It is your responsibility to read this handbook carefully and know how it will affect you.

1. Students shall have primary responsibility for their actions.
2. Students will conduct themselves in a safe and orderly manner both inside the building and on the school grounds.
3. Everyone shall be committed to provide an atmosphere conducive to learning.
4. Students will be expected to respect one another and adult authority.
5. All students will report to their classes on time, prepared with books, pencils and/or pens, and paper.

Every effort will be made to enforce the above principles in an atmosphere of mutual respect. Those students who interrupt the rights and privileges of others will face reduced freedoms and restrictive consequences.

COVID 19

The Coronavirus has had an impact on all of us. We have learned that we have to be very flexible due to guidelines, recommendations, and mandates changing daily. It is our pledge to you that we will do our very best to offer our students the best education that we can while we do our absolute best to keep all of them safe. Please have patience with us as change is inevitable for all of us. We will be following the district guidelines through our Health and Safety Plan. We will keep you notified as guidance changes.

It is possible that we will be social distancing in the cafeteria during breakfast and lunch. If we do require social distancing, the cafeteria, commons area, and gym will be utilized prior to school starting to allow students the appropriate space between each other and to promote social distancing. Hand sanitizers will be available in every classroom. All water fountains have been shut off and restrooms will be continually cleaned throughout the day. Students will be permitted to have water bottles in the classroom when we start the year and dividers will be used in the cafeteria to provide safe boundaries for social distancing. We will be continuously checking for more guidance from our governor and CDC to make changes to our Health and Safety Plan throughout the school year in our building. Updates will be announced and posted on the www.cgsd.org website.

Student CODE OF CONDUCT

The student code of conduct includes regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. No student has the right to interfere with the education of another student. Students’ responsibilities are to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Be willing to volunteer information in disciplinary cases and cooperate with school staff when they have knowledge pertinent to such cases.
- Dress and groom themselves so as to meet fair standards of health and safety and common standards of decency according to the dress code.
- Assume that until a rule is altered or repealed, it is in full effect.
- Assist the staff in operating a safe school for all students enrolled.
- Be aware of and comply with state and local laws.
- Exercise proper care when using school property and facilities.
- Attend school daily, except when excused, and be punctual to class and other functions.
- Make necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the courses prescribed by state and local school authorities.
- Avoid inaccuracies in student publications and refuse use of indecent or obscene language.
- Refrain from using disrespectful, indecent, or obscene gestures or language in contact with other persons.
- Report harassment, bullying, and cyber bullying immediately as it will not be tolerated as referenced in Policy 248 and 249.
ACTIVITY NIGHTS

School activity nights are considered extra-curricular events. The following guidelines must be followed:

- Only MBM students are permitted to attend activity nights.
- The school dress code and discipline policy will be enforced.
- It is the student’s responsibility to check the 'no activity night list' before attending. Students in attendance who are ineligible will be banned from future activity nights.
- Students excluded from activity nights due to excessive absences or suspensions may attend the next event if they have perfect attendance or no suspensions between activity night events.
- Students must be present at least 3.5 hours in order to attend the activity night event.

ATTENDANCE

It is the duty of the Commonwealth of Pennsylvania to require that every educable child within its jurisdiction shall receive at least an elementary and secondary school education in so far as such level may be attained. If the parent/guardian will not insist that the child take advantage of the free educational opportunities offered, it becomes the duty of the state to require that this be done so that democratic government may be assured of a population sufficiently well educated to appreciate the responsibilities of citizenship.

Absenteeism is a constant interruption of the learning process. In many cases, the more absences a student accumulates, the less he/she can be expected to succeed. To have a successful attendance policy, cooperation is needed. Attendance rules will not be effective if students, parents/guardians, and teachers don’t work together to enforce them.

Students are to be in their homerooms by 8:00am (the start of first period). All students must sign in at the office when entering the building at or after 8:00am. Parents/guardians must sign out students who leave the building before 3:00pm. Written excuses are required for all absences.

EXCUSES

The excuses you submit for your child’s absences are very important to the school, and they have legal importance as well. Excuses are required to be submitted within three (3) days after the student returns to school. All excuses should be given to the student’s homeroom teacher. In order to insure the accuracy of your child’s attendance record, he/she must provide a written excuse from his/her parent/guardian stating the following information:

1. Student’s FIRST and LAST names
2. Date(s) of absence
3. Grade
4. An acceptable reason for the absence.
5. Phone number where a parent/guardian can be reached
6. Parent’s/guardian’s signature

TARDIES

Because we feel a tardy student disrupts the educational process in the classroom, it is not fair to make a teacher stop his/her teaching to deal with a student who is repeatedly late. Students are considered tardy when they arrive at or after 8:00am, but before 9:00am. A written excuse is required for a tardy.

Each tardy will count as an eighth (1/8) of a day of an absence. For example, four (4) tardies or early dismissals or any combination of both that equals four (4), would equal a half (1/2) day absence.

When a student has four (4) unexcused tardies, he/she will be assigned an activity detention. Once a student accumulates eight (8) unexcused tardies, further disciplinary action will be taken. Students who arrive after 9:00am are considered absent for a half-day (1/2) of school.

Bus transportation is provided for many students of Margaret Bell Miller Middle School. If a bus is late to school, students are not considered tardy, but they should report to the office and sign in. Students who eat breakfast at school must report to Homeroom before 8am or be considered tardy.

EARLY DISMISSALS

Early dismissals (students who are leaving the building before 3:00pm) are treated the same as absences and count toward attendance totals. A written excuse is required for a dismissal. A dismissal before 2:00pm will count as 1/2 day of absence. A dismissal after 2:00pm will count as a 1/8 of a day of absence.

EXCUSED ABSENCE

The Pennsylvania School Code recognizes the following reasons for absence as acceptable:

1. Illness (10 parent excuses)
2. Religious holiday (written notification in advance)
3. Emergency medical or dental attention (doctor’s excuse required within three (3) school days)
4. Absences approved 5 days in advance by the school principal(s)
5. Death in the family (up to 3 days; newspaper notice, or a form of proof is required) In order for an absence to be excused, the excuse must be received within three (3) days of the student’s return to school.

EDUCATIONAL TRIPS
In accordance with basic School Board policy it is necessary that family trips for educational purposes be considered within the context of school purposes and school law.
Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

- The maximum of five (5) days permitted.
- Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.
- The Board and administration strongly advises parents not to plan educational trips within the first or last ten (10) days of the school term.
- The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
- Such a request MUST be made by the parent a minimum of five (5) school days prior to the student’s anticipated absence using the proper form which may be secured from the school office.

The school principal shall review each request for compliance with the stated conditions before submitting it to the Superintendent for consideration.

The following will be taken into consideration by the principal in granting permission for the trip:

- The student’s academic standing
- The student’s attendance record
- The effect the absence will have on the student’s educational welfare
- Exceptionality of the request

If approval is granted before the trip is taken, the student’s absence will be excused. If prior approval is NOT received, the absence will be classified as unlawful and/or unexcused. Should the student’s absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.
It will be the student’s responsibility to contact teachers prior to the approved absence to make up assignments missed.
The student is expected to complete all schoolwork that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence. Schoolwork must be turned in when the student returns.
NOTE: THE DAYS USED FOR EDUCATIONAL TRIPS COUNT TOWARD THE STUDENT’S TEN (10) DAYS OF ABSENCE.

ILLEGAL ABSENCES
An absence is considered illegal when:

- A student misses school for any reason other than those approved by the state. “Personal reasons” or “family matters/emergency” are not acceptable unless approved by administration.
- A student fails to provide the school with an acceptable written excuse from his/her parent/guardian within two (2) days of the absence.
- A student fails to provide a required doctor’s excuse within two (2) days.

Students with six (6) or more unexcused days are not permitted to participate in extracurricular events (sports, activity nights, field trips, etc.).

NOTIFICATIONS
1. When a student is absent for more than ten (10) days during the school year (excluding doctor’s excuses), his/her parents/guardians will receive a notification from the office stating that a doctor’s excuse will be required for any further absences related to illness. If a student is absent for ten (10) days and provides a doctor’s excuse for three (3) of them, these three will not be counted as part of his/her ten. In other words, a doctor’s excuse exempts these days from being counted. NOTE: It is important that your doctor specify the days that are excused from school. For example, if a student misses five days and goes to the doctor on the sixth day and he/she simply states that he/she has seen the student, the first five days will not be covered by the excuse. It is your responsibility to make sure the doctor includes all dates that he/she feels the student should have been out of school on the excuse. These are the only days that will be excused.
2. Pupils who are absent from school for three (3) or more unexcused days will be subject to a first notice. The school is required by law to notify CYS (Children and Youth Services). After the first notice is served, if a child
accumulates one (1) additional unexcused absence during the school year, it is considered truancy and could result in the serving of a warrant through the office of the District Justice. A fine and costs of up to $300 per day may occur. The school district’s official notice of absence to parents/guardians is not required in second offense cases.

