

**CENTRAL COLUMBIA MIDDLE SCHOOL**

**4777 OLD BERWICK ROAD**

**BLOOMSBURG, PA 17815**

**(570) 784-2850 ext 2000**

**FACULTY HANDBOOK**

**2022 – 2023**



CENTRAL COLUMBIA MIDDLE SCHOOL  
FACULTY HANDBOOK  
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## CENTRAL COLUMBIA SCHOOL DISTRICT'S

## PHILOSOPHY OF EDUCATION

We believe that education is a life-long process which can and should have a positive influence on the intellectual, emotional, moral, physical and social development of the individual.

We further believe that formal education lays the foundation for other varieties of self-education and affords the best opportunity for the acquisition of diverse knowledge and skills when they are presented in a scholarly and humane atmosphere. Nevertheless, we must, make students aware of and encourage the appreciation and use of other avenues for education available throughout life and prepare them to take advantage of such alternatives for maximum flexibility and adaptability.

While we recognize that the mere act of acquiring certain knowledge and skills is often rewarding and meaningful in itself, we should encourage and provide for the application of various knowledge and skills to aid students in adjusting to the circumstances of life and the people about them now and in the future.

Believing strongly in the values, goals, and objectives of education at Central Columbia, we are committed to the encouragement of all students to take full advantage of the educational opportunities available.

I. We believe that the scope of a meaningful and balanced curriculum must include attention to the following:

- A. Fundamental Skills - reading, computation, written and oral communication
- B. Fundamental Processes - human relations, anticipatory processes, and interdisciplinary understanding
- C. Cultural Adjustment Skills - economic, civic, legal, familial, vocational, and recreational
- D. Arts and Humanities - appreciation, understanding, and development of skills and talents
- E. Health - physical, mental, emotional
- F. Family Membership - roles, relationships, and responsibilities.
- G. Vocation Preparation - career awareness, exploration, knowledge and skill development
- H. Citizen - democratic understanding and functioning; civic membership, rights and responsibilities, and political awareness and action
- I. Values and Ethics - values clarification, moral reasoning, ethical awareness, exploration, knowledge and skill development
- J. Citizenship - democratic understanding and functioning; civic membership, rights and responsibilities, and political awareness and action
- K. Recreational Activity - creative use of leisure time, aesthetic appreciation, athletic involvement, and self-fulfillment through recreation

II. We believe that the educational process should provide the opportunity for and encourage a wide range of student experience and expression in the following domains.

- A. Cognitive - essential theories, concepts, and information appropriate to each given level and subject area; critical and creative thought; problem recognition and solving; research and investigative methods; cultural and historic perspective.
- B. Effective - self-awareness, identify formation, self-esteem, self-fulfillment and accomplishment.
- C. Psycho-motor-graphic and performing arts, kinetics, athletic involvement, vocational and recreational activity. We further believe that, in order to insure that each student takes full advantage of the opportunities available in each of these domains, it is the responsibility of the school to provide the necessary academic, personal, and vocational counseling.

III. We believe that, while the mastery of learning skills and the acquisition of knowledge are vital elements of the educational process, a truly balanced education should provide for a wide range of co-curricular activities so that students may further develop and refine

- A. Interests and aptitudes
- B. Leadership capabilities
- C. Physical, recreational, and social skills
- D. Cultural perspective and enrichment

IV. We further believe that involvement in co-curricular activities can:

- A. Enhance self-awareness and self-esteem.
- B. Provide avenues for achievement and recognition not found in the regular classroom.
- C. Create opportunities to test students' resolve and dedication of purpose.
- D. Motivate students to take a more active interest in the total educational process.
- E. Encourage school spirit and sense of belonging.

V. We believe that the relationship between students, teachers, administrators, and non-professional staff should include and promote

- A. Mutual concern, respect, responsibility, and understanding
- B. Recognition and acceptance of individual differences in personality, ability, and interest.
- C. Adjustments to these individual differences at both the institutional and individual levels.

VI. Furthermore, we believe it our responsibility to:

- A. Promote feelings, actions, and policies which reflect full sexual, racial and ethnic equality.
- B. Discourage discrimination in all respects in regard to sex, race, creed, or national origin.
- C. Allow for maximum flexibility in personal attitudes, roles, relationships, and life styles provided that they are reasonable, legal, non-disruptive, and consistent with the educational program rests upon the mutual cooperation and support of the citizens of the community, the board of education, the administration, the professional and non-professional staff, and the students themselves.

## Mission Statement

In a caring and safe environment, Central Columbia School District educates all students for success.

## Vision Statement

Central Columbia School District strives to be the best through the continued growth of a rigorous and innovative instructional environment.

## Belief Statement

The needs of all students must drive our educational system.

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Our schools are committed to excellence in education.

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Continuous learning is supported through creativity, flexibility and adaptability to meet the challenges of a changing world.

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Everyone has worth and shall be treated with respect, courtesy, and dignity.

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Community members, families, students and staff will:

- Assume appropriate personal responsibility
- Be accountable for their performance and actions
- Communicate and collaborate in decision making

CENTRAL COLUMBIA SCHOOL DISTRICT  
4777 OLD BERWICK ROAD  
BLOOMSBURG, PA 17815

BOARD OF SCHOOL DIRECTORS

- Chyko, Charles .....4950 Old Berwick Road  
Bloomsburg, PA 17815
- Crawford, Steve .....34 Sponenberg Hill Road  
President Bloomsburg, Pa 17815
- Fogarty, Robert.....628 Fair Street  
Treasurer Nescopeck, PA 18635
- Bowman, Adam.....1400 Treeline Drive  
Vice President Bloomsburg, PA 17815
- Spicher, Elaine.. .....14 Kaitlyn Lane  
Bloomsburg, PA 17815
- Rhoads, Bruce E.....1322 Treeline Drive  
Bloomsburg, PA 17815
- Klingerman, Virginia.....3387 Ridge Rd  
Bloomsburg, PA 17815
- Hale, Tyson .....1115 Short Rd.  
Bloomsburg, PA 17815

SCHOOL SOLICITOR

- Mr. Ben Pratt.....533 Fowlersville Rd  
Bloomsburg, PA 17815

SCHOOL DOCTOR

- Christopher O’Neil, D.O. ....6850 Lows Rd  
Bloomsburg, PA 17815  
(Business Address)

Rev. 8/21





**CENTRAL COLUMBIA SCHOOL DISTRICT  
2022 BOARD COMMITTEES**

**Activities & Personnel Committee**

Robert J. Fogarty, Chairperson  
Tyson Hale  
Bruce Rhoads  
Elaine Spicher

**Buildings & Grounds Committee**

Adam Bowman, Chairperson  
Robert J. Fogarty  
Charles Chyko  
Tyson Hale

**Curriculum, In-Service & Textbooks Committee**

Virginia Klingerman, Chairperson  
Tyson Hale

**Equipment, Supply & Cafeteria Committee**

Elaine Spicher, Chairperson  
Virginia Klingerman

**Finance, Budget & Insurance Committee**

Adam Bowman, Chairperson  
Elaine Spicher  
Robert J. Fogarty

**Negotiations & Grievance Committee**

Robert J. Fogarty, Chairperson  
Adam Bowman  
Charles Chyko  
Elaine Spicher

**Policy, Legislation, Goals & Evaluation Committee**

Bruce E. Rhoads, Chairperson  
Virginia Klingerman  
Tara Mowery

**Comprehensive Plan Representatives**

TBA , Chairperson  
Bruce E. Rhoads  
Virginia Klingerman

**Tax Exoneration & Local Revenue Committee**

Bruce Rhoads,	Region #1
TBA	Region #2
Tyson Hale, Chairperson	Region #3

**Transportation Committee**

Elaine Spicher	Region #1
Charles Chyko, Chairperson	Region #2
Tyson Hale	Region #3

**Educational Foundation Board Representatives**

Adam Bowman  
Charles C. Chyko  
Elaine Spicher

**Central Susquehanna Intermediate Unit Representative**

Bruce E. Rhoads – term expires June 30, 2023

**Vo-Tech Operating Committee Representatives**

Robert J. Fogarty (November 30, 2022)  
Charles c. Chyko (November 30, 2023)

