



# CMS

2023 - 2024

OFFICIAL HANDBOOK





## **North Allegheny School District**

### ***Mission Statement***

The mission of the North Allegheny School District is to prepare all students for success in a changing world.

### ***Vision Statement***

The vision of the North Allegheny School District is to be a premier school district that inspires excellence in academics, athletics, arts, and activities for every student every day.



## **Carson Middle School**

Carson Middle School provides our students with a secure, supportive, comfortable learning environment by:

- Promoting growth and exploration within a variety of activities
- Developing an open partnership between school and community
- Providing diverse educational opportunities that stress the transition from elementary to the secondary experience
- Fostering an attitude of respect, esteem, and responsibility among students and staff
- Developing academic and interpersonal skill so students achieve their potential and commit to lifelong learning



# Welcome to Carson Middle School

## ***Administrators' Message. . .***

It is with great pride that we welcome you to Carson Middle School! We are excited to have you become a member of the Carson Middle School Family. As we begin the new school year, we look forward to fostering positive experiences and growth opportunities for our students, staff and families. Our goal is to make Carson Middle School, “Someplace Special” for every member of this school community. Each member of the CMS family plays a critical role in making Carson a special school.

The *Student/Parent Handbook* is a guide to help you become familiar with Carson Middle School and the procedures we believe will help us work together. In conjunction with the NASD Code of Conduct, this Handbook explains our expectations for you, as well as possible consequences that could be a result of choosing to behave in ways which ignore your value, the value of others, and the limits that are set. What you choose to do is important to you, those around you, and the school. Please take time to review the information contained within this handbook to ensure you are aware of the policies and procedures established here at CMS designed to maximize our effectiveness.

The staff at Carson Middle School is committed to serving the students and parents of this community. Academic and social lessons are designed to engage students and prepare them for the challenges of high school and beyond. Open communication between staff members, parents, and students will ensure all stakeholders are working collaboratively toward the common goal of students’ academic and social successes. As always, it is this combined effort between students, teachers, and parents that makes Carson Middle School, “Someplace Special.” We are looking forward to a great 2023-2024 school year! Go Tigers!

Mrs. Caitlin Ewing  
Principal

Mr. Dave DeGregorio  
Lead Teacher

**SCHOOL COLORS – Black and Gold**

**SCHOOL MASCOT – Tiger**

**Carson Middle School**  
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## COMING AND GOING

The middle school day begins at 8:10 and ends at 2:58. The building is open only to students involved in supervised activities at 7:00.

### **ARRIVAL 7:45 a.m.-8:00 a.m.**

Students will remain in the auditorium foyer and cafeteria from 7:45 a.m. until 8:00 a.m. At 8:00 a.m. students report to their assigned homerooms. Those students who have obligations to fulfill in another section of the building must secure a hall pass from their homeroom teacher. Students must finish beverages or food items before entering the building or locations.

### **LATE BELL 8:10 a.m.**

Students who arrive late to school must report directly to the office with a valid written excuse for their tardiness.

### **UNEXCUSED TARDINESS TO SCHOOL**

For the third "unexcused" tardy and for everyone thereafter, you will be assigned one detention. A suspension will be assigned on the 8<sup>th</sup> unexcused tardy.

### **EARLY DISMISSAL**

If you need to be dismissed early, your parent or guardian must send a written excuse to school. This excuse must contain the time of dismissal, reason, and student ID#. This excuse must be brought to the main office before 8:30 a.m. The information is recorded for attendance purposes and your early dismissal will be posted for teachers on the daily attendance. When it is time for you to leave, a parent/guardian MUST check you out of the office. You should wait for your transportation in the main office. Early dismissals are monitored by the building principal. Excessive early dismissals can affect attendance and grades.

### **DISMISSAL 2:58 p.m.**

Students are dismissed in groups in effort to safely and smoothly transition the children from the building to their buses or other after school activities.

### **AFTER SCHOOL ACTIVITIES 3:03 P.M.**

Only students involved in a supervised activity should be in the building after this time. No students are to remain on campus unless they are participants in a supervised activity.

### **BUS INFORMATION**

You are assigned a bus and a bus stop before the school year begins. You are NOT permitted to ride a different bus unless your parents make a written request to North Allegheny's Transportation Department and approval is granted by Transportation and acknowledged by the principal.

You should be at your bus stop at least 5 minutes before the bus is scheduled to arrive and wait for a minimum of 30 minutes before leaving the stop area. Follow your parents' advice about the length of time you should wait for the bus in bad weather. If the bus does not arrive, it is suggested that parents assume responsibility for transporting you to school.

### **A.M. BUS ARRIVALS**

In order to secure the building, students are limited to specific doors when entering in the morning. The main entrance doors are open at 7:00 a.m. Students may arrive at 7:30. Grade level doors are open from 7:50 until 8:10 and are supervised by staff while unlocked.

### **STUDENT DROP-OFF AND PICKUP**

Parents who drive their children to Carson Middle School must remember to drop off their children in front of the building at the door past the main entrance. After school student pick-up occurs in the side parking lot near the gymnasium. Signage is visible to assist following designed traffic patterns. More information is available on our website by clicking [HERE](#).



**NO PARKING:** Parents cannot park beyond this point to drop-off student because it will block entrance for CMS Staff.

**IMPORTANT:** When dropping your student off in the morning, do not pull out of the lane to go around another car as this will greatly interfere with staff members arriving. Please wait your turn to pull forward and around the loop to exit.

**STUDENT DROP-OFF**

Parents who drive their children to Carson Middle School **must remember to drop off their children along the sidewalk in front of the building. Students will enter the building using the main entrance.** This rule is particularly important between 7:55 a.m. and 8:10 a.m. **Please follow the signs and arrows for student drop-off to help maintain a safe parking area. You can view this map/diagram on the CMS website under the "About Our School" tab and "Student Drop-Off and Pick-Up."**

**BICYCLES**

You may ride a bicycle to school if you have given the office written permission from your parents. You and your parents assume responsibility for your bicycle when you bring it to school. Bicycles should be kept in the areas provided.

**WALKERS**

Students who walk to school are asked to arrive at or after 8:00 a.m. Students must be in homerooms by 8:10 a.m. Standard safety practices are just as important to students when walking as when riding the bus. Students must have written permission to walk to and from school if the district provides bus transportation. Please practice the safety guidelines listed:

1. Always walk to the left of the road, facing traffic.
2. Walk in single file; step off the road when traffic approaches from either direction.
3. Walk only on public thoroughfares, not on private property.
4. When on school property, use designated roads to school and stay on the sidewalk in front of school.

**SKATEBOARDS AND SCOOTERS**

Skateboards and scooters are NOT to be ridden to school under any circumstances. If a skateboard or scooter is confiscated from a student, it will not be returned to the student. The confiscated item will be returned to the student's parent.

**VISITORS**

Visitors arriving at Carson Middle School will be buzzed in only through the main office front entrance doors. All visitors should have identification with a picture. Depending on the reason for the visit, additional steps via the RAPTOR system may be required.

**STUDENT VISITORS**

Student visitors are permitted if a request has been submitted at least one week in advance to the principal and if it is approved. Students from local districts are not permitted to visit. **NO STUDENT VISITORS WILL BE PERMITTED DURING THE FIRST AND LAST TWO WEEKS OF SCHOOL OR THE DAY PRIOR TO OR FOLLOWING ANY VACATION.**

## ATTENDANCE

### LEGAL ABSENCES

Legal absences fall into the following categories:

1. Student illness or death of an immediate family member, as defined in School State Register Code.
2. Absences of students as approved by the Administration (other urgent reasons).
3. Absences due to the visitation of another academic institution (i.e., a student visits another school district or private school; in this case, the day will be counted as a legal absence).
4. Religious holidays or instruction
5. Urgent reasons deemed acceptable by administration

Any student whose absence falls within the above categories may have the opportunity to complete any assignments upon returning to school. Students who know they are going to be absent under the circumstances listed should obtain or complete assignments before the absence occurs.

### EXCUSES

For all absences, parents or guardians must submit a written statement or complete the [Online Form](#) explaining the reason for the student's absence within 3 days of returning to school. Students who miss three (3) or more consecutive days of school may be required to submit medical documentation for the absences to be considered excused. A sample written excuse is located below:

### SAMPLE WRITTEN EXCUSE

Date _____
Dear (Teacher),
(Student's name) was absent on (date/dates) because of (reason) _____
Signed _____ (Parent / Guardian)

If a written excuse is not submitted within three (3) school days (upon returning to school), the absence will be recorded as unlawful. Appropriate consequences will be applied following PA School Code and District policies.

### UNLAWFUL ABSENCES

If an absence is illegal, students ARE NOT ELIGIBLE TO RECEIVE CREDIT FOR MISSED WORK. Unlawful absences are a violation of the School Code and will result in disciplinary action and possible referral to the District Magistrate. The following are a few samples of illegal absences:

1. Truancy
2. Absence through parental neglect
3. Illegal employment
4. Vacation (See the "Vacations During the School Year" section on page 9)

As a requirement of Act 138, students who accrue three (3) illegal absences will be asked to participate in the creation of a School Attendance Improvement Plan (SAIP). Students who accrue six (6) illegal absences will be referred to a school-based or community-based attendance improvement program or to the local children and youth agency. In addition, the District may file a citation for truancy with the local District Magistrate.

### PARTICIPATION IN AFTER-SCHOOL EVENTS

In order to participate in any after-school activity (team practices/games, performances, club meeting, etc.), students must be in attendance at school, on the day of the event, for at least one-half of the school day (3.5 hours). Students who are not in attendance for at least one-half of the school day are not permitted to participate in any after-school event(s). All school rules apply when participating in or attending after-school events.

### TARDY POLICY

There are only three (3) acceptable reasons which are recognized as valid excuses for tardiness:

1. Severe weather conditions
2. Bus transportation difficulties
3. Personal accident or illness, doctor/dentist appointment

Excessive legal tardies may require additional documentation (see Excessive Tardies).