3. If you should receive a letter by mistake, please call the MBM office. We will be glad to correct the error with our apology.

**BOOK BAGS**

Students may carry book bags and large purses to and from school, but during the school day book bags and large purses may not be carried from class to class. Book bags may be subject to a visual search anytime by MBM administration.

**BULLYING PREVENTION**

We have implemented the Olweus Bullying Prevention Program. This is the same program that is implemented at WCES. Olweus’ working definition for bullying is: Bullying is when someone repeatedly and on purpose says or does mean or hurtful thing to another person who had a hard time defending himself/herself.

**MBM’s Anti-Bullying Rules:**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Violators of the bullying policy will be subject to disciplinary action with the same hierarchy as the student discipline policy.

**BUS TIME**

We must exercise care to ensure safety while students await bus transportation home. Thus, these reminders are in order:

1. Stay on the sidewalk, in the commons area, or in the designated areas in the building. **Students may not leave school grounds and return to ride the bus home.**
2. Do not walk/run in the direction of a moving bus.
3. Do not engage in games requiring running, dodging, etc. while waiting for your bus.
4. Remain in the designated area(s) until your bus is called.
5. Cross at the designated crosswalks with the crossing guards. Failure to follow the directions of the crossing guards or crossing at any point other than the crosswalk may result in the police issuing you a citation.

**Note:** Students who miss their bus regularly may be subject to disciplinary action.

**BUS RULES AND REGULATIONS**

The school district provides bus transportation to and from school for students in grades K-12. Students loading the buses after school will do so in an orderly fashion. Pushing, shoving, and running are unnecessary. Students will listen to the teacher or bus supervisor on duty and do whatever they are told to do.

The bus driver is responsible for the safety of all students on the bus. If any student is causing trouble which will endanger the safety of the other students, the bus driver will issue the student an exclusion notice. The driver will fill it out immediately with four (4) copies. The bus driver is then responsible for notifying the transportation supervisor of the violation within 24 hours of the incident. For serious violations the student may also be suspended from school at the discretion of the administration. Cameras are now installed in each of the buses for video and audio surveillance and could be used for disciplinary actions.

The policy to be followed after the slips have been issued is as follows:

**First Offense** - The child may return to the bus when the transportation supervisor or principal and the parent/guardian have signed the slip. It is essential that the transportation supervisor discuss the matter with the parent/guardian for the purpose of preventing a reoccurrence of the incident. For this first offense a child may be suspended from one to three days depending upon the discretion of the transportation supervisor. The parent/guardian is responsible for providing the transportation to and from school.

**Second Offense** - The child will be allowed to return to the bus with the transportation supervisor’s and the parent’s/guardian’s signatures, but not prior to completion of three (3) days of suspension. The transportation supervisor governs this time element by the date or manner in which he/she signs the slip. The parent/guardian is responsible for providing the transportation to and from school.

**Third Offense** - The child will not be allowed to return to the bus for up to ten (10) days. The parent/guardian must assume responsibility for the child’s transportation to and from school for up to ten (10) days. When the parent/guardian of the student requests, a hearing will be held before the Transportation Committee of the School Board.
Note: In any case, a child that has been transported on a bus to school must be returned to his/her home via bus that day. For example, if the offense (first, second, or third) occurs on the way to school and the slip is issued, the district still has a legal responsibility to return that child to his home on that day.

The following regulations apply to all students using the transportation services provided by the Central Greene School District:

1. **The school bus drivers are responsible for the students’ discipline on their buses.** They are obligated to report any and all incidents of misconduct to the transportation supervisor within 24 hours of an incident. The bus drivers have the same responsibility on the bus as the teachers have in the classroom.

2. Transportation services can and will be denied by the Board of Education and/or the transportation supervisor to any students who persist in willful misconduct while using the district buses.

3. The following activities are considered improper and will be reported to the transportation supervisor:
   - Use of foul language or boisterous noise that may distract the attention of the driver
   - Annoying or striking any passenger on board
   - Marking or damaging any part of the bus or bus shelter
   - Refusing to sit in assigned areas or seats as designated by the driver
   - Pushing or shoving when getting on or off the bus
   - Standing or walking about the bus when it is in motion
   - Illegal use of the emergency door
   - Throwing or shooting objects into the air
   - Placing arms or legs or any part of the body out of the windows
   - Smoking, using smokeless tobacco, or eating/drinking while traveling to or from school
   - Spitting or the discarding of any trash on the floor of the bus
   - Transporting disagreeable objects or materials to or from school
   - Card playing or the use of any gambling device on the bus
   - Misconduct at the bus stops or shelters
   - Not returning home on assigned bus (Students must give a note to the principal for permission to ride an unassigned bus home.)
   - Leaving the bus(es) prior to arriving at school (Drivers are not permitted to make any extra stops.)
   - Harassment of the driver in any manner whatsoever will not be permitted.

### CAFETERIA/BREAKFAST

MBM offers a breakfast program. Serving time is from 7:30 to 7:55am. Students should enter the cafeteria upon arrival if a breakfast is so desired. No students will be admitted to the cafeteria after 7:55am unless their school bus arrives late. Upon finishing, students should report to their homerooms. Students who choose not to purchase breakfast may begin reporting to their homerooms at 7:45am. All students who have not reported to their homerooms by 8:00am are considered tardy. Students reporting to school at or after 8:00am MUST report to the office for a late pass. Any students who do not report to the office will not be permitted in class. Violations of this procedure may result in the student being marked absent.

Breakfast costs $1.20 and lunch costs $2.50. Reduced price is $.30 for breakfast and $.40 for lunch

### CAFETERIA/LUNCH SCHEDULE

All students will eat their lunch in the cafeteria. Lunches are limited to 30 minutes. Students are not to take food or drink from the cafeteria upon leaving. A cafeteria monitor will dismiss students.

### CAFETERIA RULES

- Students will keep tables and floors free from trash. Containers are provided for that purpose.
- No student is to be in any other part of the building except the cafeteria during his/her assigned lunch period.
- There are boys’ and girls’ restrooms in the cafeteria. These are the only restrooms to be used during lunch.
- No food may be delivered to students without approval of the administration.
- Parents are not permitted to have lunch with their children.
- No fast food items are to be brought into the school without the approval of the administration.
- All lunchtime activities must be approved by the administration, i.e. parties, celebrations, or announcements.
- Please keep money in your child’s account. Failure to do so will result in loss of food services.

### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, issued Chromebook, supplies, and furniture in the school. All textbooks must have a protective cover at all times. It is the students’ responsibility to pay for any lost or damaged books.
or materials that were issued to them. Students who harm property, break windows, or do other damage to school property or equipment will be required to pay for repairs and/or replacements. Final report card information will be held until all financial obligations are cleared.

We are very fortunate to have such a beautiful school. It is up to students to help keep it that way. There are trashcans strategically located throughout the halls and restrooms. Each classroom has its own trashcan. The cafeteria and auditorium should be areas that are kept as free of floor litter as possible. Please use receptacles to dispose of all trash.

CELL PHONES/PERSONAL LISTENING DEVICES
Margaret Bell Miller Middle School does not permit students to have cell phones and/or electronic devices visible between 8:00 AM & 3:00 PM. Teachers have been instructed that if a cell phone is visible in any area of the building, hallway, classroom, cafeteria, commons area, between 8:00 AM – 3:00 PM, they are to confiscate it and turn it in to the office. If a student refuses to turn over their cell phone, they will be sent home immediately for failing to comply with a stated school policy and suspended for the following day due to their lack of cooperation. If a student turns over their cell phone, a parent/guardian will be notified and have to pick up the item after 3:00 PM of that particular day. Cell phones will not be turned back over to the student. The school district is not responsible for cell phones or any other electronic device stolen from lockers. The administration reserves the right to refer any incident of disruptive behavior to the District Justice for the appropriate criminal charges to be filed.

CLASS ATTENDANCE
Students are expected to attend their scheduled classes daily without exception. It is the student’s responsibility to make arrangements with the classroom teacher before going to the nurse, office, another teacher’s room, etc. Failure to do so will result in the student being charged with a class cut and receiving a zero (0) for the day’s work. Disciplinary action will be determined at the discretion of the building administrators, which could result in a referral to the District Justice.