**PSBA Liaisons**

Adam Bowman  
Bruce Rhoads

# Memo

**To:** All Staff

**From:** Jeffrey Groshek, Superintendent

**Date:** 2022-23 School Year

**Re:** SCHOOL BOARD MEETING AGENDAS

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The Board of School Directors has asked that all business matters for approval (conferences, courses, field trips, etc.) be submitted for the Board's consideration prior to the event. Usually, Rosey Tretter and I begin developing the board agenda on the Wednesday prior to the board meeting. However, on some occasions, vacations and other events change the date. Please refer to the table below for the 2022-23 board meeting dates and due dates for agenda items:

<u>Board Meeting Date</u>	<u>Agenda Item Due Date (by noon)</u>
August 15, 2022	August 10 <sup>th</sup> , 2022
September 19, 2022	September 14 <sup>th</sup> , 2022
October 17, 2022	October 12 <sup>th</sup> , 2022
November 21, 2022	November 16, 2022
December 5, 2022	November 30 <sup>th</sup> , 2022
*January 16, 2023	January 11 <sup>th</sup> , 2023
*February 13, 2023	February 8 <sup>th</sup> , 2023
*March 20, 2023	March 15 <sup>th</sup> , 2023
*April 3, 2023	March 29 <sup>th</sup> , 2023
*April 17, 2023	April 12 <sup>th</sup> , 2023
*May 2, 2023	April 26 <sup>th</sup> , 2023
*May 15, 2023	May 10 <sup>th</sup> , 2023
*June 19, 2023	June 14 <sup>th</sup> , 2023

Agenda items are expected by noon on the due date. Also, please call with questions.

•Board Reorganization and Regular meeting-

•"These dates are tentative until the December 2 Reorganization meeting.

**CENTRAL COLUMBIA MIDDLE SCHOOL**  
**Telephone Numbers & Middle School Extensions**

Following is a list of extension numbers in our building and other numbers in the school district:

Middle School:       784-2850 ext. 2000

Extensions:           2103 – Chad Heintzelman  
                          2104 – Brenda Humphrey  
                          2101 – Crystal Zimmerman  
                          2100 – Kimberly Crawford  
                          2110 – Nurse’s Office – Heidi Henry  
                          2414 – Alycia Fairchild  
                          2413 – Jeremy Freeman  
                          2412 – Laurie Aten  
                          2401 – Library

District Office – 784-2850 ext 4000

High School     - 784-2850 ext 3000

Elementary     - 784-2850 ext 1000

                          - 784-2850 ext 4011

C. S. I. U.       – 523-1155

Faculty and Staff 2022-2023

ADMINISTRATION

Mr. Jeffrey Groshek, Superintendent (4047)  
 Mr. Chad Heintzelman, Principal (2103)  
 Mrs. Brenda Fetterolf, Assistant Principal (2104/1006)  
 Mr. Steven Dolak, Business Administrator (4006)  
 Mr. Thomas Sharrow, Assistant Superintendent (4005)

FIFTH GRADE FACULTY (G&O Team)

(2502) Mrs. Megan Kowalchick – LA  
 (2503) Mrs. Shanna Crisman– LA  
 (2504) Mrs. Abbey Flick – MATH  
 (2505) Mr. John Madden – MATH  
 (2506) Mr. Amanda Jankowski – SS  
 (2507) Mrs. Jacqueline Klingerman – SCI

SIXTH GRADE FACULTY (J Team)

(2606) Mrs. Monica Kreisher– LA  
 (2607) Mr. Kenneth Williams – SCI  
 (2608) Ms. Stephanie Knorr – SS  
 (2609) Mr. Joseph Kelchner – MATH  
 (2610) Mr. Jonathan Joseph – LA  
 (2611) Mr. Ryan Novak – MATH

SEVENTH GRADE FACULTY (Y Team)

(2704) Mrs. Tara Mowery–ALG I  
 (2705) Ms. Meghan Karetsky-LA  
 (2706) Ms. Shannon Golanoski - LA  
 (2707) Mrs. Nadeen Swab – PRE-ALG  
 (2708) Ms. Tristan DeCarlo - SCI  
 (2709) Mr. Stephen Toczylousky-SS

EIGHTH GRADE FACULTY (S Team)

(2806) Mrs. Cynthia Cronrath-LA  
 (2807) Mrs. Paula Dietrich – SCI  
 (2808) Mr. Lance Miller – SS  
 (2809) Mrs. Carrie Recla – ALG I & ALG II  
 (2810) Mr. Kevin Flynn – ALG I  
 (2814) Ms. Heather McNelis-LA

PUPIL PERSONNEL SERVICES

Mrs. Jen Snyder (4043) Director of Special Education  
 Mrs. Nicole Fulmer (1042) School Psychologist  
 Mrs. Alycia Fairchild (2414) 5/7 Grade Guidance Counselor  
 Mr. Jeremy Freeman (2413) 6/8 Grade Guidance Counselor  
 Mrs. Jennifer Haubert (2418/3121) Community Liaison  
 Mrs. Heidi Henry (2110/2109) School Nurse  
 Mrs. Laurie Earnest (4008) Transportation

5/6 LGR – 2430    7 LGR – 2702    8 LGR – 2813  
 5/7 IPC – 2422    6/8 IPC – 2433  
 IEP Room – 2426  
 Companion & Safe Room – 2701

SPECIAL EDUCATION FACULTY/AIDES

Mrs. Jessica Lunger (2512) 5<sup>th</sup> Gr. Learning Support  
 Mrs. Tamie Nebel – IA  
 Mrs. Mary Michaels (2601) 6<sup>th</sup> Gr. Learning Support  
 Mrs. Sue Fulton – IA  
 Mr. Nathan Johnson (2710) 7<sup>th</sup> Gr. Learning Support  
 Mrs. Tiffany Hosler – IA  
 Ms. Samantha Wood (2811) 8<sup>th</sup> Gr. Learning Support  
 TBA– IA  
 Mrs. Kelsey Downs (2411) Life Skills Classroom  
 Ms. Megan Crockford– IA  
 Mrs. Sue Shultz – IA  
 Mrs. Kaleena Dietterick (2701) Emotional Support  
 Ms. Carol Rakich – IA  
 Ms. Gabrielle Cerreta–IA  
 Ms. Jessica Gordner (2438) Autistic Support Teacher  
 Mrs. Amber Kriner – IA  
 Ms. Donna Dressler-- IA  
 Ms. Rebecca Pierce (2442) Child Study Coordinator  
 Mrs. Sue Ohl – IA Chase Stewart (8<sup>th</sup> gr)  
 Mrs. Peggy Snyder (2612) Speech & Language Path

CREATIVE ARTS TEAM (A Team)

Mrs. Jennifer Fisher (2318) Ag Science & Ind Tech  
 Mrs. Erin Hartman (2325) Music  
 Mrs. Angela Kishbaugh (2326) Band  
 Mrs. Jamie Raski (2801) Technology  
 Mr. Jeremiah Johnson (2821) Phys Ed & Health  
 Ms. Amanda Fuschetti (2202) Phys Ed & Health  
 Mr. Darren Rider (2202) Phys Ed & Health  
 Miss. Kirstyn Jaeger (2406) Librarian/Gifted Support  
 Ms. Jamie Tagba (2207) Family Consumer Science  
 Mrs. Laurie Witmer (2205) Art

LIBRARY AIDES

Mrs. Kimberly Peters (2408) Ed Co-Op (7:15-3:15)  
 Library Circular Desk (2401) Library IPC (2410)

SECRETARIES

Mrs. Crystal Zimmerman (2101) Principal’s Secretary (7:30-3:30)  
 Mrs. Laurie Aten (2412) Guidance Secretary (7:00-3:00)  
 Mrs. Kimberly Crawford (2100) Receptionist/Secretary (7:00-3:00)

CUSTODIANS

Mrs. Donna Rhodomoyer, 1<sup>st</sup> Shift (2209)  
 Mr. Eric Brobst, 2<sup>nd</sup> Shift  
 Mr. Adam Hartzell, 2<sup>nd</sup> Shift  
 Mr. Daniel Laubach, 2<sup>nd</sup> Shift  
 Mr. Robin Houser, 3<sup>rd</sup> Shift

MS Faculty Lounge – 2311  
 Health Room – 2714  
 Teacher Data Room – 2419  
 Blue Jay Nest – 2805

CAFETERIA – 2305 Office – 2308 Crystal Singley, Head Nancy Williams Pat Ellis Jennifer Taylor Jane Hyde Stacey Ahearn
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## TEACHER AND STUDENT TIME SCHEDULE

### I. TIME SCHEDULE

- A. Teachers arrive. . . . . 7:15 a.m.
- B. Students arrive to home room. . . . . 7:15 a.m.
- C. School Starts . . . . . 7:45 a.m.
- D. School Dismissal. . . . . 2:45 p.m.