Students who are late must report to the office and submit a written note signed by the parents/guardians stating the reason for being tardy. Tardy slips are issued for tardiness to school. Students who are late must obtain a tardy admission slip from the office. For the third unexcused tardy to school and every unexcused tardy thereafter, students will meet with an administrator and progressive discipline will be assigned.

### **EXCESSIVE TARDIES**

If a child is tardy eighteen (18) or more days during the course of the school year, an 18-Day Tardy Letter will be mailed to the parent/guardian explaining the concerns and further action.

### **TARDY TO CLASS**

When late for class, the student must have an admission slip. Lateness is determined by the classroom teacher. Students who are tardy to class without an admission slip may receive a warning, misconduct card, and/or earn detention from the teacher.

### **CLASS CUTS**

Students are required to attend homeroom and all classes as scheduled. Failure to report to all assigned areas is considered a class cut. Detention will be earned for each class or homeroom cut. For example, if a student “cuts classes for an entire day,” he or she will earn eight detentions to serve.

### **PERFECT ATTENDANCE POLICY**

1. The North Allegheny School District allows four (4) excused tardies or early dismissals; or, a combination of the two (2), not to exceed a total of four (4).
2. Students having more than one (1) half-day absence will not qualify for perfect attendance recognition.
3. All-day school-related activities (out of the building) are always recorded as days attended in the students’ records; therefore, they do not count as absences.
4. All-day absences (that are not school-related) will disqualify students for perfect attendance recognition.
5. Exceptions to the policy in regard to all-day absences include: religious holidays, court subpoenas, family funerals, and pre-approved religious retreats that include educational components. Parents must request any of these exceptions.

### **EXCESSIVE ABSENCES**

If a student is absent ten (10) or more days of school during the course of the school year, a 10-Day Attendance Letter will be mailed to the parent/guardian. This letter serves as another communication tool between home and school. If a student is absent greater than or equal to eighteen (18) days of school during the course of a school year, an 18-Day Attendance Letter will be mailed home. After the 18-Day Letter is delivered, all future absences will only be excused by documentation from the child’s physician, the school nurse, or other approved agencies that pertain to the child’s welfare. If proper documentation is not provided after the 18-day Attendance Letter is sent home, absences will be referred to the District Magistrate. The school nurse is also available to evaluate the child to determine if the child should be in school.

### **HOMEWORK REQUESTS**

When you are absent for two days and you know you will be absent for at least one more day, your parents may request homework assignments from the teachers by calling the school office as early as possible on the second day of your absence. Please do not email requests directly to teachers. Please call before 10:00 so teachers can be notified in a timely fashion to prepare work. Parents may pick up homework by 3:15 P.M. on the third day of your absence. Parents are discouraged from expecting another student to bring assignments home. Assignments may be accessed through your child’s [Blackboard](#) page.

### **BLACKBOARD**

Blackboard (Bb) is a learning management system designed to provide an interactive platform where parents (and students) can access information regarding their child’s classes. Parents/Guardian(s) will receive an email from the district prior to the first day of school with their parent specific username/password for Blackboard access. Blackboard will provide parents and students with access to homework and class materials/resources. The PowerSchool Student Information System is the online platform to view grades and attendance information.

### **MAKE-UP WORK**

Teachers post homework on Blackboard each day. This resource is an effective way for students to stay informed about schoolwork that was missed during an absence. Students should also check with their teachers when they return from an absence to ensure complete understanding of missed instruction. During an extended absence, parents may contact the school counselors for details. All make-up work for absences of one week or more must be completed within two weeks after returning to school. If the work is not completed, a failing grade may be recorded. Make-up work is the student’s responsibility.

### **VACATION DURING THE SCHOOL YEAR OR EDUCATIONAL TOUR/TRIP**

[NASD Vacation Form](#)

The North Allegheny School District encourages full compliance with the compulsory attendance provisions set forth in the regulations of the State Board of Education of Pennsylvania and the Public-School Code of 1949, as amended. Provisions may be made for absences which excuse students from compulsory attendance for a tour or trip which may be considered educational in nature. Such an excuse should be considered a privilege and not a right. The granting of an excuse from compulsory attendance is within the sole discretion of the school district.

### **Educational Tour or Trip Procedure**

1. ***Request for Excuse***

Except for emergency situations, which must be fully explained, this request must be submitted to the principal or asst. principal at least 5 calendar days prior to the date on which the student seeks to be excused from compulsory attendance. Copies of the application can be obtained from the main office or [Online](#) at the CMS website.

2. ***Administrator's Discretion***

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Teachers' concerns and recommendations receive primary attention as this determination is made. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the North Allegheny School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the building principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the building principal, the facts of the case so merit. Requests will not be granted during mandatory state assessments.

Students who will be participating in an extended absence due to a request for an educational tour or trip for more than 10 days, will be withdrawn after the 10th consecutive day (on day 11) and the withdrawal date will be dated the first day of the consecutive absence. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to reenroll the child upon return.

3. ***Assignments***

All assignments/responsibilities which are to be completed during an educational tour or trip shall be submitted to teachers upon return to school (or within a reasonable period of time as designated by the teachers). Incomplete assignments/responsibilities may result in a failing grade. All assignments will be available via Blackboard.

4. ***Return to School***

The student shall return to school on the first scheduled school day after the excused absence or date previously specified by the building principal.

5. ***Failure to Comply***

A student who does not use this avenue or, after being denied an excuse, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence.

### **EARLY DISMISSALS**

Early dismissals must go through the front office. A parent or guardian must provide a note and send it into school with his/her child. Students are required to drop off the early dismissal note in the front office before or during the homework time. The front office then notifies all teachers of the early dismissal via the attendance bulletin. Students should see class teachers when missing due to an early dismissal to get missed work and/or turn in work. Early dismissals may arise at the last minute due to emergencies or appointments. A parent or guardian can call the front office and notify the secretary. The secretary will then relay the early dismissal to the student and the time to report to the front office. A note must be provided when the parent arrives to pick up his/her child.

- Please do not call or text your child as this violates the cell phone policy and may result in your child receiving a detention.
- Students are expected to report at the early dismissal time on his/her own. Secretaries make every effort to not create disruptions in the classroom by requesting students report to the office.

\*\*\*Please refer to section on Custody Agreements\*\*\*

## GENERAL INFORMATION

### Carson Middle School Website

Carson Middle School Office .....	412-369-5520
Principal.....	Mrs. Caitlin Ewing
Office Secretary .....	Mrs. Kathy Frye
Assistant Principal .....	xxxxx
Office Secretary .....	xxxxx
School Counseling Office.....	412-369-5511
Counselor .....	Mrs. Courtney Vadnais
Counselor .....	Mr. Chance Petro
School Counseling Secretary .....	xxxxx
Nurse's Office .....	412-369-5420
Nurse.....	Ms. Leslie Vrotney
Nurse Assistant .....	Mrs. Loraine Oczypok
Nurse Assistant .....	Mrs. Allison Trent
Library.....	412-369-5453
Librarian .....	Mrs. Tricia McNeill
Library Secretary.....	Mrs. Angela Theirot
Student Assistance Coordinator .....	Mr. Petro/Mrs. Vadnais
Bus Supervisor .....	Mr. Dave DeGregorio/Mr. Matt McCusker/Mr. Trocchio
NA TIPSLINE.....	724-933-TIPS (8477)

### **CRISIS INFORMATION**

- The safety of students and staff is our primary responsibility.
- Building crisis plans and procedures are reviewed regularly.
- Each building is staffed by a nurse or a nurse's assistant. Personnel with CPR and Medical Emergency Certification are identified in each building.
- In the event of a crisis, after consultation with law enforcement, the school campus may be closed to all visitors except emergency and law enforcement personnel. If the school campus is closed, parents will be directed to an identified staging area.
- Parents should check the website, NATV, and local television and radio channels for updates. SchoolMessenger will also be utilized to communicate crisis information when needed. Parents should not call the school building. Any available school telephone lines should be kept open for emergency communications.
- If a student is injured during a crisis situation, every effort will be made to contact the parent/guardian as soon as possible. It is the parent/guardian's responsibility to complete and turn-in emergency care cards and to keep the information current.

### **PREPARATION FOR EMERGENCIES**

Everyone in the building is expected to listen attentively to the Public Address System (PA) for instructions and procedures for fire, weather, or other emergencies. You should remain calm and follow directions.

### **FIRE AND EMERGENCY DRILLS**

Instructions for using exits are posted in each room. Certain rules are necessary to make fire and other emergency drills a success. Safety is of the utmost importance. Therefore, various types of drills are practiced throughout the school year.

1. The signal will be by fire alarm or announcement. The all-clear signal will be an announcement over the PA.
2. All drills should be orderly and there should be no talking. This enables good communication if an exit is blocked.
3. Students should return to the room in the same order as they left.
4. When several groups of students are leaving by the same door, each side of the hall should have a line moving. The lines should be maintained at all times.
5. All personnel should leave the building during a drill.

6. Where fire blocks are established, alternate exits should be used. Please be aware of the alternate exits. Plans for emergency blocked accesses are as follows:
  - a. Teachers in the rooms leaving the building first should always lead the lines.
  - b. If fire block exists, the teacher will take the alternate route designated.
7. Fire extinguishers are marked by the blue lights in the hallways.

### **SCHOOL DELAYS AND CLOSINGS**

**Crisis Emergency Information** - The North Allegheny School District has a number of communication vehicles in place to disseminate emergency or crisis communication to parents/students.

- The District website ([www.northallegheny.org](http://www.northallegheny.org))
- Contact with local television and radio stations
- SchoolMessenger - <https://www.northallegheny.org/schoolmessenger>

SchoolMessenger is utilized throughout the school year. SchoolMessenger is a web-based automated service that delivers phone messages in minutes. The system is utilized for weather-related cancellations or delay information, as well as other emergency or crisis-related messages.

In order to utilize this service, parents need to set up an account. The information needed for account registration is posted on the North Allegheny website. Parents must register to receive phone messages via text, e-mail, or phone. There is also an option to not receive SchoolMessenger alerts.

**In the case of a delay**, you should arrive at your bus stop two (2) hours from the regularly scheduled bus pick-up time. School will be dismissed on delay days at the usual time.