COMPUTER POLICY
Students who abuse computer equipment, software, or data will be subject to disciplinary action. The use of the computer network (and Internet) for illegal, inappropriate, or unethical purposes by students is prohibited. Such inappropriate use of this technology may result in the loss of access to the computer network and/or Internet and disciplinary action. Students will be held liable for intentional damages and may be prosecuted. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services may be reported to the proper authorities. Vandalism may also result in prosecution. Students may not bring in computer disks to be used in school computers.

Rules for Computer use:
- Food and drink are not permitted near the computers.
- No obscenities or profanities will be allowed on files or discs.
- Respect each other’s privacy. You may only access your own files/discs.
- Respect each other’s property. Make changes only to your own files/discs.
- Only use district authorized software on school district computers.
- Do not add, make changes, or delete programs/files installed on computers.
- Do not deliberately hack into any unauthorized system/file.
- Do not visit inappropriate sites.
- Do not create inappropriate screen savers.

CURRENT PHONE NUMBERS AND ADDRESSES
It is often necessary for the school to contact parents/guardians during the day because a child is ill, missed the bus, etc. Keep the office informed of all current phone numbers and addresses at home and at work. Failure to maintain current emergency contact information may require MBM Administration to contact the following agencies: CYS, Waynesburg Borough Police, and/or the PA State Police.

CUSTODY
It is necessary that the school records be accurate and current regarding custody and visitation privileges in cases where a student’s parents/guardians are divorced or separated. Forms to indicate custody and visitation rights may be obtained at the office. In the absence of a court order or custody agreement, both parents have access to the child and all school records.

**CYBER SCHOOL**

Central Greene School District does offer an in-house cyber school. For more information on this type of education, please contact Mr. Matt Blair, Director of Technology, at 724-627-8151.

**DELIVERIES OF FLOWERS OR GIFTS**
The delivery of flowers or gifts to students is a distraction to the classroom and is not permitted. **NO DELIVERIES WILL BE ACCEPTED OR HELD FOR ANY STUDENTS!**

**DISCRIMINATION/ANTI-HARASSMENT POLICY**
The school district is committed to equality of opportunity, human dignity, diversity, and academic freedom. No school district employee or student or other persons under the direct control of the school district on school district property shall intentionally harass, intimidate, demean or abuse a person or group of people (physically, verbally or by any other conduct) with the purpose of unreasonably interfering with a person’s work or academic environment in connection with any school activities or operations. The anti-harassment policy includes cases where the conduct is related to race, color, religion, national origin, ancestry, sex, age, marital status, familial status, disability or veteran status. No person covered by this policy shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise relating to a complaint of harassment.

**DISMISSAL ROUTINES**

**EARLY DISMISSAL**
All requests for early dismissals must be in writing and presented to the homeroom teacher in the morning during homeroom. Please provide the child’s first and last names, grade, time of dismissal, and parent/guardian signature. The only time an early dismissal will be approved without a note in advance will be by an administrator in an emergency situation.

ANY person appointed by the parents/guardians to pick up the child from school MUST be on the child’s emergency card and be properly identified. Students are not permitted to leave with unauthorized persons. Students must report to the office and sign out before leaving and upon returning. This provides protection for your child. Any student who leaves school early must be picked up in the school office.

Remember: Early dismissals are treated the same as absences and count toward attendance totals. When a student is signed out in the office by a parent/guardian, a written excuse for the absence is still required.

**AFTER SCHOOL**
Only students who are involved in a school activity, which is sponsored and led by a faculty member/coach, are to remain after school. Permission for such activity must be arranged with an administrator.

The exercise room, gym, wrestling room, auditorium, stage, band room, and all classrooms are closed to students at 3:00pm unless a faculty member is present. Prior notice of such arrangements must be made with the administration.

Students attending an activity/event are required to have a written note from their parent/guardian and must not enter the building until the sponsor/coach is present and ready to supervise the activity/event.

**DRESS CODE**
We take pride in the appearance of our students, and we encourage students to dress for success. Your dress reflects the quality of the school, your conduct, and your schoolwork. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

**Central Greene School District Policy # 221 – Student Dress Code** – Clothing should not be so immodest or so inappropriate to the school setting as to disrupt the educational process. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes:

- Halter tops/one-strap shirts/tank tops with straps less than 1 inch in width
- Spaghetti straps without an over shirt
- See-through shirts, tops, or blouses without a tank top underneath
- Undergarments (including bra straps), cleavage or midriffs should not be exposed
- Low-cut shirts, tops, or blouses
- Pajamas
- Blankets
- Tights, Leggings, yoga pants or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- Capes or costumes
- Sunglasses
- The district will not permit clothing that displays vulgar, obscene, or otherwise inappropriate symbols, language, or wording.
- The district will not permit clothing or accessories (i.e. book bags, jewelry, hats, T-shirts, etc.) that display or make reference to alcohol, tobacco, or other illegal substances.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may not wear or display gang attire, gang colors, or gang symbols on their clothing or accessories.
- Under most conditions, students may not wear hats, hoods, head stockings, or kerchiefs in buildings. Head bands 1” in width or less are permitted.
- Hats/Hoods are NOT to be worn inside the building. Hats are not to be carried with the student during the regular school day. Please remove your hat upon entering the building. They are not to be worn again until you are outside of the building. Some classes require that students wear safety hats. Permission to wear headgear for medical purpose(s) must be arranged through the main office and/or the nurse’s office.
- Students must wear proper shoes at all times.
- Students may wear special dress or costumes for specific events or special occasions during the school day when approved by the principal.
- Students may not wear accessories or clothing that could pose a safety threat to them or others. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.
- The district does not allow unusual body/facial piercing that disrupts the order of school or that compromises the learning environment. No visible facial or tongue piercing below the nose will be permitted. The piercing will have to be removed while in school.
- Students may not wear overly tight/short shorts, skirts, skorts, or dresses. The district does not allow bike shorts unless worn under another pair of shorts.
- Students must wear their pants at the natural waistline.
- Students are not permitted to wear jeans with holes above the knee.
- Students’ undergarments must not show.
- Students shall not wear their undergarments outside their clothing.
- Each student and his/her parents/guardian are responsible for that student’s dress and appearance.

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
School administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may result in the disruption of the school environment.

- Any students violating a code or codes will not be permitted to attend classes or activities until the problem is corrected.
- Students are required to have sneakers/gym shoes. This is part of the students’ grades.

MBM PHYSICAL EDUCATION JEWELRY POLICY: MBM requires the removal of all jewelry as the safest manner to participate in physical education classes, interscholastic athletic teams, and intramural activities. Jewelry is defined as any object not considered part of physical education activity clothing (i.e. earrings, posts, rings, bracelets, watches, any skin piercing item, etc.). Religious jewelry and/or medical alert jewelry is permitted if taped flush with the body and worn under clothing.

Note: Piercings in or around the mouth area are prohibited in school. You can’t have any piercings in your nose, tongue, mouth, or face that disrupts the education process.

The rationale for this policy follows:

- Jewelry caught on equipment, clothing, or another student during movement activities may tear the skin which could result in blood loss and/or infection, permanent scarring, or severance of a body part.
- A direct hit from another person, a ball, racquet, stick, or similar equipment on a piece of jewelry such as an eyebrow ring, hoop, or stud may split the skin and also result in blood loss, infection, and/or permanent scarring.

Students refusing to remove jewelry for Physical Education class will not be permitted to participate in the activity. Furthermore, the student will be referred to the office for disciplinary action, and parents/guardians will be contacted regarding the refusal.

Please instruct your child on how to remove his/her earrings/piercings and provide storage for them if worn on P.E. days. If the student is unable to remove his/her jewelry, non-participation will result, which can ultimately affect his/her grade. This policy is in effect to ensure the safety of your child as well as other children.

DROPPING OFF/PICKING UP STUDENTS

Students are not to be dropped off at school prior to 7:30 am. If they arrive at school before this time, they will be unsupervised. Drop students off in the alley between Cumberland Street and Morgan Street or in the designated area on Lincoln Street. Follow the MBM Student Drop Off signs. Children should be dropped off with materials in hand so they do not hold up the flow of traffic. Stop your car in the designated drop-off area.

Do not drop off prior to the designated drop-off time.

- Do not drop the child off in the bus lane in front of the school.
- Do not park in the bus lane.
- Parents/guardians are not permitted to drop off their child(ren) in any parking lot or along any of the building’s sidewalks.
- Students are not to be dropped off near the playground or on any side street.
- All vehicle traffic must yield to pedestrian traffic and school buses. During the morning and afternoon hours, traffic is restricted to 15 mph. Parents/guardians who choose to pick up their child(ren) after school must use the Wood Street entrance (alley by band room) only.
- Students picked up in any other location will be in violation of the MBM discipline code.

