



Welcome to Cedarbrook Middle School

It is with great excitement and enthusiasm that we begin this 2023/2024 School Year! We are expecting our scholars 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 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 our 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.

Mr. Craig Metcalfe, Principal
Dr. Adicia Cohen Johnson, 7th Grade Vice Principal
Mr. Kevin Smith, 8th Grade Vice Principal

***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!***

****The content of this handbook is subject to change. All edits will be dated and submitted in writing.****



Cheltenham School District

BOARD OF SCHOOL DIRECTORS

Charles Burdell-Williams
David L. Cohen
Zachary Epps
Joel I. Fishbein
Julie Haywood
Pamela Henry, President
Jennifer Lowman
Leah Mulhearn
Daniel Schultz, Vice President

SUPERINTENDENT

Dr. Brian Scriven

ASSISTANT SUPERINTENDENT

Dr. Tamara Thomas Smith

Mission Statement

The mission of Cheltenham School District is to provide inspiration and resources for every student to achieve academic excellence and pursue their highest potential by creating an equitable and inclusive community that fosters social and emotional well-being and a passion for learning.

Vision Statement

“Belong, Engage, Seek Justice”

Cheltenham School District is a community where all students know they belong, engage and excel in their learning experience, and are prepared to act as champions of social justice.

CSD Strategic Plan Goals

Portrait Of A Graduate
Teaching And Learning
Social Emotional & Mental Health
Diversity, Equity, Belonging, & Inclusion
Climate & Culture For Student Success
Communications
Infrastructure, Facilities, & Finance

Nondiscrimination Statement

“The Cheltenham School District does not discriminate on the basis of race, color, creed, national origin/ethnicity, ancestry, veteran status, sex, gender, marital status, pregnancy, age, disability or handicap, sexual orientation, gender identity/expression, or religion in its programs or activities, and provides equal access to the Boy Scouts and other designated youth groups in accordance with applicable law. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Director of Human Resources, 2000 Ashbourne Road, Elkins Park, PA 19027, Phone: 215-881-6343, Email TitleIXCoordinator@cheltenham.org.”

Cedarbrook Scholars are Destined for Greatness!

Cedarbrook Middle School

300 Longfellow Avenue

Wyncote, PA 19095

Telephone (7:30 AM to 3:30 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

Mr. Craig Metcalfe , Principal

Dr. Adicia Cohen Johnson , 7th Grade Vice Principal

Mr. Kevin Smith , 8th Grade Vice Principal

COUNSELORS

Grade 7:Mr. Khary Blackmon

Grade 8: Ms. Danielle Schueller

MENTAL HEALTH & WELLNESS COUNSELOR

Ms. Sara Chernov

OFFICE STAFF

Ms. Suzanne Wissmann, Principal's Secretary

Ms. Taneika Richardson Secretary

Ms. Ellen Kelly Attendance

HEALTH SERVICES

Ms. Mary Illari, School Nurse

Ms. Tria Jones, School Nurse

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 scholars and most importantly for themselves.
- Scholars come first.
- Positive atmosphere and powerful authentic praise are important.
- Relationships with scholars, families, and colleagues are essential.

FACULTY 2023-2024

Team 7A

*English: Ms. Patty Hogan
Math: Ms. Julia MacDonald
Science: Ms. Tracey Oliver-Davis
Social Studies: Mr. Angel Galindo

Team 7B

English: Mr. Brian Hanna
Math: Ms. Desa Lee
**Science: Mr. Corey Olmstead
*Social Studies: Ms. Kristyn Sanborn

Team 7C

English: Ms. Erin Gilbert
Math: Ms. Bria Morgan
Science: Mr. Christopher Warner
*Social Studies: Mr. Isaac Stanford

Math

Ms. Andrea Anderson
Ms. Kristina Midzak/Ms. Yolanda Grigsby

English 7

Ms. Amie Raynor

World Language

Spanish:
Mr. Juan Bustamante
Ms. Andrea Lydon/Ms. Ana Vargas-Manners
Ms. Abby Fishman
French: * *Ms. Beth Rennix