Revised 03/11/20

**GENERAL OFFICE REGULATIONS**

1. Office Hours will be 7:00 a.m. to 3:30 p.m. The principal is usually in the office at 7:45 a.m.
2. Personnel will have free access to the general office and equipment with the following provisions:
  - a. Those who need assistance in operating office equipment should contact one of the clerical staff.
  - b. Students will not be sent to the general office to operate equipment unless they are under the direct supervision of a teacher or a member of the office staff.
3. Students will be permitted in the inner office area only if there is a legitimate reason to be there and with the permission of one of the office staff.
4. Professional and office staff personnel will not use office telephones for personal social calls.
5. Students may use office telephones to call parents in case of emergency, but not for personal social calls.
6. **SMOKING WILL NOT BE PERMITTED ANYWHERE IN THE BUILDING OR ON CAMPUS.**
7. Announcements will be made from the office at 7:45 a.m. (all students), 11:00 a.m. (5<sup>th</sup> grade), 12:00 p.m. (6<sup>th</sup> grade), 11:20 (7<sup>th</sup> grade), 10:40 a.m. (8<sup>th</sup> grade) and 2:40 p.m. (all students).
8. Employees should not spend their planning periods in the office. This practice makes it almost impossible for the secretarial staff to handle an already heavy workload.
9. All staff members please remember that there may be students and parents present in the office area and adjust the volume and content of their conversations accordingly.



Central Columbia School District  
4777 Old Berwick Road  
Bloomsburg, PA 17815

### **JOB DESCRIPTION**

**TITLE:** Teacher

**QUALIFICATIONS:** 1. A minimum of a Bachelor's Degree in Education  
401.7.1 A Teacher's Certificate valid in the state of Pennsylvania

**REPORTS TO:** Principal

**SUPERVISES:** All students, aides, student teachers, and assistant teachers assigned.

**JOB GOAL:** To use training, skill and experience to help students attain their potential or intellectual, emotional and psychological growth and maturity.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate within the classroom and fosters a good interpersonal relationship between teacher and the students.
2. Follows the established time schedule in reporting to school, to the classroom and to supervisory responsibilities.
3. Is aware of the importance of and maintains a neat and professionally appropriate personal appearance.
4. Follows school policies, administrative directives and regulations.
5. Participates in planning, implementing, and evaluating a program of study that meets the individual needs interests, and abilities of students which is conducive to learning within the limits of the resources provided by the district.
6. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
7. Employs instructional methods and materials that are creative, innovative and varied, and that are within the scope of the district's philosophy, goals and objectives.
8. Assesses and evaluates fairly and consistently the progress and accomplishments of students on a regular basis and provides reports as required.
9. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.

## DUTIES AND RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS

### SUMMARY:

The primary focus of this position is the development and delivery of the curriculum for which the person is responsible in accordance with the philosophy, objectives, and policies of the school district.

### ESSENTIAL DUTIES and RESPONSIBILITIES: (prioritized by level of importance) *Other duties may be assigned.*

- Provides leadership in the development of the departmental curriculum.
- Participates in analyzing district data to make recommendations for both assessment and curricular development.
- Administers the selection of all departmental textbooks and makes recommendations to the Act 48 committee. Pending approval by the Act 48 committee, the curriculum coordinator will present the recommendation to the Board of School Directors.
- Exercises leadership within the department for curriculum and instructional development and implementation.
- Develops, with the principals, prior to scheduling, a list of subjects to be offered and teacher-class assignments within the department.
- Assists the principal in the selection of new teachers for recommendation to the Board of School Directors.
- Assists in the orientation of new teachers.
- Keeps the principal and curriculum coordinator informed of all departmental needs, programs and plans.
- Works with the building librarians to develop a departmental library of pertinent and up-to-date literature and resources.
- Adheres to a regular schedule of meetings and reports to the principals and the curriculum coordinator.
- Keeps up-to-date on developmental changes in their discipline area.
- Models and promotes professional interactions among colleagues.
- Assigns textbooks to the members of the department

## TEACHER DUTIES AND RESPONSIBILITIES

1. All teachers are expected to be in your classroom by 7:15 a.m. and to remain until 2:45 p.m.
2. Teachers will have their daily lesson plans available.
3. Minor discipline problems will be handled by teachers involved. Problems of a more serious nature will be referred to the principal promptly.
4. All teachers are responsible for maintaining efficient and orderly corridor traffic at all times. **Teachers are expected to be in corridors between classes.**
5. While aides and teachers are assigned to cafeteria duty, ALL TEACHERS are responsible for maintaining proper student behavior in the cafeteria.
6. ALL TEACHERS should insist on passes from any student arriving late for class and should provide passes for any student they detain.
7. Hall traffic on class time should be kept to a minimum. **Never** excuse students for errands by the buddy system and report missing students promptly.
8. Teachers are directly responsible for the general orderliness of their rooms and any other area that they use. There should be no writing on desktops at any time.
9. Students should not be sent on personal errands. No students may be out of the building without the permission of the principal.
10. Teachers are responsible for the behavior and discipline of all students, not just those on your team or class.
11. TEACHERS SHOULD BE AWARE OF WHO IS OUT OF THEIR CLASSES AND HOW LONG STUDENTS ARE OUT OF CLASSES BY UTILIZING THE RESTROOM SIGN-OUT SHEET AND STUDENT PASSPORTS. Sign out sheets will be turned in to the office at the end of the student week. The sign out sheet is a very important tool for investigating incidents.
12. In addition, teachers are responsible for the PA Code of Professional Practice and Conduct for Educators. – see Appendix

**TEACHER OBSERVATIONS and EVALUATIONS**

1. All newly hired staff will be observed formally. In addition, one fourth of the tenured staff will be observed each year.
2. "Ask About" conversations will continue this year.
3. All teachers, regardless of the type of formative evaluation taking place over the course of the school year, will have a face to face summative evaluation meeting with the Principal/Assistant Principal prior to the end of the school year.

**2022-2023 MORNING HALL DUTY**

Responsibilities would include monitoring students in these areas and moving them from their lockers to their respective classrooms.

**5<sup>th</sup> grade hallway**

Jess Lunger  
Laurie Witmer

**Front Sidewalk**

Jeremiah Johnson  
Jen Fisher

**6<sup>th</sup> grade hallway**

Mary Michaels  
Amanda Fuschetti

**7<sup>th</sup> grade hallway**

Nate Johnson  
Jamie Tagba

**8<sup>th</sup> grade hallway**

Samantha Wood  
Darren Rider

1. At 7:15 a.m. all classroom teachers and designated specialists will report to their designated grade level hall.
2. Students will report to their grade level wings at 7:15 a.m. Classroom doors will be open for entry at this time.
3. Student's whose teachers are at meetings will remain in the hall until their teacher returns.
4. The specialists assigned to the grade level wings will remain with those students until 7:45 a.m.

Angie Kishbaugh and Erin Hartman will be in the cafeteria from 7:15 a.m. – 7:45 a.m. to monitor students who are eating breakfast.

**CENTRAL COLUMBIA SCHOOL DISTRICT**  
4777 Old Berwick Road  
Bloomsburg, PA 17815

TO: Parents of Students Who Ride School Buses

FROM: Jeffrey Groshek, Superintendent

SUBJECT: **SCHOOL BUS SAFETY RULES**

To insure efficient, safe transportation on Central Columbia school buses, the Central Columbia Board of School Directors has adopted policies which include regulations that will be strictly enforced. Parents are asked to familiarize their children with these regulations. A student who cannot maintain self-discipline forfeits the privilege of transportation. Behavior will be monitored by video cameras placed on buses.

The following rules will be followed at bus stops:

- a. All students shall be ready at the designated bus stops to board bus.  
The bus cannot wait for those who are tardy.

300. Students should wait until the bus stops before trying to board. Students who must cross the roadway, will do so in front of the bus when the lights are activated, and only after looking in both directions for oncoming traffic.

300. Students should enter the bus in an orderly fashion and go directly to a seat.

ii. While awaiting the bus at bus stops, students are under the jurisdiction of the school and therefore are responsible for proper behavior. Any student disobeying the rules at the bus stop and any misbehavior which jeopardizes the well being of other students or property will be reported.

