation (Tentative)

**2017-2018**  
**REGULAR**

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<b>TIME</b>	<b>INSTRUCT. MIN</b>	<b>PERIOD</b>
7:20-7:35	15	Homeroom
7:39-8:24	45	1
8:28-9:13	45	2
9:17-10:07	50	3
10:11-10:58	47	4 Lunch
11:02-11:47	45	5 Lunch
11:51-12:36	45	6 Lunch
12:40-1:30	50	7
1:34-2:20	46	8

**2 HOUR DELAY**

<b>TIME</b>	<b>INSTRUCT. MIN</b>	<b>PERIOD</b>
9:20-9:37	17	Homeroom/Activity
9:41-10:12	31	1
10:16-10:48	32	2
10:52-11:24	32	3
11:28-12:00	32	4 Lunch
12:04-12:34	30	5 Lunch
12:38-1:10	32	6 Lunch
1:14-1:46	32	7
1:50-2:20	30	8

**HALF DAY – 12:00 DISMISSAL**

<b>TIME</b>	<b>INSTRUCT. MIN</b>	<b>PERIOD</b>
7:20-7:40	20	Homeroom
7:44-8:19	35	1
8:23-8:58	35	2
9:02-9:42	40	3

9:46-10:17	31	4 Lunch
10:21-10:52	31	5 Lunch
10:56-11:27	31	6 Lunch
11:31-12:00	29	7

**ACTIVITY DAY**

<b>TIME</b>	<b>INSTRUCT. MIN</b>	<b>PERIOD</b>
7:20-8:22	62	
8:26-9:06	40	
9:10-9:50	40	
9:54-10:34	40	
10:38-11:22	44	
11:26-12:06	40	
12:10-12:50	40	
12:54-1:34	40	
1:38-2:20	42q	



# **Student Information**

## **NON-DISCRIMINATION POLICY**

It is the policy of the Crestwood School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational, vocational or employment programs. The Crestwood School District will not serve as a liaison between community business for employment which does not adhere to a nondiscrimination policy as required by Title VI, Title IX, and Section 504.

All activities and courses, including industrial arts, vocational technical education, home economics and physical education courses at Crestwood Secondary Campus are available to all students as required by Title VI, Title IX and Section 504. If there are prerequisites, they are based on ability and aptitude, not on race, color national special services and instruction, and equipment modifications so they can successfully complete the course and/or participate in an activity.

All handicapped students will be afforded equal opportunity to participate in non-academic and extra-curricular services and activities such as: counseling, physical education, recreational athletics, transportation, health services, recipient sponsored clubs, recipient employment, and assistance in obtaining outside employment.

If you have any questions about equal opportunities or complaints of harassment or discrimination, contact:

**Superintendent's Office  
Crestwood School District  
281 South Mountain Blvd  
Mountain Top, PA 18707**

## **DISCRIMINATION**

Consistent with Pennsylvania Human Relations Act (43 P.S. 951963), no student shall be denied access to a free and full public education on account of race, sex, national origin or handicap.

**Crestwood School District is an equal opportunity employer.**

## **ACCESS TO STUDENT RECRUITING INFORMATION**

Pursuant to the Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access to Students and Student Recruiting Information), 20 USC §7908, and Pennsylvania law Act 10, 1991, 51 P.S. §§20221-20225, Crestwood School District provides to

military recruiters or institutions of higher education, upon request, access to secondary school students' (i.e., juniors and seniors) names, addresses and telephone listings. The state military affairs law requires the release of directory information consisting of a list of senior male and female students by name, home address and telephone number. The list will be compiled by the first day of the academic year in which the senior students will graduate.

## **RADIOLOGICAL EMERGENCY RESPONSE PLAN**

Crestwood School District has developed an emergency response plan whereby students of the District who reside within the Plume Exposure Pathway Emergency Planning Zone of the Susquehanna Steam Electric Station will remain in their respective school building if a protective action of sheltering or evacuation is necessitated. THE EMERGENCY REPOSEN PLAN, IN ITS ENTIRETY, CAN BE FOUND ON THE CRESTWOOD SCHOOL DISTRICT WEBSITE.