## **SCHOOL PRIDE**

All of us at Carson Middle School agree that we have a beautiful building with state of the art equipment. The custodians work very hard to maintain the building in top condition, but your help is necessary to keep lavatories, classrooms, hallways, and furniture clean. There are several ways that you can make a difference in keeping CMS safe and attractive.

### **VANDALISM**

Let an adult know if you see someone carrying aerosol paint cans, broad tipped indelible markers, or similar marking devices on school property. Institutional vandalism is included in the Pennsylvania Crimes Code under Graffiti Crimes Act, Act 16 of 1994. In addition, Act 17 of 1994 defines defacing public property with spray paint or indelible markers as “criminal mischief.” Anyone who defaces or destroys school property will be charged for damaged materials and may be subject to further disciplinary action and/or legal action.

### **COMPUTER USAGE POLICY and PERSONAL ELECTRONIC DEVICES**

School Board Policy [#224.1 Responsible Computer, Telecommunications, and Information Technology Use](#) and [#237 Personal Electronic Devices](#) establishes the philosophy, governing rules, training requirements, and parental approval requirements related to the District’s computer technology. This policy can be found in the Code of Conduct and District Calendar.

It is the position of the District that the ultimate responsibility for setting and conveying the standards that students follow when using the District’s computers, network and information technology rests with their parents and guardians.

Students, along with parents or guardians, will be responsible for the loss or destruction of school property, or the property of other pupils and teachers when such damage or loss is the result of deliberate or mischievous actions.

Students who intentionally use the District’s computers, network, and information technology facilities in any manner such as listed in School Board Policy [#224.1](#) may be denied future access and usage and shall be subject to disciplinary action in accordance with the rules and regulations of the North Allegheny School District Code of Conduct, and appropriate federal, state and local statutes, ordinances and regulations.

### **COMPUTER TAMPERING**

School Board Policy [#224.1 Responsible Computer, Telecommunications, and Information Technology Use](#) and [#237 Personal Electronic Devices](#) addresses computer tampering and misuse of the wireless network. Computer tampering includes but is not limited to:

1. Possession of software or materials that will enable a student to break the code to enter a file system, computer program, or data base.
2. Attempts to break into a file or system by circumventing security procedures.
3. Use of computers to create or send abusive or obscene messages.
4. Violations of copyright and/or licensing agreements.

5. Unauthorized use of school equipment.

Possible consequences for computer tampering may include:

- Suspension
- Restricted use of computers
- Probation period in class
- Possible removal from class
- Prosecution
- Restitution

## **LOCKERS AND LOCKS**

The locker that is assigned to you is school property and on loan to you for the school year. Permission from the teacher is needed in order to change lockers. Stickers, pictures, or taped items are not permitted on lockers. Lockers are not to be defaced in any manner.

Each year you and your parents will be notified through appropriate publications or verbal announcements of the ownership and control of lockers and general locker inspections.

If you choose to use a lock, you must use a school combination lock. In an emergency, school officials must have access to the lockers. All other types of locks will be removed, unless permission for use has been granted by the office. Locks may be purchased from Student Council for use on hall lockers.

\*Use table of contents to see more details regarding lockers and searches.

## **REVISED SEARCH POLICY**

In August of 2017, the North Allegheny School Board adopted **Board Policy #226 – Searches**. Student lockers are owned by the North Allegheny School District and loaned to students for their convenience. The school exercises exclusive control over lockers and a student should not expect privacy regarding items placed in a locker. Lockers are subject to search at any time by school officials. In conjunction with law enforcement officials, locker searches may also occur through the use of trained dogs. All students and their parent/guardian are required to sign a written acknowledgment of receipt of this notification. No additional notice to students is required prior to a random or comprehensive search of students' lockers. Any contraband found in a locker will be considered in the possession of the student assigned to the locker.

## **TEXTBOOKS, iPADS, AND SCHOOL ISSUED MATERIALS**

Textbooks, iPads, and other school issued materials such as CDs, items and equipment used in any class such as Technology Education/Maker Space, and workbooks are the property of the North Allegheny School District. They are expensive and loaned to students for use during the school year. Upon receiving a textbook or other school issued material, students are expected to review the textbooks/materials/device to ensure they are in good condition and report to the teacher any concerns. District issued iPads are given to students and inspected upon initial distribution. Any damage noted with iPads should be reported immediately by the student.

Textbook and iPad numbers are assigned to students for recording purposes. Numbers for record keeping may be assigned for other school issued materials. Students are responsible to return the same books/device/resources assigned to them at the start of the year. Students are responsible to cover textbooks, protect them from weather damage and return them in good condition. Textbooks should not be bent or forced to lay flat as this does break the bindings.

Students are expected to pay for lost or damaged textbooks/iPads/materials. If textbooks/iPads/materials are lost during a school year, they must be paid for in order to receive another copy/device. The cost of textbooks/iPads/materials varies due to the original purchase price and age. If an item is later recovered, the amount paid will be returned assuming good condition.

In the event that a student does not meet the financial obligation, this student may be ineligible for field trip participation until this obligation is met. Every effort will be made to work cooperatively with the student and parent so that the obligation can be met without undue hardship to the family. Students who do not meet the financial obligation may not receive a diploma upon graduation.

## **MIDDLE SCHOOL DRESS CODE:**

Students shall dress as they deem appropriate unless their clothing or personal hygiene causes a health or safety hazard, or disrupts the educational process. The establishment of these guidelines is supported by North Allegheny School Board Policy No. 220.

Student dress is to comply with the following guidelines:

1. Students are expected to wear neat, clean, appropriate clothing that does not interfere with the purpose of school learning.
2. Heads should not be covered at any time; however, religious headwear is permitted.

3. Footwear must be worn at all times. Flip-flops, sandals, and slippers are not recommended due to potential safety hazards.
4. Clothing may not interfere with the educational process or rights of others and should not depict, advertise, or encourage indecent content or the use of any illegal substances. Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn.
5. Sleepwear is not permitted.
6. All clothing must cover the buttocks when standing or sitting with fingertips as a guideline for shorts.
7. See-through tops, mesh shirts, and muscle shirts worn alone are prohibited.
8. Tops need to be tucked into or overlap bottom garments. Clothing should cover the back, chest, midriff, buttocks, and undergarments.
9. Sheer or see-through garments and clothing that reveal underwear are prohibited.
10. Chains that could present a danger are not permitted on clothes or accessories.
11. Dress citations will be issued as a written warning to students violating dress guidelines. A student may be asked to change his or her clothes to adhere to the above dress guidelines. Progressive discipline will be assigned when a student receives a second dress citation.
12. The school administration reserves the right to make final decisions regarding the appropriateness or safety of any dress disruptive to the educational process.

### **BOOK BAGS AND BACKPACKS**

You are expected to store your book bag or backpack in your locker or in a storage area during the school day. Book bags and backpacks are not permitted in classrooms, the library/media center, the auditorium, or cafeteria.

### **MATERIALS**

There might be an occasion when you forget to bring your assignment, textbook, homework, lunch, sports equipment, or iPad to school. We understand this can occur. Please do not text or call home to ask a parent/guardian to bring the item to school. You may use the phone in the main office to call home and make arrangements for the item to be dropped off in the front office. Please know you are responsible to stop in the front office between classes to pick up your item. Secretaries will not call into classrooms to alert you your item was dropped off. Please understand phone calls into classrooms are disruptive to instruction.

### **LOST AND FOUND ITEMS**

If you find personal or school items and do not know to whom they belong, please take them to the office or to the designated “Lost and Found” area. Unclaimed belongings will be displayed periodically. Those items remaining unclaimed will be donated to worthwhile causes or discarded. Books and other school-owned items will be returned to the appropriate teacher or department.

## **ACADEMIC INFORMATION**

### **ELECTRONIC PARENT PORTAL --PowerSchool**

The Student Information System /Electronic Parent Portal called PowerSchool is used throughout the North Allegheny School District. PowerSchool is a web-based gradebook and reporting system that provides parents access to student records related to their schedule and academic performance. Information on PowerSchool is not in final form and is subject to change. The Parent Portal provides parents with expanded capabilities, such as the opportunity to update demographic and contact information. Information to access PowerSchool can be found on the main North Allegheny webpage under Quick Links, Student Data Portal.

If a parent, guardian, or student believes grade or attendance information is incorrect, this issue should be discussed with the Teacher of Record for the class in question. If any student demographic or contact information is incorrect, inaccuracies should be corrected through the student’s building administrative or counseling staff.

Teachers are expected to post assignment scores/grades within five (5) school days of the return of the assignment. Some projects and assignments may take longer to complete and grade and may therefore not be updated as quickly as other assignments. In most cases, when this is likely, teachers are encouraged to make a note of such variances in the assignment description.

### **PROGRAM OF STUDIES**

The middle school program tries to provide experiences that match your interests and abilities. The program also includes certain experiences required by the state of Pennsylvania.

Your teachers and school counselors are available to help you choose the best set of experiences for you. If major changes in your schedule are recommended, your parents will be asked to discuss the changes with your teachers and/or school counselor before they are made.

## **COURSES**

### **GRADE 6**

#### **Full Time Courses:**

Mathematics

ELA

Physical Science

Social Studies

#### **Part Time Courses:**

Physical Education/Health/Music

Unified Arts (Art, Technology Education, Keyboarding, Family & Consumer Science – 9-weeks each)

**Electives:** Band, Orchestra, Chorus, General Music

### **GRADE 7**

#### **Full Time Courses:**

Mathematics

ELA

Life Science

Social Studies

#### **Part Time Courses:**

World Languages: French, German, Latin, Spanish (Two 9-week courses are scheduled)

Physical Education/ Health /Music/Unified Arts (Art, Technology Education, Family & Consumer Science – 6-weeks each)

**Electives:** Band, Orchestra, Chorus, General Music

### **GRADE 8**

#### **Full Time Courses:**

English

Mathematics

Earth/Space Science

Social Studies

World Languages (French, German, Latin, Spanish)

#### **Part Time Courses:**

Physical Education/Music

Unified Arts (Art, Technology Education, Family & Consumer Science – 12-weeks each)

**Electives:** Band, Orchestra, Chorus, General Music

## **REQUIREMENTS FOR GRADE PLACEMENT**

At the end of each nine or twelve-week period, student report cards will be issued through the PowerSchool System for parents to review. The letter grade for each subject is an evaluation of how well the student has met the requirements of the course. Courses are graded using A, B, C, D, or E.

