

MBM Middle School Student Handbook

2018 - 2019

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.

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 an 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 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

If a student knows he/she must be absent from school for a valid reason other than illness, it is the student's responsibility to request permission from a building administrator prior to the day/days of absence. Parents who are planning to take their child(ren) on an educational trip during the time that school is in session may request an excused absence for the student(s). Consideration of such a request is dependent on these conditions:

- A maximum of five (5) days permitted
- Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful.
- Parents are advised NOT to plan educational trips within the first or last ten (10) days of school.
- 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 a minimum of five (5) school days prior to the student's anticipated absence using the proper form available at www.cgsd.org or the school office.

The school principal shall review each request for compliance with the state conditions. 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. In addition, it is 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.

If a student attends an Upward Bound activity on a school day, an Educational Field Trip Request form is required, and the same conditions apply.

The days used for Educational Trips count toward the student's 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 three (3) days of the absence.
- A student fails to provide a required doctor's excuse within three (3) 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 7:25 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.**

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, 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 PHONE POLICY

If an MBM student brings a cell phone to school, it is to be turned off and kept in the student's locker during the school day. Any student caught with a cell phone or using a cell phone during the school day will be subject to the following actions:

First Offense – The cell phone will be confiscated and held in the office until the student returns a cell phone violation form.

Second Offense – The cell phone will be confiscated and returned only to a parent/guardian.

Third and Other Offenses – The cell phone will be confiscated and returned only to a parent/guardian. In addition, disciplinary action will be taken with the same hierarchy as the student discipline policy.

CLASS ATTENDANCE

Students are expected to attend all classes unless properly excused by a nurse, teacher, or administrator. It is the student's responsibility to arrive to class on time. Students who are tardy to class will be assigned an activity detention. Continued tardiness will result in further disciplinary action.

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. 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.

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.

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!

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:

- Bare midriffs

- Racer back t-shirts
- Open-back shirts, must have shirt underneath
- Halter tops/one-strap shirts/tank tops with straps less than one (1) inch in width
- Spaghetti straps without an over shirt
- See-through shirts, tops, or blouses without a tank top underneath
- Low-cut shirts, tops, or blouses
- Leggings (unless worn with a tunic style top with a length to at least the wrist)

Students are not permitted to wear clothing or accessories (book bags, jewelry, hats, etc.) that:

- Display vulgar, obscene, or otherwise inappropriate symbols, language or wording.
- Display or make reference to alcohol, tobacco, or other illegal substances.
- Display gang attire, gang colors, or gang symbols.
- Make any negative reference to any organized religious, ethnic, cultural, or social groups.
- Under most conditions, students may not wear hats, head stockings, or kerchiefs in the building. Some classes require that students wear safety hats. Permission to wear protective head gear 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, particularly when participating in any kind of sporting event.
- Students may wear special dress or costumes for specific events or special occasions during the school day when approved by the principal.
- During the regular school day, students' athletic attire must conform to all other regulations of the dress code.
- 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 piercing that disrupts the order of school or that compromises the learning environment. This would include lip rings, tongue piercing, or any other piercings around the mouth.
- Students may not wear overly tight or shorter than fingertip or mid-thigh length shorts, skirts, skorts, or dresses no matter what is worn underneath. The district does not allow bike shorts unless worn under another pair of shorts. In addition, holes in pants cannot be above fingertip length.
- Students must wear their pants at the natural waistline.
- Students' undergarments must not show above, below, or through clothing.
- Students shall not wear their undergarments outside their clothing.
- Each student and his/her parents/guardians are responsible for that student's dress and appearance.
- **Each school's 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 dress for gym. This is part of the students' grades. Gym clothes should be laundered weekly!

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.**

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 area.

- **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 School Rush. The district has purchased a one call system that will call each household with the number provided when you register with School Rush, 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	C = 70% - 79%	Average	F = Below 60%	Failure
B = 80% - 89%	Above Average	D = 60% - 69%	Below Average		

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.

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 3:15pm unless accompanied by a parent/guardian.

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.**

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.)

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 the day. All academic assignments must be completed in order to fulfill the ISS requirements.
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.
7. Expulsion – (assigned by the Central Greene Board of School Directors) A student may be withheld from attending school for up to one (1) year.

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 class 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 pantsed 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

A First offense violation of the District's Drug and Alcohol policy will result in confiscation of the paraphernalia or drug for chemical analysis, a three (3) day out-of-school suspension, and notification to the police, and referral to the Student Assistance Team, and possible referral to a licensed treatment facility. Students will also be given a seven day district suspension, and will need to attend a hearing to meet with the school board for possible expulsion. Please refer to School Policy 227.1 for more information.

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.

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.