Team 8A

*English: Ms. Cheree Atwood
Math: Ms. Emily Towey
Science: Mr. Andre Clarke
Social Studies: Mr. Dan Bowers

Team 8B

English: Ms. Dominique Desjardins Clarke
**Math: Ms. Amy Thomas
Science: Dr. Lia Scott
*Social Studies: Mr. Brendan Heron

Team 8C

*English: Ms. Michele Darden
Math: Ms. Ellen Park
Science: Mr. John On
**Social Studies: Mr. Daniel Kuhns

English 8

Ms. Heather Blumberg

Reading

Ms. MeLisa O'Connor
Ms. Danelle Witkowski

Cedarbrook Scholars are Destined for Greatness!

Latin: Mr. Thomas DiGiulio

Strategies for Learning

Ms. Barbara Conway

Health and Physical Education

Mr. Jeff Rauchut

Mr. Christopher Nestor

Mr. Mark Van Ooyen

Music

Mr. Matthew Hoy

Mr. Steve Cairns

Mr. Emmanuel Carrera

Art

Mr. Bevan McShea

Digital Media

Ms. Alissa Levinson

Family Consumer Science

Ms. Leanne Feilmier

Ms. Renee Ford Conway

STEM

Mr. Omar Rose

Mr. Sean Quenzer

Librarian

Ms. Marguerite Cooper

Library Aide

Ms. Tiffany Rodgers

Special Education

Ms. Eva Kaplan

Ms. Melanie Gogoj

*Ms. Marcie Hammond

Mr. Paul Jordan

Ms. Kristi Perrone

Mr. Thomas Beck

Ms. Caitlin Pen

Dr. Jennifer Houston

Ms. Daniela Hayek/Abby McMenamin

Mr. Edward Waters

Para Professionals

Ms. Robbin Balfour Austin

Ms. Lorna Thompson

Ms. Sara Blanford

Ms. Karen Rose

Mr. Richard Carroll

Ms. Darlene H-R-Purnell

Ms. Lucille Parris

Ms. Janiya Edwards

Ms. Bertha Stanley

Ms. Stephanie Blocker

ESL

Ms. Cindy Brickman

Mental Health & Wellness

Counselor

Ms. Sara Chernov

Challenge Consultants

Ms. Beth Kenna

Ms. Elizabeth Susanin

School Counselor

Ms. Danielle Schueller

Mr. Kary Blackmon

Athletic Directors

Mr. Christopher Nestor

Mr. Mark Van Ooyen

Cedarbrook Scholars are Destined for Greatness!

*Team Leader

**Department Coordinator

General Information

Back to School Night: **Wednesday, September 13, 2023, from 6:00-7:30 p.m.**

Child Check Program

Each parent is expected to call Cedarbrook Attendance at 215- 886-6591 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 Scholar Health Emergency Form. Cedarbrook Middle School will contact (whenever possible) the parents of any absent scholar 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 scholars who are struggling academically and/ or behaviorally.

Physical Examinations

Each scholar, 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. Scholars 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 at 215-887-1000.