ELECTRONIC DEVICES

Students are not permitted to have any kind of electronic devices (Cell Phones, personal handheld gaming systems, laser pointers, iPods, MP3 players, etc.) in school. The value of these items subjects them to theft, and they are a disruption to the educational environment. These items will be confiscated and returned only to a parent/guardian. Subsequent violations will result in confiscation until the end of the school year. It is the student’s or parent’s/guardian’s responsibility to contact the school for the return of the item. The school/district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

The use of eReaders and iPads will be at the discretion of administration.

EMERGENCY SCHOOL CLOSING

LISTEN TO AND/OR WATCH KDKA, WTAE, WPXI, WANB (Waynesburg), and/or WVAQ (Morgantown, WV). You may also dial 724-627-8151 and, when prompted, enter the number given for school closing information. Also, emergency school closing information will be sent out via AlertManager. The district has purchased a one call system that will call each household with the number provided when you register with AlertManager, alerting you to delays, cancellations, or closings. It is imperative that you keep your contact information updated to be able to receive these alerts. **DO NOT CALL THE SCHOOL.**
Be sure that you have a plan that your child is aware of in the event of an unforeseen early dismissal/school closing. This plan should be in place from the first day of school. Students will not be permitted to call home to find out what to do. Please be specific when instructing your child about what to do for an unscheduled early dismissal. This will ease your child’s anxiety.

**GRADING POLICY**
Each teacher is responsible for developing and communicating a classroom grading procedure to his/her students. Report card grades will reflect the actual grade earned by each student. **If parents/guardians have concerns about grades, they should call for a conference by contacting the guidance department.** Students who participate in the music program may have concert participation requirements that must be also be satisfied. Please check with the teacher. Students unable to participate in regularly scheduled classes or events will be given alternative assignments that will be graded in place of the missed class or event.

**INCOMPLETE ASSIGNMENTS OR PROJECTS:** A student may receive an “I” (Incomplete) grade for failing to complete the assigned work in a class. An incomplete grade may be issued when a student is legally absent from class and unable to turn in the work because the absences occur at the end of the grading period. Students are to be given the same amount of days that they were absent to make up the work. Failure to do so in the prescribed amount of time will result in the “I” (Incomplete) being changed to a “0” (Zero) and averaged with their other grades. Students are not permitted to make up work for unexcused or illegal absences.

Teachers are now required to enter their grades through our online grade system, Edustar. This parent portal enables parents or guardians to see how their children are doing in each class, each week. Teachers will keep this updated and they will upload student’s grades each week.

**GRADING SCALE**
The grading scale approved by Margaret Bell Miller Middle School is as follows:

- A = 90% - 100% Excellent
- B = 80% - 89% Above Average
- C = 70% - 79% Average
- D = 60% - 69% Below Average
- F = Below 60% Failure

Students in the Chicago Math Series have a different grading scale. Please discuss this with your child’s math teacher.

Students who fail two or more academic subjects will be retained unless they successfully pass summer school classes or are assigned because of marked improvement during the last two nine-week grading periods. (The student’s academic teachers and administration determine an assignment). Grades will reflect the actual percent of the student’s achievement.

**GUIDANCE DEPARTMENT**
School Guidance Counseling Mission Statement:
*The mission of this school counseling program is to provide students with the information and support needed to flourish both inside and outside of the classroom. This will be achieved by providing the students with guidance in academia, social development and career exploration. This program also attempts to provide students with a safe atmosphere in which they can express concerns that might be hindering their educational experience. This program will also provide students the opportunity to achieve their learning potential, thus shaping them into contributing members of society.*

The guidance office offers several services including but not limited to: individual counseling, group counseling, classroom guidance, crisis counseling, career counseling, and parent/guardian consultation. If at any time you have a concern about your child, please do not hesitate to contact the guidance department.

We also utilize student contracts in peer relationship disagreements when individuals express a problem or the potential of a problem with a peer. These contracts provide students with information on how to get along and encourage students to be accountable for their behavior. Your child will be asked to read and sign student contracts when deemed appropriate by the guidance counselor or administration. The parent/guardian will not be contacted as this is not a disciplinary action, but rather a preventative measure. If you have any questions about student contracts, please call.

If you would like to monitor your child’s academic progress, you can request progress reports be sent to his/her teachers and mailed to your home. If you would like to set up a parent/teacher conference, please call the guidance office.
GUM
Gum will not be permitted for students to use unless a special event has been established by the principal.

HARASSMENT
We strive to provide a safe and positive learning climate for our students. Therefore, we make every effort to maintain an educational environment in which harassment in any form is not tolerated.

We encourage students who have been harassed to promptly report incidents to the administration. Any complaints of harassment will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

HEALTH EXCLUSION NOTICE
Students may be excluded temporarily from school because of symptoms suggestive of a communicable disease or a condition transmittable to others. For the welfare of the child and the safety of others, a physician should be consulted at once. Exclusion of a child is based on appearance, behavior, and/or complaints, not a diagnosis.

Physicians who recommend a student’s adaptation or exclusion from academic or physical education must state the reason, specific restrictions, and/or limitations and the time period of the exclusion (a blanket exclusion is not acceptable).

Students who are excluded from physical education class by a doctor may not participate in any extra-curricular activities.

HOMEWORK
Students are responsible for acquiring homework assignments upon their return to school following an absence of less than three (3) days. Students can refer to either their teacher’s Google Classroom page or Teacher’s web page on www.cgsd.org under the faculty tab. Students may have one day to make-up work for each day of absence. If internet access is not available, parents/guardians of students missing three (3) or more days of school may call the guidance office between 8:00am and 10:00am to request homework, which may be picked up in the office the next business day. Students on educational trips must make arrangements with their teachers for homework prior to their departure.

HONOR ROLL
1. The honor roll recognizes the excellence of students according to the following criteria:
   ● The student shall be rated in all subject areas.
   ● Subjects that meet daily will be weighted equally.
   ● Those classes meeting less than on a daily schedule will be assigned a proportional credit.
2. The following scale will be used to determine a student’s grade point average:
   A = 4 points  B = 3 points  C = 2 points  D = 1 point  F = 0 points
3. The Honor Roll will have these divisions:
   Highest Honors: 4.00  High Honors: 3.75 to 3.99  Honors: 3.40 to 3.74  Honorable Mention: 3.20 to 3.39

ILLNESS AT SCHOOL
When a pupil becomes ill at school, an effort will be made to contact the home. A parent/guardian who plans to be away from home should inform the child of the person to be contacted should the child become ill at school. Do not send your child to school if he/she is sick. We have no way to accommodate sick children who need medical attention. Your cooperation in this matter will be greatly appreciated.

LIBRARY PROCEDURES
Students are responsible for books and materials they borrow from the library. Students will be charged the cost of replacement if these items are lost or damaged. Students who do not pay for lost or damaged materials will not receive a report card.

LOCKERS
The school will provide lockers for all students. The lockers are the sole property of the Central Greene School District and are subject to periodic, unannounced inspections for safety and sanitation reasons. Lockers are assigned to students for storage of appropriate clothing, schoolbooks, or supplies and school-related items. It is important that students keep their lockers locked at all times. (The school is not responsible for lost or stolen items.) Each student is held accountable for the condition of his/her assigned locker. Lockers must be kept free of all markings, stickers, decals, and other material, which may adhere to the lockers. Students may only use the locker assigned to them by the school.

Students are advised to visit lockers before school and at designated locker times only. Limited visits to lockers reduce congestion in the halls. Students may not return to their lockers after 3:15 pm unless accompanied by a parent/guardian.

<table>
<thead>
<tr>
<th>7th GRADE LOCKER TIMES</th>
<th>8th GRADE LOCKER TIMES</th>
</tr>
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<tbody>
<tr>
<td>Before Homeroom</td>
<td>Before Homeroom</td>
</tr>
<tr>
<td>(Get your materials for Periods 1, 2, 3, 4 &amp; 5)</td>
<td>(Get your materials for Periods 1, 2, 3 &amp; 4)</td>
</tr>
<tr>
<td><strong>After 5th Period</strong></td>
<td><strong>After 4th Period</strong></td>
</tr>
<tr>
<td>(Get your lunch)</td>
<td>(Get your lunch)</td>
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<tr>
<td><strong>After Lunch (6th Period)</strong></td>
<td><strong>After Lunch (5th Period)</strong></td>
</tr>
<tr>
<td>(Get your materials for Periods 7 &amp; 8)</td>
<td>(Get your materials for Period 6, 7 &amp; 8)</td>
</tr>
<tr>
<td><strong>After 8th Period</strong></td>
<td><strong>After 8th Period</strong></td>
</tr>
<tr>
<td>(Get your materials for period 9 and to go home)</td>
<td>(Get your materials for Period 9 and to go home)</td>
</tr>
</tbody>
</table>

YOU SHOULD NOT BE AT YOUR LOCKER AT ANY OTHER TIMES.

LOSS OF PRIVILEGES
School privileges may be withdrawn by the administration for as long as necessary. This includes extra-curricular activities (both athletic and non-athletic), school social events, and/or other functions.

Attending school activity nights is a privilege not a right; therefore, a student’s behavior will have a direct effect on his/her attendance at school activity night events. Students assigned a suspension in or out of school will not be permitted to attend any school activity nights during the month of the infraction. In addition, students on any kind of suspension may not attend or participate in any school activity, i.e. athletics, musical events, etc., during the term of the suspension. The term of the suspension is from the date of assignment until all suspension time has been served.

Students who have in excess of six (6) unexcused days may not be permitted to participate in extracurricular events, i.e. sports, activity nights, field trips, etc.

LOST OR MISPLACED SCHOOL MATERIALS
All school issued materials must be returned at the end of the school year. The student must pay for any materials not returned before a report card may be issued. Should the item be found or returned, the student will be reimbursed the cost of the item.

MEDICATION
A student who is required to take prescription medication during school hours must bring the medication in the prescription bottle. The parent/guardian must present a written order from a physician and a parent/guardian permission slip. The medication and written orders must be presented to the school nurse upon arrival at school. No medication items may be carried by students except by authorization of the building nurse. Any violation(s) may result in a five (5) day out-of-school suspension.

District-Provided OTC Medication
The district will provide over-the-counter (OTC) medication on a limited basis to facilitate the student's continued education in the school setting.
1. The parent/guardian shall be given the option on the Health Information Card to indicate which, if any, OTC medication they permit the district to administer.
2. Before any OTC or prescribed medications are administered, the parent/guardian must sign a statement relieving the district of any and all responsibility or liabilities for the benefits or consequences of the OTC medication and acknowledging that the school bears no responsibility for ensuring that the medication is taken.
3. Before administering the OTC medication the nurse or district designee shall make a reasonable effort to contact the parent/guardian of the MBM student to obtain verbal authorization before providing the OTC medication. This verbal authorization (or the attempts to attain it) shall be noted in the student’s health record/ProSoft documentation.

4. The school is not able to supply medication for frequent or daily use. After a student has reached the allotted three (3) doses of an OTC medication permitted by this policy, the student’s licensed medical provider must issue an order for the continued administration of the medication; written consent of the parent/guardian must be submitted; and parent/guardian must provide the OTC medication.

NURSE’S ROOM
1. A student will not be admitted unless he/she has a permit signed by his/her teacher.
2. Upon his/her return to class, he/she must present a permit signed by the nurse.
3. Students who become ill must go to the Nurse’s Room. If the nurse approves, the parent/guardian will be called. Students are not to call home for early dismissals without the nurse’s approval.
4. Any time the nurse is not available, the student should report to the office.
5. If a student is in need of an elevator key, a request from a doctor must be submitted and reviewed by the office. If a key is issued and lost, the student will be responsible for a $10 replacement cost.

PARENT-TEACHER CONFERENCES
At no time should you be in doubt of your child’s progress. You are notified of his/her progress through the parent portal, deficiency notices, and the report card. The parent portal is updated weekly. Deficiency notices are mailed out at the mid-point of each grading period. Report cards are given out the week following the end of each quarter. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teachers, counselor and/or principal.

RETENTION POLICY
Students must pass three of the four major subjects (Math, ELA, Science and Social Studies) in order to be considered for promotion. If a student fails to receive passing grades in at least four major subjects, that student may take summer school courses that will fulfill the requirements. (Only two classes may be attempted.)

Safe2Say Something (S2SS)
Please remember if you see something, you need to say something. You can always call Pennsylvania’s anonymous tip line at 1-844-SAF2SAY or go to www.Safe2SayPA.org. If it’s an emergency, please remember to call 911.

SCHOOL SECURITY
All doors will be locked at 8:00am. After that time all staff, students, parents/guardians and visitors must use the front security door in order to enter and leave the building. All people entering the building must be identified and approved for admittance by office personnel. Video cameras have been installed to monitor for safety. If students must leave the building during the day, they must leave through the office security door. No one other than office personnel may admit visitors to the building.

During any after school activity, students are not permitted to leave and re-enter the building unless accompanied by an adult.

SCHOOL VISITATION/CONFERENCE
To assure the safety of our students, we require all visitors to report to and register in the office upon entering the school. All visitors must have a visitor’s pass while in the building. When leaving, all visitors must sign out and return their numbered pass. Parents/guardians requesting conferences with teachers, guidance counselors, and/or administrators should call and schedule the appointment prior to the conference date.

Policy #916 and #907: All school visitors, volunteers, and chaperones must report to the office and register. All rules and restrictions for school visitors, and chaperones are covered in School Policy #907 School Visitors and #916 School Volunteers and Chaperones. Please see these policies on the CGSD website for all rules and regulations.

SPORTSMANSHIP
The athlete sponsored by the Central Greene School District should demonstrate good sportsmanship. It is the privilege and duty of every person connected with athletics to embody these principles in his/her own actions and earnestly advocate them before others.

1. The rules of the game are to be regarded as mutual agreements and should not be broken.
2. Unsportsmanlike or unfair means are not to be used even though it may appear that the opposing team is resorting to these tactics.
3. Visiting teams are honored guests of the home team and should be treated as such.
4. A student spectator represents the school the same as an athlete and should conduct himself/herself in a manner that is above reproach.
5. Decisions of the officials are to be abided by, even though a player/spectator may have seen the call differently.
6. Good points in others should be recognized and suitable appreciation shown.
7. The practice of “booing” is regarded as discourteous and unsportsmanlike.

Any spectator whose conduct is detrimental to the best interests of the MBM student body will be barred from future athletic events.

**STUDENT DISCIPLINE**

Maintaining and encouraging a safe environment insures each student an opportunity to succeed. In order to accomplish this goal, the Central Greene School District has established disciplinary guidelines for the students of Margaret Bell Miller Middle School. The classroom teacher does the initial step of disciplinary intervention. Teachers may assign an activity detention for minor infractions of the rules. The activity detention is the withdrawal of a student’s free activity time in conjunction with his/her lunch period. An accumulation of eight (8) activity detentions is considered excessive. The administration at MBM will assign at least one (1) day of ISS for every 8 days of activity detention that a student accumulates.

Disciplinary intervention may take one of the following forms:
1. **Activity Detention** – (teacher or administration assigned) It is the withdrawal of a student’s 15-minute free time activity period.
2. **Lunch Detention** – (teacher or administration assigned) It is the withdrawal of a student’s 45 minute lunch and activity period. Students having lunch detention will eat in a room other than the cafeteria.
3. **Withdrawal of activity or athletic privileges** – (assigned by the administration) See Loss of Privileges.
4. **In School Suspension** – (assigned by the administration) Students are assigned to the ISS room for period 1-4. All academic assignments must be completed in order to fulfill the ISS requirements. Students will report to HR/1st period before going to ISS.
5. **Out of school suspension** – (assigned by the administration) Students are withheld from school and all school functions from one (1) to ten (10) school days and must return with a parent/guardian in order to return to school.
6. **Charges will be filed** – charged will be filed with Waynesburg Borough Police Department and the local magistrate.

**LEVEL I OFFENSE**

Level I offenses shall include those minor disturbances created by a student who disrupts the normal teaching situation, but which can usually be handled by the individual classroom teacher.

The classroom teachers will handle these offenses and the student may be subjected to a verbal reprimand, parent/guardian notification/conference, activity detention or other classroom management technique(s). If the behavior continues, the teacher may refer the student to the administration.

Level I offenses include but are not limited to:
- Minor insubordination
- Unexcused tardiness
- Failure to complete assignments
- Failure to carry out directions
- Cheating
- Plagiarism
- Lying
- Running in classroom, hallways, etc.
- Pushing and shoving
- Eating during instructional time (first offense)
- Use of chewing gum or candy (first offense)

The following offenses will be referred to the administration for stronger intervention if not corrected by teacher intervention:
- Failure to properly register a controlled substance, drug prescription, related device or paraphernalia with school nurse*
- Minor defacement of school property*
- Abusive language*
- Bus conduct*

The asterisk (*) offenses warrant a stronger punishment than activity detention. These should be referred to the office. Lunch detention or a withdrawal of privileges may be the punishment for these offenses.