2018 - 2019 School Calendar

Thursday, Aug. 23-----Students Begin
 Monday, Sept. 3----- Labor Day
 Monday, Oct. 8----- No School
 Thursday, Oct. 25----- 1:00pm Dismissal
 Thursday, Oct. 25----- End of 1st 9 Weeks
 Thursday, Nov. 1----- Report Cards
 Thursday, Nov. 8-----In-service Day/Act 80
 Friday, Nov. 9-----In-service Day/Act 80
 Monday, Nov. 12----- No School
 Wednesday, Nov. 21----- 1:00pm Dismissal
 Thursday, Nov. 22----- Thanksgiving Break
 Friday, Nov. 23----- Thanksgiving Break
 Monday, Nov. 26----- Thanksgiving Break
 Tuesday, Nov. 27----- Students Return
 Friday, Dec. 21-----1:00pm Dismissal

Monday, Dec. 24-----Christmas Break
 Tuesday, Dec. 25-----Christmas Break
 Wednesday, Dec. 26-----Christmas Break
 Thursday, Dec. 27-----Christmas Break
 Friday, Dec. 28-----Christmas Break
 Monday, Dec. 31-----Christmas Break
 Tuesday, Jan. 1-----Christmas Break
 Wednesday, Jan. 2----- Students Return
 Monday, Jan. 14----- End of 2nd 9 Weeks
 Monday, Jan. 21*----- No School
 Tuesday, Jan. 22----- Report Cards
 Friday, Feb. 1----- 1:00 Dismissal
 Friday, Feb. 15*----- No School
 Monday, Feb. 18*----- No School
 Thursday, March 7* --- In-service Day/Act 80
 Friday, March 8* ----- In-service Day/Act 80

Friday, March 22*----- No School
 Friday, March 25----- End of 3rd 9 Weeks
 Monday, April 1-----Report Cards
 Wednesday, April 17----- 1:00pm Dismissal
 Thursday, April 18*----- Spring Break
 Friday, April 19----- Spring Break
 Monday, April 22*----- Spring Break
 Tuesday, April 23----- Students Return
 Monday, May 27----- Memorial Day
 Friday, May 31----- End of 4th 9 Weeks
 Friday, May 31-----Report Cards
 Friday, May 31----- Last Day for Students
 Friday, May 31----- Graduation

***WEATHER MAKE-UP DAYS** (Grading periods & report card dates are tentative.)

2018 - 2019 Bell Schedules

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.

Normal Schedule	
Homeroom	7:45 - 8:00
Period 1	8:03 - 8:53
Period 2	8:56 - 9:46
Period 3	9:49 - 10:39
Period 4	10:42 - 11:32
Period 5	11:35 - 12:25
Period 6	12:28 - 1:18
Period 7	1:21 - 2:11
Period 8	2:14 - 3:00

2 - Hour Delay Schedule	
Homeroom	9:45 - 10:00
Period 1	10:03 - 10:38
Period 2	10:41 - 11:16
Period 3	11:19 - 11:54
Period 4	11:57 - 12:32
Period 5	12:35 - 1:10
Period 6	1:13 - 1:48
Period 7	1:51 - 2:24
Period 8	2:27 - 3:00

Early Dismissal Schedule	
Homeroom	7:45 - 8:00
Period 1	8:03 - 8:38
Period 2	8:41 - 9:16
Period 8	9:19 - 9:54
Period 3	9:57 - 10:32
Period 4	10:35 - 11:10
Period 5	11:13 - 11:48
Period 6	11:51 - 12:24
Period 7	12:27 - 1:00

2 - Hour Delay Testing Schedule	
Homeroom	7:45 - 10:15
Period 8	10:18 - 10:50
Period 4	10:53 - 11:27
Period 5	11:30 - 12:02
Period 6	12:05 - 12:37
Period 7	12:40 - 1:12
Period 1	1:15 - 1:47
Period 2	1:50 - 2:22
Period 3	2:25 - 3:00

4th period: 6th grade lunch and 7th grade Band and Chorus lunch
 5th period: 7th grade General Music lunch and 8th grade lunch

Central Greene School District Directory

School District Web Site: www.cgisd.org

Athletic Schedules: www.highschoolsports.net

Administration Building-----724-627-8151

Superintendent-----Helen McCracken
Assistant to the Superintendent-----Matthew Blair
Director of Special Education-----Tammy Mandich
Director of Business Affairs-----Jim Shargots
Director of Curriculum, Instruction and Technology-----Annette Vietmeier

Margaret Bell Miller Middle School-----724-852-2722

Principal-----John Lipscomb
School Counselor-----Ashley Deurlein
Nurse-----Stephanie Molisee
Nurse-----Heidi Blair
Cafeteria-----Cathy Higginbotham
Building Secretary-----***
Building Secretary-----***
Guidance Secretary-----Kelli Dean

Waynesburg Central High School-----724-852-1050

Principal-----Bob Stephenson
Assistant Principal/Athletic Director-----Justin Stephenson
Food Service Director-----Shenna Helwig

Waynesburg Central Elementary School-----724-627-3081

Principal-----Scott Headlee
Assistant Principal-----Edith Woods

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. Helen McCracken, Superintendent, 250 S. Cumberland St., P.O. Box 472, Waynesburg, PA 15370 or call 724-627-8151.