## **THE CRESTWOOD PLAN OF INSTRUCTION**

Crestwood Secondary Campus is a comprehensive secondary school. The primary goal of the instructional program is to prepare students for their life after high school. Students plan for post-secondary education and/or post-graduation occupations; the Crestwood program attempts to meet both needs. For students planning to continue their formal education; a quality college preparation program is available for students planning to pursue other career opportunity courses: vocational, business, industrial arts; home economics, music, art and, special education are available. The program functions within the traditional schedule pattern. Teachers are granted flexibility in their teaching methods which allows for the tailoring of instructional design/delivery to better serve the learning styles and individual needs of all students.

The philosophy of Crestwood Secondary Campus is to develop the individual student intellectually, morally, physically, and socially. Hence, the purpose of the program is to educate students to be self-reliant in their pursuit of achieving a secondary education. In order to have a positive and productive high school experience a collaborative relationship between the school the student and parent(s) must be fostered, maintained and preserved.

## **STUDENT RESPONSIBILITY (Pennsylvania School Code)**

1. Students have a responsibility to attend school regularly.
2. It is the responsibility of students to be aware of all rules and regulations governing student behavior and conduct themselves accordingly.
3. Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.

4. Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
5. Students have a responsibility to dress appropriately and groom themselves so as to meet fair standards of safety and health.
6. Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.
7. Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school.
8. It is the responsibility of students to be aware of and comply with state and local laws.
9. Using public facilities and equipment with proper care is a student's responsibility.
10. Submitting a proper excuse for absence from school is a student's responsibility.
11. Students are responsible for being on time to all classes and to other school functions.
12. Making up work when absent from school is a student responsibility.
13. It is a student responsibility to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.
14. Students are responsible for avoiding inaccuracies in the development of posters or publications and for avoiding indecent, inappropriate or obscene language.
15. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the educational process.

## **CHILD FIND NOTICE**

Crestwood School District provides the following special education services for exceptional/eligible students; speech and language support, gifted support, learning support and physical support. The district also contracts services in occupational therapy. These services will be provided to eligible/exceptional children who are identified through a Multi-Disciplinary Evaluation (MDE). A referral for an evaluation is made by the Instructional Education Plan (IEP) meeting with the parents and appropriate school personnel.

Gifted support services are provided by the Crestwood School District. The purpose of the gifted program is to meet the needs of students exhibiting superior learning abilities. This program provides academic enrichment that offers the opportunity to delve into questions and study subjects as an extension of the student's classroom work and encourages the development of problem solving and critical thinking skills.

In addition to the aforementioned services for children, the Crestwood School District, in cooperation with the Luzerne Intermediate Unit 18, provides the following services: autistic support, deaf or hearing impaired support, life skills support, blind or visually impaired support, multiple disabilities support and augmentative device consultation.

### **Gifted Screening**

Gifted screening is completed by the school guidance counselor. The process begins after the receipt of the standardized test scores or at a parent's request and continues throughout the year. In conjunction with all of the Luzerne Intermediate Unit 18's school districts, Crestwood uses the following criteria; math and reading national percentiles from the standardized achievement test (one must be 97 or higher and the other must be no lower than 90), group intelligence/ability score of 125 or higher, and a classroom grade point average of 90 or higher.

Parents of children who are deemed eligible for the gifted evaluation through the screening process will be contacted during the school year. Evaluations are an ongoing process. Permission from the parent or guardian must be obtained prior to the evaluation of an individual child.

### **Early Intervention Programs**

The Early Intervention Program for children aged birth to three is a state entitlement program coordinated by the Luzerne Wyoming Counties Mental Health-Mental Retardation Association. This program provides services for developmentally delayed children. More information may be obtained by calling the Luzerne Wyoming Counties MH-MR at 570-825-9441. The Hazleton School District provides early intervention services for children residing in the Crestwood School District beginning on their third birthday. Some of the services which are provided include occupational therapy, physical therapy, speech and language support and preschool services for developmentally delayed children.

## **Support Services Referrals**

Students are referred for the special services through the Academic Study Team or a parental initiated request. Requests for all of these services should be made through the guidance counselor or school principal.

The District, as prescribed by Section 1402 of the School Code, routinely conducts screenings of a child's hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills and social emotional skills are assessed by classroom teachers on an on-going basis.

Specified needs from all of these screening sources are noted within the student's official file. These school records are always open and available to parents/guardians, and only to school officials who have a legitimate reason or "need to know" information about the student. Information from the records is released to other persons or agencies only with appropriate authorization which involves a written signed permission by the parents or guardian. Parents/Guardians with concerns regarding their student may contact building principals at any time to request screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents/guardians.

After the evaluations are completed, a Comprehensive Evaluation Report will be compiled with parent/guardian involvement and include specific recommendations for the types of intervention necessary to deal with the student's specified needs.

Parents/Guardians are then invited to participate in a meeting where the results of the Multidisciplinary Evaluation will be discussed. An Individual Education Plan (IEP) will be developed for specialized services for the student.

Parents/Guardians are then presented with a Notice of Recommended Placement (NOREP) with which they may agree or disagree. If parents/guardians disagree with the program being "recommended," the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, Parents Rights, Mediation, or Due Process; specific special education services and programs offered by the district, and the district's Educational Records Policy are available upon request from the building principal in a student's school. A parent/guardian may request that the district initiate a screening or evaluation of their child's specific needs at any time by contacting the building principal or guidance counselor. Further information about these procedures may be obtained by calling the Director of Special Education.

If you have difficulty in obtaining this information, you may call the Special Education Director at 570-474-6782{x} 346.

## **AUTHORITY: THE CRESTWOOD BOARD OF EDUCATION**

1. The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of the Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
2. School boards may not make rules which are arbitrary, capricious or outside the grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents via the Student Handbook. Copies of the code shall also be available in the school media center.

## **UNLAWFUL HARASSMENT**

The Board strives to provide a safe, positive learning climate for students in all schools within Crestwood School District. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals /vendors, and volunteers in the schools. The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

The term **harassment** includes, but is not limited to repeated, unwelcome and offensive slurs, jokes, bullying or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, gender or handicap/disability which creates an intimidating, hostile or offensive educational environment.

**Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a

student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Building Principals.
2. Counselors.
3. Other individuals designated to receive such complaints.

All employees who receive harassment complaints from a student shall report such to the building Principal.

If the building Principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

## **Complaint Procedure**

1. A student shall report a complaint of harassment, orally or in writing, to the building Principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building Principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

## **Discipline**

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

## **Appeal Procedure**

1. If the complainant or accused is not satisfied with the Principal's decision, s/he may file a written appeal to the Superintendent or designee.
2. The Superintendent or designee shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, Building Principal and others directly involved, as appropriate.



## CRESTWOOD SECONDARY CAMPUS GRADING SYSTEM

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

**P** – Pass

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

**M** – Medical: Excuse from doctor.

**Comments follows:**

<b>01</b>	Conduct Undesirable
<b>02</b>	Makes Good Use of Ability
<b>03</b>	Assumes Responsibility
<b>04</b>	Good Class Participation
<b>05</b>	Commendable Attitude
<b>06</b>	In Danger of Failing Course
<b>07</b>	Marked Improvement
<b>08</b>	Test Scores Low
<b>09</b>	Frequently Unprepared
<b>10</b>	Does Not Make Good Use of Ability
<b>11</b>	Frequently Absent
<b>12</b>	Finds Work Difficult
<b>13</b>	Non Attentive – Wastes Time
<b>14</b>	Is a Disturbing Influence
<b>15</b>	A conference requested (Please call Guidance Office @ 474-6782 x318)
<b>16</b>	Progress Report Sent

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## **HONOR ROLL**

The following grade point ranges indicate Honor Roll criteria. **Any student receiving a grade of D, E or I, in any course, will restrict the student from Honor Roll status.**

### **PRINCIPAL'S HONOR ROLL**

4.0

### **HIGH HONORS**

3.7-3.999

### **HONORS**

3.25-3.699

## **WEIGHTED GRADES**

In order to have an equitable class ranking system for all students, the Board of Education has approved a weighted value for each course.

Seniors, attending college on a part-time basis, will be eligible for the honor roll based only on the grades they receive at Crestwood Secondary Campus.

Seniors, attending college on a part-time basis, will be ranked on the grades they receive at Crestwood Secondary Campus.

Each course will be assigned a weighted value, which ***will be for class rank only*** (specific information regarding weighted courses may be found online in the Course Selection Guide under the HS Guidance Dept. tab).