## **EXPLANATION OF GRADING**

The letter grade for each subject is an evaluation of how well a student has met course requirements. An explanation of these letters is provided below. Courses using letter grades are used to compile the honor roll. Attendance is also recorded on the report card.

### **The Following are the letter grades, and what each means:**

A Superior Achievement (90 - 100%)

B Work above average quality (80 - 89%)

C Average achievement (70 - 79%)

D Achievement is below average (60 - 69%)

E Achievement is not acceptable; student has not met requirements (less than 60%)

I Incomplete work, grade withheld

P/F Indicates "Pass" or "Fail" (designated courses)

- X Medical excuse
- W Withdrawal

Students will not pass to the next grade level if they earn failing grades in two or more full-time subject areas, or one full-time subject and two or more subjects that are taken part time. (No consideration for credit will be given to the subjects failed.). An option for summer school and/or credit recovery is available.

### **KEYSTONE PROFICIENCY INFORMATION**

The North Allegheny Board of School Directors passed Policy #3241 regarding High School Graduation Requirements. This can be reviewed on the NA Website (see below). In this action is the requirement that all North Allegheny students demonstrate proficient or advanced levels on Keystone Exams.

In order to attain this goal, practicum courses have been initiated for eligible students. Students in grade 8 who have not demonstrated proficiency in any or all of the subtests in the area of Algebra 1 may be required to schedule a practicum course or another option for remediation in their 9<sup>th</sup> grade year.

### **INTERIM REPORTS**

The parent portal, PowerSchool, provides families daily access to student grades. Mid-way through each 9-week grading period, the District will push out a message via SchoolMessenger for parents to log on to PowerSchool to check grades. Teachers will notify parents/guardians by phone or email if a student is failing or has dropped two letter grades since the previous report.

### **ACADEMIC INTEGRITY POLICY**

The educational focus of the North Allegheny School District is to continue to maintain and preserve the highest expectations and academic standards for its students.

#### ***Student Responsibility***

Students have the responsibility to respect the intellectual and academic property of self and others.

#### ***Parent Responsibility***

Parents have the responsibility to require their children to maintain high personal standards of academic involvement by producing original quality work.

#### ***Teacher Responsibility***

Teachers have the responsibility to teach, monitor and maintain academic integrity by requiring quality original work by each student. To that end, professional staff members should provide written and oral notification of the evaluation procedures and actively provide a positive, safe learning environment.

#### ***Plagiarism and Other Academic Violations***

The following practices are considered to be violations of the District's *Code of Conduct* in the area of academic integrity. Plagiarism is considered as "any attempt to receive and/or give unauthorized assistance from either printed or recorded aids or materials from any person or another's work." This includes copying work from various websites and/or cutting and pasting them into a paper or project. The student will not receive credit for part or all of the contaminated work and will possibly earn disciplinary consequences.

In addition, students re-submitting work to different classes and academic areas verbatim and without modification, editing or other appropriate changes is considered academic dishonesty.

Using another person's work, words, phrasing, pictures, images or websites without proper citation or permission is considered plagiarism. The following are other examples of plagiarism:

- Unauthorized entry or transfer of files to read, change, copy or destroy.
- Sharing unauthorized information.
- Copying or using a peer's work or permitting a peer to copy your work.
- Cutting and pasting large sections of text from sources.
- Careless paraphrasing and/or poor documentation.
- Quoting excessively.

#### ***Consequences of Plagiarism:***

1. Possible 0 score for the assignment and letter grade of 'E' or 'U'
2. Possible suspension
3. Possible loss of privilege to technology

### **PHYSICAL EDUCATION – REGULATIONS**

Each middle school has a physical education program which offers a variety of activities to both boys and girls. The program emphasizes physical fitness, individual and team sports, recreational activities, and good sportsmanship.

The State requires each student to participate in physical education courses unless excused by a doctor or other accepted authority. The excuse must be written by the physician or recognized authority on his or her letterhead or prescription form, stating the specific reason for the exception, indicating the types of activity that would be appropriate, and designating the exact time interval for which the excuse is meant to apply. The excuse then becomes a part of the child's health file maintained by the school nurse. Physical education classes can be made-up at the following times: before or after school, morning homeroom or activity period. It is the student's responsibility to arrange a day and time with his/her physical education teacher.

Participation of the student in activities outside of the school day, such as intramurals, interscholastic sports, gymnastics, dance, swimming, martial arts, or similar physical activities, while laudable, is not a justifiable or acceptable reason for a parent to request that a child be excused from physical education. If your child has sustained an injury which has not been treated by a physician, but you would like to call to the attention of the physical education teacher, you may write a note/send an email describing the problem. This will allow the physical education teacher to exercise good judgment in adapting the student's participation in the lesson for the day.

The physical education teachers will notify students at the beginning of the year as to the type and cost of uniforms which are appropriate. Clothing worn in physical education must fit properly so as not to restrict movement; must be free of hazards that could cause injury, such as hooks or abrasive surfaces; and must be designed to protect the modesty of the individual middle school child and his or her peers. Students may not intentionally wear saggy shorts that expose underwear at the waist, or baggy shorts that expose underwear underneath.

Students will be assigned lockers in the locker room. Each student has the responsibility for locking his or her locker. Only school locks, which are sold at school for \$6.00, are permitted to be used. Once purchased, they are the permanent property of the student. The school is not responsible for lost, stolen, or mislaid articles. Every effort to protect student property will be made. Students are only permitted in locker rooms with specific permission from the instructor. No Horseplay is permitted in the gym, locker rooms, or showers.

### **HONOR ROLL**

Academic achievement will be recognized at the middle schools by placement on the Honor Roll. The students' names will be displayed on the school bulletin board in the main lobby. At the end of the year, certificates will be presented to students for academic excellence. Eligibility for the Honor Roll is determined as follows:

1. No student will be eligible who has a grade below a "C" in any subject.
2. All graded subjects will be given equal weight.
3. Honor Roll membership is determined on a quality point average of 3.40. Determine the number of quality points for each quarter by multiplying each subject grade by the numerical equivalent of the grade received then divide by the number of subjects.
4. Students must be on the Honor Roll three times to receive a certificate at the end of the year.

### **ACHIEVEMENT AWARDS**

Awards for outstanding achievement in the special subject fields and activities are given each year. These awards are in the form of a certificate and are based on ability, service, reliability, and citizenship.

Certificates will be given to the students selected. These awards will be signed by the sponsor and principal. Each year during May and June, special achievement award presentations will be made to deserving students. Teachers in the area of achievement will present the students with the awards. A brief explanation of the basis of the awards will precede the presentation. The areas of achievement may include, but are not limited to:

Art	Library Assistants
Family & Consumer Sciences	Stage Crew
Math Awards	P.A. Announcers
Student Council	Office Assistants
Music – Band, Chorus, & Orchestra	Classroom Awards
Technology Education	Yearbook
American Legion	Newspaper
Presidential Academic Awards	Science Fair
Foreign Language	

### **FIELD TRIPS AND SCHOOL EVENTS**

Middle level students may be given opportunities to extend learning outside of the classroom by attending field trips and/or school events. Field trips and/or school events may be coordinated throughout the school year as an extension of academic materials studied in class. Field trips and school events are considered a privilege, not a right. For the purpose of field trips and school events the following serve as a guide for students:

1. Teachers will send permission slips home detailing specific information relating to the trip including date/time, location, appropriate attire, and cost. In order for the student to attend the field trip, the parent/guardian must sign the permission slip agreeing to the specifics relating to the trip and the student must return the permission slip to the appropriate person.
2. Field trip/ school event permission slips may detail expectations for students in order for them to participate. For example,

- students must not have recent disciplinary infractions, have all passing grades, or not have any library fines owed to attend the field trip. Expectations for students attending will be reviewed by administration before being sent home.
3. School rules, outlined in this *Student/Parent Handbook*, apply for all field trips and or school events (this includes transportation to and from the field trip).

## PUPIL SERVICES

### SCHOOL COUNSELING DEPARTMENT

Phone: 412-369-5511

### COUNSELING SECRETARY

XXXX

### COUNSELORS

Mr. Chance Petro (Last names A to L)

Mrs. Courtney Vadnais (Last names M to Z)

### SCHOOL COUNSELING SERVICES

Middle school counselors fulfill a vital role in helping students to meet their personal, social, educational, and career needs. As middle school students gain knowledge and learn effective processes, each will be empowered to create a quality life.

At the middle level, counselors provide classroom and small group activities that focus on helping students develop relationships, as well as conflict resolution, problem-solving, and decision-making skills. The counselors assist students and families in accessing school and community resources as needed. Consultation with teachers, administration, and support personnel is an integral part of their work day. This regular communication helps to identify and support students who are experiencing academic, personal, or social difficulties. These prevention and intervention services allow students to make informed, positive choices. In addition to these services, counselors organize and administer the achievement tests used in the District. Regardless of grade level, teachers, counselors and administrators work with parents to provide support and guidance to every middle school child.

### ***What can the School Counseling Department do for me?***

The School Counseling Department provides services for all students through the counselor's office and homeroom teacher. You may request conferences with your counselor to discuss either academic or personal problems.

Counselors can provide service in the following areas:

1. Making progress in the various school subjects, activities, and solving personal problems.
2. Making a choice of courses and electives which will prepare you for making a vocational or professional choice.
3. Acquainting students with the various occupations and requirements to pursue them.
4. Choosing extracurricular activities so that leisure time is used beneficially.
5. Developing desirable personal characteristics which will help make better citizens.
6. Adjusting to new school surroundings.
7. Developing satisfactory social behavior.
8. Learning how to obtain information through good study habits.
9. Helping students develop inter-personal relationships on the basis of mutual respect.