**LEVEL II OFFENSE**
Level II offenses encompass misbehavior, the frequency and/or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct.

This classification may also include but shall not be limited to:

- Cutting classes
- Second violation of the dress code
- First violation of the Internet policy
- Truancy
- Falsification of records, excuses, passes
- Unauthorized departure from school grounds or presence in an unassigned area
- Use of profane or obscene language and/or gestures
- Verbal intimidation or threats to students and/or school personnel
- Slanderous remarks made concerning school personnel
- Possession/use of tobacco products on school property (charges filed)
- Throwing snowballs during school supervision periods
- Physical confrontations (pushing, shoving, having panned an individual, or inappropriate touching of a person)
- Knowing possession/use of look-a-like drugs or paraphernalia
- Possession/use of drug paraphernalia
- Possession of matches, lighter or any flammable substance (first offense)
- Throwing food and/or inciting a food fight.
- Disorderly conduct

Disciplinary Options/Responses:
The student shall be immediately referred to the building administrator (using a Student Discipline Referral Form) for appropriate disciplinary action. At the discretion of the Administrator to whom the student is referred, a conference with the student’s parents or legal guardian may be held. In addition, the student may be assigned to activity/lunch detention, be placed on a delayed bell schedule, or in-school detention or after school detention. The student may also be suspended from school, subject to the restriction set forth herein.

In all cases where the student is suspended or where more severe sanctions are contemplated, the student’s parents or legal guardian and the superintendent shall be immediately notified in writing.

LEVEL III OFFENSE
Level III offenses may result from the continuation of unmodified Level II or I misconduct.

This classification of offenses shall also include but not be limited to:

- Subsequent violations of the dress code
- Subsequent violations of the Internet policy
- Destruction of property
- Theft/attempted theft
- Breaking/entering another person’s locker
- Falsely activating the fire alarm
- Indecent exposure/any form of sexual harassment
- Physical abuse of others/self; fighting/hitting; placing anyone in danger
- Possession or use of matches, lighter, or any flammable substance

Disciplinary Options/Responses:
The student shall be immediately referred to a building administrator for appropriate disciplinary action. The administrator to whom the student has been referred shall investigate the reported Level III offense and confer with the professional staff. The administrator shall meet with the student to discuss the misconduct and assign up to five (5) days of in-school suspension, after-school detention, out-of-school suspension, notification to police, referral to a licensed treatment facility and referral to the Student Assistance Team upon his/her return to school.

In all cases of Level III misconduct, a student’s parent or legal guardian and the superintendent shall be immediately notified in writing of the offense and disciplinary response.

In all cases, when there is a fight/assault, charges will be filed for disorderly conduct.
Please note: The punishment at Level III for fighting is suspension. The administrator must determine the seriousness of the incident in order to administer the appropriate punishment. The teacher(s) and administrator determine the seriousness of the incident.

LEVEL IV OFFENSE
Level IV offenses may result from the continuation of unmodified lower level misconduct. Level IV offenses shall also include acts resulting in violence to persons or property or acts which pose a direct threat to the safety of others within the school.

This classification of offense, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board of School Directors shall include but not be limited to:

- Vandalism (restitution)
- Possession/sale of stolen property
- Extortion
- Arson
- Bomb threats
- Incitement to riot (i.e., encouraging or organizing a walkout)
- Possession/use/transfer of dangerous weapons or fire works
- Possession/sale/ or use of drugs and/or alcohol.
- Physical or verbal assault/ physical battery
- Other acts which may be considered to endanger people or property

**DRUG/ ALCOHOL POLICY**

According to district policy 227, Controlled Substances/Paraphernalia, if based on the student’s behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to immediate drug or alcohol testing. The testing, subject to the discretion of the district may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

If a student refuses to give consent to the taking of the test, or if the test is otherwise obstructed, compromised or adulterated, a violation of this drug policy shall be presumed, and the student shall be subject to any and all of the appropriate disciplinary and non-disciplinary sanctions and procedures which accompany a positive test or other finding of drug or alcohol use.

**TOBACCO POLICY**

We consider smoking to be harmful to the health of our students. As a result, the building has been designated as smoke-free. Any incidents of smoking/chewing will be treated in a serious manner and will receive disciplinary action. Students found in possession of any type of tobacco, including but not limited to any nicotine product, electronic devices or look alike device will receive a three (3) day suspension, referral to the Student Assistance Team and be referred to the local Magistrate.

**WEAPONS IN SCHOOL**

Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with intent to use, sell, harm, threaten or harass students, staff members, parents/guardians and/or patrons.

“Dangerous weapon” means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Any student found to be in possession of or harboring an item which could be defined or thought to be dangerous or threatening to him/her or other students, on school grounds, at school sponsored activities or on school buses, will immediately be suspended from school for ten (10) days and referred to the police. Expulsion proceedings may also be initiated through the Superintendent of Schools.

Disciplinary Options/Responses:

The student shall be immediately referred to a building administrator. The administrator to whom the student has been referred shall immediately investigate and verify the Level IV offense, confer with the staff members involved and meet with the student to discuss the misconduct. The student shall be issued a suspension from school and the student’s parent or legal guardian shall be immediately notified in writing. The building administrator shall promptly notify the superintendent of the school district and prepare a complete report.

Subsequent disciplinary measure shall include extension of the suspension period, for a period not in excess of ten (10) consecutive days, with or without a recommendation for further action by the Board of School Directors following a formal hearing as provided herein and/or notification of law enforcement authorities.

**METAL DETECTORS**

Portable metal detectors will be used in our school. As per school district policy, administrators may request students to submit to random or scheduled checks at any time, including extracurricular events. Refusal to cooperate will be considered an act of insubordination by students and entrance to our building will be refused.
Chapter 14 Special Education Services
The Central Greene School District provides a free, appropriate, public education (FAPE) to exceptional students residing in the district. All children with a disability between the ages of three to twenty-one who have been identified as needing special education and related services have the right to FAPE. The determination that a child is eligible for special education and related services is made on an individual basis by a team of qualified professionals and the parent of the child following a multidisciplinary evaluation and the completion of an evaluation report. A student qualifies as exceptional if he or she is found to be a child with a disability and in need of specially designed instruction and related services under the provisions of the Individuals with Disabilities Act (IDEA) and Chapter 14 of the Pa. School Code. The following are disability categories under IDEA: autism, deafness, deaf/blindness, emotional disturbance, traumatic brain injury, hearing impairment, specific learning disability, mental retardation, multiple disabilities, other health impairment, speech and language impairment, orthopedic impairment and visual impairment including blindness.

If you believe your child is in need of services, you may contact your child’s school principal or Tammy Mandich, Director of Special Education.

Chapter 15: 504 Service Agreement
The Central Greene School District provides to each protected handicapped student those related aids, services, or accommodations that are needed to provide equal opportunity to participate in a benefit from the public school program and extracurricular activities. Services are provided without discrimination or cost to the student or family. To qualify for services under a Chapter 15/Section 504 Service Agreement, a student must be school age and have a physical or mental disability or condition that substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, concentrating, thinking, reading, communicating and working. The disability or condition impacts the student’s access to participate in the public school program. Through an evaluation process, if a student is identified as a protected handicapped student, a Chapter 15 Section 504 Service Agreement is drafted to provide equal access and opportunity to a Free Appropriate Public Education (FAPE). If you believe your child is in need of services, you may contact your child’s school principal or Tammy Mandich, Director of Special Education.

Chapter 16 Gifted Education Services
According to 22 Pa. Code Chapter 16, the definition of mentally gifted is part of a “multiple step” criteria. Below is a listing of the criteria which will be reviewed by the school, parents and other pertinent team members when determining whether a student qualifies for the Central Greene School District’s gifted program:

- IQ 130 or more: The term “mentally gifted” includes a person who has an IQ of 130 or higher, when multiple criteria as set forth in Pennsylvania Department Education Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone…. The determination shall include an assessment by a certified school psychologist. (22 Pa. Code §16.21(d)) No one test or measure is sufficient to determine giftedness.
- IQ Lower than 130: A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. (22 Pa. Code §16.21(d)) If a student’s IQ is less than 130, other factors, such as academic performance, demonstrated achievement and other observed skills must strongly indicate gifted ability in order for that student to be admitted to a gifted program.

Factors Considered When Determining Mental Giftedness:

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.
5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

If you would like your child tested for gifted education services, please send the written request to your child’s school counselor or to Tammy Mandich, Director of Special Education.
English as a Second Language (ESL) Services

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.

Homeless Services

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Central Greene School District is attempting to identify all children within the district that may be experiencing homelessness.

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

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

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin. If you believe your child(ren) may qualify for this service, please contact the principal or school counselor of your child(ren)’s school. You may also contact Tammy Mandich, Homeless Liaison at 724-627-8151 x 1232. If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)’s education is disrupted as little as possible.

Raider Wellness Program

Central Greene School District has teamed up with Family Behavior Resources, the Care Center and Greene County Human Resources Department to provide mental health and drug/alcohol counseling services to students in the school setting.

- Family Behavior Resources provides Mental Health Services
- The Care Center provides Drug and Alcohol Counseling
- Drug and Alcohol Program Specialist from Greene County Human Services provides classroom prevention programs
- Engagement Specialist from Beacon/Value and Greene County Human Services that assists families with obtaining insurance
- Once a month, a Child Psychiatrist visits the school for evaluations and medication management

If you believe your child needs counseling services, please contact the school counselor at your child’s school.

TELEPHONE

The office phone is to be used before 3:00pm only for emergencies. Emergencies do not include forgotten items for school. Permission must be obtained from a secretary or a principal. After 3:00pm, the office phone may only be used by students for customary purposes.

VALUABLES

All valuables are the responsibility of the students. Students should not bring large amounts of money to school at any time. If a student chooses to bring valuables to school, they must keep them locked in their locker.

CHROMEBOOK PROGRAM FOR GRADES K-12
Central Greene School District continues to prepare its students with 21st century college and career ready skills. This year we will begin our 1:1 integration of technology, where every student in grades K through 12 will receive a Chromebook for learning. This initiative will help ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Chromebooks are laptop devices which run the Chrome OS (operating system) by Google. They are “thin client” devices and have virtually no hard drive storage. Essentially they are web browsers, designed to be used to connect to the Internet. These devices require most applications and data run in the cloud, or on remote web servers. Chromebooks automatically update their OS ensuring they remain current with the latest improvements. To store or access personal files with a Chromebook, a user must have access to cloud-based storage, like Google Drive, or attach a USB flashdrive.

The Central Greene School District has a Google management license that connects our staff and students via Google Drive and its productivity suite. This license provides our learners with all of the Google Apps for Education and their available features. Google offers thousands of educational apps that teachers and students can use to enhance learning. Wherever students go, when they sign into Google Chrome with their account, these apps are instantly available.

In this handbook you will find the district’s expectations, for students in grades K-12, of proper handling of Chromebooks, describes students’ responsibilities and ways they can best take care of the devices, and includes an agreement for them and their parents. Understanding and abiding by this agreement is necessary in order to provide the best use of Chromebooks to our students. Its regulations, along with the District policy on Internet Acceptable Use and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin this year with Chromebooks, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow’s opportunities.

Chromebook Loan Agreement

A Chromebook and accessories in good working order are being lent to each student. Each student's acceptance of the equipment indicates the student’s and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment remains at all times the property of the Central Greene School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to the use of the Chromebook. The equipment will be returned when requested by Central Greene School District, at the end of the school year, or sooner, if the student enrollment changes, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District’s Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from the District approved app store. But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Central Greene School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements.

In order to login to your device, an email account—a school licensed Gmail account—has been set up. For grades K-10 students will use the following format: firstname.lastname.yearofgraduation@cgasd.org. Students in grades 11-12 will use the format of firstname.lastname@cgasd.org. Students in grades K-3 do not have access to email, but will use their email address to login to their device. Those in grades 4-7 can use email for appropriate academic communication with other students and staff members within the Central Greene domain only. This email is for communication within the School District and approved senders. Students in grades 8-12 can utilize email both in and outside of the district.

The student agrees to use best efforts to assure that the District property is not damaged or rendered inoperable by any electronic malware while in the student’s possession.
Responsibilities

Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Central Greene School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify teachers or administrators.
- I will bring the Chromebook to an administrator if it needs repair. If it needs repair, the student’s record will be checked, a loaner may be checked out if the student is eligible and a device is available, and appropriate fees will be charged to the student.

Caring for your Chromebook

- Bring it to school every day. Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.

- Charge your Chromebook every night. Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.

- Makeup work is a must if you do without. If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.

- Keep only school-appropriate media on your computer. Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.

- Do not take images, video or audio without subject consent and school staff permission. Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.

- Obey copyright. Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District’s Internet Acceptable Use Policy and leads to disciplinary action.
● Abide by media content expectations. Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB M(ature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.

● Keep browsing safe and through the school filter. The District’s IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district’s internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents’ and guardians’ responsibility to monitor students’ Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.

● Turn down the volume and pull out the headphones. Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.

● Leave the District-loaded apps on your Chromebook. Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.

● Avoid eating and drinking while using your Chromebook. Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.

● Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.

● Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.

● Notify IT support, teachers, or administration if your Chromebook has a problem. Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

Limit damage. More than one occurrence of loss, theft or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

No Privacy Expectation

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student use of Chromebooks at any time for any reason related to the operation of the District. At any time, the District may inspect the contents and condition of Chromebooks. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.

Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of the Central Greene School District as allowable by law.

PARENT CHROMEBOOK AGREEMENT
● I have read and reviewed the CGSD Internet Acceptable Use Policy and the Chromebook Handbook with my child. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.

● I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.

● My child will notify IT support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with local police or the school resource officer in case of theft, vandalism, or loss of device within 48 hours.

● I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year, if my child is removed to an alternative education placement, or withdrawn from CGSD.

● I have read the CGSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included in the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.

● I understand that this Chromebook is designated for educational purposes and therefore my child's violations this agreement may be cause for the removal of his/her Chromebook privileges.

● I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student’s Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement.

● I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child’s use of the device at home.

● I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.

● I accept these responsibilities when I accept a Chromebook on loan from the District.

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District at the end of the school year, or upon termination of enrollment in a Central Greene School District school, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

<table>
<thead>
<tr>
<th>Reported Damage</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook</td>
<td>Lost/Stolen Chromebook – Unable to produce unit at the time of checkout</td>
<td>$215</td>
</tr>
<tr>
<td>Cracked Screen/Glass</td>
<td>Visible sign of accidental damage</td>
<td>$90</td>
</tr>
<tr>
<td>Missing Keys</td>
<td>Visible signs that keys have been removed and/or the rubber cap is damaged</td>
<td>$80</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Trackpad Damaged</td>
<td>Trackpad does not function due to accidental damage</td>
<td>$80</td>
</tr>
<tr>
<td>Case Damage</td>
<td>Visible damage caused by accidental damage, including the protective bezel</td>
<td>$30</td>
</tr>
<tr>
<td>Charger</td>
<td>Lost/Damaged – Missing charger and/or charger is inoperable</td>
<td>$20</td>
</tr>
<tr>
<td>Stickers</td>
<td>Unauthorized stickers that violate acceptable use policy</td>
<td>$20</td>
</tr>
<tr>
<td>Asset Tag</td>
<td>RBOE Asset Tag is missing</td>
<td>$5</td>
</tr>
</tbody>
</table>

By initialing your child’s emergency card, you are stating that you are in agreement and will follow this policy.

**STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

Students have the responsibility to act in accordance with Board Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

These procedures address the distribution and posting of non-school materials that are not part of the curricular or extracurricular program of the district. Materials sought to be distributed or posted as part of the curricular or extracurricular program of the district will be regulated as part of the district’s educational program and are not subject to the time, place and manner provisions set forth herein.

Students may distribute and/or post non-school materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Policy 220, these procedures and the school dress code, if applicable.

The district has no responsibility to assist students in or to provide facilities for the distribution or posting of non-school materials.

Definitions
Distribution means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these procedures. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

Expression means verbal, written, technological or symbolic representation or communication.

Non-school materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the district. This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these procedures. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

Unprotected Student Expression means expressions that are not protected by the right of free expression because such expressions violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Distribution of Non-school Materials

The distribution by students of all non-school materials will be governed by the following procedures:

1. All non-school materials, together with a copy of the plan of distribution, must be submitted
to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.

3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to distribute non-school material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned distribution, the building principal or designee may then grant permission to distribute.

4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.

Time -

If permission is granted, students may only distribute approved non-school materials at the following times: during regularly scheduled lunch periods; after the official end of school day.

Place -

Non-school materials may not be distributed during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

Manner -

All non-school materials must bear the district disclaimer.