## **EARLY ADMISSION TO COLLEGE**

For permission to attend college during senior year, students have to meet the following:

1. Students should have a B average or better.
2. Application and pending acceptance into college.
3. Recommendation of counselor, director of guidance and Principal.
4. Parent approval indicated by letter of request to Principal.
5. Student will enter a college program which will provide an opportunity to accelerate his/her career plans.

## **MID-TERM PROGRESS REPORTS**

Mid-term progress reports are integral vehicle to communicate with parent(s)/guardians regarding academic and behavioral progress. Although progress reports are often correlated with academic difficulty, progress reports are also utilized to communicate positive and consistent academic achievement. Parent(s)/Guardians can view reports via Skyward approximately four weeks into each marking period. Any questions in regard to the information received should be directed to the Guidance Office.

## **PROMOTION POLICY**

1. Each student in grades 9, 10 & 11 must successfully complete four (4) major Subjects in a school year to be promoted to the next grade.
2. Students can make-up failures by successfully completing failed courses (limit of 3 courses) through an ***approved*** credit recovery program. Credit recovery options include: (1) **Traditional Summer School** offered in partnership with WBASD with instruction provided by certified teachers in the school setting in Wilkes-Barre; (2) **Cyber** (online computer-based credit recovery) offered in partnership with the LIU 18 via Lighthouse Cyber Services; (3) **Tutoring** will include 30 hours of documents instruction and MUST be provided by a content-specific certified teacher and approved by the Principal. Eligibility for summer school applies to those students who have put forth an appropriate effort but fell sort of a passing grade; credit recovery options will be determined on a case-by-case basis by the school administrator.
3. The Principal may certify promotions of students in grades 8 and 9 under certain conditions after consultation with the teachers involved and the guidance department.

## **AWARDING OF DIPLOMAS – CLASS OF 2018**

- ❖ Graduation Ceremony – Employees, as well as Board members, of the Crestwood School District who are relatives to a member of the graduating class, will be given the opportunity to present the related student their diploma during the graduation ceremony.

Crestwood School District will award a diploma for successful completion of twenty-three (23) credits in grades 9, 10, 11 and 12. Students may select courses from two areas of concentration: academics or applied academics.

Academic courses are designed to meet the needs of those students preparing for college after graduation.

Credits should include:

1. Four (4) credits in English: English I, II, III, and IV.
2. Four (4) credits in Social Studies: World Cultures I and II, American Cultures and one (1) Social Studies elective in grade 12.

3. Four (4) credits in Mathematics: Algebra I and II, Geometry and one (1) math elective in grade 12. Students who begin Algebra I in grade 8 will have two (2) math subjects, one (1) in grade 11, and one (1) in grade 12.
4. Four (4) credits in Science: Physical Science, Biology, Chemistry I and (1) Science elective in grade 12. Students who take Earth and Space Science in grade 8 will have two (2) science electives, one (1) in grade 11, and one (1) in grade 12.
5. Two (2) credits in World Language in grades 8-12. A credit earned in grade 8 counts towards fulfillment of the language requirement, but not toward the total 23 credits.
6. Two (2) credits in Arts and Humanities.
7. Two (2) elective credits from any subject area. Students who begin World Language in grade 8 must earn three (3) elective credits.
8. One (1) credit in Physical Education Health.
9. Students must schedule five (5) credits and pass a minimum of four (4) their senior year in order to graduate.

Students enrolled at the Wilkes-Barre Career and Technical Center in grades 10-12 will earn 25 credits due to credits incorporated in the CTC curriculum. The subject area credits apply with these exceptions:

1. Three (3) credits of Social Studies: World Cultures I and II, American Cultures will be required.
2. Three (3) credits in Science: Physical Science, Biology, Applied Chemistry and Applied Physics.

## **GUIDANCE**

A planned program of guidance counseling is an integral part of the educational program of our school and will be provided to all students.

Guidance services are available for every student in the school. These services include, but are not limited to, assistance with educational planning, interpretation of test scores, occupational/career information, help with home, school and/or social concerns. Students wishing to visit a counselor should contact the Guidance Office to arrange for an appointment. Students are to see counselors or the guidance secretary prior to an appointment in order to receive a signed pass. The guidance pass should be given to the classroom teacher prior to reporting to the guidance appointment.

All students who report to the Guidance Office must have a pass from the classroom teacher, indicating that their teacher is aware of, and has given that student permission to leave class. Any student who misses class due to guidance concerns, and has failed to inform or gain permission from their teacher may be referred for cutting class. However, planning and open communication can prevent any misunderstanding in disciplinary action. Counseling is an essential aspect of a

well-rounded education. The services provided have the potential to facilitate and accelerate positive and consistent academic and social development.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

Crisis Counseling is available through a collaborative effort with Northeast Counseling Services, should the need arise, for students in the Crestwood Secondary Campus.

A specialist from Pathway to Recovery may conduct a drug & alcohol screening and provide corresponding education and/or prevention services to students at the Crestwood Secondary Campus if warranted. Students can access these services through the Guidance Office.

### **ACT 10 OF 1991**

Act 10 of 1991 requires school districts to provide armed forces recruiters the same access to lists of senior students as they make available to colleges and trade schools. **This will serve as notice to all senior students - Students wishing to be excluded from this list must forward, in writing, their wishes to be excluded within 21 days from the onset of the academic school year.** Please direct the request to the guidance department.

### **RECOGNITION OF STUDENTS AND THEIR WORK**

Recognition of student and their work promotes self-confidence and a desire to create the highest quality products. To recognize students, a display of their photographs, works, and names may be published in district approved media or displayed to promoted events. **Parents must inform the Principal, in writing by September 22 of the school year, if they do not want to expose their child's works, photographs or names.**

Students develop many products as a result of their participation in curricular and co-curricular courses and activities. Teachers and administrators have the responsibility to ensure that students meet the goals and objectives of the curriculum and co-curricular programs. The district reserves the right to "prior restraint" to review the work for its appropriateness. The district reserves the right to use the product, without compensating the student, to promote the district's mission of "Excellence in Education: A Community Commitment."

## **ADVANCED PLACEMENT PROGRAM**

Crestwood has offered its students Advanced Placement courses since 1986. Advanced Placement courses offer our students the opportunity to do challenging college-level work at Crestwood Secondary Campus. AP courses are available to qualified academically oriented students in the twelfth grade. Upon completion of the AP course, the student may take the nationally administered examination in May. Based on that performance and the specific admissions requirements of colleges/universities the student has the opportunity to earn college credits. Due to the ramifications of national testing and the potential impact on future studies at institutions of higher learning all students considering enrollment in an Advanced Placement (AP) course should consider all options carefully. It is important to note that extensive individual counseling occurs with all students, especially those students strongly considering Advanced Placement courses and/or the Crestwood Secondary Campus Young Scholars Program (YS). Consequently, students who enroll in the AP courses may not withdraw from the course. For the 2051-16 school year, Advanced Placement courses will be offered in Calculus, French, and Spanish.

## **ADMISSIONS POLICY TO ADVANCED PLACEMENT**

The Crestwood Secondary Campus Administration, Guidance office and Faculty strongly encourages consideration of the following criteria when considering AP courses:

1. A commitment to academic achievement
2. A grade point average of 3.4 or better
3. An understanding and acceptance of the time the course(s) involve, both in terms of study and homework
4. Teacher and counselor recommendations
5. In some cases, a teacher conference
6. Performance on academic achievement tests
7. Parental approval and support.

As many indicators of academic performances as possible will be considered in determining eligibility for AP courses. Yet, no single item is ever the sole criterion for selecting the AP student. Basically, we look at three (3) questions in our consideration of a student.

1. Does the student have a sufficient general ability?
2. Has he or she adequate academic preparation?
3. Has he or she sufficient motivation and maturity?

The long standing practice is a concentrated effort at Crestwood Secondary Campus to accommodate as many students as possible. There are, however, rare instances whereupon not all students requesting AP courses can be accommodated due to class size limitations. If a selection process becomes necessary, preference will be given to those students who have demonstrated consistent exemplary achievement.