### PERMANENT RECORDS

Each student has a permanent record folder which contains all information about the student's school experience from first through twelfth grade. It includes name, date of birth, schools attended, the year entering each school, final grades in each subject, achievement records and attendance. This information is available upon request from the School Counseling Office. Students may review their personal record folder with written permission from parents. Other student records may be reviewed by your parents, if they call the School Counseling Office to set an appointment.

### SCHOOL COUNSELING APPOINTMENTS

You may request to see a counselor at any time. A pass from your teacher is required. Appointment slips may be filled out in the counseling office. Your counselor will return them to you with a time for an appointment.

### WITHDRAWING FROM SCHOOL

Students should notify the School Counseling Office one week prior to their last day of attendance and obtain a withdrawal form. This form must be signed by parents and returned to the School Counseling Office. On the last day of attendance, the student must come to the School Counseling Office during the morning homeroom period to obtain a Withdrawal Notice form. Each teacher is to sign this form indicating all obligations have been fulfilled. This should be completed by noon and returned to the School Counseling Office for final clearance so any problems may be resolved before the end of the day.

## **STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) seeks to promote a healthy, safe environment in which all of our students can grow and learn to their greatest potential. Difficulties from a variety of sources sometime develop that impede the attainment of these goals. Early identification of students evidencing difficulties interfering with their learning is the primary emphasis of the Student Assistance Team. Each middle school has a Core Team staff (comprised of administrators, counselors, and teachers) trained to help educate teachers in identifying students who may be experiencing difficulties in learning. The SAT acquires data from teachers, students, parents, administrators, and other staff members. The SAT then assesses the severity of the student difficulty and makes recommendations to the parents, staff, and the student regarding ways to improve the child's growth in learning.

Since the beginning of the program, the Student Assistance Team has helped students with health problems, depression, drug abuse, eating disorders, a negative attitude towards authority, and a variety of academic problems. If you desire more information regarding the SAT and its function, please call the building administrators or counselors.

## **HEALTH SERVICES**

### **“WHAT DO I DO IF I’M SICK?”**

To go to the Health Room...

1. Students must have a pass from a teacher giving permission to go to the Health Room.
2. Students report to class before going to the Health Room. Stopping between classes is not permitted.
3. Sign-in is required when students arrive to the Health Office in the Registry Book.
4. Students are not permitted to remain in the Health Room longer than one period. The nurse will exercise judgement to send ill students home.

Some of the nurse's duties include rendering first aid to injuries occurring in school, advising students in regard to health problems, excluding students from school who show signs of illness or symptoms of a communicable disease, and counseling.

### **MEDICATIONS**

Medications will be administered by the school nurse to students who have physician's orders and a parent permission form. Students are not permitted to carry any medications for any reason on his/her person during the school day (for special circumstances, and as noted by their doctor, some students may be given permission to carry items such as Epi Pens or inhalers). Students carrying medication can face disciplinary consequences. Parents are responsible for handling the medication at all times.

### **CONCUSSIONS/INJURIES**

Students are active and involved in many activities. In order to care for students in the best possible manner, please report any injuries that occur outside of the school day to the school nurse. The school nurse can make sure all appropriate teachers/counselors are notified of any special care that will be needed throughout the time period of the injury. The need to alert the nurse of a concussion is imperative in order to make sure appropriate personnel have been alerted and appropriate care is given.

### **REQUIRED EXAMINATIONS (DENTAL, AUDITORY, AND SCOLIOSIS)**

Dental examinations are required for all seventh-grade students. Those students who have not received an examination by their family dentist will be scheduled for an examination by the school dentist. Auditory tests will be administered to all seventh-grade students and a visual test and measure of height and weight will be made annually to all students. Scoliosis screenings will be conducted every year. If you have any questions or concerns regarding any of these examinations, please contact the CMS Nurse at 412-369-5420.

### **REQUIRED EXAMINATIONS (PHYSICALS)**

Physical examinations will be required of all 6<sup>th</sup> grade students and all students involved in cheerleading and interscholastic sports. Any student who has not received an examination by his/her family physician will be scheduled for an examination by the school physician.

### **IMMUNIZATIONS**

The following immunizations are mandated by the Allegheny County Health Department for all children in Pennsylvania, grades K-12, for attendance at school:

- 4 doses each of diphtheria/tetanus vaccine (one dose must be after the fourth birthday)
- 3 doses of polio vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of measles vaccine
- 2 doses of mumps vaccine
- 2 doses of varicella or written statement from physician/designee indicating month/year of disease or serologic proof of immunity
- 1 dose of rubella vaccine

In addition to those listed above, all children in grades 7 - 12 must have:

- 1 dose tetanus/diphtheria/pertussis
- 1 dose meningitis vaccine

Please consult the school nurse for specific requirements concerning these vaccinations. Parents may also access health services information at: [Health Services Department Webpage](#)

Students without proper immunizations will not be permitted to attend school until documentation is received.

## LIBRARY SERVICES

### “WHEN CAN I GO TO THE LIBRARY?”

Library hours are from 7:30 a.m. (students must sign in at the main office) to 3:30 p.m.

### **YOU MAY COME TO THE LIBRARY --- A PASS IS ALWAYS REQUIRED**

1. Before homeroom
2. After school
3. During a regular class period
4. During lunch and activity periods for research, book selection, and book returns

### **YOU MAY BORROW**

Books, magazines, reference books, eBooks

### **STUDENT RESPONSIBILITIES**

1. Return material on time
2. Pay for lost or damaged material
3. Do not misuse or abuse library material
4. Show respect for other students and staff

### **OVERDUE POLICY**

The library has a wonderful variety of resources available to all students. Students are provided with current, up-to-date novels for leisure reading as well as non-fiction resources for research needs. In order to preserve the integrity of the program and the availability of materials to the student population, it is imperative that students return materials on time. Students may borrow materials for two weeks and must return or renew materials at the end of the circulation period. If library materials are two weeks overdue, students will be issued an overdue notice for each week past the two-week grace period. Upon receiving a third notice (meaning the book is five weeks overdue), detention will be issued by the librarian.

### **FINES**

Students are responsible for items that are loaned to them by the library. In the event that library materials are lost or damaged, the student will be charged a fair assessment based on school policy for the lost or damaged item. If the student does not meet the financial obligations, upon graduation their diploma may be held until the financial obligation is met. Additionally, if a student owes money for a lost, damaged, unreturned item, or has a deficient lunch account – the money the student pays to attend a field trip may first be applied to the fine. Therefore, the student may not be permitted to attend the field trip until full payment is made toward the lost, damaged, or unreturned item and for the trip. Every effort will be made to work cooperatively with the student and parent so that the obligation will be met.

### **POLICY ON THEFT/DAMAGE**

CMS students are respectful of property, possess good decision-making skills, and are welcomed into the library to utilize various resources. Expectations are set to ensure proper usage of materials. Students found deliberately stealing materials from the library, removing materials without proper authorization, or damaging materials (even if unintentional) will be:

1. Subject to the North Allegheny *Code of Conduct* Level 3, for petty theft; and
2. Restricted from free access to the library for up to 90 school days from the time of the incident. Restrictions will include:
  - a. materials may not be signed out
  - b. students may not enter the library unless part of a class
  - c. if the class goes to the library, the student will have an assigned seat and research/reading materials will be provided

## FOOD SERVICES

### **BREAKFAST**

Breakfast is served daily in the cafeteria from 7:55 until 8:10. All students are expected to be in homeroom by 8:10. If a student is delayed in entering the building due to **North Allegheny School District Transportation Service**, the student may secure a pass to the cafeteria from his/her homeroom teacher.

## LUNCH

Lunch is served daily in the cafeteria. The District provides this as a service for students and the food is great! Lunch may be purchased from the cafeteria or brought from home. A complete lunch includes: entrée, 2 fruits, 2 vegetables, and milk. If a student plans on buying lunch, they may pay for it on a daily basis or you may pay in advance (Point of Service Plan). Pre-printed envelopes are available from the cashiers to make an advanced payment. Payments should be made to the cafeteria during morning homeroom prior to announcements or at lunch. Please make checks payable to 'NA Cafeteria Fund.' Parents may call the Food Service Office at 724-934-7201 with any questions about the cafeteria. If a student's account reaches a deficit, he/she will not be permitted to "charge" any second lunches or snacks. Students are reminded they may not have lunch delivered to school from commercial establishments and all students, even those bringing a lunch from home, must eat in the cafeteria.

The PaySchools Central program is available this year permitting parents to place money in their student's lunch accounts, monitor student balances, and request student activity reports online through [www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com). More information is available on the District's [Food Service Website](#).

## CAFETERIA PROCEDURES

Lunchtime provides students with an opportunity to relax and enjoy the company of friends. Please help to make a difference at Carson Middle School by remembering to use good manners and by following these rules:

1. Walk, in an orderly manner, to lunch and when in the cafeteria.
2. Put all books or binders on the shelves provided in the cafeteria foyer; they should not be taken to your table.
3. Use a tray, even if you pack a lunch.
4. Stay in single file while waiting for service.
5. Treat yourself, your classmates, the cafeteria workers, and cafeteria supervisors with respect.
6. Cutting in line is not permitted. (Teachers are permitted to move in front of the line due to their responsibilities at the beginning and end of classes).
7. Refrain from combing/brushing hair in the cafeteria.
8. Packed lunch beverages should only be cans, paper cartons, or sealed plastic containers for safety reasons. Any container that has been opened must be consumed or discarded before leaving the cafeteria (except for approved water bottles).
9. Use good table manners. Sit while eating and socialize without shouting. Keep your hands to yourself. Never throw anything.
10. When finished eating, students are required to wait to be dismissed. Food and drink are not permitted outside of the cafeteria, including gum and candy (except for approved water bottles).
11. Areas must be cleaned and lunch trays returned.
12. Students may return to their seat, sit in the auditorium foyer area, or go outside if the weather permits. Stay on the patio, not on the sidewalk near the driveway or grassy areas.
13. Cafeteria, foyer, and patio are for socializing. Use conversational tone. Respect each other's space. Running, kicking, punching, & acts of affection are examples of inappropriate behavior & are not justified by saying, "I was just fooling around."
14. Students may use the office phone at lunch time to make needed calls. Only one person is to be at the phone at a time. Phone calls are not to be received on cell phones during lunch time or throughout the day. Please see the cafeteria monitor for permission to use the office phone.
15. If the need arises to leave the cafeteria/foyer area, request a hall pass from a supervising teacher.
16. Lunch is considered "Device Free Dining" to promote socialization. No electronic devices permitted, including district issued iPads.