The following rules will be followed on the bus:

300. Students must follow directions of the bus driver the first time they are given.

iii. Students will not use any form of tobacco, drugs or alcohol; they will not use matches or spit on the bus. They may not eat, drink, or litter on the bus.

iv. Students must remain seated while the bus is in motion, must keep their heads and hands inside the bus, and must keep aisles clear.

300. Students may not tamper with any equipment on the bus or commit any act which diverts the driver's attention.

v. Students will not use obscene language either with the driver or with other students.

The driver has authority over all passengers and will be responsible for the orderly conduct of all riders. On extra-curricular runs, the coach/advisor will be responsible for bus decorum and discipline.

# CENTRAL COLUMBIA SCHOOL DISTRICT

## BUS POSITION 22-23

### MIDDLE SCHOOL PARKING LOT FOR P.M. DISMISSAL @ 2:50

**1st**







**2022 - 2023 Morning Bus Duty 7:15-7:45  
(Sidewalk in front of the Middle School)**

Jeremiah Johnson, Jen Fisher will greet and encourage students when they exit their bus and enter the Middle School.

Updated 7/25/22

**CENTRAL COLUMBIA MIDDLE SCHOOL**  
**DISMISSAL DUTY SCHEDULE**  
**2022-2023**

During dismissal, staff members will monitor specific areas to see that all students are exiting the building safely.

**Art/Family Consumer Science**-Monitor the door by your rooms. See that no students are exiting the building using that door. You may rotate coverage of this door if you choose. Only one of you need to be by the door at this time.

**Physical Education**-One teacher will need to be in the front lobby area to ensure students are moving safely through that area. A second person should be located outside of the main entrance doors. Students in this area should be moving directly to their busses. The remaining teacher should be located at the end of the walk way by the busses to keep students from congregating and move them to their busses.

**Industrial Technology**-Teacher should be located at the end of the technology hallway towards the swimming pool.

**Music/Band**-One teacher should position themselves in the corner of the hallway outside of the band room and by the library entrance. You should see that students are efficiently exiting the building and doing so safely.

**Library**-One teacher should be located outside the middle entrance doors by the nurse's suite. Students who exit through this door should move along the sidewalk to their bus.

**5th Grade-**

**Ms. Jankowski** should be outside the doors on the cement landing between 5<sup>th</sup> & 6<sup>th</sup> grade as students exit.

**All** remaining teachers should be outside their classroom doors as the student exit through the hallway.

**6th Grade-**

**Mr. Joseph and Mr. Kelchner** will be at the end of the 5<sup>th</sup> & 6<sup>th</sup> grade walk way by the buses. They should see that students are moving to their bus and that no students enter the bus lane once the buses begin to leave.

**All** remaining teachers should be outside their classroom doors as the students exit through the hallway.

**7th Grade-**

**Mr. Stephen Toczylousky** will be located at the intersection of hallways E2 & N2.

**Mrs. Swab** will be outside of her classroom door making sure no students use the north exit.

**Mrs. Karetsky** will be located at the intersection of hallways E2 & N3.

**7<sup>th</sup> grade students** should exit using the double doors at the nurse's suite or the main office.

**All** remaining teachers should be outside their classroom doors as the students exit through the hallway.

## **8th Grade-**

**Mrs. Dietrich and Ms. Rebecca Pierce** will be at the intersection hallways N4 & E1 to ensure that 6<sup>th</sup> grade students are the only students exiting through the 6<sup>th</sup> grade hallway. No students are permitted to exit through the doors at the east end of the building.

**Mr. Miller** will be outside of his classroom door making sure no students use the north exit.

**Ms. McNelis** will be at the end of the 8<sup>th</sup> grade wing at intersection E2 & N4.

**8<sup>th</sup> grade students** should exit using the double doors at the nurse's suite or the main office. 8<sup>th</sup> grade students are not permitted to use the east exit by the news studio.

**All** remaining teachers should be outside their classroom doors as the students exit through the hallway.

**DELAYED OPENINGS OR EARLY DISMISSALS**

Delays will be announced by local radio stations WHLM, WCNR, as well as all Scranton/Wilkes-Barre television stations, And school messenger.

In case of early dismissal, the faculty will remain until the last bus departs or later as determined by the Principal.

Rev. 10/10/03

## ATTENDANCE

1. It is imperative that daily attendance is promptly and accurately taken and sent to the office.
2. Prolonged absences of five school days or more require a physician's or school nurse's approval for re-admission.
3. **CLASS ATTENDANCE WILL BE CHECKED EACH PERIOD BY EACH TEACHER.** Any absent student whose name is not listed on the attendance sheet will be reported immediately to the office.
4. The attendance bulletin that is sent to all teachers should be checked for accuracy each day. Please notify the attendance secretary of any corrections or omissions.
5. Teachers are often first to notice excessive or suspicious student absence. Please convey these concerns to the principal or guidance counselor.
6. Substitute teachers will take a manual attendance and lunch count that will be hand carried to the attendance secretary.

## VIDEO USAGE

1. The use of videos as educational tools is unquestioned; however, the proper pre-showing introduction and follow-up discussion must always be incorporated. Watching television is a passive activity and care must be taken to assure that students are exposed to active instruction.
2. THE SHOWING OF VIDEOS OR TV SHOWS ON A REGULAR BASIS AS A TIME FILLER, OR FOR STUDENT ENTERTAINMENT, OR WHEN COMPLETELY UNRELATED TO CLASSROOM LESSONS, IS INTOLERABLE AND WILL NOT BE PERMITTED. ALL DVD's TO BE SHOWN MUST BE INDICATED, BY TITLE, IN TEACHERS' DAILY LESSON PLANS.
3. It is the teacher's responsibility to show only those films that are appropriate to the educational level of the viewers.
4. All movies with a PG-13 or R rating cannot be shown without Principal and parent approval.

## GRADES

1. All grades will be done utilizing Sapphire SIS program.
2. Central Columbia Middle School operates on a four-marking period basis with parent reports issued at the end of each nine weeks.
3. For all academic subjects, numerical grades will be used.
4. Letter grades and equivalent numerical grades are as follows:
 

97% and above =	4.0	(A)
96% - 93% =	(A-)	
92% - 90% =	(B+)	
89% - 87% =	(B)	
86% - 85% =	(B-)	
84% - 82% =	(C+)	
81% - 79% =	(C)	
78% - 77% =	(C-)	
76% - 75% =	(D+)	
74% - 72% =	(D)	
71% - 70% =	(D-)	
69% and below =	(F)	
5. Core teachers are required to enter ten (15) proficiency and fifteen (15) responsibility grades each quarter.
6. A 70% is the minimum passing score. A 60% is the minimum score recorded on a report card for the first marking period only. The remaining marking periods students are awarded the grade earned.
7. If a student has not completed required work because of illness or other excused absence, he/she may be given an incomplete grade. All incomplete work must be made up promptly. No incomplete grade will be carried through more than one marking period.
8. The following schedule will be followed in issuing student progress reports:
  - 20<sup>th</sup> day – Progress reports are sent to parents
  - 45<sup>th</sup> day – First report issued to parents
  - 65<sup>th</sup> day – Progress reports are sent to parents
  - 90<sup>th</sup> day – Second report issued to parents
  - 110<sup>th</sup> day – Progress reports are sent to parents
  - 135<sup>th</sup> day – Third report issued to parents
  - 155<sup>th</sup> day – Progress reports are sent to parents
  - 180<sup>th</sup> day – End of year report issued to parents
9. A failing grade has always been a point of controversy among educators. Give thought and consideration to the following before you give a failing grade:
  - a. Have you done everything possible and practical to help this student improve, or have you allowed him/her to get by without effort?
  - b. Have you made a study of this student – home life, environment, ability, past achievements, as shown by their guidance records?
  - c. Have you made a diagnostic study of the student's method of work in order that you might correct wrong procedures?
  - d. Have you made a conscientious effort to teach correct study habits?
10. Retention – students who fail a class may be retained

## STUDENT PROGRESS REPORTS

1. Gradebook files must be updated and accurate no later than three (3) days prior to issuing report cards.
2. The guidance office will generate a report issuing progress reports to any student with a 74% (1.0) or below in any given class. Progress reports may be sent out whenever a teacher feels they are necessary, and teachers are encouraged to keep parents up to date concerning all students' progress.
3. Progress reports will be generated through the Gradebook program. Teams can utilize any of the reports they would like, but a copy must be submitted to the guidance office to be kept on file.
4. Failing grades on a report card should be supported by an appropriate comment or a brief statement in the space provided on the report card.



## HONOR ROLLS

Distinguished Honors are given to students with no grade lower than 93% in both proficiency and responsibility.

Honors are given to students with no lower than 85% in both proficiency and responsibility.

No "U" or negative comments may appear on a Distinguished Honors or Honors report card.

In the case of incomplete grades, honor roll certificates will be withheld until a completed grade has been reported.

Honor roll lists will be generated shortly after the issuing of report cards so having grades updated following the three-day guideline is critical.

## **GUIDANCE SERVICES**

1. Information concerning students is available at the guidance office.
2. The guidance counselor will make every attempt to avoid taking students out of regular classes. The ratio of two counselors to several hundred students sometimes makes this impossible. Teachers are asked to cooperate by permitting students to report to the guidance office at the time indicated on the pass.
3. Career education has become an integral part of both our guidance program and our curriculum. We have been successful in our efforts because of the excellent cooperation between the guidance department and the total staff. We anticipate everyone making a continued effort to further this program.
4. Parent conferences will be scheduled by the guidance office.
5. As part of our school district's Student Assistance Program, many students will participate in peer group activities that are coordinated and scheduled by the guidance counselors or the school liaison.
6. It is important to remember that our guidance counselors' loop with their students. This makes them an excellent resource when you are having difficulties with a given child.

## STUDENT RECORDS

1. All permanent student records will be kept in the guidance office at all times.
2. At no time will any permanent student record be removed from its proper place by anyone except authorized persons.
3. No one other than guidance counselors or other authorized personnel will make any entry in or remove any material from student records.
4. Student teachers will have access to permanent student records upon request.
5. Parents will have access to student records upon request, provided the records are not removed from the guidance office.

### BEHAVIOR PROBLEMS

1. Behavior problems of a minor nature should be handled by teachers in their own classrooms. **Refer to leveled discipline outline in the student planner.** Teachers should not involve other students or make a display or show of disciplinary measures. Comments should be written specific to that child only.
2. Teachers will not, under any circumstances, punish an entire class for offenses committed by a few members of the class.
3. Any misconduct resulting in destruction of school property will result in the cost of the property being placed on the student involved, and usually results in suspension.
4. Behavior problems of a serious nature should be referred to the office using Sapphire. No student should be sent to the office unless they are accompanied by the staff member involved or have something written on their pass briefly explaining why they were sent down. At the earliest convenience, or no later than the end of the school day, the incident must be inputted into the Sapphire software.

## PARENT CONFERENCES

1. Parents are encouraged to confer with teachers concerning their children's progress or problems related to school.
2. Parents should call the school office to arrange for conferences with teachers. Conferences will be arranged only during team planning periods or before or after school.
3. Teachers are encouraged to call parents requesting a conference if they feel it will result in improving student performance. Experience has shown that the sooner a teacher has taken the initiative to contact parents, the greater the likelihood of resolving the problem.
4. Teachers are not expected to set up conferences in their homes or out of school hours unless they wish to do so.
5. No parent will be permitted to visit a teacher in the school building without first checking in the office.
6. Whenever possible, parents will be asked to meet with the team of teachers.
7. The principal or a guidance counselor or both will attend parent conferences if any party feels that it is necessary.
8. Teachers attending parent conferences should come with their grade books and any other relevant and current evidence of the student's effort.
9. Please remember that parent-teacher conferences often are a cause of stress for parents. What is a routine occurrence for teachers is often a difficult meeting for parents. Negative comments can be expressed in a variety of ways, and a positive conference often yields continuing rewards.

## HOMWORK

1. Parents expect students to have homework assignments. Students expect to receive credit for their homework; therefore, homework should be relevant and of real value to the student, not homework for homework's sake.
2. An advantage to our team structure is the ability to coordinate assignments and major tests. Frequent meetings among team members concerning homework and testing can help to prevent homework problems. The following guidelines are recommended:

5<sup>th</sup> Grade – 50 minutes/night

7<sup>th</sup> Grade – 70 minutes/night

6<sup>th</sup> Grade – 60 minutes/night

8<sup>th</sup> Grade – 80 minutes/night

3. Teachers should avoid heavy weekend assignments.
4. Teachers should avoid heavy assignments during times when students are likely to have abnormal social or personal commitments, i.e., the week before Christmas or the week before Easter.
5. Teachers must understand that all students do not have satisfactory facilities or reference material for effective home study.
6. Any student who has been legally absent from school shall have the opportunity to make up any work he/she missed during his/her absence. Teachers may require this work to be made up within a reasonable time after the students has returned to school.
7. Students who have been illegally absent from school should be considered individually if they request permission to make up missed assignments. Teachers should confer with the Principal and the Guidance Counselors to make sure they are aware of all the facts.
8. Teachers should take full advantage of their "Sapphire Portal ". We are urging parents to use the webpage as their first avenue for obtaining their children's assignments.
9. Teachers should refer to policy 130.

**ACTIVITIES**

1. A monthly Activity Sheet will be placed in teachers' mailboxes at the end of each month. This activity sheet will list all school activities for the following month and will be posted on all classroom bulletin boards.
2. Any teacher or club sponsor requesting an activity or club meeting will send a request to the principal's secretary before the beginning of the month. Where there are conflicts, the activity that takes precedence will be at the discretion of the principal.
3. Request for evening activities shall be made well in advance of the activity date. Evening activities will be scheduled in the order in which requests are received. No evening activity shall last later than 10:00 p.m.
4. All evening activities must be supervised by the following:
  - a. One male AND one female faculty member
  - b. At least one custodian
  - c. When necessary for parking or crowd control, at least one policeman
5. No activity will be scheduled until the office has received and approved a request signed by the advisor. An advisor or a designee who is approved by the principal must be present at all activities.
6. No activity, other than sports, will be scheduled on Saturdays unless by special request from an advisor who is willing to be solely responsible for the activity.
7. Any damage to school property will be paid for by the person who caused the damage or by the sponsoring club.
8. Any student reported for improper conduct during an activity may be prohibited from attending school activities indefinitely. Rules of behavior which apply to school hours also extend to school-sponsored activities.
9. Students who are suspended from school will be excluded from after-school activities.
10. The sponsoring club must make arrangements for cleaning up after an activity if this is necessary.

**ACTIVITY FUNDS**

1. ANY ITEMS PURCHASED WITHOUT PRIOR APPROVAL WILL NOT BE REIMBURSED.
2. Each class and each student organization may elect a treasurer who will keep an exact record of all funds received and dispersed by the organization. The person should check with the treasurer of the Activity Fund regularly to verify the records.
3. All funds must be deposited with the treasurer of the Activity Account in the school office, who will keep an exact record of all deposits and payments in a separate account for each organization.
4. Under no circumstances will organization officers or faculty advisors keep separate accounts in a depository other than the school Activity Account.
5. Organization advisors or treasurers may keep funds in the office safe for safe keeping. However, the funds for each organization must be kept in a separate container clearly identified and given to the treasurer of the activity account. Under no circumstances will students have access to the office safe.
6. Large amounts of cash will not be kept in the safe over a long period of time but will be deposited in the regular activity fund depository.
7. Checks received by any organization may be made out to Central Columbia Middle School or CCMS.
8. Checks will be issued after a completed purchase request form has been turned in to the office. No checks will be issued without the completed form and receipts.
9. Activities that accumulate an excessive number of coins are responsible for the counting and packaging of the coins. Coin wrappers are available in the school office.
10. In keeping with the Activity Fund Regulations, the money raised by student activities can only be spent after an approval vote by the membership of the activity.
11. Activity funds can only be spent for educational activities or materials.

Rev. 07/27/10



## **FACULTY ADVISORS OR CO-CURRICULAR ACTIVITIES DUTIES AND RESPONSIBILITIES**

Each co-curricular activity must be approved by the Principal and the Board of School Directors. A copy of the club constitution and/or bylaws and a current roster of members will be filed with the student council and the principal.

Each faculty advisor of each co-curricular activity shall assume the responsibility of coordinating the activity program with the total school program and within the school philosophy and objectives.

Each faculty advisor of a co-curricular activity shall be responsible for:

1. Supervising the formulation and adoption of a constitution and/or bylaws and the election of officers.
2. Scheduling and attending regular and special meetings with the approval of the principal.
3. Supervising the club officers and ensuring that proper records are kept by the secretary and treasurer.
4. Supervising the collection, banking, and dispersal of the club funds.
5. Insuring the proper conduct of all club members both during in-school and out-of-school activities.
6. Ensuring that proper safety practices are strictly adhered to in all in-school and out-of-school activities.
7. Securing the approval of the principal for all money-raising activities.
8. Supervising all in-school and out-of-school meetings and activities of the club.
9. Ensuring that all club members have proper transportation between school and home whenever activities of the organization conflict with regular transportation schedules.
10. Obtaining approval from the principal to use the building and equipment outside of regular school hours and to notify the chief custodian of those activities.
11. Obtaining the approval of the principal and the Director of Transportation to use school-owned vehicles for club activities.
12. Ensuring the security of the building at the conclusion of evening or weekend activities and REMAINING IN THE BUILDING UNTIL ALL STUDENTS HAVE GONE.
13. Approving any persons from outside the school who are scheduled to participate in a club activity.
14. Developing all press releases concerning club activities and referring them to the principal for approval.
15. Supervising all clean-up activities and restoring the areas of the building which have been used to proper order.

**DAILY ANNOUNCEMENTS**

1. Daily announcements will be made from the general office at 7:45 a.m. for all students, 11:00 a.m. (5<sup>th</sup> grade), 12:00 p.m. (6<sup>th</sup> grade), 11:20 a.m. (7<sup>th</sup> Grade), 10:40 a.m. (8<sup>th</sup> Grade), and if needed, 2:40 p.m. for all students
2. Emergency announcements will be made only at the beginning or at the end of regular class periods.
3. **WJAY will air @ 7:45 a.m. each day.** Teachers or students requesting announcements should email WJAY before 7:20 a.m.
4. The intercommunication system will be used throughout the day by administrative or office personnel to contact individual teachers or students. Students and teachers will be called from classes only in cases of emergency.
5. Teachers desiring the services or presence of a student under another teacher's supervision must make a written or personal request for their approval.

### **TEAM AND STAFF MEETINGS**

1. **TEAM MEETINGS ARE TO BE HELD EVERY DAY.** While meetings are not expected to last an entire period, time used to discuss student concerns, curriculum, planning, and team activities are essential. The principal, assistant principal, guidance counselor, school psychologist, or special education faculty will meet with teams as needed. The meetings will be held either in the conference room or in a team member's classroom.
2. Department meetings will be scheduled by the department chairman. Written reports of the department meetings will be submitted to the Principal and Curriculum Coordinator by the department chairman.
3. No teacher will be excused from team, faculty, or department meetings without the expressed approval of the principal.

## CENTRAL COLUMBIA MIDDLE SCHOOL

**TEAM PLANNING PERIODS**

(9:10-10:10)	8th Grade
(7:50-8:50)	7th Grade
(10:30-11:30)	6th Grade
(8:50-9:10) (10:10- 10:30)	CAT Team
(12:30-1:30)	5th Grade

**Middle School Department Heads**

Language Arts (5-8)	Megan Kowalchick
Mathematics (5-8)	Nadeen Swab
Science (K-6)	Diane Marro
Social Studies (K-6)	Michael Groff
Science (7-12)	Tom Gill
Social Studies (7-12)	Lance Miller
Student Services (K-12)	Kristina Unger

## LESSON PLANS

1. Teaching, like all activities, should be carefully planned. Planning brings order, continuity, and objectivity to the classroom.
2. Each teacher will make plans available to supervisor.
3. Courses of study should constantly be kept updated and should serve as a long-range plan for each course. During the next several years, our faculty will update courses of study as part of our district's strategic plan.
5. The key to our success is effective team planning.
6. Each day's lesson should begin with essential questions. Teachers should also include how those essential questions are going to be measured throughout the course of the class.
7. Lesson plans should be readily available to supervisors, administrators, and substitute teachers.

## LIBRARY REGULATIONS

1. No student will be admitted to the library without a permit signed by a teacher showing the time the student left the classroom.
2. Any student assigned to the library which is found loitering in the corridor or lavatory will lose his library privilege indefinitely.
3. The librarian will suspend, from the library, any student who is guilty of misconduct while in the library. The librarian will report to the office any student who loses library privileges.
4. Any student who destroys or defaces any book, periodical, or other library materials will be assessed the cost of such materials.
5. Any teacher wishing to take a group of students to the library will make arrangements with the librarian at least one day in advance and will remain with the students while they are in the library.
6. The library will be cleared of all students three minutes before the end of the period and all students will report back to the room from which they were excused.
7. Teachers will use sound judgment in determining how many students will be allowed to go to the library each period. When the library is filled to capacity, the librarian will send the extra students back to the room from which they came.
8. If any teacher wishes the library to order books, periodicals, or other materials which are not in stock in the library, the librarian will rely on her own discretion in determining whether to place the order providing funds are available.
9. Every teacher should keep up to date on what books, periodicals, or other materials are available in their subject area.
10. The librarian will set aside a day each year for the purpose of having an "open house" for teachers and other interested persons so that they can become aware of and examine new materials which the library has acquired.
11. Middle school students may use the high school library when necessary, but they must have a pass from the middle school librarian.

## FIELD TRIPS

1. A field trip is defined as any journey by pupils away from the school premises, under the supervision of a staff member, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.
2. Any teacher planning a field trip must make a formal written request to the principal so that the trip may receive prior approval by the Board. **A lesson plan must accompany the request.**
3. Limited funds are budgeted each year for field trips. Teachers who wish to schedule field trips after the funds are expended may do so only with permission from the principal. Student cost must be held to a minimum.
4. Teachers who are out of classes because of field trips must PROVIDE DETAILED WRITTEN ASSIGNMENTS FOR ALL CLASSES ALONG WITH SEATING CHARTS. These plans must provide enough work to consume each entire period.
5. Teachers planning all-day field trips will require students to furnish a parent permission slip prior to departure for the trip.
6. Teachers must furnish the office with a complete and accurate list of students and teachers included on the field trip as well as exact time and place of departure and approximate time of return.
7. Teachers are responsible for the conduct of students on field trips. Students will be informed prior to the field trip of all rules and regulations. Smoking will not be permitted under any circumstances. The principal is to be informed of any students who are guilty of any type of misconduct.
8. Teachers are responsible to inform students of proper dress standards for trips beyond the immediate vicinity of the school and to make sure they are observed. Teachers who have questions as to what is proper should consult with the principal.
9. Students will travel both ways on a field trip by means of transportation furnished by the school. Under no circumstances will a student be refused transportation back to the school for disciplinary reasons. Students wish to travel by private transportation must have a written request from a parent and permission of the principal.
10. All school-sponsored field trips must be accompanied by appropriate Central Columbia School District personnel or designees who are approved by the principal.
11. A student participating on a field trip must not be removed from or dropped off a bus for any reason without a chaperon(s) staying with the student(s). This includes health, physical, and/or disciplinary reasons.
12. If a student is guilty of a serious disciplinary infraction such as consuming, being in possession of, or distributing alcohol and/or drugs, the following procedure is to be followed:

### Day Trips

- i. Confine the student(s) to the bus or other restricted area.
  - j. Do not allow the student(s) to participate in any of the field trip's activities.
  - k. Assign a chaperon to the offending student during the remainder of the trip to see that the rules of confinement are enforced.
  - l. Inform the building principal or superintendent immediately of such an incident, especially if the student must be hospitalized.
  - m. The administrator will then arrange to inform the parents.
13. Refer to policy No. 5431 for any needed clarification.

**PUBLIC RELATIONS**

1. All faculty and staff members should consider it their duty to initiate and promote positive and effective school public relations whenever and wherever possible. An informed public is an enlightened public.
2. Every effort should be made to report school events, unusual achievements of students or faculty members, or special meetings which might be of interest to the public, to the principal's office.
3. All news or press reports should be channeled through the principal's office to avoid repetition or misunderstanding.
4. To ensure good school-press relations, we must conform to the style and deadlines of the local press. All articles submitted to the press should be typed, double-spaced, and should be delivered to the press office.
5. Items to be submitted to the "Schools in the News" section of the Press-Enterprise should be given to the Principal's Secretary by the Friday at noon which precedes the desired week of publication.



### CORRIDOR TRAFFIC

1. Any student who is in the hall during classes must have a passport or digital alternative.
2. Only the student directly involved in the errand will be permitted to leave the classroom. Traveling in pairs or groups for companionship will not be permitted.
3. Only one boy and one girl will be excused for the lavatory at a time from each room.
4. Teachers will make sure that students use the lavatories and water fill stations nearest the rooms to which they are assigned.
5. Teachers are expected to step into the hall between classes in order to assure orderly hall traffic, and to regularly check lavatories near their classrooms.
6. All teachers will walk their respective class to lunch and specials.
7. Students are not permitted in copy rooms at any time.

**\*Teachers should also be outside of their classroom doors to meet students as they arrive back to the wing area from specials and lunch. Student conduct should be monitored by all adults whenever possible.**

**RECESS**

1. All students will be eligible for up to fifteen (15) minutes of recess during their assigned lunch period.
2. RECESS IS NOT PERMITTED AT ANY OTHER TIME.

Rev. 08/05/12

**USE OF TOBACCO**

1. It is the policy of the Central Columbia School Board that students will not be permitted to use tobacco within the school building or on school property under any circumstances.
2. Any student found using or in possession of tobacco products on school property will be suspended for a minimum of one day. Parents will be contacted and charges will be filed with the district magistrate.
3. The school board policy applies to all school activities and athletic events as well as the regular school day.

## TEXTBOOKS

1. Textbooks are adopted by the Board of Education on the recommendation of the subject teacher and the administration.
2. Under normal conditions, hardbound textbooks should last at least five years.
3. Students who lose textbooks or deface or damage them will be assessed the value of the book.
4. All hardbound books will be stamped with the school property stamp and given a number which includes the year in which a book is purchased. No teacher will issue a book without this stamp and number.
5. Each teacher will keep a record of books issued to each student. A replacement book will never be issued without adequate records being kept to show this.
6. All unclaimed textbooks will be turned into the general office for distribution to classrooms from which they were issued.
7. Students will not use textbooks for storing paper or other materials since this drastically reduces the life of the book.
8. Teachers will be particularly careful to insure proper care of paper-bound books. No student will be issued a second book in the same year without paying the full cost of the book.

## COPY MACHINES AND LAMINATING MACHINES

1. There are two (2) copiers available for teacher's use. Xerox machines are located in the faculty work rooms, one for 5<sup>th</sup>/7<sup>th</sup> and one for 6<sup>th</sup>/8<sup>th</sup>. You can PRINT to any XEROX copier as normal. There is no need to log In/Out of the Xerox when you send a print job to it.

Please send an email to [Helpdesk@ccsd.cc](mailto:Helpdesk@ccsd.cc), with any questions or issues using the Xerox Copy Management.

2. PLEASE REPORT ANY PROBLEMS THAT YOU MAY HAVE WITH THE MACHINE IMMEDIATELY TO THE MAIN OFFICE IF YOU CAN NOT REPAIR THE PROBLEM YOURSELF.
3. BE AWARE OF THE COPYRIGHT LAWS!
4. A laminating machine is located in the library. Please submit items for lamination to the library staff.

## SUPPLIES

1. Each year at budget time, the principal's secretary will give each teacher an order form for general and art supplies. These supplies are ordered through joint purchasing. Other necessary supplies will be placed on a Budget Request Form, completed with all the information needed to place the order, and given to the principal's secretary.
2. Throughout the year, for supplies that must be ordered, requisitions will be sent to the principal for his approval. Under no circumstances will any supplies or equipment be ordered under the school's name without permission of the principal.
3. No teacher should enter the supply room to secure supplies. All supplies should be acquired through the office.
4. Construction paper and other art paper may be requested from the art room. Please remember that classes are in session in the art room almost every period. Please place requests for material in Mrs. Witmer's mailbox in advance, email her, or see her before or after school.

**BUILDING AND FURNITURE CARE**

1. Each teacher is responsible for the condition of their room, the furniture, and equipment.
2. Teachers should take care that chairs are kept away from walls and bulletin boards.
3. Any student who is observed defacing or otherwise damaging school property will be reported to the office and shall be assessed the cost of the damage.
4. Particular care should be taken to observe and supervise conduct of students in lavatories and shower rooms where damage is most frequently found.
5. Teachers will see that desktops are kept clean and free of pencil marks.
6. Teachers using other areas of the building should see that those areas are restored to perfect order before leaving the area.

**NURSE SCHEDULE – MEDICAL AND DENTAL EXAMS**

1. The school nurse will be in her office each school day. All health questions will be referred to the school nurse.
2. Should a student or a teacher be involved in an accident, the school nurse must be notified immediately. All school insurance claims are processed by the school nurse.
3. If a student is referred to and confined in the nurse's office, she will immediately notify the main office so that teachers involved can be notified.
4. All school-related injuries or illnesses must be referred to the school nurse before the school doctor is consulted.
5. The school nurse will keep all daily absentee lists on file, and at the principal's direction, call on the phone or make a visit to the home of any student whose absence is deemed questionable by the Principal, or who has been absent for a prolonged period.
6. Schedules for students' medical and dental examinations will be announced by the school nurse several days before the examination.
7. All medical and dental examinations will be conducted in the nurse's suite.
8. No teacher will, under any circumstances, prescribe or administer any internal medicine or any treatment to any student at any time. Students who need to take medication must keep it in the locked cabinet in the nurse's office.
9. The nurse will conduct vision screening tests on every student each year. The hearing screening test will be administered in grades 7th, 11th, and to any individual with a hearing problem.
10. A health and dental record for each student is kept on file in the nurse's room. The teachers may refer to these at any time.



**STUDENT ILLNESS**

1. A student will be released from school because of illness only after the home has been contacted and approval received from the parent stating their permission to have the student released.
2. Parents will be requested to come to the school for the student. If the parent is unable to furnish transportation, they must make arrangements for alternate pick up.
3. When parents cannot be contacted, the student will be kept in the nurse's suite under the supervision of the school nurse.
4. Students should be reminded to report to the nurse's office when they are ill, not go to a lavatory. They must have a written pass when reporting to the nurse's office.
5. Any teacher observing an apparently ill student should get them to the nurse's office immediately.

## STUDENT DRESS

The home and school need to cooperate in the matter of dress. Good grooming and dress are, first of all, the responsibility of the parents and students. In addition, for the health, safety, and well-being of all the students, our school is also involved in this responsibility. Proper dress is conducive towards the maintenance of a constructive educational atmosphere. Therefore, we would appreciate your support and cooperation with the guidelines that follow:

1. Clothing should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions.
2. No coat/jacket/outerwear is to be worn in the building without teacher permission.
3. Tee shirts or sweatshirts worn alone to school must have sleeves.
4. Shirts which have messages with double meanings that are suggestive are not permitted.
5. Shirts which promote alcohol, tobacco, drugs, or other negative messages are not permitted.
6. Shirts with spaghetti straps, halter tops, tube tops, tank tops, mesh tops worn alone, off the shoulder and midriff shirts which expose the stomach area are not permitted.
7. Hats or bandannas covering the head are not to be worn in public buildings.
8. Mid-thigh to knee length shorts and skirts may be worn with the following exceptions:  
Short shorts, spandex shorts, and other revealing or snug-fitting shorts are not to be worn to school.

School officials reserve the right to individually review students' dress and, if found unacceptable, will quietly and privately attempt to settle the problem. When deemed necessary, students will be required to change.

**LUNCH PERIOD**

1. Homeroom teachers will take a lunch count each morning and enter the information in Sapphire.
2. It is the teacher's duty to ACCOMPANY their homeroom or class groups to the cafeteria serving area.
3. All students will go to lunch at the beginning of the lunch period and will remain in the cafeteria during the entire lunch period, unless they are permitted to go outside.
4. No teacher will give students permission to be in their room during the lunch period unless the teacher is also there.
5. Teachers will make absolutely sure that all students eat during the assigned lunch period  
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6. Grade level teachers will meet students outside before the lunch period concludes to escort students back to the grade level wing.  
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Updated 7/25/22

CENTRAL COLUMBIA MIDDLE SCHOOL

**LUNCH DUTY SCHEDULE 2022/2023**

Below is the lunch duty schedule for the 22-23 school year. Lunch duty consists of being in the cafeteria to monitor students as they **arrive**, move through the lunch lines, eat, and while at lunch recess.

**Lunch Duty**



10:50-11:10 8 <sup>th</sup> Grade(1 <sup>st</sup> half)	11:10-11:30 5 <sup>th</sup> Grade	11:30-11:50 7 <sup>th</sup> Grade	12:10-12:30 6 <sup>th</sup> (1 <sup>st</sup> half)
TBA-8 <sup>th</sup> gr aide	Tami Nebel	Jamie Tagba	Darren rider
Sue Ohl	Alycia Fairchild	Tiffany Hosler	Laurie Witmer
Jeremy Freeman	Kim Peters	Nate Johnson	Amanda Fuschetti
Angie Kishbaugh			Sue Fulton
11:10-11:30 8 <sup>th</sup> -2 <sup>nd</sup> Half /Recess	11:30- 11:50 (5 <sup>th</sup> -2 <sup>nd</sup> Half/Recess)	11:50- 12:10 7 <sup>th</sup> -2 <sup>nd</sup> Half/Recess	12:30 – 12:50 6 <sup>th</sup> – 2 <sup>nd</sup> Half/Recess
TBA-8 <sup>th</sup> Aide	Tami Nebel	Tiffany Hosler	Sue Fulton
Sue Ohl	Alycia Fairchild	Jen Fisher(12:00)	Kirstyn Jaeger
Jeremy Freeman	Kim Peters	Erin Hartman(12:00)	Donna Dressler
Angie Kishbaugh	Jen Fisher	Jamie Tagba(12:00)	Amber Kriner
		12:00-12:10(7 <sup>th</sup> Recess)	
		Darren Rider	
		Laurie Witmer	
		Amanda Fuschetti	
Lunch Detention Tues-Fri	Lunch Detention Tues-Fri	Lunch Detention Tues- Frid	Lunch Detention Tues- Fri
Becky Pierce	Chad Heintzelman	Darren Rider	Brenda Humphrey

Rev. 7/22

## SUBSTITUTE TEACHERS AND EMERGENCY, PERSONAL, SICK LEAVE

1. Any personnel knowing in advance that they will not be in school should advise the Principal/Assistant Principal well in advance.
2. Personnel who must be absent on short notice should notify the **Principal/Assistant Principal the night before, or by 5:45 a.m. the day of the absence by calling 570-784-2850 ext 1555.** When you call the answering machine you should leave your name, subject area/grade level, and reason for absence (sick, personal day, emergency day, etc.\*\*). Students will be in the iPad room unless otherwise arranged. All plans, class rosters, etc. should be sent to the MSSUBS email and assignments sent to students electronically.
3. Substitutes cannot function effectively unless they are provided with clearly written schedules. All regular staff members are required to have schedules for their substitute.
4. When the iPad room is full, every effort will be made to secure substitutes in the field for which they are called. Our school district's policy requires that substitutes be assigned on a rotation basis. Often it will not be possible to comply with a request that a particular substitute be contacted.
5. Staff who wish to apply for an emergency day should submit the proper form to the Principal/Assistant Principal as early as possible. Provisions for and regulations governing emergency days are found in the Agreement.

\*\* Sick & personal days must be requested in FIS as soon as possible and will need to be approved by the principal/assistant principal. Personal days (two professional staff per day allowed) will be granted by the date & time of the submitted request. Emergency day requests are the same as in the past, complete the form. Unpaid time off is a letter to the superintendent, also approved by the principal/assistant principal.

## **STUDENT TEACHERS**

1. Student teachers will be assigned to individual teachers upon the agreement of the teachers involved and with the approval of the administration.
2. Student teachers will not be assigned homeroom duty by cooperating teachers except with the approval of the Principal.
3. Student teachers will observe the same time schedule as teachers. Late arrivals and early dismissals must have the approval of the supervisor of student teachers.
4. While in the school, student teachers will assume the same authority and responsibility as teachers in their relationship with students.
5. Student teachers will be assigned to “cover” classes or study halls only with the approval of the Principal.
6. Student teachers will have access to all school equipment and facilities to the same degree as other teachers.

### **SCHOOL MAIL**

1. Each teacher is assigned a mailbox in the general office and an e-mail account, both of which are to be checked daily.
2. Outgoing mail may be placed in the outgoing mail tray in the main office.
3. Stamps will not be sold to students for personal mail in the main office.
4. Phone messages will be sent to teachers as an e-mail unless it is an emergency or there are extenuating circumstances.

**STUDENTS STAYING and DETAINED AFTER SCHOOL**

1. Any teacher who requests a student after school must make provision for the student's transportation. Teachers should also notify the office if any students are staying after school.
2. No teacher will give students permission to remain in the building after dismissal without teacher supervision except with the expressed approval of the Principal.
3. Any teacher who detains a student after school dismissal must see that the parents are notified 24 hrs. prior to the student staying after.
4. When detention is assigned by the teacher. The teacher must notify the parent and the office. The date of the detention to be served will be assigned by the office. After school detentions will be held on Mondays and Wednesdays from 2:45 p.m. until 3:30 p.m. and monitored by teacher volunteers or the principal/assistant principal.



## SCHOOL VEHICLES

1. All school vehicles are in charge of the Director of Transportation whose office is in the District Office.
2. Staff members who wish to use school vehicles must fill out an "Application for Use of School Vehicles" form and return it to the building principal for his signature. This form should be submitted a week in advance when possible.
3. The key for the vans will be kept in the transportation office and will only be released to the person responsible for the van and not to a student. If a van is to be used when the office is closed, arrangements must be made ahead of time.
4. The person using the van is responsible for filling the gas tank and checking the oil and water. This can be done only at a service station designated by the school.
5. The van must be returned in the same condition it is received. All paper and litter must be removed and the vehicle put in proper order.
6. Any major vehicle performance problems should be reported to the Director of Transportation.

## SCHOOL VISITORS

1. The practice of students bringing visitors from other schools to our own school for the purpose of attending classes will be discouraged since this tends to disrupt the normal school routine.
2. When students plan to bring visitors to school, they must get permission from the principal at least one day in advance. Visitors who are not registered students in our school district cannot legally ride our school buses.
3. Any visitor to our school must show ID before being allowed entrance, will have to sign in at the school office and secure a visitors badge from the office secretary.
4. Under no circumstances will students bring visitors on the last day of school.
5. Parents coming to the school for the purpose of teacher conferences must wait in the office for the teacher.
6. Parents who come to the school to pick up students should park in the drop off lot and wait in the office. If the student is ill, the nurse will be contacted.
7. Students will not be called from class to meet with school visitors except in emergencies.

## **SAFETY DRILLS**

1. Safety drills will be monthly throughout the school year.
2. Teachers will instruct each class concerning evacuation and safety procedures.
3. During emergency evacuation, students will walk at a normal pace, avoid pushing, crowding, and running. All students and teachers must leave the building.
5. Teachers will make certain that all doors are closed before leaving the building.
6. The red emergency folder will be taken outside with teachers. Teachers must place updated class rosters for each period in the back of the folder.
7. Students will move away from the building and remain in class groups after leaving the building until an announcement is made signaling permission to re-enter the building.

## BUILDING SECURITY

1. Copies of the Central Columbia School District Emergency Operations Plan are located in the STAR Center, the main office, and the principal's office.

### EXTERIOR AND INTERIOR LOCKDOWNS

In the case of a **Critical Incident**, one of the following announcements will be made from the office:  
(Announcements will be repeated two times so that everyone will hear them.)

1. **“We are in an exterior lockdown. Would the crisis team please report to the main office.”** (This announcement indicates possible problem outside the building.)
  - a. Locked doors to the building will be double checked and persons entering the front doors will be screened.
  - b. No one will be permitted to leave the building.
  - c. If students or teachers are outside of the building and hear this announcement, they are to immediately re-enter the building.
  - d. Business inside the building will go on like normal.
  - e. The members of the crisis team will report to the main office.
  
2. **“We are in an interior lockdown.”**  
(This announcement indicates that there is an immediate threat to the safety of everyone inside the building.)
  - a. Teachers should keep students in their classrooms and remain with students.
  - b. Teachers will immediately lock their classroom doors, close all exterior windows and move students in your room away accessible line of sight until notified by P.A. or office staff.
  - c. Teachers will take attendance and report any missing students to the office through the intercom, if possible.
  - d. Teachers with students in open areas should immediately move students to a secure classroom.
  - e. The crisis team will report to the main office or other designated area if possible and if personal safety is not at risk.

**In any event:**

1. The building custodians will lock the front doors, double check remaining doors, and only allow school district personnel or police to enter.
2. Building receptionist will be ready to receive information via the intercom.
3. The principal's secretary will contact the necessary police agencies and the district office and have building maps ready for police.
4. Where possible, faculty will be kept informed via P.A.
5. If the building is evacuated, teachers will bring class rosters with them.
6. All district radios will be placed on channel one and be monitored by designated personnel by Principal.

No plan can anticipate all possibilities. However, the above procedures will help us communicate in the event of a critical incident.