## **EXPECTATIONS FOR ADVANCED PLACEMENT COURSES**

- At Crestwood Secondary Campus, there is no substitute for class time. Therefore, students enrolled in AP courses are expected to adhere to attendance policy with the following additions:
- It is required that all missed coursework resulting from school-excused absences be made-up in a timely manner at discretion of the teacher. If a student has more than four (4) school excused absences per term, a counseling session with parent, student, and teacher may be conducted.
- Parents should schedule doctor / dentist appointments and other non-emergency absences so that they will not conflict with AP classes.
- It is expected that Advanced Placement students will not be tardy. Three (3) tardies will equal an absence and with the fourth tardy an administrative meeting may be held with the student at the discretion of the principal.
- A committed student who strives to complete all work with excellence can earn an “A” or “B” from the course. Students receiving a “C” or below may be required to attend a conference with parent, teacher, and counselor involved.
- Each Advanced Placement course will be assigned a weighted value of 1.35.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization for those students who demonstrate an enthusiasm for scholarship by maintaining academic excellence. In addition, the students must demonstrate the qualities of service, leadership, and character.

The criteria for members are as follows:

1. Membership in the National Honor Society is open to eligible 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.
2. Members will be selected on the basis of scholarship, leadership, character, and service. A Faculty Council will review all prospective members.
3. Members must be active in at least one (1) school-sponsored activity.
4. National Honor Society members or inductees will be expected to demonstrate that they are active in at least one school sponsored activity and that they engaged in some sort of community service activity. All Honor Society members and inductees will be required to fill out a biographical form noting these activities and other accomplishments.
5. The student's CUMULATIVE GPA must be 3.7 or better. For a student to qualify scholastically for membership, the cumulative GPA must be at least 3.7 for seven consecutive marking periods.

6. Members will receive a written warning if the Cumulative GPA falls below a 3.7. If at any future time, the cumulative GPA falls below 3.7, the member will be dismissed. It is the student's responsibility to realize that every time a quarter GPA is below 3.7, the cumulative GPA is affected negatively.
7. Members who fall below the standards of the National Honor Society shall be promptly warned in writing and given a reasonable amount of time to correct the deficiency, EXCEPT in the case of VIOLATION of school rules or civil law. In those instances, the student will be immediately dismissed.
8. Members are mandated to participate in the induction ceremony. *\*This is a National Council regulation\**
9. The FACULTY COUNCIL will determine whether a student receives a warning or an immediate dismissal. The student may appeal the decision by submitting a written request that will begin the review process. A meeting will be scheduled between the student and the Council at which time the student may present any information that he deems pertinent to a reversal of the dismissal.
10. ALL DECISIONS OF THE FACULTY COUNCIL ARE FINAL *\*This is a National Council regulation\**
11. According to the rules and regulations of the National Council, once membership has been revoked, it CAN NOT BE REINSTATED.  
Adopted April, 1996

## **ACADEMIC AWARDS**

1. Students who make the regular or high honor roll in each of four quarters in a school year are to receive an academic letter or emblem.
2. If a student makes the high or regular honor roll in four quarters of a school year for four years from grades 9-12, s/he will receive a school award jacket.
3. If a student makes the high honor roll in each quarter of a school year for three years from grades 9-12, s/he will receive a school award jacket.
4. Students cannot receive more than one school award jacket. If they receive a jacket for band or athletics, they will not receive a school jacket for academics.

## **HAROLD BAKER AWARD**

The Harold Baker Awards are academic and presented to students in each of the four grade levels who maintain a 4.0 unweighted GPA for the academic year. One monetary award is presented annually to the Senior Harold Baker Award recipient with the highest weighted cumulative GPA.



## **MILDRED AND CHARLES L. BENNIS AWARD**

The Mildred and Charles L Benis Award is academic and monetary. It is presented to the Senior student from White Haven with the highest weighted cumulative GPA.

\*An award or financial assistance given to any student of Crestwood Secondary Campus must be in compliance with the regulations of Title IX which prohibits sexual discrimination.

## **REQUEST FOR SCHEDULE CHANGE**

The selection of courses is a serious responsibility of the student, and his/her parents. To assist students and parents, the following process is outlined.

The course selection process covers a period from late January until August. Because some conflicts result when student schedules are run against the overall master schedule, finalized student course schedules are available in August.

As a result of having several opportunities to modify and update student schedules, no schedule changes will be made. The only exception to this rule will be either a computer/clerical error, or an emergency situation. The guidance counselor will have a meeting with the student to discuss any exception. The Principal will, after consultation with the guidance counselor, approve or reject any request.