## OUTSIDE TREATS AND FOOD DELIVERIES

Treats and food (donuts, cake, cupcakes, pizza, Uber Eats, Door Dash, etc.), are not to be brought or delivered to school for birthdays or other special events. Students are not permitted to take treats or food deliveries to the cafeteria or classroom for distribution. All treats and food deliveries will be confiscated and placed in the office for a parent to pick-up.

If students violate cafeteria rules, progressive disciplinary consequences will be assigned. Persistent offenders will be subject to further disciplinary action.

## WATER BOTTLES

Carson Middle School students are permitted to carry a water bottle during the school day. This will help students to stay hydrated, healthy, and ready to learn! In order to carry a water bottle throughout the school day, students must adhere to the following requirements.

1. **Water only** (no flavored water or sparkling water; just plain water is permitted.)
2. **Water Bottles must be:**
  - **Labeled** with student's name and homeroom
  - **Equipped** with a lid that seals tightly
  - **Kept on the floor** during class (never on the desk)
3. Students must not be late to class due to filling up their water bottles (they have time prior to homeroom, in between classes, during lunch, etc.).

4. If the water bottle becomes a “toy” or a distraction in a class, the teacher can take the water bottle for the remainder of the class period.
5. Students are to always keep water bottles away from their iPads.

## TRANSPORTATION SERVICES

### BUS ASSIGNMENT

Students riding a school bus are subject to the direction and control of the school bus driver. Students must sit in their assigned seat for the entire bus ride. Students must remain in their seat while the bus is in motion, keep all parts of the body inside bus windows, not throw objects or distract the driver, to maintain a safe bus riding environment. Jeopardizing the safety or welfare of oneself or others on a bus could lead to the loss of bus riding privileges or even be excluded from school. These rules apply at all times: during transport to and from school, field trips, special and sporting events.

**Every student must get enter and exit at their assigned bus stop.** Each student is assigned to a particular bus stop and a specific bus. No change relating to the stop or the bus is to be made without the proper procedure being followed. That consists of a written request by parent or guardian indicating the student’s name, school, reason for request and details of the change. Please specify the bus stop and/or bus number the student will use. This request should be given to the principal as far in advance as possible. After the principal’s approval, it must then be forwarded to the Coordinator of Transportation for approval. Only after this procedure is followed, and approval given, will a student be permitted to change bus stops and/or buses.

- Two students must permit a third student to sit with them.
- A student should immediately report to the driver any visible damage to the bus.
- Students may be assigned a special seat by the driver, bus safety monitor, or building administrator. A student must give their name and address to the driver when requested.

### RIDING A DIFFERENT BUS

In order for your child to ride a bus different from the one assigned, you must have permission from the Transportation Department. The Transportation Department can be reached at (412) 369-5500.

Please note the following procedures for riding a different bus:

- Both your child and the student your child is going home with must have notes from parents or guardians that clearly state the request and reason for the change.
- Print student names clearly with their homeroom number and the bus number they were given permission to ride; the note must acknowledge prior approval from the Transportation Department.
- Approval will only be granted for supervision purposes (working on a project is not an acceptable reason for riding another bus).
- Both notes must be given to homeroom teachers in the morning.

If this procedure is not followed, permission will likely be denied. It is the Transportation Department that handles these requests. No one at CMS can give you permission unless these procedures are followed.

### LATE BUS

A list of bus stops will be published before school begins. Students should arrive at the stop at least 5 minutes before time and wait a minimum of thirty (30) minutes before leaving the stop area. In emergency situations affecting the North Allegheny School District, special information is broadcasted by radio. KDKA is the official radio station and will broadcast all official information related to North Allegheny Schools. SchoolMessenger will also serve as a vehicle of communication in emergency situations.

Parents should use their discretion in the length of time students wait for the bus in bad weather. If parents choose to exercise their discretion, they must also provide students with the necessary transportation to school.

If normal transportation is not available after thirty minutes, it is suggested that parents assume the responsibility for transporting students to school.

### APPROPRIATE BUS CONDUCT

Rules posted on the bus should always be followed. The bus driver has complete authority. A student’s behavior when riding, boarding, exiting, or waiting for buses must be beyond reproach. The following conduct is prohibited on district transportation:

1. Smoking/Vaping
2. Using vulgar or profane language
3. Fighting/pushing/shoving
4. Damaging seat, windows, and/or other parts of bus
5. Not remaining seated while bus is in motion
6. Not sitting in assigned seat the entire bus ride
7. Not keeping all parts of body inside bus and feet on floor
8. Eating/drinking
9. Getting off at a bus stop that is not a student’s designated bus stop
10. Loud, boisterous conduct

11. Littering or throwing objects from/on bus
12. Late at bus stop constantly
13. Not crossing in front of bus
14. Bringing pets or flammable materials
15. Playing music on the bus
16. Taking pictures with a cell phone or any other electronic device
17. Forwarding/sending/sharing/taking/showing pictures or videos on a cell phone or other electronic device to any other student
18. Forwarding/sending/sharing/showing text messages or engaging in any other types of social media network connections

Students are encouraged to be cooperative with the bus driver and/or principal in giving information concerning bus misbehavior. Students who damage a bus in any manner, intentionally or unintentionally, will be responsible for the cost of the damage.

### **BUS DISCIPLINE PROCEDURES**

The use of video cameras on school buses are used to ensure student safety to and from school. Students may be video-taped at any time. Any interference with the safe operation of the bus may be cause for disciplinary consequences or suspension of bus riding privileges. Under normal circumstances, the following progressive discipline will be followed:

- First Offense – Warning or Detention
- Second Offense – Detention, meeting with Administrator
- Third Offense – Bus and/or school suspension, 3-day minimum

If a student's behavior is such that it endangers the safety of the riders, the progression of discipline will be escalated.

### **BUS VANDALISM POLICY**

If students sit in a seat, they will be held responsible for any damage to that seat. If the seat is damaged, and the student did not report it to the bus driver, the student will be held responsible. If a student's seat has been damaged and the student knows who did it, the student must report the vandal or be held responsible. If the bus driver upon inspecting the bus finds damage, the student(s) assigned to the seat will be held accountable.

## **STUDENT SELF-MANAGEMENT**

### **CODE OF CONDUCT**

A *Code of Conduct* for students at North Allegheny has been prepared to help everyone - students, teachers, parents, administrators - understand what is both acceptable and unacceptable behavior in the school. You and your parents will be required to sign a form stating that you received a copy of the *Code of Conduct*. The *Code of Conduct* will be reviewed with you at school. It can be found online and in the District calendar for further review at home. We expect you to use good self-management skills and to be respectful for adults and fellow students. The consequence of choosing otherwise may result in detention, suspension, and/or social probation.

### **MISCONDUCT CARDS**

Misconduct cards are used as part of a teaching process to assist students in learning the established rules by teachers and/or school policies. Misconduct cards are issued to remind students to adhere to established rules and procedures. These cards are most often used in sixth grade to assist in supporting students new to the building. After three misconduct cards are issued, a detention is earned by the student. However, detentions can be issued if the behavior is one that is disrespectful or may result in an unsafe environment.

### **DETENTION**

Detention is assigned when students do not respect rules established by the teacher or school. Some examples of why detentions are issued: misbehavior for a substitute, disruptive behavior, gum chewing, and excessive tardiness. Parents will be notified by school personnel when a detention has been issued. When the student has been assigned four (4) different detentions, a citizenship letter will be sent to the parent(s) outlining the problem areas. A sixth detention received will result in progressive discipline.

A detention area supervised by teachers is provided at designated times during the week. The detention time is from 7:20 a.m. to 8:00 a.m. on Thursdays and 3:05 p.m. to 3:45 p.m. on Tuesday. **STUDENTS MUST BRING MATERIAL TO WORK ON AND STUDY QUIETLY.** Students without materials will be given work to do.

It is the responsibility of the student to arrive on time to serve the detention since the student has been the one responsible for the infraction. Students arriving late to serve a detention will not be permitted to serve that day.

The detention should be served as soon as possible, within two weeks from when it was assigned. The date on the top of the detention form specifies a deadline by which the detention must be served under normal circumstances.

To be permitted to enter the detention room, the student must have the copy of the detention form signed by a parent or guardian and sufficient study materials in order to make profitable use of the time. **Progressive discipline will be assigned if DTs are not served by the assigned date.**

The responsibility to serve detention supersedes all other student activities.

### **SUSPENSION/EXPULSION**

A student may be subject to suspension or referral for expulsion from school for any act which violates Board Policy, rules, or regulations or interferes with the ordinary educational processes of the school district. Such acts include, but are not limited to, the following types of offenses:

1. Physical or verbal abuse toward fellow students, teachers, administrators, or other personnel of the school district.
2. Intentional destruction of school or personal property of a fellow student, teacher, administrator, or other school personnel.
3. Sale, use, possession, being under the influence of or aiding in the procurement of narcotics or restrictive drugs including marijuana or any material purported to be such during a time school is in session.
4. Bomb threats or false fire alarms.
5. Firecrackers, or smoke bombs, or weapons.
6. Other acts on the part of the student which would seriously disrupt the educational processes of the school district or adversely affect the health, safety and welfare of fellow students, teachers, administrators, or other fellow personnel.

On the day or days of the suspension, students are not permitted to participate in or attend any school activities before, during, or after school.

### **MAKE-UP WORK FOR IN/OUT OF SCHOOL SUSPENSION**

1. Students are expected to make up classwork and homework when they are assigned to IN or OUT of School Suspension. Classroom teachers will provide the student assignments to complete.
2. If the student missed a test, quiz, or other assignment which could not be completed during suspension, the assignment will be given and completed upon return.
3. Homework due the day the student is assigned a suspension should be turned into the classroom teachers upon return.
4. Work not made up will receive a zero for any graded work assigned during the time of absence.

### **SOCIAL PROBATION**

Social Probation limits or restricts student attendance and/or participation in school related activities. Students who engage in a serious violation of the Code of Conduct, frequently disregard procedural policies, or demonstrate a threat to the health, safety and welfare of the student body, staff, or general public may be placed on social probation at the discretion of the administration.

Social probation includes but is not limited to the following:

- Student is not permitted on any North Allegheny School District property outside of normal school hours.
- Student is prohibited from attending sporting events as a spectator (home or away), plays, concerts, dances, etc.
- Student may be permitted to participate in all extra-curricular (team sports, academic competitions) or co-curricular (band, chorus, orchestra) activities for which the student is a member of the team and/or club dependent upon policies specific to said teams/clubs.
- Students may not attend school sponsored field trips or overnight trips.

**The administration will review the circumstances on a case-by-case basis before imposing social probation. The degree and length of social probation will be clearly delineated to the student and the student's parent/guardian.**

### **EFFECT OF SUSPENSION ON PARTICIPATION IN ATHLETICS OR OTHER ACTIVITIES**

Middle school students who are suspended for violations of North Allegheny's *Code of Conduct* are ineligible for participation in activities or athletics on the dates of their suspension. If a student were suspended for one day, for example, he or she would be ineligible for interscholastic competition and practice on the day of suspension.

### **USE OF ELECTRONIC DEVICES AND DISTRICT ISSUED IPADS**

The North Allegheny School District recognizes that the appropriate use of electronic devices can provide great potential for enhanced learning opportunities for all students. However, there are many other uses of electronic devices which can distract from the learning process or otherwise violate the rights of students; thus the use of electronic devices for legitimate educational purposes is permitted, only under the direction of the classroom teacher with approval from the building administration and in accordance with the Code of Conduct.

Any student who violates these provisions of the Code of Conduct shall receive appropriate disciplinary action and may have his or her privileges regarding electronic devices temporarily or permanently revoked. Further, the student's electronic device may be subject to confiscation, either temporary or permanent, and the District reserves the right to hold a confiscated item until a conference has been held with the student's parent or guardian. Finally, if such violations could possibly constitute a crime under local, state and/or federal law, the District will report such conduct to the appropriate law enforcement agencies.

District issued iPads and personal electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, iPods, MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), cellular phones, and smart phones and devices such as iPhones/watches, laptops or other student-owned computers, radios, as well as any new technology developed with similar capabilities of data storage or transmission. In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student. Insurance options are available for the District Issued iPads.

Appropriate use of electronic devices shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the Building Administration.

Inappropriate use of electronic devices has the potential to negatively impact the educational processes and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violate the rights of individual students is a violation of the Code of Conduct. Any misuse of District issued iPads may result in the termination of apps, loss of Wi-Fi, AirDrop, or other capabilities. Administration may confiscate the iPad if deemed necessary.

Any student found to be inappropriately using electronic devices will be subject to consequences set forth within the Code of Conduct. Infractions of this policy can result in a minimum of Level II consequences. In addition, such acts may be in violation of the **North Allegheny School Board Policy #249 – Anti-Bullying, #237 Personal Electronic Devices**. Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time (classroom instruction, study halls, and gymnasiums).
- The use of electronic devices in locker rooms and restrooms.
- Using any application on an electronic device which is not directly relevant to the instruction in the classroom and authorized by the classroom teacher.
- Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.
- Using any electronic device for purposes which are in direct violation of other provisions within this Code of Conduct, such as bullying, cyber-bullying, cheating or otherwise violating academic integrity, or harassing or intimidating students or staff members.

The District shall enforce these provisions of the [Code of Conduct](#) regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. Such activities are in direct violation of the **North Allegheny School Board Policies #249, #237** will result in violators being disciplined accordingly.

#### **CELL PHONES/ELECTRONIC DEVICES AT THE MIDDLE LEVEL**

- Cell Phones
  - The use or display of cellular phones during instructional hours in classrooms, gymnasiums, locker rooms, restrooms, auditoriums, the halls, the cafeteria, or anywhere else in the building or on school property is prohibited. The use of cellular phones in locker rooms and restrooms is prohibited at all times.
  - Phones must be turned **OFF (not on vibrate)** at the 8:00 Homeroom Bell and remain off until students have exited the building at dismissal time.
  - First violation- Cell phone is confiscated, and the student's name is recorded. The cell phone will be handed over to a school principal. Progressive discipline will be assigned.
  - Second violation- Cell phone is confiscated, and the student's name is recorded. The cell phone will be handed over to a school principal until a parent/guardian can pick it up in the main office. Progressive discipline will be assigned.
- Electronic Devices
  - Middle school students are not permitted to turn on any type of electronic device other than the District issued iPad while in school unless permission is granted by a teacher or administrator. All electronic devices must be turned off when entering the school building and remain off until students have exited the building at dismissal time.
- Violations to these provisions would result in:
  - Confiscation of the cell phone/electronic device.
    - The device will be placed in a secure location. Progressive discipline will be assigned.
  - Failure to turn the item over to school personnel may result in additional consequences.
  - Repeated incidents may result in parent conferences and other disciplinary action(s).

**PLEASE CHECK THE WEBSITE FOR ADDITIONAL GUIDELINES AS ONE-ONE DEVICES ARE IMPLEMENTED**

**BULLY PREVENTION PROGRAM**

A Bully Prevention Program was implemented during the 2011-2012 school year. Students and staff discuss talking points to define bullying, reduce existing bullying, understand how to prevent bullying, and learn to achieve positive peer relationships allowing for the best possible school climate to exist throughout the entire school community. The following Bully Prevention Rules are reinforced to students.

**Bullying Prevention Rules for All Middle Schools**

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

Bullying is addressed in School Board Policy [#249](#) and included in the District's *Code of Conduct*. Students who bully others will be subject to disciplinary options as outlined in the *Code of Conduct* and will be required to participate in an Anti-Bullying educational component. Students will be taught the effects of bullying behavior in order to gain a better understanding of the negative impact of such behavior.

**SEARCH OF STUDENTS, STUDENT LOCKERS, AND STUDENT VEHICLES**

*The following is an excerpt from the NASD Code of Conduct:*

The North Allegheny School District strictly prohibits the possession, conveyance, use or storage of contraband including drugs, alcohol, weapons or other materials possessed by a student in violation of Federal or State law or school policy. The North Allegheny School District believes that the elimination of drugs, alcohol and weapons in public schools is important to the welfare and safety of students. School officials may conduct a reasonable search of a student and his/her personal effects. Since student lockers are owned by the North Allegheny School District and loaned to students and since the student parking lot is owned by the North Allegheny School District and parking permits are made available, the school exercises exclusive control over lockers and student vehicles in the parking lot. Students should not expect privacy regarding items placed in their locker or in their vehicle as random searches of lockers and the student parking lot may be conducted by school officials. In accordance with [School Board policy #226](#), random searches, at the discretion of school officials, of lockers by school personnel may occur for any reason at any time, without notice to you, without your permission and without a search warrant. School Board Policy #226 was revised to permit the use of trained dogs to conduct locker searches. Blanket/random searches may be conducted when school officials have determined that a substantial problem may exist.

**What happens if the policy is violated?** Students found to possess, convey, use or store contraband including drugs, alcohol, weapons or other materials in violation of Federal or State law or school policy will be subject to a Level IV violation of the Code of Conduct. Students will be disciplined according to the appropriate provision of the substance abuse guidelines. Illegal material confiscated will be turned over immediately to the appropriate law enforcement agency for further investigation and for the institution of possible juvenile or criminal proceedings.

**SOLICITATION**

Students may not possess, distribute, or sell quantities of edible or non-edible items in school, on the bus, or at the bus stop. If items are confiscated from the student, the items will be housed in the office and not returned directly to the student. Parents may pick up confiscated items from the school office.

**USE OF ELECTRONIC SURVEILLANCE SYSTEMS**

In order to promote a safe school environment, the North Allegheny School District has installed electronic surveillance systems to monitor activity on school property and in school vehicles as one measure of prevention and protection. The use of video recordings obtained by surveillance equipment is subject to District policies addressing the confidentiality of student and staff records.

Information obtained from electronic surveillance systems may be used by the administration to assist in an investigation to determine whether a student has committed an unlawful or an unsafe act. Violations of the *Code of Conduct* will result in appropriate disciplinary consequences. Any activity detected through the use of surveillance cameras that might constitute a violation of the law will be reported to the appropriate law enforcement agency.

**INTIMIDATION/THREATENING OF OTHERS**

The District recognizes the danger of terroristic threats and acts present to the safety and welfare of all students, staff, and community. The NASD Board of School Directors prohibits any District student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

What is a terroristic threat? Pennsylvania law defines a Terroristic Threat as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in a reckless disregard at the risk of causing such terror or inconvenience. A Terroristic Act shall mean an offense against the property or involving danger to another person. This is addressed in School Board Policy #218.2

What happens if the policy is violated? Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent or principal may report the student to law enforcement officials and bring charges against the student.
4. Based on further investigation, the Superintendent may recommend expulsion of the student to the North Allegheny Board of School Directors. The policy is included in the District's *Code of Conduct*.

### **SEXUAL HARASSMENT/HARASSMENT/BULLYING**

Sexual Harassment is any unwelcome/unwanted sexual advance or any form of improper physical contact, sexual remark, lewd, vulgar, or indecent behavior in person or via electronic communication. Sexual Harassment is strictly forbidden and will not be tolerated.

Harassment or Bullying of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.

Sexual Harassment is addressed in School Board Policy #103.2 and included in the Level III category of the North Allegheny *Code of Conduct*. In addition to the possible consequences outlined in the *Code of Conduct*, a Harassment Tracking Form may be completed and sent to the Superintendent of Schools.

*How should students deal with harassment?*

1. Tell the harasser to stop.
2. Report the behavior to an adult immediately.
3. Remember, harassment is illegal. Retaliation is also illegal.

Bullying is addressed in School Board Policy #249.

### **HAZING INFORMATION**

The purpose of Hazing Policy #247 is to maintain a safe, positive environment for the students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. For the purposes of this policy, hazing is defined as any activity that recklessly or intentionally, endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board. This policy prohibits any form of initiation, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer, or District employee shall plan, direct, encourage, assist or engage in any hazing activity. The policy directs that no administrator, coach, sponsor, volunteer or District employee shall permit, condone, or tolerate any form of hazing. Infractions of the policy can result in Level II or Level III consequences. Detailed information can be found in the District's *Code of Conduct*.

### **WEAPONS IN THE SCHOOL**

The possession, conveyance, use or storage of weapons or weapon look-alikes by students, school employees, or visitors on school property, at school-sponsored activities, or on or in the vicinity of any school vehicle, even though they may have a legal permit to carry such a weapon, is prohibited.

Incidents of students possessing weapons or weapon look-alikes, including laser-pointers, will be reported to the student's parent and to the police. Any student found possessing, conveying, using or storing a weapon or weapon look-alike in violation of this policy will be automatically assigned a Level IV consequence per the *Code of Conduct* and Board Policy #218.1.

### **TOBACCO, DRUGS, AND ALCOHOL**

The principal or assistant principal shall immediately suspend a pupil, who on school grounds possesses, purchases or attempts to purchase or uses tobacco, or who sells, is under the influence of, uses, possesses or aids in the procurement of narcotics or restricted drugs including marijuana or any look-alike material purported to be such during a time school is in session, or any time during a school activity. "Narcotics" include opiates, hallucinogenic substances, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, and those substances listed by schedules in the Controlled Substance, Drug, Device and Cosmetic Act. The procedure will be in accordance with School Board Policy as stated in Section #222.

When such action is taken, the student's parent or guardian will be notified immediately by a telephone call. A letter will follow stating the reason for the suspension and establish a time for an informal hearing in the principal's office.

The principal after proper notification to police authorities and identification of the material involved in the case as a narcotic or restricted drug, including marijuana, may then proceed with the necessary steps provided in the School Laws of Pennsylvania for extending the suspension or expelling a student from the school system for this act.

Consequences for drugs/alcohol please refer to the Substance Abuse guidelines in the *Code of Conduct* and School Board Policy #227.

## **POLICY ON THE USE OF TOBACCO PRODUCTS AND VAPES**

North Allegheny, being an educational institution, has the responsibility to promote and reflect what is healthy for all individuals who are in our jurisdiction by virtue of their participation in our programs or presence on our property.

Therefore, the North Allegheny School District prohibits tobacco use (including smoking, smokeless tobacco, look-alikes, and vaping devices ) in school buildings, school buses, and on school property owned by or under the control of the District. This prohibition applies indoors and outdoors at all times.

### *Guidelines:*

The District's administration shall be responsible to effectively coordinate all District and community resources to promote the cessation of smoking and use of tobacco products by students and employees.

#### *First Offense*

1. Violation by a student shall result in a three day in-school suspension.
2. The law provides for a referral to the magistrate for any tobacco-related violation.

#### *Second Offense*

1. Three day in-school suspension.
2. Violation by any students in school will also bring with the three day in-school suspension charges to be filed before the magistrate, which, if convicted, will subject the violator to a BOCA or civil fine in excess of \$50 up to \$300 and/or a smoking cessation program.

## **COMPUTER USAGE INFORMATION**

The Board of School Directors has established, equipped, and maintained computer facilities which support a comprehensive educational program.

**The Responsible Computer, Telecommunications, and Information Technology Use Policy #224.1** requires the ethical and appropriate use of these facilities and their related equipment, software, and supplies by all students. Those persons who assist another in the violations of this policy, as well as those more directly involved, shall be subject to the disciplinary action set forth herein. Each case will be reviewed individually. Please refer to the *Code of Conduct* for more detailed information. The updated Responsible Computer, Telecommunications, and Information Technology Use Policy #224.1 can be found online at [www.northallegheny.org](http://www.northallegheny.org) and on the District calendar.

All students will have the opportunity to use District technology and the Internet unless the parent sends a letter to the school denying access.

It is the position of the District that the ultimate responsibility for setting and conveying the standards that students follow when using the District's computers, iPads, network and information technology rests with their parents and guardians.

As part of District-approved educational activities, students may be permitted to create or contribute to blogs and other types of social media. The District expects that any student participating in online communities or networking, do so with integrity.

The following are to be considered examples, but not an all-inclusive list, of violations of Acceptable Use Policy #224.1.

## **EXAMPLES OF COMPUTER, IPAD, AND NETBOOK MISUSE**

1. Attempting to invade or damage facilities, equipment, software, or supplies.
2. Sending or receiving e-mail for personal use.
3. Any use of offensive language or images.
4. Using the computer, iPad, or netbook to harass, insult, or attack others.
5. Using or sharing another student's password.
6. Downloading, installing, or using unauthorized purchases or using the network for political or commercial purposes.
7. Taking unauthorized photos of students and/or staff.

This includes but is not limited to improper use of District or personal technology, such as iPads, computers, calculators, and other electronic devices. Consequences for violating this policy include zero credit and possible disciplinary action.

## **VANDALISM OR THEFT**

1. Misuse of facilities, equipment, software, or supplies.
2. Damage to computer facilities, iPads, equipment, software, or supplies.
3. Theft of equipment, time, service, software, or supplies.

## **Consequences of Vandalism or Theft**

Incidents of willful or malicious abuse, destruction, defacement, and/or theft of property of the NA School District are contrary to the interests of the District and injurious to the rights and welfare of the community. The District will seek all legal redress against persons found to have committed such acts under the laws of the State of Pennsylvania. Students also may be denied future access and usage.

Parents or guardians shall be responsible for the loss or destruction of school property or the property of other pupils and teachers when such damage or loss is the result of deliberate or mischievous action on the part of their child.

### **INSTITUTIONAL VANDALISM**

The Pennsylvania Crimes Code has expanded the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers, or similar marking devices into an institution, such as a school building, with the intent to vandalize. This is the Graffiti Crimes Act, Act 16 of 1994.

In addition, Act 17 of 1994 defines defacing public and private property with spray paint or indelible markers as “criminal mischief.” The act also provides the court with a community service sentencing option in lieu of jail time for such an offense.

## **STUDENT ACTIVITIES**

### **ELIGIBILITY GUIDELINES**

Eligibility guidelines apply to all students who participate in extracurricular activities. Listed below are some activities for students to check with their sponsors for specific guidelines. For a full list of CMS clubs and activities, please visit the CMS website.

1. Art Crew
2. Cheerleading
3. Interscholastic Athletics
4. Library Aide
5. Office Aide
6. P.A. Announcers
7. Production Crew
8. Student Council
9. Talent Show Participants
10. School Counseling Aide
11. Mountain Biking Club
12. Stage Crew
13. National Academic League (NAL)
14. Crossfit Club
15. The Page Turners Book Club

To determine eligibility, sponsors and coaches provide the staff with a list of all participants at the beginning of the activity. Every three weeks (sooner if necessary) teachers are to review the lists to determine if any participants are failing any courses. The name of the failing student is submitted to the office. When the office determines that a student is failing two or more subjects, the office will then notify the sponsor/coach who, in turn, will remove the student from the activity (including practices) for a minimum of three weeks. At the end of this period, if the student’s name is not submitted to the office, he or she will be reinstated in the activity.

If the student feels he/she has made sufficient progress after ten school days, the student may request an early reinstatement by writing a letter to the teachers and having the letter signed by the sponsor/coach. If approved by the sponsor/coach, the student will submit the letter to the teachers. The teachers will respond to the request by writing “Approved” or “Disapproved”, signing the letter, and submitting it to the office.

In order to participate in any after-school activity (team practices/games, performances, club meetings, etc.), students must be in attendance at school, on the day of the event, for at least one-half of the school day (3.5 hours). Students who are not in attendance for at least one-half of the school day are not permitted to participate in any after-school event(s) and will ride their bus home.

### **STUDENT COUNCIL**

The Student Council is important to the organization and operation of the school. The Student Council sponsors many activities of the school and has a voice in its operation. All students should take an active interest in the Student Council and see that the homeroom representatives who are elected are the best qualified to serve. Homeroom representatives will periodically report on the actions of Student Council to their homeroom constituents.

The Student Council organizes and sponsors the following activities:

- School Spirit Activities
- Dances
- Fundraising Campaign(s)
- Community Service Projects

### **STUDENT COUNCIL DANCES**

Students attending dances are subject to all school rules and regulations included in this handbook and the District’s *Code of Conduct* (dress code, cell phone use, etc.). In order to maintain and promote the “Middle School Family” environment, the following guidelines have been established for Student Council dances:

1. Middle School Dances are only for students who attend Carson Middle School.
2. Appropriate dress is requested and must follow the middle school standards of dress.

3. Information about the dance will be given via the school announcements during the school day. This information should be shared with parents.
4. Any student coming to the dance one half hour after the dance has begun will not be admitted. This is to encourage a prompt beginning.
5. Students are not permitted to leave the dance early without a written note from their parents or guardians and approval from one of the administrators.
6. Students are not permitted to walk to NAI, McKnight, or any other house or business after a dance. They must be picked up by a parent in a car for safety reasons.

### **STUDENT COUNCIL ELECTIONS**

1. Candidates for office must be in the 7th grade.
2. Any candidate having three (3) or more separate detentions or suspensions during the year will not be eligible.
3. Students campaigning for office need to obtain signatures of their classmates on petitions according to Student Council bylaws. Candidates' speeches will be a maximum of 3 minutes.
4. Candidates are permitted only two (2) campaign posters. These must hang in the cafeteria foyer and be taped to the bricks. Maximum size is 2' x 3'; ALL posters must be stamped by the vice-president before posting.
5. