

# CANONSBURG MIDDLE SCHOOL

*A Pennsylvania and National  
Schools to Watch Middle School*



2022 - 2023

Student Handbook

*Expect the Best!*

# **Expect the Best!**

“Expect the Best” is Canonsburg Middle School’s building-wide theme. As a student, you can expect to receive the best instruction, programs, and environment. The year will be filled with exciting and unique learning opportunities. As a faculty and staff, we expect to see your best academic performance and behavior each day.

Learning at the middle school level encompasses success and growth, not only academically, but also socially, emotionally and physically. Our middle school is staffed with experienced and caring adults who are well-versed in the stages of growth of middle level learners.

We are proud of the program we offer and welcome your input and cooperation as we seek to provide the best possible educational experience for our students.

## **Welcome to Canonsburg Middle School!**

*A 2020-23 Re-Designated Pennsylvania Don Eichhorn and National  
Schools to Watch Middle School*

***Dr. Taranto***  
Principal

***Mr. Schrag***  
Assistant Principal

***Mr. Faith***  
Administrative Intern



### **We're Here for You!**

At Canonsburg Middle School, we strongly believe in keeping the lines of communication open with our students' parents. Please feel free to contact us with comments or questions.

#### **Canonsburg Middle School**

Phone: 724-745-9030

Fax: 724-873-5230

Email: [cmms@cmsd.k12.pa.us](mailto:cmms@cmsd.k12.pa.us)

[www.cmsd.k12.pa.us/2/home](http://www.cmsd.k12.pa.us/2/home)



#### **District Offices**

Central Administration: 724-746-2940

Special Education Coordinator: 724-745-8563

Director of Transportation: 724-745-1502

Food Service Manager: 724-746-1040

## **Introduction**

This handbook has been prepared as a source of important information and as an organizational tool for middle school students and their parents. It reflects the procedures, as well as references many policies of the Canon-McMillan School District. ***A complete list of District policies is accessible on Canon-McMillan's District' website: <https://go.boarddocs.com/pa/cnmc/Board.nsf/Public> then click on "Policies".***

Each student in our middle school will receive a Student Handbook Acknowledgement Form. It is the expectation that this handbook will be thoroughly read and the Acknowledgement Form signed by both student and parent/guardian. The form must be returned within one week after having received it (the specific date will be shared with the students in school). Failure on the part of the student and/or parent/guardian to read the handbook does not excuse them from following the policies, procedures, and regulations addressed therein.

Among our goals is to provide a safe, nurturing, age-appropriate environment for our students. They are encouraged to take responsibility for their actions, to develop self-discipline, and to think before they act. Although our handbook is revised annually, circumstances may necessitate additions, changes, or adaptations. School administration reserves the right to make decisions regarding the health, safety, well-being, and protection of students, staff, visitors, and property.

## **Canon-McMillan School District**

### ***Mission***

The mission of the Canon-McMillan School District, in partnership with the community, is to teach, to challenge, to motivate, and to support all students to maximize their full individual potential.

### ***Vision***

The vision of the Canon-McMillan School District is to graduate all students with the effective collaboration skills, the knowledge to utilize resources, and a passion for lifelong learning which are imperative for success in an emerging global society.

## **Canonsburg Middle School**

### ***Belief Statement***

Canonsburg Middle School is a pivotal point for a diverse community of lifelong learners. Our mission is to provide a positive, safe, educational environment that promotes individual academic achievement, responsibility to school and community, and social maturation. We provide an effective transition that promotes opportunities for future success.

### ***Vision Statement***

Canonsburg Middle School will provide an academically excellent and developmentally responsive environment.

## **Absenteeism Calling Procedure**

Canonsburg Middle School uses an automated, computer calling system to communicate student absences to parents/guardians. Therefore when your child is absent from school, you do not need to call the school. When a student is marked absent from school, you will receive an automated phone message informing

you that your child is absent from school. At the time, if you should have any questions regarding the absence, contact the school immediately.

## **Academic Prerequisites**

### ***Foreign Languages:***

Students will have the opportunity to request high school-level foreign language classes provided they meet the following specific criteria in their seventh grade year:

- A. Student must have an A or B in all “Introduction to Foreign Language” courses.
- B. Student must have a 3.0 or higher grade average in Language Arts and English.
- C. Student must have an overall grade average of 3.0 or higher.
- D. Student must be Advanced or Proficient on the Reading section of the most recent PSSA.
- E. A student with an IEP must meet the above criteria (A.- D.) and the IEP team must make a determination regarding entrance into the class.

*So that the number of students requesting a foreign language does not exceed the number of spaces available, priority will be given to students with the highest overall grade average.*

Students will be notified of their Foreign Language course status by mail no later than August 1<sup>st</sup> prior to the start of the year.

### ***Mathematics:***

#### **Pre-Algebra 8 - Academic**

Pre-Algebra 8 - Academic is designed to meet the eighth grade PA Core Standards and prepare students for high school Algebra I. Students will go in-depth with four critical areas of the course: (1) formulating and reasoning about expressions and equations, including modeling and association in bivariate data with linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and –three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

Students who successfully complete the course with a 3.0 or better and teacher recommendation will be eligible to take Algebra I at the high school. Students who do not meet these criteria will go on to take Algebra IA at the high school.

#### **Pre-Algebra 8**

Pre-Algebra 8 is designed to meet the eighth grade PA Core Standards. The focus of the course will cover essential areas of: (1) formulating and reasoning about expressions and equations, including modeling and association in bivariate data with linear equation, and solving linear equations and systems of linear equations; (2) grasping the concept of a function and using functions to describe quantitative relationships; (3) analyzing two- and –three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem.

Students who successfully complete the course will go on to take Algebra IA at the high school.

## **PA Core Algebra I – 8**

Algebra I is available to all students who have successfully completed seventh grade PA Core Pre-Algebra 7 with a 3.00 or better. This **high school level course** includes solving equations and inequalities, ratios and proportions, linear functions and linear equations, exponents, polynomials and factoring, and radical expressions. All eighth grade Pennsylvania core standards for mathematics, not inherently within the course, will also be addressed. Such concepts as: translations, reflections, rotations, the Pythagorean Theorem, dimensional analysis, plane geometry, and data analysis. *This accelerated, or compacted, course consists of one and a half years of content taught in one year.*

Students who successfully complete this course and have the teacher's recommendation will go on to take Honors Geometry in the ninth grade.

## **Academic Social Networking**

At times, teachers may incorporate different types of online activities into a lesson or unit. Students and parents are asked to read the Academic Social Network contract/guidelines, which can be found in the handbook Appendix. By signing the student handbook form, you are agreeing to abide by the provided guidelines.

## **After-School Regulations**

No student is to remain in the building beyond the final bell unless under the direct supervision of a staff member. Practices or meetings of any kind are not to be held without first scheduling them with the principal and securing proper teacher supervision. Students staying after school to watch an athletic contest must have a parent/guardian with them. It is the parent's/guardian's responsibility to promptly pick up the student at any designated time.

## **Age of Discrimination Act**

The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. The U.S. Department of Education gives financial assistance to schools and colleges. The Age Discrimination regulation describes conduct that violates the Act. The Age Discrimination regulation is enforced by the Office for Civil Rights and is in the Code of Federal Regulations at 34 CFR Part 110.

The Age Discrimination Act of 1975 does not cover employment discrimination. Complaints of employment discrimination based on age may be filed with the Equal Employment Opportunity Commission, under the Age Discrimination in Employment Act.

The regulations under the Age Discrimination Act, however, allow you to file a claim in Federal court under that law only after (1) 180 days have passed since you file your complaint with OCR and OCR has made no finding, or (2) OCR issues a finding in favor of the recipient. In the latter case, OCR will promptly notify you and remind you of your right to file in court.

The Age Discrimination Act of 1975 prohibits retaliation for filing a complaint with OCR or for advocating for a right protected by the Act.

## **Animals in the School**

Generally speaking, animals are not permitted as per District Policy 904.1. See policy for exceptions.

## Arrivals

Students are not permitted into their specific, designated location in their building until the designated time posted in their building. Adult supervision is not available before that time. Therefore, please do not bring or send your child to school early as they cannot be supervised, and their safety is one of our major concerns. At the designated time, all students must enter the building as they arrive. There is to be no loitering on school property or in the parking lots. **Students who are driven to school by a parent/guardian must be dropped-off at the front (main) entrance of the building, which is on East College Street. Due to student safety, no students are to be dropped off on North Central Avenue or the bus loop entrance.** See map in Appendix of this handbook.

## Attendance (Policy 204)

### *Student Attendance Policy*

The attendance policy of the Canon-McMillan School District is based on the premise that regular attendance is necessary if a student is to achieve success in school. No student who is excessively absent during the school year can profit from educational programs and activities offered at the school. There is little chance of continuity of instruction or maintenance of interest when a student does not attend classes regularly. Students with good attendance have greater opportunities to utilize their talents, to increase their self-esteem, and to acquire more self-discipline. The school cannot educate students or provide them with support and assistance if they are absent. Therefore, we believe it is the obligation of the district to require students to attend school regularly in order to receive the full benefits of an education.

State law (The Pennsylvania Public School Code) addresses compulsory attendance and requires attendance by all children of compulsory school age. The state places on ***parents/guardians*** the responsibility for student attendance, and assigns enforcement responsibilities to the schools. The Canon-McMillan School District shall apply this policy to all students in school, those who attend because of state law or those who attend by choice must follow district regulations.

To be credited with a full day's attendance, middle school students must attend school for at least 5 hours and 15 minutes (e.g. 7:55 AM – 1:15 PM). To be credited with a half day's attendance, the student must be in school for 3 hours and 30 minutes (e.g. 7:55AM – 11:25 AM).

In the event of a student's absence, a written excuse from the parent, guardian, or physician is required within three (3) school days of the student's return from the absence (E-mailed or verbal excuses will not be accepted). The excuse must state the date(s) of absence, explain the reason for absence, and be signed by a parent/guardian. The written excuse can be given to the home room teacher or faxed to the school at 724-873-5230. It is the *student's responsibility* to make all necessary arrangements for making up work when absent from school.

All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician.

Students have a maximum of two days for every day of legal absence to make up work upon their return to school.

*A student must be in school for at least a half day (3.5 hours) in order to participate in or attend a co-curricular or extracurricular (e.g. sports) activity or competition for that day.*

The number of student absences, along with student attendance patterns during the course of the school year, will be tracked and correspondence, as well as other suitable interventions, will be initiated based upon the Canon-McMillan Student Attendance Policy.

### ***Excused Absences***

The Public School Code and the State Board Regulations identify reasons for which the principal or designee may excuse a child from school for all or part of a school day. The reasons are as follows: Illness; Quarantine; Death in family; Family educational trips; Educational tours and trips; Health-related appointments (which cannot be arranged after school hours); Recognized religious holidays and services (restricted by law to a maximum of 36 hours per school year); Court appearances; School-sanctioned absences; Exceptionally urgent reasons (at the discretion of administration).

### ***Unexcused Absences***

Absence of enrolled children for any reason other than those outlined above is considered unexcused and constitutes truancy. For children of compulsory attendance age, unexcused absences are also illegal and resulting action will be taken. *Students who are absent due to unexcused/illegal absence may not have the opportunity to make up a missed assessment or work on the specific missed date of absence.*

### ***Exceptions to the Attendance Policy***

The days that are exempt from the attendance policy are: days missed while on out-of-school suspension provided that all class work is made up for each day missed; days missed while on field trips or any school-sponsored or initiated activities; days missed when school bus transportation is unavailable; days on homebound instruction or institutionalization.

### **Bomb Threats (also see Threats)**

Part of the Penal Code of Pennsylvania reads, “Any person who furnishes any false information to any official or employee of any public, private, or parochial school concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000 or undergo imprisonment not to exceed five years, or both.”