## **MISSED CLASSWORK**

Unless special arrangements are made with the teacher, the time period for making up missed work because of an excused absence is one (1) calendar day per one (1) excused absence. This includes the making up of missed tests, quizzes and/or exams.

## **HOMEBOUND INSTRUCTION**

Parents wishing to request homebound instruction for a pupil recovering from an illness or accident must provide a signed physician's note to their student's Guidance Counselor indicating:

1. Student is ill or injured, but is able to benefit from homebound instruction. Students are eligible for homebound instruction when they have missed ten consecutive days due to illness or injury
2. An estimated period of convalescence during which instruction will be required.

Homebound instruction is granted on a 30 day basis. Extension of homebound services beyond 30 days will require additional signed physician's orders.

## **WITHDRAWAL PROCEDURE**

Students who withdraw from school for any reason must submit proof of parent/guardian authorization to the Guidance Office. Only students 17 years old or older may withdraw on their own signature. A withdrawal form must be signed by teachers in order to clear all accounts at Crestwood. It is very important to follow the official withdrawal procedure.

## **WORKING PAPERS**

If you are under 18 years of age, but at least 16 years of age, you must obtain working papers in order to accept employment. Those students within the Crestwood School District boundaries should contact the Guidance Office for papers. In order to obtain an application for working papers, a parent/guardian must bring in one of the following three items:

1. Student's birth certificate
2. Baptismal certificate
3. Passport

## **LOCKERS**

Every student will be assigned a locker for their own personal use. **All students are encouraged to maintain a lock on their locker and secure their contents at all times, for their own protection.** The school is not responsible for the loss of the contents in a locker. Students are not to share lockers. Students will be held responsible for all materials contained in their lockers. Students who experience locker problems should report them to their homeroom teacher on an immediate basis. Students requiring the removal of locks by the custodians must

notify the office. An administrator will then authorize custodians to remove the lock. All school lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. Random or sweeping searches may be conducted of student lockers at any time without prior warning. The searches may include the use of police K-9 sniff dogs.

## **MEDIA CENTER**

All students are entitled and encouraged to enjoy the media center but are expected to respect the rights and privileges of all those using the facility and its materials. Depending on the types of items, they may circulate for periods ranging from one day to two weeks. There is a charge for overdue materials. Students wishing to go to the media center may obtain a pass from 7:15 am until the first homeroom bell or during study hall with explicit permission from the study hall monitor. The media center is open from 7:15 am until 2:30 pm.

## **VISITORS**

All visitors are required to register at the ATTENDANCE desk located in the main lobby, and after signing in must wear a "VISITOR" badge while on school property. Parents are encouraged to meet with teachers / administrators and are advised to contact the desired party to arrange a mutually agreeable date and time. Former students are prohibited from visiting the school between 7:15 am and 2:30 pm. Students are prohibited from bringing friends/family to school during regular school hours. Visitors who fail to register at the attendance desk or follow school policy will be required to leave school property.

## **RESPONSIBILITY FOR ASSIGNED DISTRICT PROPERTY**

Any school district property assigned to a student for his/her personal use becomes the responsibility of that student. It is to be maintained in good condition and returned in the same condition issued, excepting normal wear. Loss or damage of assigned materials (books, media center materials, etc.) due to negligence will result in the assessment of the replacement cost against the student.

## **LOST AND FOUND**

Responsibility for one's own personal property and respect for the possessions of others are essential in a school. Persons finding articles should turn them in to the Main Office; if unclaimed, items will be placed in the Lost and Found bin in the cafeteria (jewelry, electronics,

cash, or credit cards will be kept in the office). Inquiries concerning lost items should be directed to the Main Office. Additionally, students that believe they are victims of a theft by unlawful taking can file an incident report with the School Resource Officer (SRO) in a timely fashion.

## **TELEPHONES**

Telephones in the school offices are to be used for school business only. Students may not use office phones unless so directed by an administrator for official business and approved by the office. Personal messages to students will not be accepted unless under extreme circumstances.

## **HEALTH SERVICES**

Any student too ill to remain in class must report immediately to the nurse. The nurse will assess the student's condition and make the appropriate medical determination. If the nurse is unavailable, the student should report to the main office. **Under NO circumstances are students to contact parents or guardians regarding an illness without expressed direction from the nurse or building administrator.** The decision for a student to leave school due to illness is the sole responsibility of the nurse or building administrator. If determined too ill to remain in school, parent/guardian or designee must pick-up the student in a timely manner. Students will not be permitted to drive home without explicit authorization from the principal.

Crestwood School District makes every effort to provide a safe school environment. If a child is hurt, basic first aid will be administered. The school interprets first aid as being the immediate, temporary care given to an injured person. The school nurse provides first aid for all injuries occurring in school or en route to school and is not in a position to care for injuries that have been received outside of school hours.

Parents will be notified if an accident occurs during the school day.

If any injury requires medical attention, the parents are informed of the condition as soon as possible, so that medical care of their selection may be provided. The nurse makes referrals and arrangements to the family or hospital when more extensive care is needed.

## **EMERGENCY INFORMATION CARDS**

Parents are responsible for completing **ALL** information required on the Emergency Information Cards sent home on the first day of each school year and **MUST** update any changes during the year (e.g. injuries, use of crutches, medication changes or additions, any change in health status, or change in address or phone number).

## **ADMINISTRATION OF MEDICINE**

In keeping with the recommendations of our nurses to discourage the administration of medication while at school, if a medication must be administered at school, either prescription or non-prescription, including inhalers, the following stipulations shall be followed:

1. A letter of authorization must be submitted by the prescribing physician or dentist and the parent/ guardian. This statement shall include: the name of the medication, the dose, the time to be given, and possible reaction if any. (Please call the school nurse for the required form).
2. Medication shall be brought to the school by a parent/responsible adult in the original container and given to the nurse. Students should never carry medication with them at school, unless authorized by the physician and parent, and approved by proper school officials.
3. Students in possession of unauthorized medication of any type will be dealt with through the Controlled Substances/Paraphernalia Policy, No. 227.

## **WHEN TO KEEP YOUR CHILD HOME DUE TO ILLNESS**

Children who show symptoms of illness in the morning should not be sent to school. A child should be kept home if she/he has a fever greater than 100 degrees, is vomiting, has diarrhea, or has been diagnosed with a contagious illness such as pink eye (conjunctivitis), ringworm, impetigo, strep infection, or influenza. Your child may return to school with a physician's note stating that s/he is no longer contagious, or after being without fever or vomiting for 24 hours.

## **IMMUNIZATIONS**

Pennsylvania law requires the following immunizations, with their appropriate dosage intervals, before registration or transfer into school:

4 doses of DTP vaccine

3 doses of polio vaccine

2 doses of MMR vaccine

3 doses of hepatitis B vaccine

1 dose of varicella vaccine or a written statement of having had the chicken pox disease

Exemptions to these requirements may be given for medical or moral reasons.

For the school year 2010-2011, additional immunizations may be required for entry. Continue to check the District Website for information as it becomes available.

## **HEALTH EXAMINATIONS AND SCREENINGS**

The school nurse performs health screenings throughout the school year as follows:

Vision screenings: grades 7 through 12

Hearing screenings: grades 7 and 11

Scoliosis screenings: grade 6

Body Mass Index (BMI): all grades. Results will be mailed home.

Medical and dental examinations, in accordance with the School Health Act, are provided by the Crestwood School District. Students and parents will be notified when the examinations are scheduled. Parents have the option to be present for the school exam. They also have the option to have the examinations completed by their family doctor/dentist. The school nurse is employed by the district. The physician and dentist are contracted for the exams. Permission forms for the required exams must be signed by a parent or guardian.

Dental exams, or proof thereof, are required in 7<sup>th</sup> grade. Physical exams, or proof thereof, are required in 11<sup>th</sup> grade.

## **NUT ALLERGIES**

Nut allergies are prevalent in the school population. Accidental contact with peanuts, peanut butter, and/or nuts such as walnuts, pecans, or almonds, even in tiny amounts, can cause a severe or life-threatening allergic reaction for students who have this condition. School administration asks that a concerted effort be made to send snacks, or project recipes to school that do NOT contain any nuts or peanuts, nor are processed in a plant that also processes nuts. Please check the ingredients on any snacks/project food that is sent into school. If possible, please send in the original container so that ingredients can be verified.