

Waynesburg Central Junior/Senior High School



2024-2025

Code of Conduct Student Handbook

School Colors:
Red and Black

Welcome

to
Waynesburg Central Junior/Senior High School, home of the "Raiders." The school consists of grades seven (7) through twelve (12) and houses approximately seven hundred forty (740) students. The junior high/high school faculty consists of over fifty five (75) faculty and staff members. In addition to the faculty and staff, two administrators, a High School and a Middle School Principal along with an Athletic Director, are housed in the building along with three Guidance Counselors, and one School Resource Officer.

Our goal is to offer students everything they may need to succeed later in life, whether it be college, military, or in the workforce. We are fortunate to be located near the Greene County Career and Technology Center, which enables our students to choose from many vocational areas.

This student handbook is designed to answer any questions you might have about Waynesburg Central Junior/Senior High School. If you can't find the answer to your question in this book, be sure to call the office as soon as possible for assistance.

Sincerely,

Mr Matt Blair, Superintendent
Mr. Bob Stephenson, High School Principal
Mr. Justin Stephenson, Middle School Principal
Mr. Chris Miner, Athletic Director

MISSION STATEMENT

"To provide a comprehensive education for all students to become successful critical thinkers as they enter a global society."

Visit us at www.cgisd.org.

Mascot: Raider:



Waynesburg Central High School

Alma Mater

Waynesburg, dear Waynesburg

Our teams won't yield

And sportsmen you'll find them

In class, floor and field;

And our banner glorious

Our red and black,

We'll always honor

Nor courage we'll lack

For Waynesburg, dear Waynesburg

Our cheer we'll raise

And thee will we cherish

Through all our days

And even as old grads

We will come back,

To swell the chorus

For red and black.

WCHS CORE VALUES

Respect

Accountability

Integrity

Dedication

Excellence

Responsibility

Our Core Values

The Core Values Acronym represents the core values of Waynesburg Central Junior/Senior High School. It is our intent that our service reflects these qualities and character traits. With this belief in mind, we have organized our handbook to reference the many ways that our policies, procedures and practices are aligned with these set of beliefs.

These ideals serve as the basis on which we are committed to serve our students in developing a culture for success. It is our desire to develop relationships with each student in our charge. These core values are encompassed by compassion and integrity to illustrate our commitment to act with a kind and caring spirit in alignment with these values.

Our commitment to these important values can direct us to work, live, and serve together for the betterment of our students, community, and ourselves. The objective of these values is to: affirm our human dignity, promote the well-being and happiness of the students, serve the common good and define our rights and obligations.

Senior High Bell Schedules

Regular Schedule	
Period 1 - 8:00-8:40 AM	
Period 2 - 8:44-9:24 AM	
Period 3 - 9:28-10:08 AM	
Period 4A - 10:12-10:46 AM	
Period 4 - 10:50-11:20 AM	Lunch 1
Period 5 - 11:24-11:30 AM	
Period 6 - 11:34-12:04 PM	Lunch 2
Period 7 - 12:08-12:14 PM	
Period 8 - 12:18-12:48 AM	Lunch 3
Period 9 - 12:52-1:32 PM	
Period 10 - 1:36-2:16 PM	
Period 11 - 2:20-3:00 PM	
<u>C.T.C. Students</u>	
✘ Morning Career & Technology students will return to the building at 10:08	
✘ Afternoon Career & Technology students will leave at 12:04 and return at 2:16	

Pep Rally	
Period 1 - 8:00-8:40 AM	
Period 2 - 8:44-9:24 AM	
Period 3 - 9:28-10:08 AM	
Period 11 - 10:12-10:52 AM	
Period 4 - 10:56-11:26 AM	Lunch 1
Period 5 - 11:30-11:36 AM	
Period 6 - 11:40-12:10 PM	Lunch 2
Period 7 - 12:14-12:20 PM	
Period 8 - 12:24-12:54 AM	Lunch 3
Period 9 - 12:58-1:38 PM	
Period 10 - 1:42-2:22 PM	
Pep Rally - 2:26-3:00 PM	
<u>C.T.C. Students</u>	
✘ Morning Career & Technology students will return to the building at 10:08	
✘ Afternoon Career & Technology students will leave at 12:10 and return at 2:20	

2hr Delay	
Period 1 - 10:00-10:30 AM	
Period 2 - 10:34-11:04 AM	
Period 3 - 11:08-11:38 AM	
Period 4 - 11:42-12:12 AM	Lunch 1
Period 6 - 12:16-12:46 AM	Lunch 2
Period 8 - 12:50-1:20 AM	Lunch 3
Period 9 - 1:24-1:54 PM	
Period 10 - 1:58-2:28 PM	
Period 11 - 2:32-3:00 PM	
<u>C.T.C. Students</u>	
✘ Morning Career & Technology students will return to the building at 11:38	
✘ Afternoon Career & Technology students will leave at 12:46 and return at 2:28	

2hr Early Dismissal	
Period 1 - 8:00-8:30 AM	
Period 2 - 8:34-9:04 AM	
Period 3 - 9:08-9:38 AM	
Period 9 - 9:42-10:12 AM	
Period 10 - 10:16-10:46 AM	
Period 4 - 10:50-11:20 AM	Lunch 1
Period 6 - 11:24-11:54 PM	Lunch 2
Period 8 - 11:58-12:28 PM	Lunch 3
Period 11 - 12:32-1:00 PM	
<u>C.T.C. Students</u>	
✘ Morning Career & Technology students will return to the building at 9:38	
✘ Afternoon Career & Technology students will leave at 9:38 and return at 10:46, then leave again at 11:54 and return at 12:28	

Junior High Bell Schedules

Regular Schedule	
Period 1 - 8:00-8:40 AM	
Period 2 - 8:44-9:24 AM	
Period 3 - 9:28-10:08 AM	
Period 4A - 10:12-10:46 AM	
Period 4 - 10:50-11:20 AM	Lunch
Period 5/6 - 11:24-12:04 PM	
Period 7/8 - 12:08-12:48 PM	
Period 9 - 12:52-1:32 PM	
Period 10 - 1:36-2:16 PM	
Period 11 - 2:20-3:00 PM	

2hr Early Dismissal	
Period 1 - 8:00-8:30 AM	
Period 2 - 8:34-9:04 AM	
Period 3 - 9:08-9:38 AM	
Period 9 - 9:42-10:12 AM	
Period 10 - 10:16-10:46 AM	
Period 4 - 10:50-11:20 AM	Lunch
Period 5/6 - 11:24-11:54 PM	
Period 7/8 - 11:58-12:28 PM	
Period 11 - 12:32-1:00 PM	

2hr Delay	
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Period 5/6 - 12:16-12:46 AM	
Period 7/8 - 12:50-1:20 AM	
Period 9 - 1:24-1:54 PM	
Period 10 - 1:58-2:28 PM	
Period 11 - 2:32-3:00 PM	

Pep Rally	
Period 1 - 8:00-8:40 AM	
Period 2 - 8:44-9:24 AM	
Period 3 - 9:28-10:08 AM	
Period 11 - 10:12-10:52 AM	
Period 4 - 10:56-11:26 AM	Lunch
Period 5/6 - 11:30-12:10 AM	
Period 7/8 - 12:14-12:54 PM	
Period 9 - 12:58-1:38 PM	
Period 10 - 1:42-2:22 PM	
Pep Rally - 2:26-3:00 PM	

ACCESS TO SECONDARY STUDENTS

Pursuant to the No Child Left Behind Act of 2001, all local educational agencies (LEAs) must provide to military recruiters or institutions of higher education, upon request, access to secondary school students' (i.e., juniors and seniors) names, addresses and telephone listings. The state military affairs law requires the release of directory information consisting of a list of junior and senior male and female students by name, home address and telephone number. The list will be compiled by the first (1st) day of the academic year in which the senior students will graduate. The list will be sent to the recruiters twenty-one (21) days from the start of the school year.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in the preceding paragraph be excluded from the list and not be released without prior written parental consent.

ACTIVITY NIGHTS (7th & 8th Grade)

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

- Only 7th and 8th grade students are permitted to attend activity nights.
- The school dress code and discipline policy will be enforced.
- It is the student's responsibility to check the 'no activity night list' before attending. Students in attendance who are ineligible will be banned from future activity nights.
- Students excluded from activity nights due to excessive absences or suspensions may attend the next event if they have perfect attendance or no suspensions between activity night events.

ADVANCED PLACEMENT COURSES

Students are accepted for these programs on the basis of criteria developed by each department, which could include academic achievement, academic aptitude, test scores and teacher judgment. Parental & teacher consent is also necessary for a pupil to be enrolled in these programs. Students committing to these courses must enroll and provide payment for the required AP exam. Students who have paid for the exam, but then choose not to sit for the test, must take an in house final, which is worth 30% of their current semester grade. Students taking an in house final will not receive AP eligibility on their transcript. Once you have submitted your request with the signed color coded request form to the Guidance Office, you will not be permitted to drop the AP course.

AAFTER SCHOOL USE OF FACILITIES

Only those students who are involved in a school activity, which is sponsored and led by a faculty member/coach, are to remain after school. The weight room, gym, wrestling area, auditorium, stage, band room, chorus room and all classrooms are closed to students unless a faculty member is present. Prior notice to such arrangements must be made with the administration. Students who wait for rides must remain in the front hallway. A security guard will be present to monitor student conduct during this time. His/her duty is to see that reasonable student behavior is achieved. Students who violate these rules will forfeit their rights to any after school activities for a period of time determined by administration.

ARRIVAL and DISMISSAL TIME (7th & 8th Grade)

Arrival:

7th and 8th grade students will arrive at WCJSHS and be dropped off either in the bus lane (by a bus and in the lane closest to the school), or in the second lane at the crosswalk by a parent between 7:10AM and 7:55AM.

Students will then walk in the front doors of the school and head directly into the gym. Students will be housed in the bleachers of the gymnasium until 7:45 AM. At the 7:45 AM bell they will travel to their lockers on the second floor and then to their HR/Period 1 Class.

Between 7:15-7:55 AM breakfast will be offered to all 7th and 8th grade students. 7th and 8th Grade Students can eat at the tables in the hallway between the cafeteria and the gym.

Departure:

Students in 7th and 8th grade will be dismissed at 2:55pm from period 11 for Wave 1. All students riding busses for Wave 1 will walk to the bus lane at the direction of their teachers. All parent pickup students will be considered Wave 1 students and walk to the parent pickup area at the direction of their teachers. The parent pickup area is located at entrance U, at the side of the building adjacent to the crosswalk to the lower parking lot. We will have teachers stationed at the crosswalk.

At 3:04pm Wave 2 Students at the direction of their teachers will travel to the main commons area outside to load Wave 2 busses. All students leaving for sports practices, traveling to WCES, or walkers in general, will leave with our Wave 2 students.

Please note that all High School Students Grades 9 -12 are dismissed at 3:00 PM. If a high school student is driving their middle school sibling, cousin, and or friend home they will need to wait for them in the inside main commons area until 3:04 when they will be dismissed with Wave 2.

ARRIVAL TIME

Students arriving prior to 7:45 A.M. are to report to the cafeteria for breakfast. At the 7:45 A.M. bell, students will be permitted to go their lockers and then are to report to their first period class. Students arriving between 7:45 A.M. and 7:55 A.M. have the option to report to the cafeteria for breakfast or to their locker and then to their first period class. Students should not congregate in any entrance area in which traffic is flowing. In addition, breakfast is served daily in the cafeteria from 7:15-7:55.

At 8:00 A.M. a bell will sound to indicate the time for first (1st) period to begin. Any student not in first (1st) period class when the bell sounds will be sent to the office for a tardy slip. (See tardy policy)

ATHLETES/EXTRACURRICULAR ATTENDANCE

POLICY

In order to be eligible to participate in any interscholastic athletic contest, a pupil must have been regularly enrolled.

Students will be ineligible to participate in any activity or sport if he/she has missed more than twenty (20) school days during a semester, unless the absence is verified by a doctor's written excuse.

Students must attend at least one (1) full period on the day of practice to be eligible to participate in that practice. To participate in an event/contest, students must be in school by 11:30 a.m. of the same day of the event/contest.

HOW ABSENCE AFFECTS ATHLETIC ELIGIBILITY:

A pupil who had been absent from school during a semester for a total of twenty (20) or more days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of forty-five (45) school days following his/her twentieth (20th) day of absences, except where there is a consecutive absence of five (5) or more school days due to confining illness, such absences may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the required forty-five (45) days. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section. Fifteen (15) days or more of enrollment in a semester in any secondary school shall count as one (1) semester of membership. Attendance at summer school does not count as a semester or part of a semester.

Student athletes must be passing four (4) full subject areas throughout the season to maintain eligibility.

ATTENDANCE POLICY

Waynesburg Central High School recognizes the importance of good attendance. Due to this policy, anytime a request for absence occurs, a serious look will be given to such requests.

IT IS IMPORTANT THAT ALL STUDENTS AND PARENTS ARE FAMILIAR WITH OUR ATTENDANCE POLICY. PLEASE READ IT CAREFULLY AND FOLLOW IT IN THE SAME WAY!

After ten (10) days of absence a doctor's excuse will be required of all students for absences, tardies and early dismissals. (Medical excuses do not count toward the ten (10) days). Also, after ten (10) days of absence without a doctor's excuse our attendance policy states that students will:

- lose driving privileges
- lose work release privileges (seniors only)
- lose field trip privileges unless directly tied to a final grade or a prepaid field trip

As tardy time accumulates, it will count toward your number of days of absence.

- Excused tardies and early dismissals count 1/8th towards an absence. For example, four (4) excused tardies or early dismissals or any combination of both that equals four (4), would equal a half (1/2) day excused absence.
- Four (4) unexcused tardies will result in a student receiving one (1) day of lunch detention.
- Four (4) additional unexcused tardies (Total of eight (8)) will result in another day of lunch detention.
- After ten (10) unexcused absences a referral to the District Justice will be made.
- Students who continue to accumulate unexcused tardies during the remainder of the year may lose driving privileges determined by administration.

STUDENTS HAVE THREE (3) DAYS TO PROVIDE A LEGAL EXCUSE BEFORE THE TARDY IS RECORDED AS UNEXCUSED.

EXCUSES

Any student who is absent, upon return, must offer an excuse to the school secretary at the office window between 7:45 A.M. and 7:55 A.M. This excuse from his/her parent/guardian should contain the following information:

- Student's first name and last name
- Grade
- Date of absence(s)
- Reason for absence
- Phone number where a parent/guardian can be reached
- Parent/guardian's signature

EXCUSED ABSENCES

The Pennsylvania School Code recognizes the following reasons as legal absences:

- Illness
- Religious holiday
- Medical/dental excuse
- Death in the family

“Personal reasons” is not an acceptable excuse and will be considered illegal.

ILLEGAL ABSENCES

An absence is considered illegal when a student misses school for any reason other than those approved by the state. **It is also considered illegal when a student fails to provide the school with an acceptable written excuse from his/her parent/guardian within three (3) school days of the absence. It is the nurse’s discretion to send students home due to illness. Students are not permitted to contact parents via personal cell phones or other devices. This action will result in an unexcused absence.**

EARLY DISMISSALS/TARDIES

Early dismissals will be treated just as we do absences. If a student misses for a medical or dental appointment and provides the school with a card or note from the doctor/dentist, the excuse will be legal. If he/she fails to provide the school with the proper form from the doctor/dentist, the absence will be considered illegal.

Remember, early dismissals and tardies count toward your attendance.

All requests for early dismissals must be in writing. In addition to the note signed by parent/guardian, the school also requires a phone call in advance of the early dismissal from parent/guardian to confirm the early dismissal.

The only time an early dismissal will be approved without a note in advance would be in an emergency. If a parent/guardian fails to call, he/she must physically enter the building to sign out the student.

If a student leaves on an early dismissal without following school procedure, detention and/or suspension will be assigned.

No student is permitted to sign or forge a parent or guardian’s signature for any reason whatsoever. This will result in a day of out of school suspension and additional days if this activity continues.

REGARDLESS OF AGE, all students must have a parent or guardian contact the school via phone prior to their early dismissal. This is IN ADDITION TO the written note that must be turned in to the office before 7:55 A.M.

BOOK BAGS/BACKPACKS

In order to improve security and for your safety, students may carry their books to school in book bags, back packs, oversized purses, gym bags, etc. but they are to be left in the locker after 8:00 A.M. Bags should not be retrieved until the end of tenth (10th) period if students wish to carry belongings to their eleventh (11th) period. Like most schools, we are simply looking for effective ways of making our building safe. Thank you for your cooperation.

Book bags may be subject to a search if being carried in the building outside of the designated time.

BBUILDING SECURITY/VISITORS TO THE SCHOOL

Parents of enrolled students, prospective students, and Central Greene residents, generally, are encouraged to visit the schools to become familiar with educational programs, to confer with school personnel, or to obtain desired information. Visits by appointment are recommended in order to assure the availability of counselors, teachers, supervisors, and administrative personnel. Visits can be arranged by contacting the school Guidance Office.

All parents/guardians and visitors to the school are required to stop at the school visitors window upon entering the building. All visitors/volunteers must sign in to the new Raptor system. All visitors to Waynesburg Central High School are required to scan identification (driver’s license, state issued photo ID, etc.) when entering the High School. At completion of your visit, return to the main office to sign out and retrieve their ID. No visitor will be permitted to enter the building during class changes. If you arrive during this time you will need to wait outside of the building for the duration of the four (4) minute time period that students are changing classes.

BBULLYING/CYBER-BULLYING POLICY

Bullying is unwelcome, repeated over a period of time, harmful behavior that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Cyber-bullying is a form of bullying, repeated over a period of time, and occurs when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using electronic devices or via the internet, interactive and digital technologies, or mobile phones. When these actions are committed by a student and directed towards another person, it is harassment.

Bullying can be carried out by a single individual or a group. Bullying includes a wide variety of behaviors and generally involves the intent to harm, embarrass or humiliate the other person. Bullying, as defined in this policy, includes the following types of actions:

- **Physical** - includes, but is not limited to, the following actions, or threats to do such actions: hitting, kicking, spitting, pushing, restraining, and taking or damaging personal belongings.
- **Verbal** - includes, but is not limited to, taunting, malicious teasing, name-calling and making threats.
- **Psychological or Relational** - includes, but is not limited to, spreading rumors, manipulating social relationships, intentionally excluding someone from a group, engaging in social exclusion or intimidations, and any behaviors that can undermine or destroy relationships. These behaviors can be either physical and/or psychological in nature.
- **Cyber-bullying** - verbal and psychological or relational bullying may also occur using electronic devices such as, but not limited to, computers, cell phones, and pagers. Cyber bullying includes, but is not limited to the following misuse of electronic devices;
 - Harassing, teasing, intimidating, threatening, or terrorizing another student or other child, through e-mail, instant messaging, posting comments or pictures on blogs or websites, and text messaging. All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders are subject to appropriate school discipline, as well as legal and/or police proceedings.

Bullying is not mutual confrontation or mutual teasing between two (2) persons or groups of persons. Harassment in any form is prohibited and will be treated like any other form of students' misconduct. Students who feel they have been a victim or target of harassment should immediately report the alleged harassment to a teacher, nurse, counselor, or administrator. A copy of our District Unlawful Harassment; Bullying and Cyber bullying Policy is available in our main office area for student and parent to review.

BUS POLICY

The school district provides bus transportation to and from school for students in grades K-12. Students should board the buses in an orderly manner. Shoving, pushing, and running are unnecessary. Students will listen to and follow the directions of the aide or teacher on bus duty.

The bus driver is responsible for the safety of all students on the bus. If any student is causing trouble that will endanger the safety of the other students, this student will be issued an exclusion notice by the bus driver. It will be filled out immediately in three (3) copies by the driver. The bus driver is then responsible for notifying the Transportation Supervisor of the violation within twenty-four (24) hours of the incident.

After the slips have been issued the policy to be followed is:

First Offense – The student may return to the bus when his/her slip has been signed by the parent and Transportation Supervisor or principal. It is essential that the Transportation Supervisor discuss the matter with the parents for the purpose of preventing a reoccurrence of the incident. For the first (1st) offense a student may be suspended from one (1) to three (3) days at the discretion of the Transportation Supervisor.

Second Offense – The student will be allowed to return to the bus with the parent and Transportation Supervisor's signatures, but not prior to the completion of three (3) days (minimum) of suspension. The Transportation Supervisor governs this time element by the date or manner in which he/she signs the slip.

Third Offense – The student will not be allowed to return to the bus for ten (10) days. After the third offense the parent must assume responsibility for the student's transportation for the ten (10) day period. A hearing before the Transportation Committee of the School Board may be requested by the student's parent or guardian. The student will not be permitted back on the bus until he/she meets with the Transportation Supervisor.

Note: In any case, a student that has been transported on a bus to school will be returned to his/her home via the bus on that day. If the offense (first, second, or third) occurs on the way to school and the slip is issued, the district still has a legal responsibility to return the student to his home on that day.

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

- The school bus drivers are responsible for the students' discipline on their buses. They are obligated to report any and all incidents of misconduct to the Transportation Supervisor within twenty-four (24) hours of the incident. The bus driver has the same responsibility on the bus as the teacher has in the classroom.
- Transportation services can and will be denied by the Board of Education and/or the Transportation Supervisor to any students who persist in willful misconduct while using the district buses.

The following activities are considered improper and shall be reported to the Transportation Supervisor:

- Use of foul language or boisterous noise that may distract the driver.
- Annoying or striking any passenger on the bus.
- Marking or damaging any part of the bus or bus shelter.
- Refusing to sit in assigned areas or seats as designated by the driver.
- Pushing or shoving when getting on or off the bus.

- Standing or walking about the bus when it is in motion.
- Illegal use of the emergency door.
- Throwing or shooting objects in the air.
- Placing arms, legs or any part of the body out of the windows.
- Use of tobacco or nicotine in any form including smoking and vaping.
- Eating to or from school.
- Spitting or discarding trash on the floor of the bus.
- Transporting of disagreeable objects or materials to or from school.
- Any type of sexual intercourse.
- Card playing or the use of any gambling device on the bus.
- Misconduct at the bus stops or shelters.
- Students not returning home on their assigned bus.

Note: Students needing to use a bus other than their assigned one must present a written note to the main office and receive the appropriate bus pass. Phone calls will not be accepted to change a student's regular bus routine.

- Students will not be permitted to leave the buses prior to arriving at school. Drivers are not permitted to make any extra stops.
- Students that miss the bus at the high school **CANNOT** board the bus at the elementary.
- Harassment of the driver in any manner whatsoever will not be permitted.

Waiting for the Bus:

We must exercise care to provide for safety while students await bus transportation to home. These reminders are in order:

- Stay on the sidewalk or in the building
- Do not run/walk in the direction of a moving bus.
- Do not engage in games requiring running, dodging, etc.
- Students are not permitted to throw anything in the front of the building.
- Wait in the patio area directly in front of the office.
- If the weather is bad students may wait in the Commons Area or stairwells by Exit B and C.

CELL PHONES/PERSONAL LISTENING DEVICES

Waynesburg Central High School does not permit students to have cell phones and/or electronic devices visible between 8:00 AM & 3:00 PM.

Teachers have been instructed that if a cell phone is visible in any area of the building, hallway, classroom, cafeteria, commons area, between 8:00 AM – 3:00 PM, they are to confiscate it and turn it in to the office. If a

student refuses to turn over their cell phone, they will be sent home immediately for failing to comply with a stated school policy and suspended for the following day due to their lack of cooperation. If a student turns over their cell phone, a parent/guardian will have to pick up the item after 3:00 PM of that particular day. Cell phones will not be turned back over to the student. The school district is not responsible for cell phones or any other electronic device stolen from lockers.

Teachers do have the authority to allow students to use their cell phone in their classroom. However, once that particular class period is over, students must follow our basic cell phone policy written above.

Students are permitted to be on their cell phones during their scheduled lunch period.

The administration reserves the right to refer any incident of disruptive behavior to the District Justice for the appropriate criminal charges to be filed.

CLASS CUTS/SKIPPING SCHOOL

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

CLASSROOM DISRUPTION

Procedures for handling classroom behavior problems are the basic responsibility of the classroom teacher. Discipline is most effective if handled as soon as possible. Students are to be sent to the office only after the teacher feels that the student is hampering normal class activities or after procedures found below are not productive. These rules also apply to substitute teachers. They are to be afforded the same respect as a regular classroom teacher.

COLLEGE COURSES

Students in 11th and 12th grade may choose to take college courses on a local college/university campus or online while still enrolled at Waynesburg Central High School. These courses must be approved in advance by the high school administration.

If a college course appears on a student's transcript for credit, then the course must be assigned quality points based on the grade earned. If the student is seeking credit

towards graduation for this course, then the course must appear on their transcript and be assigned quality points.

Students who choose to drop a college course must notify their guidance counselor immediately of this change in their daily schedule.

COLLEGE VISITS/VOCATIONAL CLASSES

Juniors and seniors that plan to visit colleges are required to fill out a college request form five (5) days before the date of the trip and turn it into the front office. Only two (2) college visits each year, totaling 4 days, will be excused.

Career and Technology students that are required to attend training (welding, mining classes, etc.) must fill out a request form from the front office, and receive the required signatures.

COMMUNICATIONS/APPOINTMENTS

We feel that it is very important to keep an open line of communication with parents. However, the administration and guidance counselors have many responsibilities scheduled throughout the day. In order to give each parent sufficient time, it is important that you call in advance and make an appointment. If you have not made a prior appointment before arriving at WCJSHS you may be asked to return at a later time.

Any phone calls made to the administration are subject to being recorded for accuracy.

COMPUTER POLICY

Chromebook usage is a student privilege, not a right. Students who abuse their Chromebook may be denied future use of computers and disciplinary action will be taken. Students will be held liable for intentional damages and may be prosecuted. Illegal use of the network, intentional computer deletion or damage to files of data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution. Vandalism may also result in the cancellation of privileges. This includes, but is not limited to, the uploading or creating of computer viruses. Rules for computer use:

- Food and drink are not permitted near the computers.
- No obscenities or profanities will be allowed on files, emails, or drives.
- Respect each other's privacy. You may only access your own files/drives.
- Respect each other's property. Make changes only to your own files/drives.
- Only use district authorized software on school district computers.

- Do not add, make changes, or delete programs/files installed on computers.
- Do not deliberately hack into any unauthorized system/file.
- Do not visit inappropriate sites.
- Do not create inappropriate screen savers.

CONFIDENTIAL COMMUNICATIONS OF

STUDENTS

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

CURRENT PHONE NUMBERS AND ADDRESSES

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

CUSTODY

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

CYBER SCHOOL

Central Greene School District does offer an in-house cyber school. For more information on this type of education, please contact Mr. Justin Stephenson, Middle and Cyber School Principal, at 724-852-1050.

DAILY REGISTER SHEET

Any time a student arrives after the 8:00 A.M. bell or leaves prior to the 3:00 P.M. dismissal bell, they must sign the daily register personally at the office window. You should **never** sign another student's name. School officials must be informed of students' whereabouts at all times; failure to sign the register will result in disciplinary action.

DESTRUCTION OF SCHOOL PROPERTY

The taxpayers of Greene County should be very proud of the Central Greene School District Facilities. Any one damaging, defacing or causing interference to the educational environment will be disciplined. All acts of vandalism can be treated as a civil offense and can involve the civil authorities as well as a three (3) to ten (10) day suspension and denial to participate in graduation ceremonies. We do everything in our power to maintain the beautiful appearance of the building. Therefore, anyone damaging school property will be required to pay full restitution costs. In addition the student(s) will receive a Temporary or Full Suspension, depending on the seriousness of the incident.

NOTE: Failure to pay restitution will result in legal action, as well as all records being held. In addition, the student(s) will not participate in graduation. This action will carry over from year to year.

DESTRUCTION OF STUDENT'S PROPERTY

All acts of vandalism can be treated as a civil offense and can involve the civil law enforcement authorities.

DISCIPLINE POLICY

PLEASE NOTE: Waynesburg Central Junior/Senior High School officials make every attempt to enforce the policy in a fair and consistent manner. However, we recognize that some violations are much more serious than others are and could result in the student's immediate removal from the regular program. Waynesburg Central Junior/Senior High School reserves the right to deal with each discipline problem in a manner, which best serves the educational program and the student involved. Any behavior, which the administration feels is disorderly in nature, may be referred to the district justice for legal action.

The following disciplinary actions are utilized by the administration at Waynesburg Central High School:

► **Notification of Parents** – In most cases the administration or teacher will notify the parent of the offending student. Parental cooperation is essential to a smooth-running school.

► **Lunch Detention** – Students will be assigned to lunch detention and be responsible to follow these guideline:

- A daily list of students' assigned detention will be announced prior to the lunch periods. In most cases detention will be that day. However, sometimes it may vary and it is the student's responsibility to listen to the announcements.
- Students whose names are announced will be excused three (3) minutes early at the end of their 4/5 or 6/7 period to get their lunch from the cafeteria.
- Students will report promptly to the specified room for detention.
- Students will spend the entire thirty (30) minute lunch period in the detention room.
- If a student chooses to bring a lunch from home, it is the student's responsibility to take that lunch to their period 4/5 or 6/7 class. Students will not be permitted to go to their lockers from the detention room.
- If a student is absent on the assigned day, his name will be added to the next day's list.
- The only way a student will be allowed to change a lunch detention is with written permission from the administration.
- It is the student's responsibility to know when he/she is assigned and for how many days.

If a student accumulates eight (8) detentions during a semester, the student will be suspended for one (1) day. After sixteen (16) lunch detentions during a semester, the student will be suspended for a second day.

- Students assigned detention on or near the last day of school and are unable to complete it by the end of the school year will be solely responsible for serving the appropriate consequence during the summer months.
- If the student fails to complete the appropriate consequence during the summer months, a magistrate referral could be made.

► **Loss of Privileges** – School privileges may be withdrawn by the administration for as long as necessary. This includes extracurricular activities (both athletic and non-athletic), school social events, driving privileges and other functions.

Attending school activity nights (7th and 8th grade students only) is a privilege not a right; therefore, a student's behavior will have a direct effect on his/her attendance at school activity night events. Students assigned a suspension in or out of school will not be permitted to attend any school activity nights during the month of the infraction.

► **Temporary Suspension** – When a student is suspended from one (1) to three (3) days under the following conditions exist:

- The student must leave school and go home.
- Parents are notified of the reasons for and length of the suspension.

- A suspension letter will be sent to the parents and to the superintendent containing procedures for readmittance.
- Students serving a suspension will not be permitted to attend any after school activities and are not permitted on school grounds.

► **Full Suspension** – A student may be suspended up to ten (10) days after an informal hearing before the principal is offered to the student and his/her parents.

► **Expulsion** – Where following the suspension of a student a recommendation is made for further action by the Board of School Directors, the student shall be entitled to a formal hearing before the Board of School Directors. This hearing may be held before the entire Board of School Directors, or a duly authorized committee of the Board or before a duly qualified hearing examiner who need not be a member of the Board but whose adjudication must be approved by the Board. In all cases, however, the affirmative vote of the majority of the Board of School Directors present at the hearing shall be required to expel a student. The following due process requirement shall be observed with respect to a formal hearing:

- The student's parent or legal guardian shall be notified by certified mail of the charges pending against the student.
- The student and his/her parent or legal guardian shall be provided with sufficient notice of the time and place of the hearing.
- The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
- The student shall have the right to be represented by legal counsel.
- The student shall have the right to be presented with the names of witnesses against him/her and copies of any statements and/or affidavits of such witnesses.
- The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to cross-examination.
- The student shall have the right to testify and present witnesses on his/her own behalf.
- A recorder or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript, at his/her own expense.
- The hearing shall be held with all reasonable speed.
- During the period, if any, between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if following an informal hearing, the Administration determines that the student's presence in his/her normal class could constitute a threat to the health, safety, morals, or welfare of others, the student may be excluded from school for more than ten (10) days if the formal hearing is

not unreasonably delayed. Any student so excluded shall be provided alternative education, which may include home study.

► **Referral to District Justice** – One of the most effective options that the school may use is referral of problem students to the district justice for legal action. This may occur when a student is disruptive, uncooperative, belligerent, or behaves in a manner, which the administration feels warrants the attention of the district justice. Attendance violations for students of mandatory school age also are referred to the district justice. In most cases the student will be required to pay a substantial fine and perform community service.

► **Referral to the Superintendent** – On occasion students over the mandatory school age miss school without valid reason. The administration reserves the right to refer these students for a meeting with the Superintendent to discuss their education future.

DISCIPLINE LEVELS

The Central Greene School District has approved a Discipline Policy that categorizes most offenses into levels of seriousness. This simply makes it easier to understand how different discipline incidents are viewed.

NOTE: The administration reserves the right to determine the seriousness of each individual incident and place it under the appropriate level. All Drug and Alcohol offenses will be found under the Drug and Alcohol Policy.

► **Level I:**

Level I offenses shall include those minor disturbances created by a student that disrupt the normal teaching situation but which usually can be handled by the individual classroom teacher alone. This Classification of offenses may include, but not be limited to:

- Minor insubordination
- Unexcused class tardiness
- Failure to complete assignments
- Failure to carry out directions
- Lying
- Abusive language
- Running in classrooms, hallways
- Pushing and shoving
- Eating during instructional time
- Failure to register controlled substance, drug, prescription drug, or related device or paraphernalia with the school nurse.
- Minor defacement of school property (e.g., placement of gum under chairs)
- Other

► **Level II:**

Level II offenses shall encompass misbehavior, the frequency and/or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct. This classification of offenses may also include, but not be limited to:

- Cutting class
- Cheating
- Truancy
- Falsification of records – excuses, passes, etc.
- Unauthorized departure from school grounds
- Use of profane or obscene language and/or gestures
- Verbal intimidation of students and/or school personnel
- Throwing snowballs on school property
- Other

► **Level III:**

Level III offenses may result from the continuation of unmodified Level I or Level II misconduct. This classification of offenses may also include, but not be limited to:

- Smoking/use of tobacco while on school property
- Destruction of property
- Any form of sexual harassment
- Theft/attempted theft
- Breaking/entering another student's locker
- Falsely activating the fire alarm
- Indecent exposure
- Physical abuse of others/fighting
- Vaping 1st offense
- Other

► **Level IV:**

Level IV offenses may result from the continuation of unmodified lower level misconduct. Level IV offenses shall also include acts resulting in violence to persons or harm to property, or which pose a direct threat to the safety of others and the school. This classification of offense may also include, but not be limited to:

- Vandalism with restitution
- Possession/sale of stolen property
- Encouraging or organizing a walkout
- Extortion
- Arson
- Bomb threats
- Incitement to riot
- Possession/use/transfer of dangerous weapons or fire crackers
- Assault/battery
- Vaping 2nd and 3rd offense
- Other

DISCIPLINE RESPONSES TO ANY OF THE VIOLATIONS ABOVE ARE AT THE DISCRETION OF THE ADMINISTRATION. POSSIBLE DISCIPLINE OPTIONS WERE LISTED EARLIER IN THIS HANDBOOK. ALTHOUGH WE WILL MAKE EVERY EFFORT TO BE CONSISTENT, PLEASE REALIZE THAT EACH SITUATION CAN BE UNIQUE AND WILL BE TREATED IN A MANNER DEEMED APPROPRIATE.

DISCRIMINATION/ANTI-HARASSMENT/TITLE IX POLICY

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

Anyone wishing to file a formal Title IX complaint must complete the form found on the district's webpage.

DISRUPTIVE/DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior will not be tolerated. Students that make inappropriate remarks to a teacher whether joking or intentional will result in the disciplinary action.

The administration reserves the right to refer any incident of disruptive behavior to the District Justice for the appropriate criminal charges to be filed.

DRESS CODE FOR STUDENTS

Clothing should not be so immodest or so inappropriate to the school setting as to disrupt the educational process. Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive.

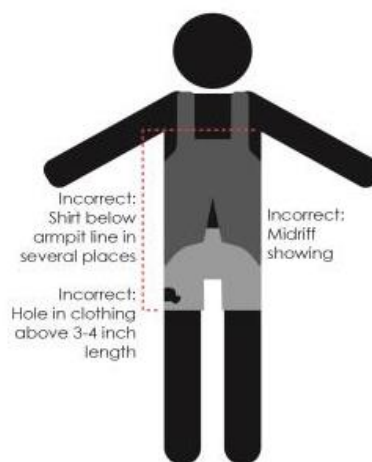
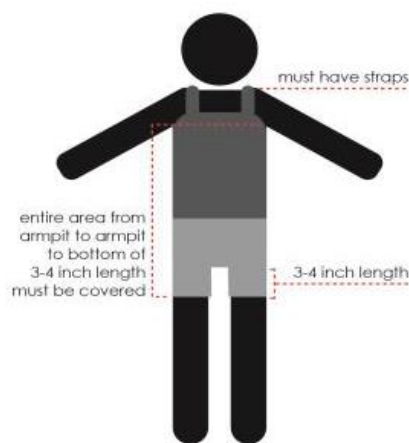
This includes:

- Halter tops/one-strap shirts/tank tops with straps less than 1 inch in width
- Spaghetti straps without an over shirt
- See-through shirts, tops, or blouses without a tank top underneath

- Undergarments (including bra straps), cleavage or midriffs should not be exposed
 - Low-cut shirts, tops, or blouses
 - Pajamas
 - Blankets
 - Capes or costumes
 - Sunglasses
- The district will not permit clothing that displays vulgar, obscene, or otherwise inappropriate symbols, language, or wording.
 - The district will not permit clothing or accessories (i.e. book bags, jewelry, hats, T-shirts, etc.) that display or make reference to alcohol, tobacco, or other illegal substances.
 - Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
 - Students may not wear or display gang attire, gang colors, or gang symbols on their clothing or accessories.
 - Under most conditions, students may not wear hats, hoods, head stockings, or kerchiefs in buildings. Head bands 1" in width or less are permitted.
 - Hats/Hoods are **NOT** to be worn inside the building. Hats are not to be carried with the student during the regular school day. Please remove your hat upon entering the building. They are not to be worn again until you are outside of the building. Some classes require that students wear safety hats. Permission to wear headgear for medical purpose(s) must be arranged through the main office and/or the nurse's office.
 - Students must wear proper shoes at all times.
 - Students may wear special dress or costumes for specific events or special occasions during the school day when approved by the principal.
 - Students may not wear accessories or clothing that could pose a safety threat to them or others. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.
 - The district does not allow unusual body/facial piercing that disrupts the order of school or that compromises the learning environment. No visible facial or tongue piercing below the nose will be permitted. The piercing will have to be removed while in school.

- Students may not wear overly tight/short shorts, skirts, skorts, or dresses. The district does not allow bike shorts unless worn under another pair of shorts.
- Students must wear their pants at the natural waistline.
- Students' undergarments must not show.
- Students shall not wear their undergarments outside their clothing.
- Each student and his/her parents/guardian are responsible for that student's dress and appearance.

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.



School administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing

or accessory which may result in the disruption of the school environment. Upon every offense students are required to change immediately.

► **Physical Education Jewelry Policy:**

WCJSHS requires the removal of all jewelry as the safest manner to participate in physical education classes, interscholastic athletic teams, and intramural activities. Jewelry is defined as any object not considered part of physical education activity clothing (i.e. earrings, posts, rings, bracelets, watches, any skin piercing item, etc.) Religious jewelry and/or medical alert jewelry is permitted if taped flush with the body and worn under clothing. Note: Piercings in or around the mouth area are prohibited in school. You can't have any piercings in your tongue, mouth, or face that disrupts the education process.

The rationale for this policy follows:

- Jewelry caught on equipment, clothing, or another student during movement activities may tear the skin which could result in blood loss and/or infection, permanent scarring, or severance of a body part.
- A direct hit from another person, a ball, racquet, stick, or similar equipment on a piece of jewelry such as an eyebrow ring, hoop, or stud may split the skin and also result in blood loss, infection, and/or permanent scarring. Students refusing to remove jewelry for Physical Education class will not be permitted to participate in the activity. Furthermore, the student will be referred to the office for disciplinary action, and parents/guardians will be contacted regarding the refusal. Please instruct your child on how to remove his/her earrings/piercings and provide storage for them if worn on P.E. days. If the student is unable to remove his/her jewelry, non-participation will result, which can ultimately affect his/her grade. This policy is in effect to ensure the safety of your child as well as other children.

DRIVING POLICY

It is the belief of the Central Greene School District that students having cars on campus can result in:

- increased tardiness
- increased truancy
- increased class cuts
- an increased number of accidents
- other potentially dangerous situations

It is our belief that the Central Greene School District provides adequate transportation for our students to and from school on a daily basis.

It is the district policy that no student shall operate a motor vehicle (car/truck/ motorcycle/motorbike/etc.) between the hours of 8:00 A.M. and 3:00 P.M. on any day

in which the Central Greene School District is in session with the following exceptions:

► **Approved Work Release** - Students must provide proof of daily working hours from the employer along with a letter from the employer and parent/guardian stating their approval and willingness to take responsibility, and completed work permit. Work release driving permits may be obtained from the high school Athletic Director, Chris Miner, from 9:00 A.M. until 1:00 P.M. A twenty dollar (\$20.00) non-refundable fee will be charged for the parking permit. The numbered, color-coded permit is to be placed on the interior rear-view mirror while the vehicle is in the parking lot.

► **Participation in extra-curricular activities which require students to remain after the normal school dismissal** - Students must inform coaches/sponsors of the activity of their intent to drive. In turn, the coach/sponsor will notify the Athletic Director, Chris Miner, and a driving permit will be issued. The numbered, color-coded permit is to be placed on the interior rear-view mirror while the vehicle is in the parking lot. A fee will be charged for the parking permit. The permit may need to be turned back in when that particular sport ends.

► **A medical or dental appointment, approved in advance** – Students who have not purchased a parking permit, but must drive to a medical or dental appointment and will be leaving early or coming to school late will be required to obtain a temporary parking permit on the day prior from the athletic office. The numbered, color-coded permit is to be placed on the interior rear-view mirror while the vehicle is in the parking lot. The temporary parking permit must be returned to the office upon returning to school.

► **Parking Lot Rules:** Students will be assigned a numbered parking space permit. There are a limited number of parking spaces available in our student lot. Assignments will be made on a first come, first served basis. Once the lot is full no permits will be issued until spaces become available. You must park in the designated space or risk losing driving privileges.

The following rules must be followed or student may be required to forfeit driving/parking privilege and receive disciplinary action:

- This permit will be used only in the vehicle(s) listed on this form.
- I will only park in my assigned space.
- My vehicle will be moved to a designated area by 3:15 during the fall.
- I will obey all speed limits and stop signs.
- I understand that once my activity has concluded that I may have to return my parking pass if there is a shortage on parking spots for students who are participating in current activities.

- I understand that my twenty dollar (\$20.00) parking pass is non-refundable, whether I have it for one (1) day or nine (9) months.
- I understand that once on campus from 7:00 AM - 3:00 PM. I cannot leave school grounds in my vehicle without following the school's early dismissal policy.
- I understand that I am not allowed to transport another student from 7:00 AM - 3:00 PM unless written permission has been obtained and prior approval has been granted by WCJSHS Administration.
- I understand that I am not permitted to leave the building and re-enter the parking lot from 7:00 AM - 3:00 PM once I have initially entered WCJSHS without first obtaining permission from WCJSHS Administration.

All student drivers will adhere to the WPIAL policy on student participation. (A student must pass four (4) full credit subjects in the previous grading period. Failure to meet this requirement will result in the termination of student driving until the next grading period in which the student is no longer in violation of the WPIAL participation policy. All student drivers will be subject to the WCJSHS Attendance Policy. **When a student reaches ten (10) days of absence, not including medically excused absences and he/she may lose driving privileges.**

All student drivers will be subject to the WCJSHS Discipline Policy. A student who has a yearly or seasonal pass and who is assigned OSS three (3) times may lose their passes for a period of one (1) month. Students who have yearly or seasonal passes and who are assigned OSS for a fourth time may lose driving privileges for the remainder of the school year. It is the student's responsibility to make arrangements for transportation during that period.

Students must have a current parking permit displayed on their rear view mirror. If for any reason, a student is caught using a parking permit from the previous year, disciplinary action will be taken.

STUDENTS WILL NOT BE ALLOWED TO ENTER THE WCJSHS PARKING LOT WITHOUT THE APPROPRIATE DRIVING PERMIT. IN OTHER WORDS, IF YOU FORGET IT, LOSE IT, HAVE IT STOLEN, ETC. YOU WILL NOT BE ALLOWED TO ENTER THE LOT.

STUDENTS ARE NOT PERMITTED TO PARK IN THE ELEMENTARY OR VO TECH PARKING LOTS. VIOLATORS MAY LOSE THEIR DRIVING PRIVILEGES AND FACE DISCIPLINARY ACTION.

Parking permits can be purchased for a twenty dollar (\$20.00) non-refundable fee to the athletic office. Students parking illegally, without a valid parking permit, in the wrong area, or not following the rules previously listed will receive

disciplinary action and may lose their parking permit for the remainder of the school year.

DRUGS/CRIME LINE

Students are reminded of the following service:

**Drugs/Crime Line
627-5391
CONFIDENTIAL
Greene County Drug Task Force
OR
PA Against Underage Drinking
1-888-UNDER 21
CONFIDENTIAL**

If you have information about drug activity, call this number. Your identity will not be known.

DRUGS AND ALCOHOL

The Board affirms the value and potential of each individual member of the school community. Recognizing that chemical abuse and dependency seriously impair the realization of the individual's full potential, and thus adversely affect the fulfillment of district-wide education goals, the Central Greene School District hereby assumes an adamant position in prohibiting the use and possession of illicit drugs, alcohol, and other substances, devices or drug paraphernalia by its students.

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

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

Definitions:

► **SAP** is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issues of adolescent chemical use, abuse and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

► **Cooperative Behavior** shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with the requests and recommendations of the members of the Student Support System.

► **Uncooperative Behavior** is resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendation of the members of the SAP Team.

► **Emergency Situation** is any situation in which it reasonably appears that the health or safety of the student in question, other students or school personnel or facilities will be endangered by the delay inherent in compliance with the notification requirements set forth herein.

► **Possession** is possessing or holding, without any attempt to distribute, any alcohol, drug or mood-altering substance determined to be illegal or as defined in this policy.

► **Distributing** is to deliver, sell, pass, share or give any alcohol, drug or mood altering substance, as defined by this policy, from one person to another to aid therein.

► **Look-alike Drug, Substance, Liquid or Device** is a non-controlled drug, substance, or liquid or device which in its overall appearance substantially resembles in size, shape, color, and markings or lack thereof, a controlled substance, drug, liquid, alcoholic beverage, or device, or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic beverage or device. Students participating in look alike, drug activities, using look alike drugs or drug paraphernalia, recording or glamorizing drug use will be punished according to the district drug and alcohol policy.

► **Drug/Mood Altering substance/Alcohol** shall include any alcohol or malt beverage, and drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above shall include, but are not limited to:

- Beer,
- Wine,
- Liquor,
- Marijuana,
- Hashish,
- Chemical solvents,
- Glue,
- Any look alike substance and
- any capsules or pills not registered with the nurse, as noted within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

► **Drug Paraphernalia** is any equipment, material, or device or container of any kind used, or designated for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, or inhaling a controlled substance, prescription drug, drug or alcoholic beverage.

IN MOST DRUG AND ALCOHOL RELATED INCIDENTS THE POLICE WILL BE NOTIFIED. THE SCHOOL DISTRICT RESERVES THE RIGHT TO FILE THE APPROPRIATE CHARGES AS DEEMED NECESSARY BY THE INCIDENT. ANY INCIDENT INVOLVING DRUGS OR ALCOHOL COULD LEAD TO EXPULSION.

E DUCATIONAL ENVIRONMENT

It is the responsibility of the school to create and maintain an atmosphere that is conducive to teaching and learning. Everyone in the educational process has the right to expect a safe well-organized environment. The establishment of reasonable rules and guidelines should produce consistency required in interaction based on respect and cooperation.

E DUCATIONAL TRIP

In accordance with basic School Board policy it is necessary that family trips for educational purposes be considered within the context of school purposes and school law.

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

- The maximum of five (5) days permitted.
- Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.

- The Board and administration strongly advises parents not to plan educational trips within the first or last ten (10) days of the school term.
- The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.

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

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

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

If approval is granted before the trip is taken, the student's absence will be excused. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.

It will be the student's responsibility to contact teachers prior to the approved absence to make up assignments missed.

The student is expected to complete all schoolwork that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence. Schoolwork must be turned in when the student returns.

NOTE: THE DAYS USED FOR EDUCATIONAL TRIPS COUNT TOWARD THE STUDENT'S TEN (10) DAYS OF ABSENCE.

ELECTRONIC DEVICES

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

EMERGENCY SCHOOL CLOSING

Listen to or watch KDKA, WTAE, WPXI. You may also dial 724-627-8151, and when prompted, enter the number given for school closing information. The Central

Greene School District website, www.cgsd.org, will also be updated anytime there is an emergency closing or dismissal. **PLEASE DO NOT CALL THE SCHOOL.**

EXPRESSION DISTRIBUTION AND POSTING OF MATERIALS

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The School District respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The School District also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the School District's educational program.

FALSE ALARMS/CALLS/THREATS OR TAMPERING WITH SAFETY EQUIPMENT OR DEVICES

The safety of our staff and students is of utmost importance. Ensuring this safety is the responsibility of the entire Central Greene School District community – staff, school board, administration, parents and the student body. Students are not permitted to tamper with school safety equipment or materials. In addition, any student who furnishes false information to any adult concerning the placement or setting of a bomb or other explosives, or falsely set off an alarm, will be subject to expulsion and referred to the police for related violations when deemed necessary by the Building Administration.

FIGHTING

At no time will fighting be tolerated as indicated by the actions below:

- 1st Offense - Up to three (3) days of OSS and referral to the District Justice
- 2nd Offense – three (3) days of OSS and referral to the District Justice
- 3rd Offense - Full suspension ten (10) days and referral to the District Justice.
- 4th Offense – Alternative assignment and referral to the District Justice.

FOOD AND DRINK

Students are not permitted to bring open containers of drink into the building. This includes drinks from local eateries in cups. Students will be asked to empty contents of container immediately if found in violation of this policy. Administration reserves the right to inspect any drink or food that seems suspicious. Students that continue to violate this policy will receive the appropriate disciplinary action deemed by the administration.

Food and drink bought from the vending machines at school are not to be eaten or drank during classes. Teachers reserve the right to deny these items entry into their classroom.

Outside drinks brought in for lunch must be of the appropriate size. Two-liter bottles are not permitted in the cafeteria during lunch unless prior approval has been given by the administration.

FORGERY

No student is permitted to sign or forge any official school document, which includes excuses and bus notes, from a parent, guardian, teachers or staff member's signature for any reason whatsoever. This will result in a minimum of one (1) day of out of school suspension. Additional days may be added by administration due to the severity of the issue.

FORGOTTEN ITEMS

In order to encourage your student to gain more responsibility, please limit the amount of times you bring forgotten items to the school (books, assignments, uniforms, gym clothes, etc.)

GRADES

The grading scale approved by the Waynesburg Central Junior/Senior High School is as follows:

A	=	90	to	100
B	=	80	to	89
C	=	70	to	79
D	=	60	to	69
F	=	0	to	59

Cumulative GPA will be calculated by using the following point scale: A=4, B=3, C=2, D=1 and F=0.

7th and 8th grade students in the Chicago Math Series have a different grading scale. Please discuss this with your child's math teacher.

Students taking AP or Dual enrollment courses will be graded on the following scale:

A	=	87	to	100
B	=	77	to	86
C	=	67	to	76
D	=	60	to	66
F	=	0	to	59

7th and 8th grade students who fail two or more academic subjects will be retained unless they successfully pass summer school classes or are assigned because of marked improvement during the last two nine-week grading periods. (The student's academic teachers and administration determine an assignment). Grades will reflect the actual percent of the student's achievement.

Issuance of Report Cards:

Students who owe any amount of money to the district or district organization will have their report card held until payment has been made in full. This includes athletic equipment issued by the district or booster organizations that may have been damaged, lost or stolen.

GRADING POLICY

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

GRADUATION

During Graduation three (3) groups of students will be honored at the graduation ceremonies.

Highest Honors (Summa Cum Laude) – 4.0

High Honors (Magna Cum Laude) – 3.75 to 3.99

Honors (Cum Laude) – 3.5 to 3.749

During the graduation ceremony, diplomas will be handed out in groups, alphabetically starting with highest honors, then high honors, and honors to be followed by the remaining graduates. Additionally, each group of honored graduates will be designated by a different colored cord on their gown.

The graduation program will:

- List the names of the graduating class.
- Indicate NHS members

The graduation program will recognize students as follows:

- Summa Cum Laude will have a picture and biographical information printed in the program.
- Magna Cum Laude will have names and biographical information printed in the program.
- Cum Laude will be listed in the program.

For the above mentioned to be determined and printed in the graduation book, a grade check will be done on the Monday following Mother's Day. Any letter grade changes after this check will only be recognized on the final transcript, but not in the graduation program due to the lead time needed for the program to be printed.

STARTING WITH THE GRADUATING CLASS OF 2026:

The below changes will go into effect with the 2024-2025 school year beginning with the Class of 2026.

These requirements are in effect in order to be recognized at our graduation ceremony as Summa Cum Laude (4.0), Magna Cum Laude (3.99-3.75) and Cum Laude (3.749-3.5)

Full WCHS course schedule all four (4) years, except transfer students (Minimum of 32 credits)

Score of Proficient or Advanced on all three (3) Keystone Exams

At least three (3) AP courses or three (3) accredited college course pre-approved by guidance

- AP Biology
- AP Calculus
- AP European History
- AP English Language
- AP Literature
- AP Physics
- AP Psychology
- AP Statistics
- AP US History

At least two (2) Advanced or Honors Core Courses

- Honors English 9
- Honors World Cultures
- Advanced Biology
- Advanced Algebra
- Honors English 10
- Honors Chemistry

Minimum of Functions, Statistics and Trigonometry in Math

Minimum of four (4) courses in English, Science, and Math and three and a half (3.5) courses in Social Studies

eLearning courses may not be used as a substitute for any AP, Honors or Advanced Course.

WEIGHTED COURSE/GRADES:

In recognition of the heavier burden of Advanced Placement (AP) and/or Dual Enrollment Courses, grade point averages shall be weighted by awarding a higher point value for the grade earned for each designated course. While Central Greene School District does offer a multitude of AP and Dual Enrollment opportunities, a maximum of the 4 highest grades in AP and/or Dual Enrollment courses will be weighted after the student has met the minimum 28 credit graduation requirement. If the student does not go beyond the minimum 28 credit graduation requirement, AP and/or Dual Enrollment courses will not be weighted. Each AP and/or Dual Enrollment course can add up to .25 GPA points (maximum of 1.0 additional GPA points with 4 courses).

WEIGHTED COURSE GRADING SCALE:

Letter	Percent	Weighted Addition
A	90-100%	4.00 + .25
B	80-89%	3.00 + .175
C	70-79%	2.00 + .10
D	60-69%	1.00 + 0
F	0-59%	0

A student must complete the full AP and/or Dual Enrollment Course to be eligible as a Weighted Addition. For AP courses, the average percentage for both semesters will determine the Weighted Addition. A 5.0 GPA is the highest Final GPA a student can earn.

GRADUATING WITH HONORS:

- Summa Cum Laude — 4.93 - 5.0
- Magna Cum Laude — 4.7 - 4.92
- Cum Laude GPA — 4.0 - 4.69

Valedictorian/Salutatorian:

The student with the highest average percentage of all 9-12 semester course grades will be named valedictorian, and the student with the second highest average percentage of all 9-12 semester course grades will be named salutatorian. Final Rank will be determined halfway through the 4th Quarter of the student's senior year (when Progress Reports are due). Students with the same final average percentage of all semester course grades will be considered co-valedictorian and/or co-salutatorian.

NOTE: The graduation ceremony is an important symbolic event. Unlike a student's right to a diploma upon completion of the graduation requirements, participation in this ceremony is a privilege and can be denied by the school district. However non-participation does not diminish the value of the diploma.

GRADUATION REQUIREMENTS

Students are required to accumulate a minimum of twenty-eight (28) credits to graduate. In addition, students must complete the following credits: English (4), Science (3.5), Social Studies (3.5), Math (3), Computer Education and Personal Finance (1), Physical Education/Health/Driver's Education (3), and Electives (10).

In addition to all of the Central Greene School District requirements, the state has passed Act 158, starting with the Class of 2023, which mandates additional requirements to graduate. Please see page 45 for an overview of Act 158 and the requirements needed to graduate.

Graduation exit interviews are a requirement to graduate. Students need to meet the deadline criteria. Any student that does not keep the timeline and complete the interview will not participate in the graduation ceremonies.

GREENE COUNTY CAREER AND TECHNOLOGY

CENTER STUDENTS

A.M. G.C.C.T.C. students will be released from their classes at 10:08 A.M. and should report to their fourth (4th) period class by the 10:12 bell. **P.M. G.C.C.T.C.** Students will leave at 12:08 and return at 2:16.

One of the biggest problems we have had to face in recent years is the return of the G.C.C.T.C. students to the high school prior to the completion of class. Morning and afternoon G.C.C.T.C. students are reminded that they are not to enter the academic area of the building until the class in session is over. The noise can be very disruptive to the classes in session. Students are to remain in front office corridor upon entering the building. Violators will be assigned detention and/or OSS.

Morning G.C.C.T.C. students are to report to the G.C.C.T.C. at 8:00 A.M. or remain in the cafeteria until 8:10 A.M. G.C.C.T.C. students are not permitted to access their lockers or roam the halls after 8:00 AM. Students found in violation of this policy will receive disciplinary action.

GYMNASIUM

The following rules must be adhered to:

- No boots, street shoes, or heels are permitted on the gym floor.
- No food or drinks in gym
- No tobacco products

HARASSMENT AND SEXUAL HARASSMENT

Federal and state laws prohibit sex related harassment and sex discrimination. The Central Greene School District fully endorses and enforces this prohibition. The Board of School Directors advises all students that harassment or sexual harassment in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion, as appropriate.

HAZING

Hazing is any action or failure to act, which recklessly or intentionally endangers the mental or physical health or safety of students. Hazing activities are prohibited, will not be tolerated, and are inconsistent with the educational goals of the Central Greene School District.

Administrators, faculty, staff, coaches, sponsors, volunteers, other District employees, and students shall not encourage, permit, condone, or tolerate any form of hazing. Reporting such activity to the Principal, in writing, is mandatory by any persons witnessing such activity. Students who have been subject to hazing, or feel they have been subjected to hazing, are to promptly report such incidents to the person in charge of the activity, an administrator, or any employee with whom they are comfortable.

HEALTH EXCLUSION NOTICE

Students may be excluded temporarily from school because of symptoms suggestive of a communicable disease or a condition transmittable to others. For the welfare of the child and the safety of others, a physician should be consulted at once. Exclusion of a child is based on appearance, behavior, and/or complaints, not a diagnosis. Physicians who recommend a student's adaptation or exclusion from academic or physical education must state the reason, specific restrictions, and/or limitations and the time period of the exclusion (a blanket exclusion is not acceptable). Students who are excluded from physical education class by a doctor may not participate in any extra-curricular activities during this specified time period.

HOMEWORK

If a student is absent for three (3) days or more, requests for assignments will be honored under the following conditions:

- Assignments for three (3) days or more
- Phone calls must be received by 8:30 A.M in the Guidance Office on the day the assignments are expected.
- Assignments can be picked up in the office between 3:00 P.M. and 3:30 P.M unless other arrangements are made.

NO VALUABLES SHOULD BE LEFT IN YOUR LOCKER!

LOST OR MISPLACED MATERIALS

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

LUNCH/CAFETERIA

The Board of School Directors deems it necessary and appropriate to implement a policy for charging meals in the cafeteria and implementing the use of pin pads for grades K-12. This policy is in compliance with the National School Lunch Program Guidelines (U.S. Department of Agriculture).

It is the responsibility of the parent(s)/guardian(s) to ensure that the student has money in his/her account or has cash to purchase meals, or that the student brings a lunch.

All students in grades K-12 at Waynesburg Central Junior Senior High School and Waynesburg Central Elementary School will be issued a Student Identification Number for use in the cafeteria's computerized lunch system, Students will utilize a pin pad for both breakfast and lunch and will have the responsibility of knowing his/her student number at the point of service (cashier). Security measures exist to ensure confidentiality of student numbers. Students attending the IU will use a roster as a check off system.

Should you not have money in your account only complete meals (consisting of three (3) or more food components) are permissible for charging. No ala-carte items (snacks, drinks, desserts, or single meal items) may be charged on the computerized lunch system account.

All money deposited in the computerized lunch system account(s) is to be used for purchases in the cafeteria only. All funds presented to Cashiers will be deposited to students' accounts. **No change will be provided.** Accounts with positive balances at the end of each school year may be refunded if requested by a letter from the parent/guardian. Checks will then be issued by the business office. All money left in the computerized lunch system account at the end of the year will be transferred to the next grade level.

Before a student graduates or transfers to another district, the Food Service Director or Assistant must sign off that the student's account is paid in full before records will be released.

Please advise the food service kitchen in writing of any student food allergies; accompanied by a doctor's excuse. No food substitutions will be offered without a doctor's excuse.

INCOMPLETE GRADES

On occasion, students receive an "I" (Incomplete) grade for failing to complete the assigned work in a class. Incomplete grades are to be used when a student has been absent from a class and was unable to make up the work on time. Students are to be given the same amount of days that they were absent to make up the work. Students' failure to do so in the prescribed time will result in the "I" being changed to an "F" on the student's report card and/or transcript.

LITTERING

We are very fortunate to have such a beautiful school. It is up to the students to keep it that way. There are trash cans located through the halls and in the restrooms. Each classroom has its own trash can. Also, the cafeteria and auditorium should be areas that are kept as free as possible of floor litter. Please use receptacles to dispose of all papers and trash. Remember, you spend seven (7) hours a day in this building; so treat it like home and keep it clean.

LOCKERS

Locker decorating will not be permitted due to warranty terms and conditions unless approved by administration. **ALL** students will be expected to cooperate with this policy.

Stacking of lockers is absolutely forbidden and will be dealt with accordingly. It can result in serious injury to students, to say nothing of the costly destruction of books.

Students are not to be at their locker when classes are in session without a written pass from the teacher.

Locker assignments will be made by your homeroom teacher. You are not to change lockers without permission from the office. Students are not to share lockers with other students. Each locker is equipped with a combination lock. The combination is unique to each locker and should not be shared with anyone. In addition, students are not permitted to manipulate the locking mechanism.

Lockers are the property of the Waynesburg Central Junior Senior High School and we reserve the right to inspect them at any time.

MEAL PRICES

Breakfast- Free for students Paid Lunch - \$2.50
Milk - \$.65 Reduced Lunch - \$.00

► SPECIAL MESSAGES

If you wish to have a short message displayed on the terminal for your child's account such as, no extras, no breakfast, etc., please send a letter that must include your child's name, account number, the request and your contact information.

► BALANCE & TRANSACTIONS

Printouts of balance and transaction information can be sent home with your child upon your request. Please call the Food Service Department at 724-852-1050 ext.*3227. If no answer, please leave a message with your child's name, account number, and concern.

► POLICY FOR CHARGING MEALS

Students can purchase a lunch with cash or with funds from their account. If a student's account has reached a negative balance a letter will be sent home to parents for payment.

► PRE-PAYMENTS

There are two ways to make a payment on your student's account. You can send a check or money order payable to "**CGSD Cafeteria Fund**" or pay by credit or debit card using the schoolcafe.com website. You can log on and register with schoolcafe.com to make payments and view your child's account. There is a small fee for using the website to make a payment. This is a service fee by the company and does not go back to the district. Once a deposit is made, it will appear within the account in twenty-four (24) hours.

► CAFETERIA REGULATIONS

- All pupils will eat lunch in the cafeteria or picnic area.
- Pupils carrying lunch may enter from the Commons Area.
- Pupils buying breakfast/lunch will form two lines in the cafeteria hall or one line in the cafeteria.
- No cutting line or saving places for friends.
- It is the responsibility of all students to assist in keeping the nutrition center clean. To provide lunch in a clean environment, students must deposit trays and trash in the appropriate receptacles.
- Conduct yourselves as ladies and gentlemen at all times.
- Keep tables and floor clean at all times.
- Remain in the designated areas during the lunch period (Cafeteria or Commons Area)

- **Only the Commons Area restrooms are to be used during the lunch periods after students have correctly signed out.**
- After eating, pupils may move to the gym.
- Students are not permitted in the parking lot without verbal permission from administration.
- Students are expected to report to class on time after lunch.
- Students are reminded to be respectful of other classes in session while going to and returning from the cafeteria.
- Students eating breakfast must be finished and in class by 8:00 AM.
- Students are not permitted to leave the property to get lunch from outside facilities. Administration strongly discourages parents from bringing lunch in from outside facilities. Also, students are not permitted to order food for delivery (Door Dash) without permission from the administration.
- Taking food from the cafeteria without paying for it will be treated as theft and authorities may be called depending upon the extent of the incident and cooperation of those involved. All students associated with the stealing of food or drink will pay restitution and receive disciplinary action that is deemed appropriate by the administration.
- Pupils are not permitted to eat or drink food in line until it is paid for in full.

MEDICATION

Students who take medication (including over-the-counter drugs) at school must:

- Present a written order from the doctor.
- Provide a consent slip from the parent.
- Take one day's medicine in the original container to the nurse's office upon arrival at the school.
- Sign the medication log after taking prescribed dosage.

► District-Provided OTC Medication

The district will provide over-the-counter (OTC) medication on a limited basis to facilitate the student's continued education in the school setting.

1. The parent/guardian shall be given the option on the Health Information Card to indicate which, if any, OTC medication they permit the district to administer.
2. Before any OTC or prescribed medications are administered, the parent/guardian must sign a statement relieving the district of any and all responsibility or liabilities for the benefits or consequences of the OTC medication and acknowledging that the school bears no

responsibility for ensuring that the medication is taken.

3. Before administering the OTC medication the nurse or district designee shall make a reasonable effort to contact the parent/guardian of the WCJSHS student to obtain verbal authorization before providing the OTC medication. This verbal authorization (or the attempts to attain it) shall be noted in the student's health record/ALMA documentation.
4. The school is not able to supply medication for frequent or daily use. After a student has reached the allotted three (3) doses of an OTC medication permitted by this policy, the student's licensed medical provider must issue an order for the continued administration of the medication; written consent of the parent/guardian must be submitted; and parent/guardian must provide the OTC medication.

METAL DETECTORS

The Central Greene School District recognizes the need for a safe school climate. Therefore, portable metal detectors may be used in our schools. School officials may request students to submit to random or scheduled checks at any time, including extracurricular events. Failure to cooperate could result in suspension or legal action.

MORAL AND ETHICAL ISSUES

Moral and Ethical Issues: The School District wants to provide you with a stimulating educational environment. At the same time, it wants to protect you and others from information that is not appropriate for you to use. While the School District wants you to use the internet, which can be a valuable educational tool, it does not condone the use of inappropriate information on the internet. Materials exist that are inappropriate to the instructional setting and the School District will do everything it reasonably can to prevent them from being accessed. You must clearly understand that access to inappropriate material in any form is strictly forbidden. You should avoid any information that does not support classroom learning.

REMINDER

No student has the right to do or say anything, which interferes with the educational process; or presents a health or safety hazard to himself/herself or others.

Disciplinary action will be taken when either rule is violated.

NON-DISCRIMINATION POLICY

Central Greene will not discriminate in its educational program, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Office of the Superintendent at 724-627-8151 or P.O. Box 472, Waynesburg, PA 15370.

Should Federal, State, Local Policies be in conflict with district polices, Federal, State and Local Policies will supersede *district* polices.

All students, regardless of race, creed, or color should have the right to attend Waynesburg Central Junior Senior High School without fear for their safety. Racial and/or sexual harassment of any kind will not be tolerated. Violators will be suspended and referred to the District Justice for appropriate legal action.

NURSE'S ROOM

When visiting the nurse's room, you must do the following:

- A student will not be admitted unless he/she has a pass from a teacher.
- Upon his/her return to class, he/she must present a permit signed by the nurse.
- Students who become ill must go to the Nurse's Room. If the Nurse approves, the student may receive a "Home Ill" form. Then the nurse will call for a ride home. **Students are not to call home for early dismissals without approval from the Nurse or an administrator. Violation of this policy will result in appropriate disciplinary action.**
- No student is permitted to make false statements about medical conditions they may or may not have. This would include pregnancy, skin irritations, contagious diseases and any other alarming false medical statements.
- Any time the nurse is not available, the student should report to the office.

When the nurse sends a student home, that day or the remainder of the day will be excused. However, if additional days are missed by the student, it will not be an excused absence by the nurse.

PARKING LOT

THE PARKING LOT IS OFF LIMITS DURING THE SCHOOL DAY. VIOLATORS WILL BE DISCIPLINED ACCORDINGLY.

PARENT TEACHER CONFERENCES

At no time should you be in doubt of your child's progress as you are able to monitor your child's progress through the parent portal, ALMA, which is updated weekly by their teachers. In addition, deficiency notices are mailed out at the mid-point of each grading period if needed, along with report cards being distributed the week following the end of each quarter. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teachers, counselor and/or principal.

PERMITS (HALL PASSES)

During the school day a student must be in the area to which he/she is assigned unless he/she has a permit signed by a staff member. No student is permitted to sign or forge a teachers or staff member's signature for any reason whatsoever. This will result in a day of out of school suspension and additional days if this activity continues.

Picture Taking

No student has the right to photograph or video any district personnel or student without their written consent. Any pictures or video taken to harass or demean will be dealt with accordingly by administration.

PLAGIARISM/CHEATING

► ***Cheating*** - Webster's Dictionary defines cheating as "**To influence or lead by deceit; to practice fraud or trickery; to violate rules dishonestly.**" Students earn grades through completion of their own homework, tests, projects, papers, etc. In order to present an accurate reflection of what they have accomplished, students must complete their own work. Students who take other's work and use it as their own or give their own work to another student(s) are considered cheating. The consequences for cheating include a failing grade and disciplinary action.

► ***Plagiarism*** - Webster's Dictionary defines plagiarism as "**The act of stealing and passing off ideas or words of another as one's own use without crediting the source; to commit literary theft.**" Students who plagiarize will not receive full credit for the assignment/test/ project/ work and

may receive a zero (0) on the assignment depending upon the quantity of material plagiarized.

If the situation is serious enough, as assessed by the High School Administration, additional disciplinary action may be applied which may include, but not be limited to immediate removal from the class and a grade of "F" recorded on the student's transcript.

Proven cases of cheating/plagiarism in the same course of study on or after the second time will result in:

- a failing grade for the marking period in that course
- suspension from school for three (3) days
- loss of parking pass

Cheating or plagiarism involving more than one (1) course will also be considered repetitive, and may include a suspension from school for three (3) school days.

PLEDGE OF ALLEGIANCE

Each morning before the start of classes we will recite the Pledge of Allegiance in our classroom. Students are asked to stand and face the flag in a respectful manner. Although you may choose not to participate, we ask that you respect the rights of those who do.

PROFANITY

Be careful to use language which is acceptable to anyone who might hear it being uttered. There is no room in this school for written or spoken language which is offensive to others. Appropriate disciplinary action will be taken as determined by the administration. Administration reserves the right to refer any student to the District Justice for disorderly conduct.

PBUBLIC CONDUCT ON SCHOOL PROPERTY

The buildings and grounds of the School District are public property. No one has the right to cause danger, alarm, disorder, damage or a disruption to the educational process that would interfere with, or impede the use of the property by students, visitors, guests, or employees of the School District. Possessing, using, or distributing alcoholic beverages, illegal drugs, or a weapon on school grounds is prohibited. Use of tobacco products is also prohibited. Tobacco is any nicotine product, electronic cigarette, or look-alike products.

PBUBLIC DISPLAY OF AFFECTION

Students must be aware of the opinion others hold when they observe intimate contact between boys and girls in public places. School halls are not the proper setting for such activities. Kissing, hugging, and sitting on laps are actions which will cause the disapproval of others in school

situations. Violators will receive appropriate disciplinary actions for violating these rules.

RECRUITERS

Students may refuse to provide armed services recruiters with their names, addresses, and telephone numbers by notifying the principal in writing. Act 10 of 1991 requires schools to provide recruiters with this information unless notification is received. A form will be provided on the first day of school for all Juniors and Seniors.

REPORT CARDS

Report cards will be sent home with students a week following the end of the nine weeks.

Students who owe any amount of money to the district or district organization will have their report card held until payment has been made in full. This action will carry over from year to year. This includes athletic equipment issued by the district or booster organizations that may have been damaged, lost or stolen.

Students not attending the last day of school will have to wait until the following Monday to pick up their report card. Report cards will be given only to the student or their parent/guardian.

RESPECT FOR PEOPLE

Respect for other people begins with one's own self-respect. From there, it includes a widening circle of parents, family, friends, teachers, administrators, secretaries, cafeteria workers, janitors, student teachers, and any office approved visitors to the school.

One area that will receive serious attention is respect for teachers, administrators, and staff. Any verbal or written threats toward any of these individuals may result in a full suspension of ten (10) days, possible referral to the district justice, and/or expulsion.

RESTROOM RULES

Waynesburg Central Junior/Senior High School, like any public building, must conform to the appropriate state codes concerning overcrowding. Our restroom facilities were designed for one (1) student per stall. For that reason, we will enforce the safety code and take appropriate disciplinary action for offenders. When more than one (1) student is found in a restroom stall appropriate disciplinary actions will be taken.

RETENTION POLICY

Students in 7th and 8th grade must pass three of the four major subjects (Math, ELA, Science and Social Studies) in order to be considered for promotion. If a student fails to receive passing grades in at least four major subjects, that student may take summer school courses that will fulfill the requirements. (Only two classes may be attempted.)

Students in 9th grade must have earned 4 credits to be promoted to the 10th grade.

Students in 10th grade must have earned a total of 12 credits to be promoted to the 11th grade,

Students in 11th grade must have earned a total of 20 credits to be promoted to the 12th grade.

Safe2Say Something (S2SS)

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

SCHOOL VISITATION

To assure the safety of our students, we require all visitors to report to and register in the office upon entering the school through our Raptor System. All visitors must have a visitor's pass while in the building. When leaving, all visitors must sign out. Students are not permitted to bring friends/guest to school with them. Visiting of teachers may only occur during their prep period if a meeting was previously scheduled.

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

SEARCHES

The School District wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances or weapons. The administration has the right to conduct, where reasonable suspicion exists, appropriate searches of individuals. Additionally, it shall be the right of the Board to permit the administration to periodically sweep and/or search the school property with dogs trained for the purpose of detecting the presence of unwanted items, substances or activities or illegal substances.

In an effort to assist in providing a safe environment, students must acknowledge a reduced expectation of privacy. Unannounced inspections or sweeps of the school property may be performed to aid in

enforcing school policy, providing a deterrent to unwanted items, substances or activity. Inspections or sweeps of school property may result in reasonable suspicion that prompts a search of individuals, lockers, or vehicles.

SENIOR WORK RELEASE

Seniors requesting early work release must provide the school with:

- Written permission from parent/guardian
- Written verification from employer stating hours/days scheduled for work, address of employer, phone number and a completed work permit.

It is the student's responsibility to provide a pay stub every two (2) weeks to the office/or designated teacher.

SEXUAL HARASSMENT OF OR BY STUDENTS

Examples of prohibited conduct of a sexual nature which may constitute prohibited sexual harassment include, but are not limited to:

- Unwelcome touching
- Unwelcome leering, staring, sexual propositions
- Unwelcome sexual verbal abuse, derogatory comments or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- Unwelcome spreading of sexual rumors.
- Displaying sexually explicit materials or suggestive objects in the educational environment.
- Repeated remarks to a person with sexual or demeaning implications.

SNOWBALLING/THROWING OBJECTS

Snowballing/throwing objects can be extremely dangerous. While large groups of students waiting for buses may provide an inviting target, an unsuspecting student struck in the face could be seriously injured. You are responsible for the consequences when you throw anything!

STEALING

Stealing is not only a serious offense; it is also a violation of the state penal laws. In all cases restitution must be made. Most instances of stealing can be prevented if students keep their valuables locked in the locker provided by the school.

In cases involving more than twenty-five dollars (\$25.00), police will be notified. The administration

reserves the right to refer cases to the District Justice for appropriate legal action.

STUDENT ACCIDENT INSURANCE

If your child does not have accident coverage, it is offered by the District through CIGNA Insurance Company at a cost of thirty dollars (\$30.00) for school time only. Students that participate in Interscholastic Competition must have insurance coverage.

STUDENT ASSISTANCE AND REFERRAL

PROGRAM

The Central Greene School District will work to educate, prevent and intervene in the potential and actual use and abuse of all drug, alcohol and mood altering substances by the entire student population. The District recognizes that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Procedures will be implemented through the functioning of the appropriate Student Assistance Team which is a core team of administrators, teachers, counselors, and nurses.

STUDENT CODE OF CONDUCT

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

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Be willing to volunteer information in disciplinary cases and cooperate with school staff when they have knowledge pertinent to such cases.
- Dress and groom themselves so as to meet fair standards of health and safety and common standards of decency according to the dress code.
- Assume that until a rule is altered or repealed, it is in full effect.
- Assist the staff in operating a safe school for all students enrolled.
- Be aware of and comply with state and local laws.
- Exercise proper care when using school property and facilities.
- Attend school daily, except when excused, and be punctual to class and other functions.
- Make necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the courses prescribed by state and local school authorities.

- Avoid inaccuracies in student publications and refuse use of indecent or obscene language.
- Refrain from using disrespectful, indecent, or obscene gestures or language in contact with other persons.
- Report harassment, bullying, and cyber bullying immediately as it will not be tolerated as referenced in Policy 248 and 249.

STUDENT PHOTOS/IMAGES FOR PUBLICITY USE

(PHOTO RELEASE)

Waynesburg Central Junior/Senior High School seeks to actively promote the positive accomplishments of our students. In many cases, photos of our students appear in local media and in publications produced outside of the district's control. If you ***DO NOT*** wish for your child's photo image to be used for inclusion in school and district publications such as the school yearbook, newspaper, or on the District's web site, please complete **the photo release section located on the student emergency card** and return it to the main office. These forms will need to be completed annually.

STUDENT PRODUCTIONS

Should it be necessary for student to use *look-alike* props that represent items prohibited by the student handbook such as weapons, alcoholic beverages, etc., written approval from the sponsor, teacher, or coach as well as written approval from a principal will be necessary prior to any school-sponsored production, student performance, and presentation. This includes all classroom presentations as well as school wide performances. Approval forms may be obtained in the principals' office and should be filled out and signed prior to the students' performance/presentation.

Students who independently bring any *look-alike* products to school representing prohibited items are subject to the disciplinary actions as bringing the actual item.

STUDENT RIGHTS

Having legal rights as persons and citizens, students may not be deprived of what the law gives them. Included among these rights are the right to an education, the right to express opinions, and the right to be free from discrimination. As part of the educational community, they have the right to be treated with dignity and the right to contribute to the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others and infringe upon other's rights.

STUDENT RIGHTS/OPTIONS FOR DISSECTION

School Districts are required to notify parents and guardians of the right to decline to participate in an educational project which involves dissection, incubation, capture or other harmful use of vertebrate animals including fish, amphibians, reptiles and mammals.

A student who chooses to refrain from participation in or observation of these activities will have an alternative educational project.

Any parent who chooses to have their child refrain from participation or observation of the above listed items should submit a letter to Mr. Robert Stephenson, Principal, as soon as possible.

STUDENT SAFETY

A student may be suspended, expelled, or subject to other disciplinary action when the school administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by: Causing, attempting, or threatening to cause person harm, physically or mentally, damage to personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to:

- Arson
- Burglary
- Possession of incendiary devices
- Stealing/larceny
- Batter/fighting
- Criminal mischief
- Intimidation
- Verbal abuse.

Every student has a right to a public education. Violating this right by causing a disturbance in the educational setting will not be tolerated.

Automatic door locks have been installed for student safety. All doors will be locked after 8:00 A.M. After that time, students/parents/guardians/visitors/etc. will be admitted at the front door or Entrance U in the back of the building only after pushing a "call" button and being identified and approved for admittance by office personnel.

- **Any student purposely opening a door to allow entrance to the building without permission faces severe disciplinary measures. All doors are to be kept locked from 8:00 A.M. until 3:00 P.M.**
- **Students leaving the building for any reason during the normal school day (8:00 A.M. to 3:00 P.M.) must use the student parking lot door or the door immediately in front of the office (Entrance Exit A). Leaving by any other door**

without permission will also result in severe disciplinary action.

Video cameras have also been installed to assure your safety. However, no system is foolproof and it will require your total cooperation to be successful.

STUDENT SERVICES

Chapter 14: Special Education Services

The Central Greene School District provides a free, appropriate, public education (FAPE) to exceptional students residing in the district. All children with a disability between the ages of three to twenty-one who have been identified as needing special education and related services have the right to FAPE. The determination that a child is eligible for special education and related services is made on an individual basis by a team of qualified professionals and the parent of the child following a multidisciplinary evaluation and the completion of an evaluation report. A student qualifies as exceptional if he or she is found to be a child with a disability and in need of specially designed instruction and related services under the provisions of the Individuals with Disabilities Act (IDEA) and Chapter 14 of the Pa. School Code. The following are disability categories under IDEA: autism, deafness, deaf/blindness, emotional disturbance, traumatic brain injury, hearing impairment, specific learning disability, mental retardation, multiple disabilities, other health impairment, speech and language impairment, orthopedic impairment and visual impairment including blindness.

If you believe your child is in need of services, you may contact your child's school principal or Edith Woods, Director of Special Education.

Chapter 15: 504 Service Agreement

The Central Greene School District provides to each protected handicapped student those related aids, services, or accommodations that are needed to provide equal opportunity to participate in a benefit from the public school program and extracurricular activities. Services are provided without discrimination or cost to the student or family.

To qualify for services under a Chapter 15/Section 504 Service Agreement, a student must be school age and have a physical or mental disability or condition that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, concentrating, thinking, reading, communicating and working. The disability or condition impacts the student's access to participate in the public school program. Through an evaluation process, if a student is identified as a protected handicapped student, a Chapter 15 Section 504 Service Agreement is drafted to provide equal access and opportunity to a Free Appropriate Public Education (FAPE).

If you believe your child is in need of services, you may contact your child's school principal or Edith Woods, Director of Special Education.

Chapter 16 Gifted Education Services

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

IQ 130 or more

The term "mentally gifted" includes a person who has an IQ of 130 or higher, when multiple criteria as set forth in Pennsylvania Department Education Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone.... The determination shall include an assessment by a certified school psychologist. (22 Pa. Code §16.21(d))

No one test or measure is sufficient to determine giftedness.

IQ Lower than 130

A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. (22 Pa. Code §16.21(d))

If a student's IQ is less than 130, other factors, such as academic performance, demonstrated achievement and other observed skills must strongly indicate gifted ability in order for that student to be admitted to a gifted program.

Factors Considered When Determining Mental Giftedness:

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. The child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.

5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

If you would like your child tested for gifted education services, please send the written request to your child's school counselor or to Edith Woods, Director of Special Education.

English as a Second Language (ESL) Services

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

Homeless Services

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

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

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

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin.

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources need to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered

homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact Edith Woods, Director of Special Education, at 724-627-3081 extension 4285 for assistance.

If your living situation changes during the school year, and you and your children become homeless, please

be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

STUDENT STATUS

All students are required to advance toward graduation, which demands graduates of W.C.H.S. must accumulate twenty-eight (28) credits to graduate.

You will progress to the next grade as long as you can successfully earn the appropriate number of credits needed by graduation without having to take more than eight (8) courses (full periods) per year.

TAKING STUDENTS OFF SCHOOL GROUNDS

It is unlawful for any student to transport another student off school grounds in his/her vehicle during school hours without permission from school administration. Students will receive a minimum one (1) day suspension for this action.

TARDY FORM

Bus transportation is provided for all students. If a bus is late to school, students should report to the office window for instructions as to how to proceed to class. Students on late buses are not charged with tardiness to school. Students who use alternative methods of transportation are charged with tardiness if they arrive for class later than 8:00 A.M. **Any student arriving late for school must report to the office window and fill out a Tardy Form.**

After completing the form and returning it to the secretary, the student must sign the **daily register sheet**. Then he/she will receive a timed slip, which will permit the student to enter his/her scheduled class. Each recorded tardy will appear on the student's attendance record.

When a student receives four (4) unexcused tardies, he/she will be assigned lunch detention. Eight (8) unexcused tardies will result in three (3) days of lunch detention. Further tardies during each semester could result in a parent meeting with the superintendent.

TELEPHONE CALLS

A phone is provided for student use before 8:00 AM, during lunch and after school.

Phone calls for students during the day are for emergencies only. Please make your arrangements at home before a student comes to school. **WE WILL NOT TAKE CALLS FROM ANYONE BUT THE PARENT.**

TESTING SCHEDULE

On page twenty-nine (29) you will find a copy of the tentative testing schedule. Please make every effort not to schedule an appointment or trip during the testing window. Your cooperation in this matter will insure successful testing for your son or daughter.

TOBACCO POLICY

We consider smoking to be harmful to the health of our students. As a result, the building has been designated as smoke-free. Any incidents of smoking will be treated in a serious manner and will receive disciplinary action.

Students found in possession of any type of tobacco, including but not limited to any nicotine product, electronic cigarettes, vaping mechanisms, other electronic devices or look alike device will receive a three (3) day suspension and be referred to the local Magistrate.

VALUABLES

All valuables are the responsibility of the students. Do not bring any large amounts of money to school at any time. Keep all valuables on your person at all times. Do not leave any money in your locker, locker room or any other accessible place.

VISITORS POLICY...Raptor, new

In order to insure student safety we have instituted a strict visitor's policy. Any visitor entering the building must immediately report to the office window and sign in with our Raptor System. After gaining approval you will receive a visitor's permit which must be displayed so building personnel will not become alarmed by your presence.

You may be asked to leave your drivers license or some type of identification in the office which will be returned when you give back your visitor's permit.

Failure to comply with our policy will result in your removal from the building and the filing of trespassing charges.

No visitation will be permitted during the school day by students not enrolled in the C.G.S.D.

WEAPONS POLICY

Weapons shall include, but not be limited to:

- Firearms
- Knives
- Metal knuckles
- Straight razors

- Explosives
- Noxious, irritating or poisonous gases
- Poisons
- Drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents and patrons.

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

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

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

Weapons are strictly forbidden on school property. Do not bring any questionable item to school. Remember, a simple pen knife could result in serious problems!

Teacher's Email Address, Voice Mail Number and Prep Time



Teacher's Name	Teacher's Email	Teacher's Voice Mail	Teacher's Prep Time
Mr. Bowers	dbowers@cgsd.org	*3298	8:00-8:40
Mr. Brandstetter	mbrandstetter@cgsd.org	*3267	2:20-3:00
Mr. Brumley	kbrumley@cgsd.org	*3298	11:24-12:04
Mr. Camilli	mcamilli@cgsd.org	*3306	12:52-1:32
Mrs. Carpenter	lcarpenter@cgsd.org	*3308	9:28-10:08
Mr. Cernaloger	jordan.cernaloger@cgsd.org	*3251	8:00-8:40
Mrs. Chiprich	rchiprich@cgsd.org	*3419	8:00-8:40
Mr. Coss	jcoss@cgsd.org	*3277	9:28-10:08
Mrs. Cunningham	ecunningham@cgsd.org	*3421	1:36-2:16
Mr. Diamond	tdiamond@cgsd.org	*3408	9:28-10:08
Mrs. Eberhart	teberhart@cgsd.org	*3248	1:36-2:16
Mrs. Eddy	seddy@cgsd.org	*3264	9:28-10:08

Mrs. Evans	sevans@cgsd.org	*3262	12:52-1:32
Mrs. Friend	kfriend@cgsd.org	*3263	1:36-2:16
Mr. Gibbons	rgibbons@cgsd.org	*3312	11:24-12:04
Mr. Giorgi	aaron.giorgi@cgsd.org	*3311	12:52-1:32
Mr. Golsky	jgolsky@cgsd.org	*3236	8:44-9:24
Mrs. Gyurke	agyurke@cgsd.org	*3302	1:36-2:16
Mr. Higinbotham	dhiginbotham@cgsd.org	*3281	9:28-10:08
Mrs. Keller	kkeller@cgsd.org	*3287	8:00-8:40
Mr. Kelly	bkelly@cgsd.org	*3397	2:20-3:00
Mrs. Kozich	hkozich@cgsd.org	*3316	1:36-2:16
Mr. Krantz	douq.krantz@cgsd.org	*3293	12:52-1:32
Mr. J. Kuhns	jkuhns@cgsd.org	*3284	10:50-11:30
Mrs. A. Layton	alayton@cgsd.org	*3286	1:36-2:16
Mrs. Lindsay	dlindsay@cgsd.org	*3309	12:52-1:32
Teacher's Name	Teacher's Email	Teacher's Voice Mail	Teacher's Prep Time
Mrs. Lipscomb	rlipscomb@cgsd.org	*3261	12:52-1:32
Mr. Love	clove@cgsd.org	*3305	8:44-9:24
Mr. Mason	douqmason@cgsd.org	*3291	12:52-1:32
Mr. C. McCabe	cmccabe@cgsd.org	*3303	8:44-9:24
Mrs. K. McCabe	kmccabe@cgsd.org	*3300	9:28-10:08
Mrs. McCracken	kmccracken@cgsd.org	*3249	1:36-2:16
Mrs. McGowan	jmcgowan@cgsd.org	*3250	12:14-12:48
Mr. Migyanko	jmigyanko@cgsd.org	*3255	2:20-3:00
Mr. Moore	jmoore@cgsd.org	*3301	9:28-10:08
Mrs. Morris	hmorris@cgsd.org	*3313	9:28-10:08
Mrs. Plisko	aplisko@cgsd.org	*3283	9:28-10:08
Mrs. Propheter	apropheter@cgsd.org	*3304	2:20-3:00
Mr. Rossi	nrossi@cgsd.org	*3310	9:28-10:08

Mrs. Russell	rrussell@cgsd.org	*3314	2:20-3:00
Mr. Ryan	wryan@cgsd.org	*3254	12:52-1:32
Ms. Sanders	madeline.sanders@cgsd.org	*3425	12:14-12:48
Mr. Sarra	dsarra@cgsd.org	*3278	8:44-9:24
Mr. Siget	john.siget@cgsd.org	*3381	12:52-1:32
Ms. Sommer	ksommer@cgsd.org	*3315	11:24-12:04
Mr. Speakman	bspeakman@cgsd.org	*3256	9:28-10:08
Mrs. Stoneking	lstoneking@cgsd.org	*3424	11:34-12:14
Mr. Strellick	bstrellick@cgsd.org	*3280	10:50-11:30
Mrs. Taylor	rtaylor@cgsd.org	*3245	8:00-8:40
Mrs. Tretinik	stretinik@cgsd.org	*3244	N/A
Mr. Weld	lweld@cgsd.org	*3422	9:28-10:08
Teacher's Name	Teacher's Email	Teacher's Voice Mail	Teacher's Prep Time
Mr. Willis	mwillis@cgsd.org	*3259	8:44-9:24
Mrs. J. Willson	jwillson@cgsd.org	*3266	8:44-9:24
Mrs. R. Wilson	rwilson@cgsd.org	*3307	2:20-3:00

To reach a teacher's voice mailbox, you must press the * (star) key followed by the 4 digit extension.

Tentative School Calendar 2024-2025

Tuesday, August 27	-	First Day For Students				Friday, January 3	-	Teacher In-Service
Monday, September 2	-	Labor Day/ No School				Monday, January 6	-	Students Return to School
Wednesday, September 25	-	Open House				Thursday, January 16	-	End of the 2 nd 9 Weeks
Friday, September 27	-	Progress Notices Sent Home				Friday, January 17	-	Records Day (No School)
Monday, September 16	-	Picture Day				Monday, January 20	-	MLK Day (No School)
Friday, October 25		End of 1 st Nine Weeks				Friday, January 24	-	Report Cards Go Home
Monday, October 28	-	Teacher In-Service				Monday, February 17	-	Presidents' Day (No School)
Tuesday, October 29	-	Records Day (No School)				Friday, February 21	-	Progress Notices Sent Home
Saturday, November 2	-	Cinderella Ball				Monday, March 10	-	Teacher In-Service (Act 80)
Friday, November 1	-	Report Cards Go Home				Monday, March 24	-	Records Day (No School)
Monday, November 11	-	Veterans Day (No School)				Tuesday, March 25	-	End of the 3 rd Nine Weeks
Wednesday, November 27	-	2 Hour Early Dismissal				Wednesday, April 16	-	2 Hr. Early Dismissal
Thursday, November 28	-	Thanksgiving Holiday/No School				Thursday, April 17	-	Easter Holiday
Friday, November 29	-	Thanksgiving Holiday/No School				Friday, April 18	-	Easter Holiday

Monday, December 2	-	Thanksgiving Holiday/No School				Monday, April 21	-	Easter Holiday
Monday, Oct 21	-	Picture Re-Takes				Tuesday, April 1	-	Report Cards Go Home
Friday, December 6	-	Progress Notices Sent Home				Friday, May 2	-	Teacher In-Service
Friday, December 20	-	2 Hr. Early Dismissal				Tuesday, May 6	-	Progress Notices Sent Home
Monday, December 23	-	Holiday Break/No School				Thursday, May 22	-	Odd Period Finals
Tuesday, December 24	-	Holiday Break/No School				Friday, May 23	-	Even Period Finals
Wednesday, December 25	-	Holiday Break/No School				Monday, May 26	-	Memorial Day (No School)
Thursday, December 26	-	Holiday Break/No School				Tuesday, May 27	-	Graduation Practice for Seniors
Friday, December 27	-	Holiday Break/No School				Wednesday, May 28	-	Graduation Practice for Seniors
Monday, December 30	-	Holiday Break/No School				Friday, May 30	-	Last Day of School
Tuesday, December 31	-	Holiday Break/No School				Friday, May 30	-	Report Cards Go Home
Wednesday, January 1		Holiday Break/No School				Friday, May 30	-	Graduation Commencements
Thursday, January 2		Holiday Break/No School				Monday, June 2	-	Teacher In-Service
						TBA		Prom

Potential Weather Make Up Days

December 2, 2024, December 23, 2024, January 20, 2025, February 17, 2025

March 24, 2025, April 21, 2025-- June 2-20, 2025 (Weekdays)

Central Greene School District

2024-2025



July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
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25	26	27	28	29	30	31

September 24						
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29	30					

October 24						
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27	28	29	30	31		

November 24						
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December 24						
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29	30	31				

January 25						
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26	27	28	29	30	31	

February 25						
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March 25						
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23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Potential Weather Makeup

1. December 2, 2024
2. December 23, 2024
3. January 20, 2025
4. February 17, 2025
5. March 24, 2025
6. April 21, 2025
7. June 2-20, 2025

End of Nine Weeks

- 1st October 25, 2024
- 2nd January 16, 2025
- 3rd March 25, 2025
- 4th May 30, 2025

School Days

Students 179
Staff 184

- ED** Early Dismissal
- SC** School Closed
- FD** First Day of Class
- LD** Last Day of Class
- H** Holiday - No Classes

IMPORTANT DATES

- August 19, 20 New Teacher Induction
- August 21, 22, 23 Teacher In-Service
- August 26 Teacher Clerical (No School)
- August 27 Students Begin
- September 2 Labor Day (No School)
- October 28 Teacher In-Service
- October 29 Records Day (No School)
- November 11 Veterans Day (No School)
- November 27 2 Hour Early Dismissal
- November 28, 29, December 2 Fall Break
- December 20 2 Hour Early Dismissal
- December 23-January 2 Winter Break
- January 3 Teacher In-Service
- January 17 Records Day (No School)
- January 20 MLK Day (No School)
- February 17 Presidents Day (No School)
- March 10 Teacher In-Service
- March 24 Records Day (No School)
- April 16 2 Hour Early Dismissal
- April 17, 18, 21 Spring Break
- May 2 Teacher In-Service
- May 26 Memorial Day (No School)
- May 30 Last Day for Students
- May 30 Graduation
- June 2 Teacher In-Service

**CENTRAL GREENE SCHOOL DISTRICT
ASSESSMENT CALENDAR 2024-2025**

DATE	ASSESSMENT	GRADE LEVEL
8/30/2024-9/30/2024	Acadience (Dibels) Assessment	Reading Grades K, 1, 2
8/30/2024-9/27/2024	iReady Diagnostic Math Assessment	Math Grades 1-6
9/16/2024-9/27/2024	iReady Diagnostic Math Assessment	Math Grade K
9/17/2024	ASVAB Test (Military Battery Test)	Grades 11 and 12 as assigned
10/1/2024-10/11/2024	IXL Diagnostic Snapshot CDT Diagnostic Snapshot	Grades K-2 Grades 3-11
10/14/2024-10/31/2024	PASS	Grades K-12
10/16/2024	PSAT	Grade 10/11 (may Sign Up/Fee)
10/30/2024	SAT School Day	Optional to any student
11/13/2024-03/12/2025	Pilot Benchmark Testing	Grades 3 -11
12/4/2024-12/18/2024	Keystone Exam (Winter Wave 1) Window <i>Algebra 1, Literature and Biology</i>	Any Grade 11 student who has completed the Keystone Exam Courses and <u>did not score proficient or did not take the exam.</u>
1/13/2025-1/31/2025	IXL Diagnostic Snapshot CDT Diagnostic Snapshot	Grades K-2 Grades 3-11
1/6/2025-1/31/2025	Acadience (Dibels) Assessment	Reading Grades K, 1, 2
2/3/2025-2/28/2025	iReady Diagnostic Math Assessment	Math Grades K-6

DATE	ASSESSMENT	GRADE LEVEL
2/4/2025-2/5/2025	ASVAB Test (Military Battery Test)	Optional to any student and assigned students needing pathway
3/11/2025-3/28/2025	IXL Diagnostic Snapshot CDT Diagnostic Snapshot	Grades K-2 Grades 3-11
03/12/2025	SAT School Day	Optional to any student
3/31/2025-4/16/2025	PASS	Grades K-12
4/21/2025-4/25/2025	PSSA English Language Arts	Grades 3-8
4/28/2025-5/2/2025	PSSA Math, Science, and Makeups	Math: Grades 3-8 Science: Grades 4 and 8
5/5/2025-5/9/2025	PSSA Math and Science Makeups (Optional)	Math: Grades 3-8 Science: Grades 4 and 8
5/5/2025-5/23/2025	Acadience (Dibels) Assessment	Reading Grades K, 1, 2
5/5/2025-5/23/2025	iReady Diagnostic Math Assessment	Math Grades K-6
5/5/2025-5/16/2025	A.P. Testing	Sign Up/Fee
5/12/2025-5/23/2025	Keystone Exam (Spring Window) <i>Algebra 1, Biology, Literature</i>	Any 11 th grade student who has completed the Keystone Exam Courses and did not score proficient on the Winter Keystone Assessment will retake it. Any 7-11 th grade students who are completing Keystone Exam Courses this year will take the exam.

Act 158 Graduation Requirements

PA Dept. of Education Graduation Requirement

Beginning with the Class of 2022, in accordance with PA Dept. of Education, students graduating from Waynesburg Central High School must complete one of the following pathways in order to satisfy the state requirements for graduation (in addition to District credit requirements.)

1. **Keystone Proficiency Pathway:** Score **Proficient or Advanced** on all 3 Keystone Exams - Algebra, Literature, and Biology.
2. **Keystone Composite Pathway:** Earn a satisfactory composite score (**4452**) on the Algebra, Literature, and Biology Keystone Exams (*while achieving at least a **proficient** score on at least one of the three exams **and** no less than a basic score on the remaining two).*
3. **Alternate Assessment Pathway:** Successful completion of a Waynesburg Central High School Keystone course (Algebra, Biology, and Literature) on which the student did not achieve proficiency **and** one of the following:
 - *Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB); attainment of an established score on an Advanced Placement Program in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score; successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score; Successful completion of a pre-apprenticeship program or acceptance into an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.*
4. **Evidence Based Pathway:** Successful completion of a Waynesburg Central High School Keystone course (Algebra, Biology, and/or Literature) on which the student did not achieve proficiency and demonstration of **three** pieces of evidence consistent with the student's goals and career plans, including one of the following:
 - *Attainment of an established score on an SAT (Reading and Writing 480, Math 530) subject test or Advanced Placement Program Exam; acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework; attainment of an industry-recognized credential; or successful completion of a concurrent enrollment or postsecondary course.*
 - **And two additional** pieces of evidence, including one or more of the options listed above, or satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum GPA of 2.0.
5. **CTE Pathway:** For Career and Technical Education (CTE) Students, successful completion of a Waynesburg Central High School Keystone course (Algebra, Biology, and/or Literature) on which the student did not achieve proficiency **and** attainment of an industry-based competency certification related to the CTE Student's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

Established Scores on AP, PSAT, SAT, ACT, ACT WorkKeys, ASVAB

SAT

Reading and Writing -480
Math- 530
PSAT- Grade 11
Reading and Writing -460
Math-510

ACT

English- 18
Reading- 22
Math-22
Science 23

ASVAB

Composite Score of 31 or above

ACT WorkKeys

Gold Level or Higher

The student must score a 5 on all three core tests

AP

Qualifying Score of 3 or higher in an academic content area associated with each Keystone Exam

Algebra 1

AP Calculus AB

AP Computer Science A or Computer Science Principles

Literature

AP English Literature

AP English Language

Biology

AP Biology

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students who wish to ask the school to amend a record should submit to the school principal a written request that clearly identifies the record or part of the record they want changed and specify why they feel it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with the following information on its junior and senior class students – names, addresses and telephone listings – unless parents have advised the district that they do not want their student’s information disclosed without their prior written consent.¹

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

- a. The student’s name, address, listed telephone number, date, and place of birth.
- b. Student’s email address.
- c. Program or major field of study.
- d. Dates of attendance.
- e. Participation in officially recognized school activities and sports.
- f. Weight and height of members of athletic teams.
- g. Placement on the honor roll.
- h. Certificates and awards received.
- i. The most recent previous educational agency or institution attended by the student.
- j. Grade level.
- k. Enrollment status.
- l. Photograph/School Picture.

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

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

CGSD Policy 220

Student Expression/Distribution and Posting of Materials

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

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

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and the like.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[1\]](#)

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[2\]](#)[\[3\]](#)[\[1\]](#)

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.[\[4\]\[1\]](#)

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.[\[3\]](#)
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

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

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[\[1\]](#)

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[5]

This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Legal

[1. 22 PA Code 12.9](#)

[2. 24 P.S. 511](#)

[3. 22 PA Code 12.2](#)

[4. 24 P.S. 510](#)

5. Pol. 218

Central Greene Chromebook Program Handbook 2024-2025

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

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

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

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

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

Chromebook Loan Agreement

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

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

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

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

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

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

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

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

Responsibilities

Student Responsibilities:

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

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

Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Central Greene School District.

Caring for your Chromebook

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

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

- **Makeup work is a must if you do without.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB (Mature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- **Keep browsing safe and through the school filter.** The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the District-loaded apps on your Chromebook.** Do not delete any District-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your Chromebook.** Doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify teachers or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry cloth.

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

No Privacy Expectation

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

Monitoring Software

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

Files Downloaded onto Chromebooks

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

PARENT CHROMEBOOK AGREEMENT

- I have read and reviewed the CGSD Internet Acceptable Use Policy and the Chromebook Handbook with my child. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- My child will notify IT support staff or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with local police or the school resource officer in case of theft, vandalism, or loss of device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year, if my child is removed to an alternative education placement, or withdrawn from CGSD.
- I have read the CGSD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included in the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child's violations this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

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

Reported Damage	Description	Cost
Chromebook	Lost/Stolen Chromebook – Unable to produce unit at the time of checkout	\$215
Cracked Screen/Glass	Visible sign of accidental damage	\$90
Missing Keys	Visible signs that keys have been removed and/or the rubber cap is damaged	\$80
Trackpad Damaged	Trackpad does not function due to accidental damage	\$80
Case Damage	Visible damage caused by accidental damage, including the protective bezel	\$30
Charger	Lost/Damaged – Missing charger and/or charger is inoperable	\$20
Stickers	Unauthorized stickers that violate acceptable use policy	\$20
Asset Tag	RBOE Asset Tag is missing	\$5
Case	Chromebook case	\$15

By checking “Yes” on your child’s emergency card, you are stating that you are in agreement and will follow this policy.

Policy Notice Requirements

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

PSBA Policy Notice Requirements

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

Policies Requiring/Recommending Annual Notice:

- 006. Meetings
- 103. Discrimination/Title IX Sexual Harassment Affecting Students
 - 103.1. Nondiscrimination – Qualified Students With Disabilities
- 104. Discrimination/Title IX Sexual Harassment Affecting Staff
 - 105.1. Review of Instructional Materials by Parents/Guardians and Students
- 113. Special Education
- 114. Gifted Education
- 123. Interscholastic Athletics
 - 123.1. Concussion Management
 - 123.2. Sudden Cardiac Arrest
- 138. Language Instruction Educational Program for English Learners
- 142. Migrant Students
- 143. Standards for Persistently Dangerous Schools
- 144. Standards for Victims of Violent Crimes
- 146. Student Services
- 200. Enrollment of Students
- 203. Immunizations and Communicable Diseases
- 204. Attendance
- 209. Health Examinations/Screenings

209.1. Food Allergy Management
209.2. Diabetes Management
210. Medications
210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
216. Student Records
218. Student Discipline
218.1. Weapons
222. and 323. Tobacco and Vaping Products – Students and Employees
226. Searches
235. Student Rights and Responsibilities
235.1. Surveys
237. Electronic Devices
246. School Wellness
247. Hazing
249. Bullying/Cyberbullying
250. Student Recruitment
312. Performance Assessment of Superintendent/Assistant Superintendent
604. Budget Adoption
619. District Audit
621. Local Taxpayer Bill of Rights
705. Facilities and Workplace Safety
707 Use of School Facilities (Boy Scouts Act)
716. Integrated Pest Management
805. Emergency Preparedness and Response
806. Child Abuse
808. Food Services
810.2. Transportation – Video/Audio Recording
823. Naloxone
824. Maintaining Professional Adult/Student Boundaries
904. Public Attendance at School Events
906. Public Complaint Procedures
918. Title I Parent and Family Engagement

Policies Requiring/Recommending Notice (based on "posting," for specific reasons, or specific time frame not given):

100. Comprehensive Planning (plans must be made available for inspection for 28 days)

105. Curriculum

108. Adoption of Textbooks

109. Resource Materials

113.4. Confidentiality of Special Education Student Information

115. Career and Technical Education

122. Extracurricular Activities

127. Assessment System

137.1. Extracurricular Participation by Home Education Students

140.1. Extracurricular Participation by Charter/Cyber Charter Students

203.1. and 314.1. HIV Infection – Students and Employees

217. Graduation

218.2. Terroristic Threats

218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault

220. Student Expression/Distribution and Posting of Materials

227. Controlled Substances/Paraphernalia

233. Suspension and Expulsion

236.1 Threat Assessment

251. Homeless Students

252. Dating Violence

302. Employment of Superintendent/Assistant Superintendent

309.1. Telework

332. Working Periods

333. Professional Development

335. Family and Medical Leaves

340. Responsibility for Student Welfare

351. Drug and Substance Abuse

610. Purchases Subject to Bid/Quotation

626. Federal Fiscal Compliance

718. Service Animals in Schools

801. Public Records

810. Transportation

810.1. School Bus Drivers and School Commercial Motor Vehicle Drivers

810.3. School Vehicle Drivers

815. Acceptable Use of Internet, Computers and Network Resources

816. District Social Media

819. Suicide Awareness, Prevention and Response

827. Conflict of Interest

830. Breach of Computerized Personal Information

901. Public Relations Objectives

916. Volunteers

Safe2Say Something Procedures

Additional Website Posting Requirements: School Code section 510.2 also specifies requirements for policies, rules and regulations that must be published on the school district's publicly accessible Internet website. Click [here](#) for a listing of those posting requirements.

Homeless Students

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources need to ensure academic success.

Who is considered homeless—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school?—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What supports can school districts provide to homeless students?—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento?—Please contact Edith Woods, Director of Special Education, at 724-627-3081 extension 4285 for assistance.