*Any student making a bomb threat is also subject to suspension and/or expulsion.*

### **Book Bags / Backpacks**

Book bags and backpacks are permitted in school; however, they are not to be carried from class to class (except physical education) and must be kept in the student’s locker throughout the school day, unless otherwise indicated by the principal or his designee.

### **Boy Scouts of America Equal Access Act**

No such public school or LEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, that wishes to meet at the school.

OCR is charged with enforcing the Boy Scouts of America Equal Access Act. Complaints alleging violations of this law may be filed using the OCR online complaint form or by contacting the OCR office with authority to handle complaints where the institution or entity you are complaining about is located.



## **Breakfast Program**

Breakfast will be provided each morning for students who wish to purchase breakfast before the beginning of school. A student eating breakfast should report directly to the school's cafeteria upon arrival to school. Once a student has finished eating breakfast, he or she should clean up their area and properly dispose of trash. No food or drink may be taken out of the cafeteria. Only the food and drinks provided for the breakfast program may be consumed at this time. Anyone not following these guidelines and the instructions of the cafeteria supervisors and staff can be permanently excluded from the breakfast program. Your cooperation is expected and appreciated.

## **Bullying / Cyberbullying (Policy 249)**

The Canon-McMillan School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied or intimidated by other students may not be able to take full advantage of the educational opportunities offered by the school district. Therefore, the school district strives to offer all students an educational environment free from bullying.

**Bullying** is unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent and effect of (harming or intimidating) that student.

**Cyberbullying** is unwelcome (electronic) (written and/or audio and cell phone/camera) information directed at a student by another student that has the intent and effect of threatening, ridiculing, or humiliating that student (must be a nexus) (for an explanation of nexus, see *Nexus* under **Discipline** below).

The school district will not tolerate known acts of bullying/cyberbullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities. Students may report acts of bullying to their teachers, building principal, or other school employees supervising school-sponsored activities. Parents/guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

**Hazing**, or any form of initiation or harassment, as part of a school-sponsored activity, is not condoned or tolerated in any form (Policy 247).

## **Bullying Program**

Canonsburg Middle School has implemented an Anti-Bullying Program based off the fundamentals of the Olweus Program. This program is designed to educate students and teachers on bullying prevention strategies.

## **Bus Information**

Any questions or concerns dealing with transportation should be directed to the district's transportation department by calling 724-745-1502.

### ***Bus Behavior/Conduct***

Good behavior is expected on the school bus at all times. Any student not following bus rules will be subject to punishment by the principal or his designee.

***Buses may be equipped with video and audio recording equipment.***

Please Note: Students should arrive at their respective bus stops at least ten minutes before bus arrival time. If the bus does not arrive at the prearranged time, all students should wait a minimum of 30 minutes before leaving the bus stop area.

### ***Bus Changes***

Students are **not** permitted to ride another student's bus; therefore, bus passes will NOT be issued. Questions should be directed to the Transportation Department.

### ***Bus Rules and Procedures***

1. Except for ordinary conversation, classroom conduct is expected. Our students will conduct themselves as if they were in a classroom setting. This includes courteous behavior with no profane or abusive language. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
2. Do not drink or eat on the bus. Chewing gum is also not permitted.
3. Keep the bus clean.
4. Keep the aisle clear. Students will keep the aisle clear of items such as gym bags, projects, instruments, etc.
5. Stay in your assigned seat. Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or laying in the seats or in the aisles. Every student who rides a bus must get on and off at the assigned bus stop. Bus passes will only be granted in case of emergency and can be denied due to overcrowding. Passes will be issued at the school office.
6. Do not extend any part of the body or object out of the bus window at any time.
7. Students riding the bus are to be at the bus stop at the regularly scheduled time.
8. Enter and leave the bus through the front door. Emergency exits are to be opened for emergencies only.
9. Students are not to damage or deface any part of the bus. Students and/or parents/guardians must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
10. All school policy rules and regulations are in effect on buses. Policies on smoking, tobacco, alcohol and drugs, fighting and weapons, as well as all other school policies and rules, will be in effect at all times on bus rides to and from school, activity runs, and field trips. Violation of these policies and rules will result in further disciplinary action by the school.

*The driver is in charge of school bus discipline/conduct unless a teacher or administrator is present.*

### ***Bus Discipline***

Level I offenses start at Step 1 on the Progressive Discipline Penalties. Level I offenses apply to School Bus Rules 1 through 7. Level II offenses start at Step 5 on the Progressive Discipline Penalties. Level II offenses relate to School Bus Rules 8, 9 and 10.

### ***Progressive Discipline Penalties:***

#1 -- Warning

- #2 -- 1 Day After-School Detention
- #3 -- 1 Day In-School Suspension and 1 Day Bus Suspension
- #4 -- 5 Day Bus Suspension
- #5 --10 Day Bus Suspension
- #6 --30 Day Bus Suspension

*NOTE: School principals may use any of the more severe disciplinary actions without regard to the student's number of previous violations.*

*NOTE: Parental permission is required if a student is to be picked up at school by someone other than a parent.*

### ***Bus Emergencies & Parent/Guardian Reunification***

In the event that a school bus cannot complete a run (i.e. involved in an accident, engine trouble, etc.), the following plan will be used for parent/guardian/student reunification:

- Only students needing medical assistance will be released from the scene; other students will not be released from the scene.
- If needed, another bus will be dispatched; students will be transported by CM buses to their stop/destination.
- If an accident/incident occurs after school hours or during a weekend, students will be returned to the district's Support Facility (on Boone Avenue); parents (with identification) can pick up their children under the direction of the Transportation Director.

### **Cancellation of School**

In the event that it is necessary to delay or close school, an announcement will be made over the local radio and television stations. If the opening of school is delayed, students are to report to their building one or two hours after their normal reporting time, depending on the length of the delay. It is advisable that families devise a plan to ensure the care and safety of their child(ren).

### **Card Playing/Gambling/Toys**

Any and all cards (playing, collecting, or trading), toys, and card playing are prohibited throughout our middle school. In addition, gambling of any kind is not permitted at any time on school district property or at school events.

### **Cell Phones (Policy 237)**

Students are permitted to bring cell phones to school. However, the school accepts no responsibility for lost, damaged, or stolen cell phones.

The primary purpose of allowing students to bring cell phones to school is so they may be used after school hours. Therefore, the **phones must be shut off and kept in a locked locker during the school day**. The cell phone should not be in the possession of the student during the school day. If you do not have a lock for your locker, do not bring your cell phone to school. If the cell phone should ring while in a locker, it will be removed due to it being a distraction to the learning environment.

**Students are not permitted to use cell phones in any manner whatsoever during a school day.** This includes making or receiving calls, sending or receiving text messages, using phones as calculators or timepieces, playing games on phones, using photographic/audio/video phone functions, or using a phone for any other function it may provide. They must be kept entirely out of sight during the school day.

Students who have a necessity to use a phone during the school day, such as communicating with a parent, may do so by using one of the office phones *during non-instructional times*. Also, **if a student is ill, only the nurse (or main office personnel) is to contact the student's parent/guardian**. In the event of an emergency, a parent/guardian may contact a student by calling the middle school office.

**Violation of these guidelines will result in confiscation of the cell phone and disciplinary action.** The cell phone will not be returned to the student. A parent/guardian will be required to come into the school and pick the phone up if it is confiscated by the school. See also Electronic Equipment (Policy 237).

Administration may search a student's cell phone if it has reasonable suspicion that a search will reveal that major school rules have been violated and pose a threat (drugs, weapons, threats).

### **Change of Address, Phone Numbers, Email**

Please relay any changes of address, telephone number(s), and email address(es) to the Middle School office immediately. In this manner, we can maintain open lines of communication between the home and the school.

### **Cheating**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating (including plagiarism) is discovered, the student's work will be confiscated. Families will be notified and disciplinary action will take place including, but not limited to, the exclusion from the National Junior Honor Society.

### **Computer / Electronic Network Technology / Internet (Policy 815)**

#### **Student Internet and Network Acceptable Use Policy**

At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan's networks:

1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District
2. Public domain software and graphics of all types for school use
3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students
4. Access to thousands of websites via a direct connection to the Internet
5. Schoology
6. Power Library
7. Various productivity and multimedia applications.

In making decisions regarding student access to the Internet, the Canon-McMillan School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

### **Definitions**

**Internet:** a massive electronic library connected to databases around the world through the use of a computer.

**E-Mail:** the sending and receiving of messages through the use of a computer account and password.

**Networked Computer:** any computer system that is connected to a data network.

**Inappropriate Material:** any material that contains profanity; obscene comments; sexually explicit material (pornography); expressions of bigotry, racism, or hate; or information intended to cause harm to self or others. Also included is any reference to information on how to consume or manufacture drugs, weapons, or other unauthorized materials, or any reference to information on how to gain unauthorized access to accounts or systems.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The district shall provide a copy of this policy to parents/guardians, upon written request.

### **Guidelines**

The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all e-mail/Internet usage at any time.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school-related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.

19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.
21. Posting false or defamatory information.
22. Attempts to disrupt access.
23. Overriding desktop security software and changing system settings.
24. Other as defined by the district.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **School District Internet Use Agreement**

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including expulsion and appropriate legal action may be taken.

Adopted: 5/21/07

### ***Internet Safety for Students and their Families***

Students and their families must always remain aware of the potential risks associated with using the Internet. The school recommends that students are under the supervision of a parent/guardian while online to avoid accessing inappropriate information, communicating with unknown persons, and engaging in inappropriate conversation (saying things that they might not otherwise say in person).

While at Canonsburg Middle School, students receive instruction about online safety, and are taught the “do’s and don’ts”, as well as how to appropriately handle various situations involving the Internet.

Students and parents seeking more information on internet safety are encouraged to use the Canon-McMillan School District’s “Internet Safety” feature on its webpage, which can be accessed at [www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us).

### **Covid-19 Information**

For the most current information on the District’s Covid-19 safety plan, requirements, case counts, etc., please visit the District’s Covid-19 Update Center at <https://www.cmsd.k12.pa.us/Content2/2022-2023covid19>

### **Crisis Management/Safety and Security (Policy 705)**

The Canon-McMillan School District has adopted a Crisis Management/Safety and Security Plan.

### **Custody (Policy 238)**

Parents have the right to share in the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless prohibited by a court order, each parent will be provided access to all records and information concerning their child. Report cards, progress reports, and other educational information will be sent to the custodial parent, and the noncustodial parent shall have the right to review such educational records. In the event your child is affected by a current court order, please make a copy of the court order available to the principal. (Please note: Students are only permitted to be removed from the school by the parent who has physical custody during school hours.)

### **Discipline (Policy 218)**

Student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The building principal (or designee) has the authority to assign discipline to students, subject to the policies, rules and regulations of the district. Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the district, and when the conduct interferes with the educational program of the schools or threatens the health and safety of others.

### ***Behavior Probation Policy***



Participation in co-curricular activities, extra-curricular activities, sports and ceremonial events is a privilege and not a right. Activities include, but are not limited to: athletic events, intramurals, musical and dramatic performances, school clubs, fun nights, NJHS, etc.

Behavior Probation is the student exclusion from all PIAA contests/activities, as well as co-curricular and extracurricular events, and school functions during and outside of the regular school day. The following guidelines apply:

- Two Level II (two Level I's equal a Level II) or one Level III violation results in 20 (attended) school days of Behavior Probation.
- During the 20-day period of Behavior Probation, any major misconduct or violation of behavior probation will result in a new 20-day term beginning on that day.
- Behavior Probation terminates with the beginning of the 21<sup>st</sup> day attended without any further misconducts.
- A student on Behavior Probation is still permitted to practice in co-curricular or extracurricular activities.
- A sponsor or coach is permitted to institute additional sanctions as it applies to team rules.