**Cedarbrook Bell Schedules
2023/2024**

8A AND 7C	Regular	2-Hour Delay Schedule	Wednesday Early Dismissal	Holiday Dismissal
HR/Period 1 Core	8:10-9:22	10:10-11:01	8:10-9:00	8:10-8:42
Period 2 Core	9:25-10:25	11:04-11:46	9:03- 9:47	8:45-9:15
Period 3 Encore	10:28-11:48	11:49-12:39	9:50-10:52	9:18-9:58
Lunch LCA	11:51-12:21	12:42- 1:12	10:55-11:25	10:01-10:31
WIN 4CA	12:24-1:04	1:15-1:40	11:28- 11:56	10:34-10:54
Period Core 5	1:07-2:07	1:43-2:25	11:59-12:43	10:57-11:27
Period Core 6	2:10-3:10	2:28-3:10	12:46-1:30	11:30-12:00
7A and 7B	Regular	2-Hour Delay Schedule	Wednesday Early Dismissal	Holiday Dismissal
HR/Period1AB Encore	8:10-9:42	10:10-11:09	8:10-9:18	8:10-8:52
Period 2AB Core	9:45-10:45	11:12 - 11:54	9:21: 10:05	8:55-9:25
Period 3AB Core	10:48-11:48	11:57 - 12:39	10:08: 11:52	9:28-9:58
WIN 4AB	11:51-12:31	12:42 - 1:07	10:55: 11:23	10:01-10:21
Lunch LAB	12:34-1:04	1:10-1:40	11:26- 11:56	10:24-10:54
Period 5 Core	1:07-2:07	1:43-2:25	11:59-12:43	10:57-11:27
Period 6 Core	2:10-3:10	2:28-3:10	12:46- 1:30	11:30-12:00
8B and 8C	Regular	2-Hour Delay Schedule	Wednesday Early Dismissal	Holiday Dismissal
HR/Period 1 Core	8:10-9:22	10:10-11:01	8:10-9:00	8:10-8:42
Period 2 Core	9:25-10:25	11:04-11:46	9:03- 9:47	8:45-9:15
WIN 3BC	10:28-11:08	11:49-12:14	9:50- 10:18	9:18-9:38
Lunch LBC	11:11-11:41	12:17-12:47	10:21-10:51	9:41-10:11
Period 4BC Core	11:44-12:44	12:50 - 1:32	10:54-11:38	10:14-10:44
Period 5BC Core	12:47-1:47	1:35 - 2:17	11:41-12:25	10:47-11:17
Period 6BC Encore	1:50-3:10	2:20 - 3:10	12:28- 1:30	11:20-12:00

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)

Scholar Visitors

In order to preserve the learning environment, scholars are not permitted to have visitors at Cedarbrook.

Video Awareness

Please be aware that our scholars 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 scholar's work to be used, please make certain to fill out the form, "Use of Scholar Image and scholar 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 scholars. 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 week during the school year. Cedarbrook families are urged to read these emails as there will be important information shared each week.

After School Policy

At the close of the school day, only those scholars 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 scholars are expected to go directly home at the end of the school day.

Scholar Residency

In the event that there is any change in a scholar'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. Scholars will place their book bags, coats, and all other personal items in their lockers every day. Scholars **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 a scholar's personal belongings can be maintained when only the assigned scholar knows the locker combination. Scholars are not to share lockers and **are discouraged from bringing valuable personal property and large amounts of money to school.**

Dining Commons

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 scholars on the first day of school. If scholars qualify for *Free or Reduced Lunch*, they will use their District Scholar 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 the student's account in the School Cafe system, and scholars will use their District ID to access the deposited funds. Parents may pay online by accessing www.schoolcafe.com.

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

All spills should be cleaned up by the scholar 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.

No food delivery is permitted at Cedarbrook Middle School for scholars. This includes, but is not limited to: DoorDash, Uber Eats and Grub Hub.

Medication for scholars

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.) medications. If scholars 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.

Scholars 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: scholar'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

Detailed communication will be shared with parents/guardians in advance of school dances and other special events. All scholars are expected to be picked up **ON TIME**. **If a scholar is picked up more than 15 minutes late, they will not be allowed to attend the next dance.**

Obligation Policy

All materials issued to scholars remain the property of the School District of Cheltenham Township. Special care must be given to books and other supplies. Each scholar 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 scholar and/or the scholar's parents to pay for or replace those items. School obligations will be documented and tracked in PowerSchool.

A report of scholar obligations will be compiled each marking period. Scholars 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, **ALL** school obligations must be settled or they will transfer over to the following academic year.

Personal Items

- Scholars are **STRONGLY DISCOURAGED** from bringing cell phones, cameras, headphones, air pods, toys, electronic games, or any similar items to school. **Cell phones and listening devices are not permitted to be used in classrooms. Teachers will collect cell phones and listening devices if they are seen being used in class. This includes wearing earbuds/air pods in ears even if they are not being used.** School personnel will secure the cell phones until the end of the day.
- Expensive items such as jewelry, watches, pocketbooks, etc., should not be brought to school nor should scholars 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.