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Any student who distributes materials will be responsible for cleaning any litter that results from such distribution, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the distribution of approved non-school material by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Posting of Non-school Materials

The posting of all non-school materials will be governed by the following procedures:

1. All requests to post non-school materials must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned posting.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to post such material must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.

3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to post non-school material of the decision to grant or deny permission to post the material as planned. If the decision is to not permit the posting, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material, if any, in order to secure such permission. If the student(s) desiring to post such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned posting, the building principal or designee may then grant permission to post.

4. Any materials that have not been approved for posting will not be posted on school property.

5. All approved materials will be posted in an area designated by the building principal for students to post non-school materials.

6. All material approved to be posted will contain the date it was first posted.

7. All materials approved to be posted must be removed after the specific number of school days given at approval to assure full access to the bulletin boards.

8. No student will remove or otherwise interfere with the posting of approved non-school material by student(s).

9. All non-school materials must bear the district disclaimer.

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Disciplinary Consequences: Any student who violates any provision of Policy 220 or these procedures will be subject to disciplinary action, which may include suspension and/or expulsion from school.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

448261072. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the school to amend a record should submit to the school principal a written request that clearly identifies the record or part of the record they want changed and specify why they feel it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

448261184. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One (1) exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is: (a) presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or (b) necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

   448260064. The district is permitted by law to disclose appropriately designated “directory information” without obtaining the prior written consent of the parent or eligible student unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

   ● A playbill, showing your student’s role in a drama production;
   ● The annual yearbook;
   ● Honor roll or other recognition lists;
   ● Graduation programs; and
   ● Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with the following information on its junior and senior class students — names, addresses and telephone listings — unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by August 20th prior to the start of the school year. The school district has designated the following information as directory information:

1. The student’s name, address, listed telephone number, date, and place of birth.
2. Student’s email address.
3. Program or major field of study.
4. Dates of attendance.
5. Participation in officially recognized school activities and sports.
6. Weight and height of members of athletic teams.
7. Placement on the honor roll.
8. Certificates and awards received.
9. The most recent previous educational agency or institution attended by the student.
10. Grade level.
11. Enrollment status.

Questions regarding this notice or your rights under FERPA should be directed to the building principal.
Policy Notice Requirements

Below, please find a list of the policies that require or recommend either annual notification or periodic notification, as indicated—this could be notification to students, staff, parents/guardians, or all of the above. The list is based on PSBA’s policy guide language, and your own board policies may differ slightly if language has been modified, but we hope this will provide a good starting point for you to review what should be included in notifications. A link to School Code section 510.2 is also included at the very bottom, which lists the legal requirements for policies, rules and regulations that the district must post on your publicly accessible website.

PSBA Policy Notice Requirements

Here is a list of PSBA policy guides that require or recommend notification. Not all of these policies require “annual” notification; some recommend periodic notification or notice through posting, as indicated below.

Policies Requiring/Recommending Annual Notice:

006. Meetings
103. Discrimination/Title IX Sexual Harassment Affecting Students
103.1. Nondiscrimination – Qualified Students With Disabilities
104. Discrimination/Title IX Sexual Harassment Affecting Staff
105.1. Review of Instructional Materials by Parents/Guardians and Students
113. Special Education
114. Gifted Education
123. Interscholastic Athletics
123.1. Concussion Management
123.2. Sudden Cardiac Arrest
138. Language Instruction Educational Program for English Learners
142. Migrant Students
143. Standards for Persistently Dangerous Schools
144. Standards for Victims of Violent Crimes
146. Student Services
200. Enrollment of Students
203. Immunizations and Communicable Diseases
204. Attendance
209. Health Examinations/Screenings
209.1. Food Allergy Management
209.2. Diabetes Management
210. Medications
210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
216. Student Records
218. Student Discipline
218.1. Weapons
222. and 323. Tobacco and Vaping Products – Students and Employees
226. Searches
235. Student Rights and Responsibilities
235.1. Surveys
237. Electronic Devices
246. School Wellness
247. Hazing
249. Bullying/Cyberbullying
250. Student Recruitment
312. Performance Assessment of Superintendent/Assistant Superintendent
604. Budget Adoption
619. District Audit
621. Local Taxpayer Bill of Rights
705. Facilities and Workplace Safety
707 Use of School Facilities (Boy Scouts Act)
716. Integrated Pest Management
805. Emergency Preparedness and Response
806. Child Abuse
808. Food Services
810.2. Transportation – Video/Audio Recording
823. Naloxone
824. Maintaining Professional Adult/Student Boundaries
904. Public Attendance at School Events
906. Public Complaint Procedures
918. Title I Parent and Family Engagement

**Policies Requiring/Recommended Notice (based on “posting,” for specific reasons, or specific time frame not given):**

100. Comprehensive Planning (plans must be made available for inspection for 28 days)
105. Curriculum
108. Adoption of Textbooks
109. Resource Materials
113.4. Confidentiality of Special Education Student Information
115. Career and Technical Education
122. Extracurricular Activities
127. Assessment System
137.1. Extracurricular Participation by Home Education Students
140.1. Extracurricular Participation by Charter/Cyber Charter Students
203.1. and 314.1. HIV Infection – Students and Employees
217. Graduation
218.2. Terroristic Threats

**218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault**
220. Student Expression/Distribution and Posting of Materials
227. Controlled Substances/Paraphernalia
233. Suspension and Expulsion

**236.1 Threat Assessment**
251. Homeless Students
252. Dating Violence
302. Employment of Superintendent/Assistant Superintendent
309.1. Telework

332. Working Periods

333. Professional Development

335. Family and Medical Leaves

340. Responsibility for Student Welfare

351. Drug and Substance Abuse

610. Purchases Subject to Bid/Quotation

626. Federal Fiscal Compliance

718. Service Animals in Schools

801. Public Records

810. Transportation

810.1. School Bus Drivers and School Commercial Motor Vehicle Drivers

810.3. School Vehicle Drivers

815. Acceptable Use of Internet, Computers and Network Resources

816. District Social Media

819. Suicide Awareness, Prevention and Response

827. Conflict of Interest

830. Breach of Computerized Personal Information

901. Public Relations Objectives

916. Volunteers

Safe2Say Something Procedures

Additional Website Posting Requirements: School Code section 510.2 also specifies requirements for policies, rules and regulations that must be published on the school district's publicly accessible Internet website. Click here for a listing of those posting requirements.
School Hours: 7:45 a.m. – 3:00 p.m.

Upon arrival to school, students must report to the commons area or cafeteria and remain there until 7:45am. At dismissal time, students must remain in their assigned class until directed to leave for home. Students not in these assigned areas will be in violation of the Level II Offense, Unauthorized Departure from School Grounds or in Unassigned Area and will be subject to a suspension.

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<tr>
<th>Normal Schedule</th>
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<td>HR/SSR/Period 1</td>
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<th>2 - Hour Delay Schedule</th>
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<th>2 - Hour Delay Testing Schedule</th>
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<th>Early Dismissal Schedule</th>
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Central Greene School District Directory

School District Web Site: [www.cgsd.org](http://www.cgsd.org)
[www.highschoolsports.net](http://www.highschoolsports.net)

**Administration Building**

Superintendent  
Kevin Monaghan
Assistant to the Superintendent  
Matthew Blair
Director of Special Education  
Tammy Mandich
Director of Business Affairs  
Valerie Brooks
Director of Curriculum, Instruction and Technology  
Sean Van Eman
Athletic Director  
Chris Minerd

**Margaret Bell Miller Middle School**

Principal  
Justin Stephenson
School Counselor  
Ashley Deurlein

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724-627-8151  724-852-2722
Nurse  
Heidi Blair  
Cafeteria  
Cathy Higginbotham  
Building & Attendance Secretary  
Samantha Evans  
Guidance & Library Secretary  
Kelli Dean  

Waynesburg Central High School  
Principal  
Bob Stephenson  
Food Service Director  
Sheena Helwig  

Waynesburg Central Elementary School  
Principal  
Scott Headlee  
Assistant Principal  
Edith Woods  

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It is the policy of the Central Greene School District not to discriminate on the basis of race, color, religion, sex, ancestry, national origin, age, handicap or disability or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws, including the Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1975, Title II of the Americans with Disabilities Act of 1991, Pennsylvania Human Relations Act and the Pennsylvania Equal Pay Act. For information about your rights or grievance procedures contact Dr. Kevin Monaghan, Superintendent, 250 S. Cumberland St., P.O. Box 472, Waynesburg, PA 15370 or call 724-627-8151.