*Note: The principal has the prerogative to adjust the above plans in the best interest of the school.*

## **Consequences and Infractions**

### **Level 1**

#### **Possible Consequence:**

Conference, warning, phone call,  
letter, confiscation of item.  
ASD, ISS, ISD  
Two Level 1's = Level 2

#### **Infraction:**

tardiness; minor classroom disturbance; failure to follow  
classroom rules; possession electronic equipment (1<sup>st</sup> time);  
cell phone violation (1<sup>st</sup> time); dress code violation; arriving  
in office/nurse/etc. without a pass

### **Level 2**

#### **Possible Consequence:**

ASD, ISS, ISDA, OSS,  
parent contact, confiscation  
of item, expulsion from bus,  
cafeteria, removal from activities,  
contact authorities;  
behavior probation.

#### **Infraction:**

abusive language/contemptuous words; obscene  
language/gestures, gang-related gestures; forgery;  
cheating/false statements; conflict with student;  
disrespectful or disruptive behavior; cutting  
class (staying on school grounds); gambling;  
wearing gang, cult or other clothing that is  
disruptive; truancy; trespassing; failure to report  
to assigned detention; creating a safety hazard;  
uncooperative; cell phone violation (2<sup>nd</sup> time or more);  
possession of electronic equipment (2<sup>nd</sup> time or more);  
possession of lighters and/or matches; bullying;  
insubordination.

### **Level 3**

#### **Possible Consequence:**

ISS, OSS, removal from activities,  
contact authorities, behavior probation,  
expulsion

#### **Infraction:**

fighting on school property; racial comments/slurs;  
possession of obscene materials; possession and/or using  
smoking devices; possession and/or use of drugs or alcohol

and look-alike substances; inappropriate physical contact; physical or verbal assault of staff member; vandalism; acts of violence; computer tampering; electronic technology violation; tampering with/destroying school property; commission or threat of arson or the causing of an explosion; possession of weapon or look-alike; harassment; extortion; cutting class (leaving the school grounds); stealing; gang-related activity; frequency of referrals; defiance; insubordination; major misconduct; making threats; bullying; excessive disruption to the good order and discipline of the school.

ASD = After-School Detention

ISS = In-School Suspension

ISDA = In-School Disciplinary Action

OSS = Out-of-School Suspension

***NOTE: The principal has the prerogative to adjust the above plans in the best interest of the school.***

### ***Disruption of Class***

One of our main goals is academic achievement. Therefore, no student has the right to interfere with the education of other students. It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone involved in the operation of the school. Students who continually disrupt the learning process in the classroom will be subject to disciplinary procedures and consequences. Any student who misbehaves continually in one classroom and/or in more than one classroom may receive increased disciplinary consequences as a result of the frequency of the offense. At any time a student may also receive a combination of disciplinary consequences depending on the frequency and severity of the disruption (i.e., after-school detention and removal from activities). The possible consequences include: after-school detention, in-school suspension, removal from activities, and/or out-of-school suspension.

### ***Fighting***

Any student who is involved in a disagreement with another person is advised to seek the assistance of a guidance counselor, dean, teacher, or principal in an attempt to resolve a problem rationally and before a fight occurs. If a fight or assault does occur, the following procedure will be followed:

1. Any student involved in a confrontation, whether the incident is a fight or an assault, will automatically be suspended for a minimum of three (3) days. A citation may be issued under Article F of the Pennsylvania Code. A hearing may be held with the District Magistrate.
2. Parents of students involved in the conflict will be required to have a hearing with the appropriate dean and/or administrator before the offending student may return to school.
3. Repeat/chronic offenders may be required to meet with the Student Assistance Team.
4. An individual(s) who instigates others to fight may receive disciplinary action.
5. The District Magistrate may conduct a hearing at which time code violation determination will be

made.

### ***Insubordination***

The employees of Canon-McMillan School District have a responsibility to maintain an orderly educational environment. In order to carry out this responsibility, they have the authority to make requests and correct the behavior of students when the need arises. Students have an obligation to comply with the reasonable requests from any and all school personnel. Any student behavior, including disrespect which undermines the authority of school personnel, will not be tolerated. A student found to be insubordinate of an employee's reasonable request may face severe disciplinary consequences.

### ***Suspension and Extracurricular Participation***

Students who are assigned to serve a suspension (in-school or out-of-school) are not permitted to attend athletic or extracurricular activities on the day(s) of the suspension as a participant or spectator. Students who receive an out-of-school suspension are not permitted to be on school district property for any reason during the suspension.

### ***Nexus***

Students are subject to disciplinary action for their conduct during school activities. Additionally, students must be aware that they may be subject to disciplinary action for their conduct out of school, or off school property, if a *nexus* exists. A nexus is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities. For example, vandalism of district property or a district employee's property, inappropriate behavior at an athletic contest, or a transaction outside of school that was arranged during school hours.

## **Discrimination/Harassment (Policy 103: Nondiscrimination/Discriminatory Harassment)**

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications and consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

The school district encourages students and third parties who believe they or others have been subject to discrimination or harassment to promptly report such incidents to the building principal. Violations of this nature, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable district policy and the student's code of conduct.

## **Dismissal**

Students who are getting picked up from school by a parent or guardian should be aware that College Street is closed to traffic from 2:15-3:10p.m. (approximately) each weekday due to bus dismissal. Parents/guardians should plan for this when picking students up. Students can either 1) get picked up in the lots on North Central Avenue, provided they ***cross at the crossing guard on College Street*** 2) have a parent/guardian enter the main office and accompany them to their car or 3) get picked up on College Street at approximately 3:05p.m. Students doing so should report to the office on third bell and wait for the buses to dismiss and their ride to pull in front of the school. *See map in Appendix of this handbook.*

## **Dress Code (Policy 221)**

The Canon-McMillan School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Section 13-1317.3 of the Public School Code of 1949 authorizes the board of directors in any school entity to impose limitations on dress and to authorize dress policies which may be applicable throughout the entire school entity or to one or more school buildings within the school district.

The Canon-McMillan School District believes that the manner in which a student is dressed does not reflect the abilities or qualities of that student, but that attire which is clean, non-disruptive, and in good taste enhances the educational environment and promotes learning. While the Canon-McMillan School District does not intend to interfere with the right of students and their parents to make decisions regarding their appearance, it is appropriate to do so when their choices affect the educational program of the schools or the health, safety, or security of themselves or others.

Accordingly, the Board of Directors of the Canon-McMillan School District authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

- A. Present a hazard to the health, safety, or security of the student himself/herself or to others in the school;
- B. Interfere with school work, create disorder, or disrupt the educational process;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
- E. Impede the School District's legitimate educational concerns; or
- F. Are plainly offensive.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health, safety, or security of the students. The building principal will monitor student dress and grooming in his building to effectively carry out this policy.

## ***Canonsburg Middle School Dress Code Requirements***

1. **Brief and Revealing Clothing**

Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations.

- Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments.
- Garments that are "see-through", low-cut, or expose one's midriff are not acceptable.
- Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- Skirts and shorts should be modest so they are not too short, too tight, too low-cut or too revealing (skirts and shorts must extend to or past the fingers when arms hang down).
- Undergarments must not be visible (i.e. bra straps, boxer shorts).
- All clothing with revealing holes are not acceptable.
- Pajamas are not permitted to be worn. Slippers are not to be worn.

2. **Sagging Pants**

- Students shall not wear pants that, when fastened, sag or fit below the waist.
- All pants must fit around the waist and be properly fastened.
- Belts, if worn, must be worn at the waist and be through belt loops.

3. **Hats/Head Coverings**

- Students shall not wear hats in the buildings except for a medical or religious purpose. Also, sunglasses and bandanas are not to be worn in school.

4. **Vulgar, Offensive Messages**

- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous;
- that denigrate others on the basis of race, color, gender, sexual orientation, or disability;
- that promote alcohol or drug use or violence (including gang-related activities or affiliation);
- or that are otherwise contrary to the school's educational mission.

5. **Safety Hazards**

- Students shall not wear items that present a safety hazard to themselves or others. These include, but are not limited to, wallet chains, large/protruding piercings, etc.

6. **Jackets/Coats**

- Students are not permitted to wear jackets or coats during classes.

7. **Face Painting/Spray Hair Color**

- Students are not permitted to wear face paint or body paint.
- Students are not permitted to wear temporary hair color.

Canonsburg Middle School thanks you in advance for your cooperation.

## **Drugs and Alcohol (Controlled Substances) (Policy 227)**

The Canon-McMillan School District recognizes and affirms the individual value and potential of each member of its school community. We recognize that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Equally important, the use, possession and distribution of drugs and/or alcohol are against the law in the Commonwealth of Pennsylvania.

Controlled substance abuse among students is a serious social problem which threaten the health, safety and welfare of the individual student user, other members of the school population and the educational process. Prompt intervention can be an effective deterrent against the abuse of controlled substances, thus

helping the student user and protecting the general school population.

The district prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The following offenses involving illegal or potentially harmful drugs, controlled substances and other chemical substances will result in a suspension from school and notification to the Board of School Directors for potential additional disciplinary measures, including expulsion:

- possession of alcohol and/or marijuana;
- possession, use or distribution of a drug or controlled substance under circumstances that constitute a violation of any state or federal law;
- other activities which constitute violations of the Controlled Substance, Drug, Device and Cosmetic Act (such as possession of a look-alike drug, drug paraphernalia, etc.).

**Controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**"Possession"** includes drinking alcoholic beverages, smoking marijuana, and consumption of other prohibited substances prior to attendance at a school regulated activity. Distribution (by sale or otherwise) and possession with intent to distribute, are considered aggravating circumstances.

**Once a student has been identified to be in violation of this policy due to a) distribution of drugs and/or alcohol, and b) a second violation of this policy other than distribution of drugs and/or alcohol, a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or a hearing examiner) must be scheduled.** The Superintendent will exclude the student from school pending the hearing with the committee of the Board of School Directors. All appropriate legal charges will be filed. Further disciplinary action will be determined by the Board, which may include expulsion.

The district may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's education, extracurricular or athletic programs resulting from violations of this policy.

**Canine Use:** As part of the School District's ongoing efforts to provide a safe and secure learning environment for its students, canines may be used to perform periodic, random searches. Members of a cooperative partnership between the Canon-McMillan School District and the local police canine units (coordinated by the Cecil Police Canine Unit) work together to search the building, grounds and lockers. If the canine detects the presence of a prohibited substance at a particular locker or area in the school, school officials will conduct a search of the locker and its contents targeted by the dog. The District's legal authority to search lockers is outlined in the District's Student Search and Seizure Policy (226). Canine drug searches are not announced ahead of time, and students are not permitted to leave their classrooms while a sweep is in progress (except in an emergency situation).

## **Early Dismissals**

Students who wish to be excused from school early must bring in a note from their parent or guardian to the office. The note must include the date of the early dismissal request, the time at which the student is to be dismissed, the reason for the dismissal, and the signature of the parent/guardian. In rare instances, school is dismissed early due to inclement weather or emergencies. Families should be prepared with a plan to deal with this type of event. Students should be aware of any specific courses of action they should take if an early dismissal occurs. Please plan accordingly.

## **Electronic Devices (Policy 237)**

The Board prohibits use of personal technology devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities unless officially given permission by the building principal or school official through the student handbook.

In addition, students are prohibited from possessing and using any personal technology device that provides for a wireless, unfiltered connection to the Internet.

Students may possess and use technology devices as set forth in the district's policy 815, Acceptable Use of Internet, and guidelines established by the building principal.

Personal technology devices are any device capable of capturing, storing, and/or transmitting information including text, audio, and/or video data. Personal technology devices include, but are not limited to, such devices as cell phones, laptop computers, digital cameras, MP3 players, computer games, flash drives, laser pointers and text messaging devices.

Violations of this policy by a student shall result in disciplinary action. These items are subject to confiscation at the discretion of the principal, dean, or teacher and, at the discretion of the administration, a parent or guardian may be required to report to the school to have the item(s) returned.

Also, students should be aware that they are subject to a search and seizure of a personal technology device (including cell phone) when the district administration has reasonable suspicion and/or permitted by law that the student has violated school rules, this policy, or state or federal law through the use of his/her personal technology device.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

## **Emergency Information**

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone numbers, parents' names, places of work, doctor's name and number are among the items requested. If any of this information changes within the course of the school year, please notify the school office. If you have not received an emergency card to complete at the beginning of the school year, please call the school office so that one may be provided to you.

## **Extracurricular Activities (Policy 122) and Athletic Eligibility (Policy 123)**

The middle school provides our students with a variety of organizations and athletic teams. Students are encouraged to participate and become involved in one or more areas of interest. However, students must be aware that **every organization and team has specific rules, regulations and by-laws that cover**

**participation and membership.** When joining any group, students should become very familiar with all aspects of the organization's constitution and by-laws. Since specific rules and regulations are somewhat different for each group and team, rules of eligibility apply before any student can become a member.

### ***Extracurricular Eligibility***

A student is eligible for extracurricular activities if he/she:

1. Has a cumulative grade point average of 2.0 or better in the equivalent of four (4) full credit subjects during the preceding nine weeks and during the time of participation. For fall activities this means the final quarter of the preceding year.
2. Maintains a 2.0 or better in at least the equivalent of four (4) full credit subjects during the time of participation.
3. Is not currently on Behavior Probation (see *Behavior Probation Policy* under **Discipline** above).
4. Has not missed twenty (20) or more school days during the semester or previous semester. If so, the student will not become eligible until completing sixty (60) days of attendance.
5. Has not been removed from any previous activity or school elective position for lack of attendance or participation.
6. Does not owe money for lost/damaged books or school materials, uniforms, cafeteria balance, etc.

Please Note: The above items may have more stringent regulations as governed by individual by-laws or constitution.

### ***Athletic Eligibility***

A student is eligible to compete in interscholastic sports if he/she:

1. Has a cumulative grade point average of 2.0 or better in the equivalent of four (4) full credit subjects during the preceding nine weeks and during the time of participation. For fall athletes this means the final quarter of the preceding year.
2. Maintains a 2.0 or better in at least the equivalent of four (4) full credit subjects during the time of participation.
3. Has not missed 20 or more school days during the current year.
4. Has a doctor's certificate and his/her parent's/guardian's consent on file with the Athletic Director.
5. Is not currently on Behavior Probation (see *Behavior Probation Policy* under **Discipline** above).
6. Does not owe money for lost/damaged books or school materials, uniforms, cafeteria balance, etc.

## **FERPA / Confidentiality and Disclosure of Student Records**

Notification of Rights under FERPA for Elementary and Secondary Schools



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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why 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 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student

in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## **Fire Drills and Alarm System**

Fire drills are necessary for the safety of the students and staff. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which she or he may be. The middle school practices safe and appropriate evacuation procedures to ensure the absolute safety of our students and staff.

The fire alarm system is intended for emergency purposes only. Any student who tampers with any part of the alarm system may be subject to three or more days of out-of-school suspension. Any information regarding the tampering of the fire alarm system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code, when deemed necessary by school officials.

## **Flag Salute (Policy 807)**

Students are responsible for demonstrating proper respect for the country and the flag. If they choose not to participate in the flag salute, they must maintain a respectful silence and attitude.

## **Food Allergies (Policy 209.2)**

The Canon-McMillan School District is committed to providing a safe and healthy environment for all students and staff, with the understanding that the district cannot guarantee that a student will never experience an allergy-related event while at school. The district provides the following guidelines:

### Expectations for all Students

1. Never take food allergies lightly. Students should not joke or tease other students about allergies.
2. Never try to trick someone into eating food they are allergic to.
3. Never share food with food allergic friends.
4. Always wash hands before and after eating.
5. Help allergic classmates by knowing items the classmate is allergic to and by checking labels to make sure items do not contain those foods.

### Expectations for Students with Food Allergies

1. Never trade food with other students or eat any food with unknown ingredients.
2. Notify an adult immediately should s/he believe contact with the food has occurred or medical attention is needed.
3. Agree to be active in the care and management of his/her food allergy.

### Parents/Guardians of Students with Allergies

1. Contact the school nurse each year to complete and/or update all medical records including specific information pertaining to any and all known allergies.
2. Provide written documentation from the attending physician to the school nurse regarding the specific allergy, severity and treatment.
3. Provide the school with a list of the food contacts to be avoided.
4. Follow the district medication policy in providing medications for allergic reactions (see **Medication**).

### All Parents

When providing food for school events (provided there is approval from the building principal or his designee), consideration should be given for students with food allergies. If food is provided, it must: be purchased at the store; be in the original package; have ingredients listed.

An individual health care plan may be developed, as needed, by the school nurse, with input from the parent/guardian, school personnel and building principal. As part of the plan, if appropriate and necessary, may be procedures agreed to by the school and parent/guardian regarding concerns of student contact (with the allergen) throughout the school day. The plan and procedures will vary depending on the individual circumstances. Regardless of the allergy, the district will not support a complete ban on specific foods in the cafeteria that may contribute to the student's allergy unless approved by the Board.

### **Food/Drink/Water**

Food and drinks (with the exception of water) are only to be consumed in the cafeteria during school hours. Generally, there is to be no food or drink in classrooms, hallways, or other areas of the building. **Students are not permitted to bring beverages such as soft drinks, coffee- or breakfast-type beverages into the building.** In cases where the request for food and/or drink in the classroom is necessary, permission must be given by the office. The vending machines outside of the cafeteria (near the gym) may be used only after dismissal.

***Students are permitted to carry water during the school day, provided that it is in a clear, plastic water bottle with a screw lid. Cups with straws, insulated cups, tumblers, insulated bottles, thermoses, etc., are not permitted. Water fountains are also located on each level of the school.***

### **Freedom of Expression**

Students have the right to speak or publish and distribute their opinions. However, they have the responsibility to observe the following whenever speaking or writing:

- Do not be obscene, lewd, or vulgar, or possess pornographic materials.
- Do not promote alcohol use, drug use, or violence (including gang-related activity).
- Do not ridicule a person.
- Do not injure a person's reputation.
- Do not cause disruption of the school operation.

The principal will review any material considered for distribution to see that legal standards are met and that approved areas for posting are utilized. Students are also responsible for cleaning any litter related to their publications. Students may also hold their own meetings in the school because they have the right to peaceful assembly. To do this, permission must be requested from the principal. To obtain permission, an agreement must be made to take proper care of the building and not disrupt other school activities.

### **Gifted Education (Policy 114)**

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.

### **Google Apps for Education Parental Consent**

As you know, technology is an integral part of Canon-McMillan's unique curriculum, and we strive to use technology in ways that will assist learning and prepare students for life after graduation. Canon-

McMillan's students, teachers, and staff use Google Apps for Education to allow students to collaborate on school projects, communicate with their teachers and one another, and continue learning regardless of their location. Google Apps for Education are provided without advertisements and include the following online services for students:

- **Email** – an individual email account for school use, managed by Canon-McMillan.
- **Calendar** – an individual calendar used to record and collaborate on assignments, educational activities, or project schedules
- **Drive** – a set of tools providing for the creation and storage of word processing documents, spreadsheets, presentations, etc.

To set up the necessary Google Apps for Education account for your child, Canon-McMillan provides Google only with a username, and no other personal information is required to open the account. However, given the nature of the services being provided, your student's email, assignments, projects, and other classwork stored in Google Apps for Education will likely include personal information about your child. Google has agreed to comply with the Family Educational Rights and Privacy Act (FERPA), the federal law that protects the confidentiality of student educational records and personally identifiable information, and to adhere to industry standards with respect to the security of the information. You can read more about Google's privacy practices on their website at <http://www.google.com/policies/privacy/>. The terms of Google's agreement with Canon-McMillan are at [http://www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html).

By signing this student handbook you provide consent for your student to utilize Google Apps for Education while enrolled at Canon-McMillan School District.

## Grading (Policy 212)

Grades will be determined according to the following percentages in all subjects:

90-100% = A (4 points); 80-89% = B (3 points); 70-79% = C (2 points); 60-69% = D (1 point); 59% and below = F (0 points). Final grades will be an average of the four nine weeks grades (A=4, B=3, C=2, D=1, F=0). However, students must have at least three (3) points to pass a course, **one of which must be in the second semester**.

The student must make up any incompletes ("I") before the end of the school year it was given. A student will not be promoted to the next grade if he or she has not made up the incomplete work.

- Physical education grades will be included to determine if a student makes the Honor Roll.
- The grading scale for special education students, if different, will be determined by the student's IEP.
- Courses taught at both the high school and middle school (example: Spanish I) will follow the high school grading procedure.
- To make the Honor Roll, a student must have a 3.2 GPA (3.7 for High Honors; 4.0 for Distinguished Honors) and **no D's, F's or I's**.

Promotion/Retention:

If a student fails English/Language Arts and one other core subject (math, science, social studies) in a given year, he/she may be retained in the same grade unless the student makes up at least one of these deficiencies in an approved summer school during the session immediately following the close of the school year.

## Guidance Services

Guidance services are available for every student in the school. Due to the developmental complexities surrounding middle school students, communication with a guidance counselor is appropriate. A student must first report to his/her assigned area and receive a pass for the guidance office.

## **Gum**

Students are not permitted to chew gum in our middle school.

## **Hall Passes and Sweeps**

Students are not permitted to be in the hall unless they have a hall pass and have signed out. Hall passes are issued by the teacher. Students should be in the halls the least amount of time possible. Hall sweeps will be conducted periodically. Any students in the hall at that time without a pass will be subject to disciplinary action deemed appropriate by the principal and/or his designee.

## **Health Office**

The nurse has her own office. Directions can be obtained from the main school office. If a student desires to see the nurse, he or she must obtain a hall pass from the classroom teacher. No student will be admitted to the nurse's office without a pass unless it is an emergency. In the event a student arrives at the office and the nurse is not present, the student must report to the main office where appropriate action will be taken.

*No student* is to stay in the hallway, restroom, stairwell, classroom or any other school area instead of seeking the nurse when ill or injured.

If it is determined that the student cannot remain in school, only the nurse (or main office personnel) is to contact the student's parent/guardian to make arrangements to be dismissed. Students using a cell phone to contact a parent will be subject to disciplinary consequences as listed in the Cell Phone and Discipline sections above.

## **Homework Non-Compliance**

Homework is an integral part of a student's successful learning experience. Therefore, the following steps and consequences will be applied in the event of homework non-compliance:

- The first offense for not completing an assignment will result in a warning from that classroom teacher. The warning will be documented. An indication will be made to complete the assignment.
- The second offense for not completing an assignment will result in a second warning from the same classroom teacher and an indication to complete the work.
- The third offense will result in the same classroom teacher contacting the parents. A conference may be warranted to resolve this problem.
- The fourth offense will result in a disciplinary referral and after-school detention will be assigned by the classroom teacher according to the procedure determined by the building principal.
- After five or more offenses, a parent conference is strongly recommended. In addition, the classroom teacher may assign additional after-school detention.
- Each classroom teacher maintains the right to develop classroom homework formats, provided they remain within the guidelines of the school district grading policy. (All such procedures must be approved by the principal.)

## **Homework Requests**

If your child is out for more than two days, please check Schoology for assignment information. If the homework assignment is not available, please email your child's teacher. Students are permitted two days for each day missed to make up missed assignments.

### **Homeless Students (Policy 251)**

The McKinney-Vento Homeless Assistance Act defines "homeless children and youths" as individuals who lack a fixed, regular and adequate nighttime residence. A family or student can be considered homeless under this definition if they are living in any of the following situations:

- Public or private shelters
- Public or private places not designated or ordinarily used as, regular sleeping accommodations such as vehicles, parks, etc.
- Living in substandard housing (no running water or working utilities, infestations, etc...)
- Living with relatives or friends due to lack of housing
- Living in transitional housing programs
- Runaway children (under 18 years of age) and children who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances

Because the circumstances of homelessness vary with each situation, determinations are made on a case-by case basis. The district liaison will facilitate the process working with the family to make an appropriate determination of eligibility and to reduce disruptions to the child(ren)'s education.

If you believe your current situation may qualify, please contact Mr. Scott Chambers, Assistant Superintendent and District Homeless Liaison at [chamberss@cmsd.k12.pa.us](mailto:chamberss@cmsd.k12.pa.us) or 724-746-2940.

### **Hotline (Safety and Security)**

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he/she should seek out an adult in the school and relay this input. If, for some reason, this is not possible, the following hotline number serves this purpose: 724-873-5244

### **Integrated Pest Management**

The school district will annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds. Information regarding pest management activities shall be available to the public at the district's administrative office.

### **Lockers/Searches (Policy No.226)**

Students are assigned lockers for their convenience. Student lockers are the property of the Canon-McMillan School District, and the District retains exclusive control of these lockers, including the right to inspect a locker and its contents for reasons of health, safety, and protection of property. Periodic general inspections may be conducted. In accordance with District Policy, school authorities may inspect lockers at any time without notice, without student consent, and without a search warrant.

It is strongly recommended that students have a lock on their lockers and are required to give the

combination or duplicate key to the locker to their homeroom teacher. Furthermore, valuables should not be brought to school and/or stored in a student's locker. Valuables taken from a locker are not the responsibility of the school.

Students are responsible for the contents of the locker assigned to them. Therefore, students are not permitted to share their locker or give the combination to another student.

Students are expected to keep their locker clean and free of damage. When not utilizing the locker, both doors must be closed. Any damage to the locker should be reported to the office immediately. Textbooks are to be stored in the top section of the locker to avoid damage to the textbook spine.

## **Lunch/Cafeteria**

Every student is assigned to one lunch period; therefore, students are to be in the cafeteria only during their assigned time. All students must eat their lunches in the cafeteria whether or not they purchase or bring all or part of their lunch unless special arrangements have been made in advance with the principal or his designee. While students are permitted to bring a packed lunch to school, restaurant food is not to be dropped off at school during the school day for students, as to minimize disruptions.

During lunchtime, students are expected to be courteous and mannerly, as if they were dining in the home of a friend. All students are expected to cooperate with the instructions of the cafeteria supervisors. After a student has completed his/her lunch, the table is to be left clean, waste paper is to be placed in the proper containers and trays are to be returned to the dish washing area.

Some behaviors in the cafeteria are less desired than others. Throwing food in the cafeteria will not be tolerated and will be dealt with in a decisive manner. Other inappropriate behaviors may include: creating a disturbance, taking food out of the cafeteria, rudeness, leaving a mess, leaving without permission, fighting or roughhousing, or any other behavior that may be deemed inappropriate. Possible consequences for inappropriate behavior may include: assigned seating, after-school detention, removal from the cafeteria, out-of-school suspension, citation with the local police/law enforcement.

As with any consequence, a student may lose his/her privilege to attend after-school activities/functions. Additionally, any student who is assigned a seat as a consequence may be left in that assignment for a period of time dependent upon the discretion of the supervisor/administrator who applied the consequence.

Students must be in the cafeteria on time and remain there until the end of the period.

### ***A La Carte Items & Extras***

Student lunch accounts are blocked from purchasing a la carte and extra food items. In order for children to purchase "snacks" or "extras" specific permission is required. This is done by completing the A La Carte and Extra Food Purchases Permission Slip. This form can be found in the Middle School Office, the cafeteria, or the District's Food Service site (<https://www.emsd.k12.pa.us/administration/14>) Please note that this form is not required to be resubmitted every year; new forms are only needed to change a child's current status.

### ***Charging***

Middle school students are not permitted to charge any a la carte or extra items.



## Make-Up Work

Because our focus is student achievement, it is the student's responsibility to make all necessary arrangements for making up work when absent from school. Students have the right to make up all class work missed due to absences or suspensions. Arrangements for making up class work missed due to a previously announced, approved student activity or educational trip must be made by the student with the classroom teacher before the absences occur.

- Students will be allotted two (2) days for each day absent in order to make up missed work.
- Students on suspension will be given the number of days equal to the number of days of suspension to make up work.

Students who fail to turn in larger assignments, projects, or papers may be assigned to stay for After-School Make-Up Work sessions. The session will be arranged by the teacher that assigned the work and will be scheduled to run from 3-4:00 PM. Students report to the designated classroom to complete missed/incomplete work under the supervision of a teacher. Sessions will be assigned until the project is completed. Failure to attend an assigned session will result in after-school detention.

## Medication

The school nurse is not to be used instead of the family physician. For the most part, students' medications should be administered at home. Students are not permitted to carry medication of any kind while in school (prescription or non-prescription/over-the-counter).

Under certain circumstances, medication prescribed by a physician may be administered by school personnel in compliance with Canon-McMillan School District Policy #210 (Use of Medications) and Policy #210.1 (Possession of Asthma Inhalers). Any student who needs to take medicine at school must report to the nurse or her designee. **Written instructions signed by the parent and the physician will be required for prescription and non-prescription medications.** Necessary forms may be obtained in the school's/nurse's office. A form is also provided for your use in the *Appendix* of this handbook. Upon written request, a student may self-administer medication, provided s/he can do the following: Respond to and visually recognize his/her name; Identify his/her medication; Measure, pour and administer the prescribed dosage; Sign his/her medication sheet to acknowledge having taken the medication; Demonstrate a cooperative attitude in all aspects of self-administration. The parents/guardians of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication. Also, the school district retains the discretion to reject requests to administer medication.

## Parent/Family Involvement (Policy No 917)

The Canon-McMillan School district recognizes that both the school and family share in the responsibility for each child's education during the entire period the child spends in school. To support the goal of having students successfully achieve the academic standards, the schools and parents/guardians must work together as involved partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. The district and the schools within its boundaries, in collaboration with parents/guardians, shall establish programs and practices that enhance parent/family involvement. These programs will also reflect the specific needs of students and their families.

In compliance with the federal law, the district supports the development, implementation and regular evaluation of a parent/family involvement program in each school, which will involve parents/guardians at all grade levels.

The parent/family involvement programs will be comprehensive and coordinated in nature. They will include but not be limited to the following components of successful parental/family involvement programs:

1. Communication between home and school occurs in a variety of ways, is ongoing, meaningful, and is centered on the success of the child.
2. Responsible parenting is promoted and supported.
3. Parents/Guardians will play an integral role in assisting student learning.
4. Parents/Guardians will be welcomed into the school, and their support and assistance will be actively encouraged.
5. Parents/Guardians will be fully included in the decisions that affect children and families.
6. Community resources will be made available to strengthen school programs, family practices, and student learning.

The district supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The district also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental/family participation.

In addition to programs at the school level, the district supports the development, implementation, and regular evaluation of a program to involve parents/guardians in the decisions and practices of the school district, using, to the degree possible, the components listed above. Engaging parents/guardians is essential to improved student achievement. The district shall foster and support active parental/family involvement.

**Adopted: June 18, 2007**

### **Parent/Guardian Relations (Policy 908)**

The district believes that the education of students is a joint responsibility that is shared by parents/guardians. Also, the district feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school. During school hours, the Board acts in loco parentis (or in place of the parents/guardians), through its designated administrators. Parents/guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

1. Parent-teacher conferences to permit two-way communication between home and school.
2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.
3. Special events that are initiated by parent groups; involved the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.

The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide appropriate supervision for

completion of assigned homework.

4. Read, sign and return promptly all communications from school, when requested.

5. Attend conferences for the exchanged of information on the student's progress in school.

6. Participate in school activities, when appropriate, and special functions.

## **Parent/Teacher Conferences**

A parent/teacher conference can be arranged at any time during the school year. Team conferencing, where all involved instructors work together with parents to solve problems, may also be available. (Conferences of this type must occur at specifically designated time periods due to scheduling commitments.) If you desire a conference, please feel free to call the school to arrange an appointment.

## **Photo Refusal / Opt-Out**

Photographs/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, social media, newspapers, yearbooks, television, websites, various communication platforms, newsletters, etc.

**If, for any reason you do NOT want photographs or videotapes of your child used in this manner, please complete this form:**

<https://forms.gle/Ngi338QXxq2Ah4sV9>

## **PowerSchool**

Students' grades are able to be viewed using an online grading program called PowerSchool.

PowerSchool is an excellent resource for both students and parents to monitor student progress and work completion.

However, it is strongly recommended that parents/students do not visit PowerSchool more than once every two weeks to check overall grade status. Individual scores should not become the focus of daily discussion or used for micromanagement of the learning process. Rather, individual scores are a piece of the overall big picture, or pattern of performance. PowerSchool should be accessed on a regular basis to view students' progress in completing homework assignments. Also, it is expected that different teachers/classes have various methods of grading, and the number of assignments may vary based on course content and individual teaching style. All teachers are required to adhere to the district's grading policy (Policy 212).

PowerSchool may be accessed through the district's website ([www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us)) under the "Parent Links" tab by clicking on "PowerSchool." For instructions on using PowerSchool, an online tutorial and "Q&A" section are also available under the Parent Links. To access students' grades, parents are provided with a unique username and password (near the start of the school year) that should be kept confidential. Usernames and passwords remain the same if a student has been issued one. If a student loses his/her password, please contact the school's office for assistance.

### *Disclaimer*

*PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may not be accurate due to human or technical error. Neither this institution nor Pearson School Systems accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. Official grades will be distributed on a nine-week basis on the student's report card.*

## **Public Attendance at School Events (Policy 904)**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.

## **Public Show of Affection**

In rare circumstances, middle level learners—in their quest for maturity and self-expression—choose to act in manners that may not be age-appropriate. Therefore, middle school students are discouraged from any public showing of affection. Obviously, good taste and common sense require that you keep any show of affection private anyway. Most people find it very embarrassing to be subjected to the public demonstrations of others. Displays of affection are not permitted in school and students failing to respect this request face disciplinary consequences.

## **Release from School for Trips**

Parents or guardians who wish to obtain the release of their children from school for family trips, family business, or other family activities must request PRIOR permission from the principal by completing the appropriate form (one copy of this form is in the *Appendix* of this handbook). Parents must define the nature of the activity, duration and purpose.

According to school policy, only those activities which are an emergency or which are educational in nature will be excused. It is the student's responsibility to obtain his/her work before leaving for the trip. A written excuse is still necessary upon returning to school. **All excused absences will count toward a student's attendance record/total.**

## **Remote Learning / Video Conferencing**

At various times, the Canon-McMillan School District may need to switch to remote and/or hybrid learning. While remote/hybrid learning, teachers will be live streaming synchronous lessons daily. Each of these lessons will be recorded for student use at their convenience at a later time, however it is highly recommended and optimal that students make every effort to attend the live streaming lesson. *At no time should students or family record these sessions or post any recording of any part of the lesson on any social media platform. These recordings are the ownership of the Canon-McMillan School District and cannot be used inappropriately.*

Both the remote learning and some aspects of hybrid learning require videoconferencing between teachers/school and the students. Students' cameras and microphones do not have to be turned on and it is the students' choice to do so.

## **Review of Instructional Materials by Parents/Guardians and Students (Policy 105.1)**

The Board adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon written request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. As per this policy, only one request may be made per semester.

### **Right to Request Teacher Qualifications**

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the **No Child Left Behind** law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- 
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's school. Thank you for your concerns and commitment to your child's education.

### **SchoolCafe.com**

Canon-McMillan is a member of "SchoolCafe.com," which is an on-line credit card prepayment service to allow parents to prepay for their child's school breakfast and lunch purchases using their credit card.

Now parents can go into their student's account and see their meal history. You do not have to use SchoolCafe to fund your child's account to use these features. You just need to enroll!

For those of you using SchoolCafe to fund your child's account, e-mail notifications are sent out when the account balance gets low. This will really help to keep your child's account current and working without interruption. If you have more than one child using SchoolCafe, you can fund their accounts at the same time. We want to make your SchoolCafe experience as easy and efficient as possible.

Basic Overview of the Program:

- **Easy:** Enrolling and funding is simple and completed online.
- **Convenient:** Once your account is established, you can check balances and fund the account from your computer, phone or fax for free.
- **Secure:** Your personal and payment card information is protected by the most advanced internet

security.

- **Never have to worry about doing it again:** With our recurring payment option, money will always be in your child's account. When a low balance is reached, money is automatically deposited.
- **Cost:** There is a nominal fee per transaction based on the amount being deposited by you. Again, there is no fee to access your child's account to check the balance only when making a deposit.

Visit [www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us) and select the parent link for more information or go to [www.schoolcafe.com](http://www.schoolcafe.com).

## **School Emergencies / Parent Reunification Plan**

In the event students and staff must be relocated due to an emergency, the following assembly areas have been designated as primary locations. Circumstances of an emergency could cause these locations to change. The district's "Connect-5" communication system will be used to notify parents in the event of an emergency. Parents with identification can sign out and pick up their child(ren) under the direction of the principal or his designee.

CMS: Primary On-site Reunification area – Auditorium (North Central Ave.)

Primary Off-site Reunification area – Stadium (N. Jefferson Ave.)

## **Schoology**

Students should check Schoology for any missed homework, assignments, tests, grades, etc. See also "Academic Social Networking" for expectations regarding Schoology.

## **Search and Seizure (Policy 226.1)**

In accordance with district policy, when there is "reasonable suspicion" to believe that a student is in possession of contraband and/or illegal or prohibited items, the principal or his designee may authorize a search of the student's person, including a search of the student's clothing, handbag, backpack, wallet, locker, etc., for the purpose of removing such items, in order to maintain a positive and healthy school environment. Those individuals found to be in possession of narcotics, contraband and/or illegal or prohibited items, face disciplinary consequences. See also Drugs and Alcohol (Controlled Substances, Electronic Devices, and Lockers/Searches above.

## **Section 504**

Section 504 of the Rehabilitation Act states that "no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance" (34 C.F.R. Part 104.4).

## **Selling Items**

Students are not permitted to sell items such as packs of gum, candy bars, hoagies, etc., during school hours. Items not related to C-M activities are not permitted at any time.

## **Smoking and Use of Tobacco Products (Policy 222)**

Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, of diseases, and of chronic disability in our country. Chewing tobacco and snuff, the leading causes of oral cancer and gum disease, also pose a health hazard.

Senate Bill 1315 (which became Act 145) defines possession or use of tobacco products or smokeless

tobacco by a student in a school building, on a school bus, or school property owned by, leased by or under the control of a school district, as a summary offense. School districts must initiate prosecution. Student tobacco possession and use is prohibited at any time in a school building, on school property, on school district vehicles, and at school-sponsored activities held off school property.

Tobacco products include cigarettes (lit or unlit), cigars, and pipes; other lighted smoking product; and smokeless tobacco in any form. Also prohibited are any forms of electronic cigarette, e-cigarette, electronic vaping device, or any inhalation device that simulates smoking. Note, too, that students may not carry lighters or matches while on school district property or at school-related events. Students in possession of tobacco products, tobacco look-alike products, lighters, and matches are subject to disciplinary action as well as confiscation of the item(s).

As a result of the aforementioned law, consequences for students found in violation of Act 145 range from in-school suspension, out-of-school suspension, and/or citation (fine plus court costs). Students will also be referred to a smoking/vaping awareness class.

### **Student Assistance Program**

The Student Assistance Program (SAP) is a team made up of teachers, counselors, and administrators to respond to students' problems in or out of school. Specifically, the SAP team is designed to use school resources to remove barriers to learning and, when a problem is beyond the scope of the school, to assist the parent/guardian and student with information to access services within the community. If you in need of support or assistance with some physical, academic, emotional, social, legal, medical, family, alcohol, or chemical use problem, or just feel the need to talk or for someone to understand, please contact the administrators, counselors, nurse or a teacher for a referral to the program. All records and discussions of personal problems are kept confidential.

### **Student Records**

Parents have the right to inspect and review their child's educational records. The maximum amount of time required by law for a parent to wait for access after such a request is made is 45 days. In the event a parent feels the records are in any way inaccurate or misleading, that parent has the right to request an amendment of that child's record. If the District does not amend the record as requested by the parent, the District is to notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment.

At a parent's request, a professional employee will be available to explain items in the record. Although a fee not to exceed duplicating costs may be imposed, copies of the records will be provided to the parent upon request.

### **Student Responsibilities (Policy 235)**

It is the responsibility of students of the Canon-McMillan School District to:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly;
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property;
- Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption of the educational processes;

- Assume that until a rule is waived, altered, or repealed it is in full effect;
- Assist the school staff in operating a safe school for all students enrolled therein;
- Be aware of and comply with federal, state, and local laws;
- Exercise proper care when using facilities and equipment of the Canon-McMillan School District;
- Attend school daily, except when excused, and be on time at all classes and other school functions;
- Make all necessary arrangements with classroom teachers for making up work when absent from school;
- Pursue and attempt to complete satisfactorily the course of study prescribed by state and local school authorities;
- Avoid inaccuracies in student newspapers or publications and indecent/obscene language.

### **Student Valuables and Care of School Property (Policy 224)**

*Students, not the school, are responsible for their personal property.* Therefore, students are cautioned not to bring large amounts of money, cell phones, MP3 players, cameras, radios, or other valuables to school. Remember, it is the student's obligation to obtain a lock for your locker and to give the combination or a duplicate key to the homeroom teacher.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. If a student disfigures property, or damage school property or equipment, s/he will be required to pay for the damage or replace the item. See also Textbooks (Lost/Damaged Books/Materials/Supplies). The student will also be subject to disciplinary measures, including notification to local law enforcement.

### **Suicide Prevention (Policy 819)**

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources

### **Suspension and Expulsion (Policy 233)**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

### **Surveys (Policy 235.1)**

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.



## **Tardiness**

Students should make every possible effort to be on time for school or class. Tardiness disrupts room work. If you are tardy to school, you must report to the office for an admittance slip. Tardiness due to reasons stated in the Public School Code (i.e. medical/dental appointments which cannot be arranged after school hours, court appearance, impassable roads) will be counted as excused (See “Attendance- *Excused Absences*”). Tardiness due to “sleeping in”, “missing the bus”, etc. will be counted as unexcused. Any unexcused tardies after the third, per semester, may result in disciplinary consequences including after-school detention, in-school suspension, and behavior probation. In addition, students who are chronically tardy (more than three) will also have his/her minutes tracked and every 405 minutes will result in an unexcused day of absence (see unexcused absences section for truancy consequences).

## **Textbooks (Lost/Damaged Books/Materials/Supplies)**

Students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, one, or two years old will be assessed at full replacement cost or (if damaged) actual repair cost. Textbooks three years or older will be assessed at 70% of replacement cost or (if damaged) actual cost of repair. Library books and audio/visual materials will be assessed at full replacement cost regardless of their age. *Failure to do so will result in loss of all school extracurricular opportunities (e.g. ceremonial events, clubs, social events, sports, etc.) throughout middle school and high school until the district has received reimbursement.*

## **Threats/Terroristic Threats (Policy # 218.2)**

The making of threats to anyone while on school grounds, or while representing the Canon-McMillan School District and not on school grounds, is strictly prohibited. Our students, staff and visitors deserve respect and safety.

A **terroristic threat** is defined as a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience; in reckless disregard of the risk of causing such terror or inconvenience.

The following guidelines are consistent with Board Policy and will be enforced:

*Students who threaten physical harm to another student or staff member by any means (including verbal, written, or digital) are subject to the following consequences:*

- Out-of-school suspension;
- Notification to the Superintendent’s office, with the possibility of additional consequences, including expulsion;
- Filing of charges with law enforcement officials;
- Referral to appropriate county agencies and/or juvenile office;
- Loss of extracurricular privileges;
- Expulsion

*Students whose threats are deemed less severe are subject to the following consequences:*

- Out-of-school suspension;
- Referral to SAP or Pupil Focus team;
- Loss of extracurricular privileges;
- Notification to the Superintendent’s Office;
- Possible filing of charges.

Threats must be taken seriously, and students are warned not to say anything they do not mean. Excuses such as, “I did not really mean it” or, “I was only kidding” are not acceptable.

## **Title II**

Title II applies to State and local government entities, and, in subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

## **Title VI**

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title VI states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Programs and activities that receive Federal financial assistance from the United States Department of Education (ED) are covered by Title VI. ED maintains an Office for Civil Rights, with 10 regional offices and a headquarters office in Washington, D.C., to enforce Title VI.

## **Title IX**

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

## **Tobacco (See Smoking and Use of Tobacco Products)**

### **Transportation – Video/Audio Recording (Policy 810.2)**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

The Board authorizes the use of video and audio recording on school buses and school vehicles.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
2. Parents/Guardians and students are annually informed of the policy authorizing video and audio recording on school buses and school vehicles.

## **Visitor Procedure**

Visitors to CMS are to adhere to the following procedures:

- Entry to the building is through the main entrance on College Street;
- Upon entry, visitors are to report directly to the office (visitors are not permitted beyond the office without a visitor badge);
- To receive a visitor badge, guests must provide proper identification (ex. driver's license) to be signed into the Raptor System;
- Before exiting the building, the visitor should report back to the office.

## **Walking to School**

Due to the proximity of the school to housing, many students walk to Canonsburg Middle School.

Students who walk to school are to follow the same procedures as students riding a bus (see "Arrivals" in this handbook). Students should not arrive to school early as they cannot be supervised, and there is to be no loitering on school property or in the parking lots. Since safety is of highest importance, all students that cross North Central Avenue and/or College Street must do so using the crosswalk and crossing guards at the intersections.

## **Weapons (Policy #218.1)**

The district recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

"Weapon" shall mean any instrument for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, cutting instrument, cutting tool, sharpened wood or metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agents such as mace, tazer, shocker or stun gun, explosive devices (including fireworks), slingshot, bow, arrow, or any similar device from which a projectile may be discharged, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting bodily injury. The term "weapon" shall include "weapon look-alikes," including any instrument or implement designed to look like a weapon.

"Possess" and "possession" shall mean being on the person of any student; in the student's locker; under his/her control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

A student who violates this policy or assists in the violation of this policy will be subject to one or more of the following actions depending on the specific violation and intent:

- suspension from school;
- mandatory hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. The standard penalty will be expulsion from school.

In all cases, parents will be notified, students will be reported to the local and/or state police, and legal charges, where applicable, will be filed.

## **2022-2023 Student Handbook Appendix**

This appendix contains the following information:

1. *“Authorization for Medication During School Hours” Form*  
(Prescription and Over-the-Counter Medication)
2. *“Request for Excused Absences From School for Pre-Approved Trip” Form*
3. *Arrival and Dismissal Location Maps*
4. *“Chromebook Information/Permission Form”*
5. *“Academic Social Network Contract”*
6. *Handbook Acknowledgement Form/Information Sheet (this is provided to students separately on the first day of school)*

**CANON-McMILLAN SCHOOL DISTRICT**  
**One North Jefferson Avenue**  
**Canonsburg, PA 15317**

**AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

*(Prescription and Over the Counter)*

**DATE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

\_\_\_\_\_ must receive the following medication

*(Full Name of Pupil)*

during school hours in order to maintain sufficient health to participate in the school program. All medication must be in the original manufacturer's container or the pharmacy labeled bottle.

**Name of Medication:** \_\_\_\_\_

**Prescribed Dosage:** \_\_\_\_\_

**Time Schedule:** \_\_\_\_\_

**Length of Time (days/weeks):** \_\_\_\_\_

**Reason for Administration:** \_\_\_\_\_

**Possible Side Effects:** \_\_\_\_\_

Regarding asthma inhalers, the child (check only one) \_\_\_\_\_ is \_\_\_\_\_ is not able to self-administer the medication. If the student can self-administer, s/he has permission to carry the inhaler.

Regarding epi-pens, the child (check only one) \_\_\_\_\_ is \_\_\_\_\_ is not permitted to carry the epi-pen with them.

I do hereby release, discharge, and hold harmless the Canon-McMillan School District, its agents and employees, from any and all liability and claims whatsoever arising from the administration of the above medication to my child/ward which I hereby expressly authorize.

\_\_\_\_\_  
*(Signature of Physician)*

\_\_\_\_\_  
*(Signature of Parent/Guardian)*



# Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

## Canon-McMillan School District Canonsburg Middle School

Date of Application \_\_\_\_\_

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_ through \_\_\_\_\_ Days Absent \_\_\_\_\_

Person directing/supervising student during above absence:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

The district procedure of pre-approved absences is as follows:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal two weeks prior to the tour/trip dates.
2. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This completed approved form serves as the excuse for absences. This approval does not supersede the District Attendance Policy.
4. If trip is not approved due to attendance, and the student still takes the trip, the days in excess of 15 absences for the year will be marked unexcused or illegal accordingly.

Describe experience that will be a substitute for schooling:

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

----- FOR OFFICE USE ONLY -----

Date received in the school office: \_\_\_\_\_ No. of Absences \_\_\_\_\_

Principal's Initials: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

(If not approved, a copy will be returned to parent/guardian.)

Date: \_\_\_\_\_ Copy of request sent to Assistant Superintendent \_\_\_\_\_



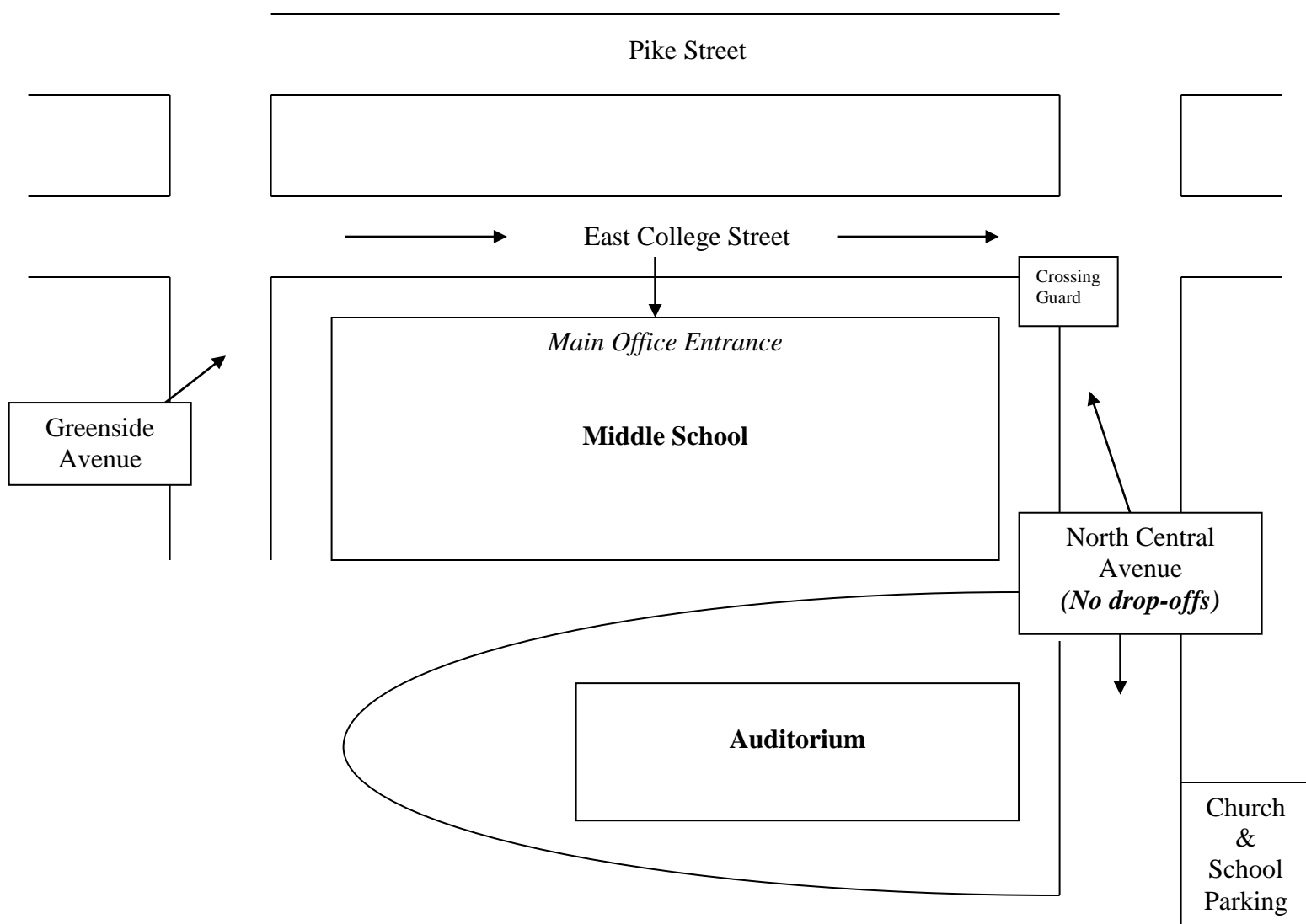


## CANONSBURG MIDDLE SCHOOL – MORNING ARRIVAL

***Reminder: As per the CMS Student Handbook: Students who are driven to school by a parent/guardian must be dropped-off at the front (main) entrance of the building, which is on East College Street. Due to student safety, no students are to be dropped off on North Central Avenue or the bus loop entrance.***

Parents/guardians should enter East College Street via Greenside to avoid students having to cross traffic when exiting vehicles. East College Street is also one-way at approximately 7 a.m.

Your cooperation in this matter of student safety is appreciated.

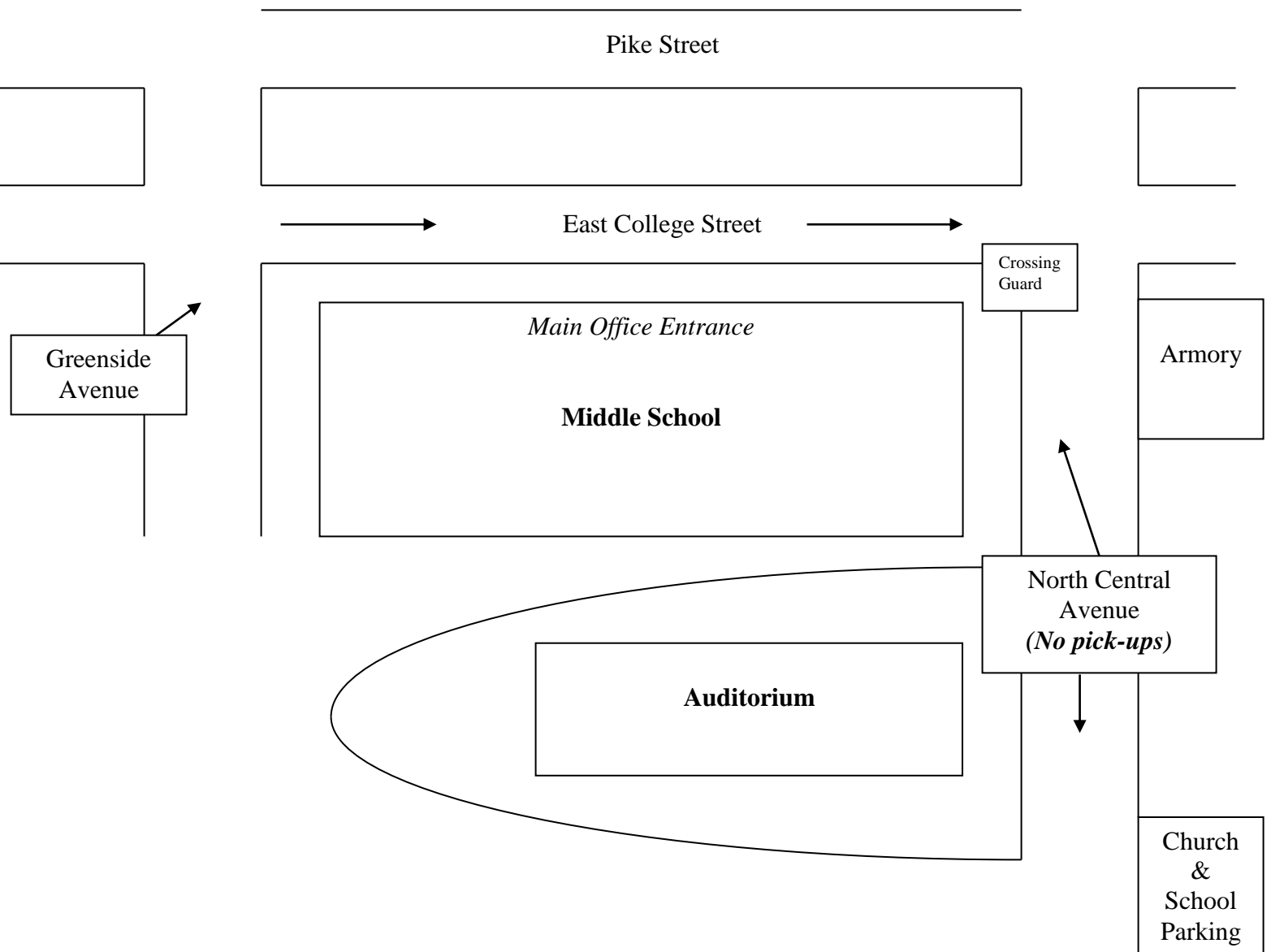


## CANONSBURG MIDDLE SCHOOL – AFTERNOON DISMISSAL

***Reminder: As per the CMS Student Handbook: Students who are getting picked up from school by a parent or guardian should be aware that College Street is closed to traffic from 2:15-3:10p.m. (approximately) each weekday due to bus dismissal. Parents/guardians should plan for this when picking students up. Students can either 1) have a parent/guardian enter the main office and accompany them to their car 2) get picked up in the lots on North Central Avenue, provided they leave at the “walker” dismissal bell (2:55pm) and cross at the crossing guard on College Street or 3) get picked up on College Street at 3:10p.m. Students doing so should report to the office on third bell and wait for the buses to dismiss and their ride to pull in front of the school.***

Parents/guardians should enter East College Street via Greenside to avoid students having to cross traffic when exiting vehicles.

Your cooperation in this matter of student safety is appreciated.



# **CANON-MCMILLAN SCHOOL DISTRICT ADMINISTRATIVE REGULATION DISTRICT-LOANED CHROMEBOOKS**

Students may borrow a Chromebook for instructional off-campus usage. The attachments to this Administrative Regulation are an integral part of this Administrative Regulation and the rules and restrictions set forth in the attachments are considered part of this Administrative Regulation.

## Attachment A - Agreement for Chromebook Use

An Agreement for Chromebook Use must be signed by the student and student's parent or guardian and returned to the District prior to the student being issued a Chromebook for the first time. Completion of this Agreement for Chromebook Use obviates the need for a separate Acceptable Use Consent Forms to be issued.

## Attachment B - Best Practice Guidelines for Use of Student Chromebooks

Attachment B constitutes Best Practices Guidelines for Use of Student Chromebooks and provides information to students and parents/guardians to encourage and facilitate responsible use of District-issued Chromebooks. This document shall be posted on the District's website.

## Procedure for Reporting Chromebooks Missing or Stolen

Students issued Chromebooks are required to immediately report missing, stolen, or suspected stolen Chromebooks to their building Principal. To report a Chromebook missing or stolen on school property during the school day, the student must contact the Principal by phone, electronic mail, or by visiting his/her office. To report a Chromebook missing or stolen after school hours, the student or parent must email the Principal.

## Notice Regarding Filtering

Although students are primarily responsible for the use of the Chromebook and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through the Chromebook. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act. Since not all blocking software is foolproof, parents and guardians of students who take Chromebooks off campus are advised to monitor web usage when the Chromebook is used off campus. The Best Practice Guidelines for Student Use of Chromebooks (Attachment B) is a good reference to guide such monitoring efforts.

## **ATTACHMENT A - AGREEMENT FOR USE OF A LOANED CHROMEBOOK**

McMillan School District ("District") allowing STUDENT to use and possess the Chromebook, provided at the discretion of the District ("Chromebook"), hereby agree as follows:

1. STUDENT and PARENT/GUARDIAN acknowledge receipt of Board Policy No. 816A Acceptable Use Policy: Student Use of Technology and Board Policy and Administrative Regulation No. 708.1 District-Issued Chromebooks: Student Use, Rights and Responsibilities and that they understand their applicability and agree to abide by the procedures, regulations and other rules set forth in them and in this Agreement.
2. Chromebooks may be borrowed for five day school days. This Regulation will be in effect for all terms during the current school year. A new Agreement must be signed each school year.
3. Chromebooks are not to be used in areas where individuals have a heightened expectation of privacy, such are bathrooms and locker rooms. Chromebooks may not be used to photograph, audio record, or video record another individual without that individual's consent.
4. Only school issued accounts are permitted to access the Chromebook.
5. When on school property, STUDENT is prohibited from connecting a Chromebook to the Internet via means other than District-provided WIFI connection through the District network.

6. Chromebooks are frequently automatically updated by Google when connected to the Internet. The District does not typically actively participate in the updating process. Such updates may involve the correction of altered code or programming and in some cases may remove files from the Chromebook. STUDENT understands and acknowledges that files are not to be stored on the Chromebook and that files should be stored in the cloud-based storage provisioned to the STUDENT by the District or on a removable storage device. STUDENT acknowledges that the STUDENT is responsible for backing up the STUDENT's files.
7. STUDENT will not permit individuals, other than School District administrators or teachers to access the Chromebook. STUDENT shall not use or allow the Chromebook to be used:

A. For the posting or distribution of information that:

1. is harmful or prejudicial to students; for example, materials which are libelous and obscene as defined by the laws of the Commonwealth of Pennsylvania or the United States;
2. constitutes bullying (including cyber-bullying) or otherwise fosters disruptiveness among students so as to interfere with the learning environment of the school district;
3. threatens immediate harm to the welfare of the school community or any individual;
4. discriminates against any segment of the student body or interferes with another's individual rights;
5. encourages and/or abets unlawful activity; or
6. violates the separation of church and state.
  - for illegal activity, including the violation of copyright laws;
  - to create, distribute, access or obtain pornographic materials;
  - to intentionally cause damage to hardware, software or data;
  - to gain or attempt to gain access to restricted material or systems;
  - for gambling;
  - for non-school-related purposes on more than an incidental basis; and/or
  - to otherwise violate school rules.
  - STUDENT and PARENT/GUARDIAN understand and agree that (a) the Chromebook is at all times the property of the District; and (b) STUDENT has no right to disable or modify any hardware or software installed on the Chromebook or to install new or additional software or programs or uninstall existing software or programs on the Chromebook.
  - STUDENT and PARENT/GUARDIAN understand and agree that if the Chromebook is lost, damaged or stolen, then they will immediately advise the Principal of the incident and all relevant information. The PARENT/GUARDIAN and STUDENT signatures below constitute consent for the District to utilize Internet Protocol tracking until the Chromebook is actually located by the District or until PARENT/GUARDIANS or STUDENT provide written notification that the Chromebook is no longer missing.

B. If your borrowed Chromebook is lost, damaged, or stolen, you may be responsible for the reasonable cost of repair or for its fair market value on the date of loss

C. Replacement cost of the Chromebook at the date of this Administrative Regulation is \$200.

STUDENT and PARENT/GUARDIAN understand and agree that they are not to attempt any repairs/services on the Chromebook and that damaged Chromebooks must be returned to the District for repair/service.

STUDENT and PARENT/GUARDIANS understand and consent that the District may look at or review files stored on the Chromebook, in the STUDENT'S G-Mail account, or in the District-provided cloud-based storage under the following circumstances:

If the District has a reasonable suspicion that the STUDENT is violating District rules or policies, authorized District administrators may take custody of the Chromebook and review STUDENT files. “Reasonable suspicion” means reasonable grounds exists that the search will uncover evidence that the STUDENT violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Chromebook remotely for the purpose of this subsection

- a. With the express consent of a STUDENT for a specific and identified purpose.
- b. Teachers and other school personnel may provide assistance to a STUDENT in locating that STUDENT’S files in the presence of and at the request of the requesting STUDENT.

STUDENT acknowledges that he/she has no reasonable expectation of privacy in data stored in or transmitted by or through the Network Resources provided by the District, including but not limited to, emails sent to and from District-provisioned email accounts, emails sent through and websites accessed through the District network, and data stored in cloud-based storage provisioned by the District. The District may access such data to the extent necessary to ensure security of Networked Resources, ensure compliance with applicable law, or conduct searches where there is reasonable suspicion to believe that a law, Board policy or school rule has been violated and that evidence of the violation is present in the resource to be searched. Access may be obtained through STUDENT permission or through the District administratively resetting the STUDENT’S password.

STUDENT and PARENT/GUARDIAN understand and agree that if the District determines that STUDENT failed to adequately care for the District’s Chromebook or violates District rules or policies, then the District may terminate STUDENT’S ability to use the Chromebook. If the District determines that STUDENT acted with intent to damage the District’s property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal and/or juvenile proceedings.

## **ATTACHMENT B - BEST PRACTICES FOR CHROMEBOOK USE**

*Chromebook* - refers to a Chromebook computer issued by the District to a District student for use in connection with the district academic program.

You are responsible for the appropriate use of your Chromebook both at school and at home. Chromebooks are issued to students for use for educational purposes. All commercial, illegal, unethical, and inappropriate use of these Chromebooks is expressly prohibited.

1. You may not copy or duplicate copyrighted material. Copyright is the set of exclusive rights granted the author or creator of an original work, including the right to copy, distribute and adapt the work.  
Copyrighted materials include books, maps, prints, musical composition, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography, and architectural works.
2. Downloading games, applications or software is expressly prohibited, unless specifically authorized by District personnel for educational purposes in connection with the District academic program.
3. Do not loan or allow your Chromebook to be used by anyone else, and do not share your username or password.
4. Always keep track of your Chromebook and take reasonable precaution to keep it safe.
  - If you place your Chromebook in your locker, make sure it is completely closed and locked.
  - Since your backpack will be the primary storage for your Chromebook, make sure you never leave your backpack unattended.
  - Do not place the power cord or adapter against the Chromebook screen in your backpack (the screen will break).
  - Be careful not to drop or fling your backpack.
  - If you notice that your Chromebook is working slowly or functioning in a strange or abnormal way, report it to the School librarian.

Safe emailing:

- Don't open, forward or reply to suspicious emails. If you have a question about where or not to open an email, check with the Technology Department.
- Be wary of email attachments from people you don't know. It may be a virus or a malicious program.
- Never respond to emails that ask for personal information such as your username or password.
- Think before you write or send an email. Be polite and courteous at all times.
- Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letter linked to you are viruses or are scam themselves. Don't pass them on.
- Don't go to inappropriate/questionable websites or click on questionable links as this may trigger a spam or computer virus attack.
- The use of anonymous proxies or other technologies to bypass District filtering programs is prohibited.
- When on school property, do not connect the Chromebook to the internet through any means other than the WIFI provided by the District through the District network.
- Refer to the Academic Social Networking Policy when communicating with others online. Always be polite and courteous.

The District does not recommend plugging any additional personal devices into the Chromebook as this may cause problems with the Chromebook's operation. You are responsible for any damage to the Chromebook caused by any personal device you connect to the Chromebook.

The Superintendent or designee has issued administrative regulations containing guidelines to students for use of Chromebooks (See Board Policy and Administrative Regulation No. 708.1). Students should also refer to Policy 815 "Acceptable Use of the Internet." Any violation will be subject to discipline as outlined in the applicable Student Handbook or Board Policy, and, depending on the nature and seriousness of the offense, could result in referral to law enforcement.

# Canon-McMillan School District

## Academic Social Network Guidelines/Contract

A number of classes will be utilizing a variety of Web 2.0 tools (i.e. Google Doc/App, blog, Schoology, Nearpod, etc.) in conjunction with their class. Your child's teacher may utilize a discussion board or some form of digital class communication tool as a result. It will also serve as a tool to engage in collaborative projects and peer to peer sharing. As a student, you must adhere to following items to be acknowledged as an active participant while responding to questions on the academic social networking site:

- I will not use inappropriate language.
- I will not use fighting words or provoke anyone.
- I will not use "chat" language.
- I will try to use correct grammar and spelling.
- I will only give constructive criticism.
- I will only use the name assigned by the teacher.
- I will not give out any personal information about myself or anyone else.
- I am responsible for anything posted in my name.
- I will not plagiarize.
- I will not edit my teacher's page unless instructed to do so by the teacher.
- I will not send messages via the profile link unless instructed to do so by the teacher.

I recognize that breaking any of these rules could lead to any of the following consequences depending on severity and repetition:

1. Warning
2. Deletion of some or all of the post
3. Temporary/permanent loss of class academic social networking privileges
4. Disciplinary referral to administrative office

The Wiki, blog, or Google app/doc, Web 2.0 platform created by your teacher is considered a virtual extension of your classroom; therefore, all Canon-McMillan School District policies and regulations apply to you while using the website both in and outside the school day.

**By signing the Handbook Acknowledgement Form you acknowledge the receipt and acceptance of this "Academic Social Networks Contract." Also, by signing the Handbook Acknowledgement Form, you acknowledge you are aware that violation of any of these rules may be referred to the School Administration.**

# CMS Handbook Acknowledgement Form & Information Sheet

Please complete the information below and return this form to our middle school *within one week*.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Please complete below (**Please Print Neatly**):

|                  |                  |
|------------------|------------------|
| Mother/Guardian: | Father/Guardian: |
| Cell:            | Cell:            |
| Email:           | Email:           |
| Employer Phone:  | Employer Phone:  |

Please indicate with whom this student lives by placing a checkmark in only **ONE** space:

Both Parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

**Divorced parents should file a copy of custodial papers in the school office.**

In case of an emergency, please complete the following information:

Contact Person/Relationship/Phone \_\_\_\_\_

The following signatures indicate that both parent and student have read, reviewed, and discussed the Canonsburg Middle School Handbook. Failure to sign and return this form does not preclude the student from adhering to the contents herein. *Students who do not have his/her handbook form completed, signed and turned in will not be permitted to take part in extracurricular activities.*

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

## Chromebook Loaning Program Refusal

Complete this section **ONLY** if you refuse to allow your child to check a Chromebook out of the library to take home for school use. **I DO NOT WANT** my child to check a Chromebook out of the library.

\_\_\_\_\_  
(Signature & Date)