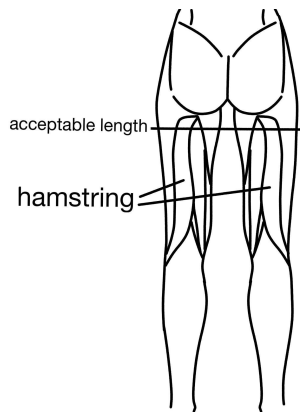
Selling Items

Scholars 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.

Dress Code

Appropriate and respectable attire should be worn in school at all times. Attire should not be offensive to others. Parents and scholars should use discretion in the matter of personal appearance. An administrator will deal with individual scholar indiscretions 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. No slippers are allowed.
- 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 the scholar's 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, scholars 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)

Scholars who do not wear sneakers will not be permitted to participate. Scholars who are not in shorts or athletic pants will be permitted to participate but will receive a grade penalty. Scholars who are not able to participate due to dress code or for medical reasons will be given an alternate assignment by the PE teachers.

Attendance Guidelines

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

1. When a child is absent from school, the absence will first be coded as *Unexcused*.

Please contact Attendance Secretary (cbkattendance@cheltenham.org) at your child's school to inform the school of your child's absence and provide the following information: scholar's name, date of absence, reason for the absence, and the scholar'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, email, 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 scholar was absent from school due to a condition that is excusable. Such conditions include the following:
 - a. Illness
 - b. Family Emergency
 - c. Death of a Family Member
 - d. Medical, Dental, or Therapeutic Appointment
 - e. Authorized school activities
 - f. 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
 - g. College Visitation
 - h. Pre-approved Religious Instruction (limit 36 hours per year)
 - i. Bona Fide Religious Holiday
 - j. For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the scholar'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
 - k. Attendance at court hearings related to the child's involvement with the county children and youth agency or juvenile probation office

- l. For the purpose of obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts
 - m. 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
 - n. 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 scholar is absent for three (3) or more consecutive days for illness, a doctor's note is required to excuse the absences.
5. Within a school year, parents are permitted ten (10) handwritten, emailed, or faxed parent notes to excuse their child's absences for illness. Any additional absences for illness shall 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 scholars have accumulated unexcused absences, the following will occur:

- a. After three (3) Unexcused absences: A letter will be sent home within ten (10) days of a scholar's third unexcused absence indicating that a School Attendance Improvement Conference needs to be held and the following shall be invited to the conference: (1) the scholar; (2) the scholar'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 scholar will be considered as Truant with three (3) school days of unexcused absences.
- b. After six (6) Unexcused absences: A scholar is considered as Habitually Truant with six (6) or more school days of unexcused absences. When a scholar is habitually truant and under fifteen (15) years of age, the school:
 - i. 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.
 - ii. 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 scholar.

- c. After six (6) Unexcused absences: When a scholar is habitually truant and fifteen (15) years or older, the school shall either:
 - i. Refer the scholar to a school-based or community-based attendance improvement program or service; or
 - ii. File a citation with the magisterial district judge having jurisdiction in the region against the scholar or the person in parental relation who resides in the same household as the scholar.
- d. The district may request permission from parents/guardians for the school psychologist to conduct a psychological evaluation of scholars with six (6) or more unexcused absences in order to determine possible learning or emotional support needs that may be a contributing factor to the scholar's absences. A Permission to Evaluate form and Procedural Safeguard form, outlining parental rights, would be sent.
- e. Ten consecutive school days of unexcused absences: A scholar 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.

Educational Travel 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 scholars will not have an opportunity to make up any work missed on the additional days of absence. A written request for absence "Educational Travel Request Form" must be submitted to the building administrator at least 2 weeks before the scheduled trip. Scholars and parents are responsible for making arrangements with teachers to make up missed work in advance of the scholar's absence.

Any educational trip that exceeds ten (10) days will warrant a dis-enrollment of the scholar's disenrollment. Upon return from the trip, the family should report to the scholar's school secretary that their child has returned, and the building secretary will inform the Administration Office so that the scholar can be re-enrolled.

To obtain a copy of the Educational Travel Request Form, please visit any school's main office, or link to the *Attendance Policy 204- AR* at the end of this handbook or on the School District webpage.

Early Dismissal

To request an early dismissal, scholars must bring a note signed by a parent or guardian to the office during homeroom. Parents are required to report to the school

office at the designated time to be properly identified and to sign out their child in the Attendance Log Book. Scholars will be called for dismissal when their parents arrive in the building. Early dismissals also follow attendance guidelines. The parent note must state the reason for the early dismissal and the reason must be considered an “excusable” reason under attendance guidelines. No scholars can be picked up early after 2:45pm.

Lateness

Excused Tardy – absence of a scholar in the morning that is due to any of the reasons that may be excused for full day absence.

Unexcused Tardy – lateness for any reason that does not qualify as “Excused Tardy.” Parents/Guardians should present a parent note or doctor’s note stating the reason for the lateness. Time missed from school, including lateness and early dismissals can add up to full unexcused days and result in truancy proceedings.

- After three (3) Unexcused latenesses: A scholar is considered habitually tardy with three (3) or more school days of unexcused lateness to school. A letter will be mailed home to notify the parent or guardian.
- After five (5) Unexcused latenesses: A parent meeting will be scheduled to discuss barriers preventing the scholars from arriving to school on time each day. An Attendance Improvement Plan will be created to support the child’s timely arrival to school.
- After the seventh (7th) and all subsequent Unexcused latenesses: appropriate disciplinary action will be taken.

MAKE-UP WORK FOR ABSENCES DUE TO ILLNESS

If your child is absent for more than three consecutive school days due to an illness, you may request materials to be sent home. We ask that these requests be made one day in advance so that they are available for pick up by the end of the next school day.

Lateness to Class

There are three minutes of travel time between periods. All scholars are expected to be in class on time. If a teacher detains a scholar, the scholar must receive a late pass from that teacher for admission to the next class. Once a scholar has accumulated 3 latenesses to class, it may result in parental contact and a detention. The faculty and administration will utilize interventions or disciplinary action, if necessary, to support scholars who fail 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 scholars 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 scholars to find success every day.

There will be a minimum of 4 PBIS events for the 23-24 school year. To qualify to participate in a PBIS event, there will be behavioral and academic expectations. The criteria will be shared with scholars and parents prior to each event.

School Norms

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

School Bus

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

Bus Norms:

- 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

Norms for when a student has Substitute Teachers (Guest Teachers):

We are fortunate to have guest teachers to work with our scholars when our teachers are absent. It is very important that we treat our guest teachers with respect. Therefore, when a scholar 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 Norms:

The Dining Commons must be a safe and peaceful place for all scholars to have lunch. Therefore, scholars are to model the Wildcat Way in the dining commons.

- Scholars enter the dining commons in an orderly way.
- Scholars sit down when they enter the dining commons.
- Scholars are not to go to the serving line until they are told to do so.
- Scholars are not run in the dining commons.
- Only one scholar at a time may leave to use the bathroom.
- Scholars are to speak respectfully to all adults.
- Scholars are to clean up after lunch.
- If a scholar is reprimanded during lunch for not adhering to these norms, they will receive a lunch detention.
- Scholars are not permitted to have food delivered to school through outside food delivery services, such as DoorDash, Uber Eats and Grub Hub.

Hallway Norms:

To ensure scholar safety, scholars are not permitted in the hallways or other unsupervised areas during class time or lunch. Scholars remaining in the halls after class has started are subject to disciplinary consequences. If a scholar needs to leave class, they must activate an e-hall pass and have it approved.

Cellphone Norms:

- **Cell phones are not permitted to be used in classrooms. Teachers will collect cell phones if they are seen being used in class.** Teachers/office staff will secure the cell phones until the end of the day in a locked bin/closet.
- Scholars who refuse to comply with this policy will have their cell phones confiscated by an administrator. Their parents will be contacted and required to retrieve the cell phone.
- Repeat offenders will have to turn their cell phones in daily to an administrator for parent retrieval.

Headphones / Earbuds/AirPods

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

Video

During lunch scholars are not permitted to film/record themselves, each other or any activities.

Administrative Detention

Scholars may be assigned an administrative detention by the Principal or Vice Principals for violating a school norm. Scholars are given every opportunity to avoid detention. Verbal warnings are given prior to 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 4:30pm. Scholars are permitted to take the 4:30pm bus home.

Restorative Practices

An administrator will assign a structured meeting of the parties involved in a dispute or disagreement. An administrator, counselor or other staff member will bring the parties together to resolve the situation.

Reflection

Reflections are used to help scholars think about the actions they have taken, replay what took place, and come to different decisions if the situation were to arise again.

In-School Suspension

Scholars who violate the school norms may be assigned an in-school suspension in lieu of an out of school suspension. Scholars 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, scholars are expected to participate in restorative activities and complete school work. Scholars who are unable to adhere to these expectations will be suspended out of school.

Reverse Suspension

Scholars 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, following the scholar's schedule. Parents will be given this option via phone conference with an administrator.

Out of School Suspension

Scholars may be suspended based upon the following: the severity of the incident, the scholar's prior disciplinary record, response to previous interventions, and the scholar's citizenship. Scholars 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 scholar will be required to meet with an administrator prior to returning to school.

Please see the board policies for scholar discipline:

[rd.nsf/files/B69SK3720AB6/\\$file/R218%20scholar%20Discipline%20with%20Charts%20.pdf](rd.nsf/files/B69SK3720AB6/$file/R218%20scholar%20Discipline%20with%20Charts%20.pdf)

Academics

Cedarbrook Middle School Grading Scale

Grades are to be an evaluation of a scholar's academic work. Scholar discipline shall have no effect on grades. Scholar 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 year long 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 scholar's final grade. There is a statistical floor of 50 % for each quarter. 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:

Grades in all classes are on a 4 point scale (GPA points: A=4, B=3, C=2, D=1, F=0). To calculate GPA, multiply the numeric value of the grade in each core class (GPA points) by (6 for all major core courses) and for Encore courses by the number of days the course meets over a 6 day cycle ie: Phys Ed 2, Art 1 etc. Then add those values to determine the GPA sum. Finally, divide the GPA sum by the total number of GPA potential credits. Round this result to the nearest tenth.

Report Cards

Report Cards are uploaded at the end of each nine-week marking period to the parent portal in PowerSchool. Parents and scholars are urged to consult the teachers or the guidance counselor whenever there is a question about a grade. Parents and scholars should check PowerSchool weekly to maintain current information about scholars' progress.

PowerSchool

Power School is a web-based gradebook that enables teachers to report assignments and grades online. Parent and scholar usernames and passwords continue from year to year. If codes are lost, parents should contact the school counselor. Parents and

scholars 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 scholar who has below a 60% in any of the 5 major subject areas (English, Reading / World Language, Math, Science or Social Studies) attend a summer learning experience.

Teachers cannot take off points for a scholar not having their Chromebook with them. The penalty for not bringing a Chromebook to school/class is that the scholar will not have access to it for that day and will have to complete work without the use of the device.

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

The final year long 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 scholar's final grade. There is a statistical floor of **50%** for each quarter. Scholars who receive a grade of F for the final year grade will be expected to retake the course in summer school. If a teacher would like to appeal the floor of 50% for a specific scholar, they may do so by appealing to the principal.

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 of their issue.

Homework - Policy 130AR

Cheltenham School District values the purpose of homework to support student learning within the classroom. Meaningful homework, which is review and/or practice, is differentiated for the learner and provides all students the opportunity to achieve success. Students should receive specific criteria for the successful completion of the assigned task. Homework is defined as any assignment required to be completed outside of the classroom period. School grade level teams/departments will work together to communicate homework expectations at each school. These expectations will be provided to parents/guardians and students in writing. The following guidelines have been

established to ensure our students are able to balance school responsibilities with home and extracurricular activities.

Students are encouraged to read daily for 20 minutes or longer, as time allows. When homework is assigned, it will not exceed 75 minutes per day. Teams will work together to ensure there are no conflicts with scheduled exams.

Homework shall have due dates and times that correspond with the regular school day and class hours. Homework assignments are to be provided/posted before the end of class. Homework should not be assigned or given due dates over a weekend, Thanksgiving, Winter or Spring breaks, or during observance of religious holidays. When students are taking state or national assessments, no homework should be assigned to be due on the test administration dates.

Long Term Assignments/Projects

Students may receive assignments/projects that require more than 5 days to complete. These assignments cannot have due dates immediately following a weekend or the district's return from a scheduled holiday or break.

Late assignments

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 scholars to display personal integrity and self-respect. Scholars must understand that grades mean little when cheating is accepted.

The following actions constitute cheating / academic dishonesty:

- Copying from a scholar'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 scholar 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 scholar when you are told to work independently

- Assisting another scholar who is violating this policy

Consequences for Academic Dishonesty

1st offense

- F on assignment/assessment
- Parent contact
- Discipline referral submitted to vice principal
- Scholar completes assignment/assessment during detention with a 70% cap on the maximum score they can earn. If a scholar earns higher than a 70%, their grade will be a 70%. If they earn lower than 70%, they will earn that grade. For instance, if a scholar earns a 68%, they will receive a 68% for the assignment/assessment.

2nd offense

- F on assignment/assessment
- Parent conference
- Discipline referral submitted to vice principal
- Scholar completes an independent project assigned by administrator

Encore Classes

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

- STEM- Computer Science Focus
- STEM- Design Thinking Focus
- Family Consumer Science - Culinary Arts
- Family Consumer Science- Craft Design
- Digital Media
- Art
- General Music
- Strategies- Focus on Financial Literacy
- Orchestra
- Band
- Vocal Music

Acceptable Use of Technology

In order to have access to the School District of Cheltenham Township's electronic communication systems and network, every scholar must sign and return a *scholar 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](#)*.

After School Achievement Program

Scholars who are in need of small group help in completing assignments may attend the Cedarbrook After School Achievement Program. This program runs from 3:15 to 4:15pm, and 4:30pm buses are available for pickup. Parents must sign their scholars up for this program, and space is limited.

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. Scholars who are ill in the morning should consult with parents before coming to school that day. To visit the Nurse for medical attention, scholars must first get a pass from a teacher, and then sign in at the Nurse's office.

Children and Youth Experiencing Homelessness

Children and Youth experiencing homelessness are granted educational protection through the McKinney Vento Act, passed by Congress in 1987 and amended in 2015. The purpose of the McKinney Vento Act is to ensure educational stability and support for students who are homeless. Homelessness, through the McKinney Vento Act, is defined as individuals who lack a fixed, regular, and adequate nighttime residence. If you are experiencing homelessness, please contact District Homeless Liaison for further assistance. More information can be found on the District Website under the Department of Student Services.

Scholar 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. Scholars 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 scholars. All are encouraged to become involved to gain personal enjoyment from the programs. Other activities become available during the school year. Watch the WIN Slides for announcements about these programs. (Please note that this is not a complete list and is subject to change)

String Orchestra
Concert Band
Concert Choir
Jazz Band
Solar Cars
Science Fair

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

Cedarbrook Scholars are Destined for Greatness!

Math Olympiad
Fall Drama
Spring Musical
Jr. Women's scholar Union
Hip Hop Club (A Social Justice Club)
GSA (Teaching Tolerance)

Playwriting
Technical Stage Crew
Yearbook
Project Lit
BSU

Interscholastic Athletic Program / Cedarbrook Athletic Directors: Christopher Nestor & Mark Van Ooyen

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

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

Athletic Eligibility for PIAA Sports

Scholars 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 scholar athletes who have D and F averages.

- Scholars who earn 2 D averages or 1 F average in major and/or minor subjects will be placed on PROBATION. Probation means that the scholar will have one week to bring up his/her grade without penalty. No practices or competitions will be missed. If the scholar'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.
- 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.

***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!***

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

RESPECT & ROAR

R – Responsibility

O – Outreach

A – Achievement

R - Resilience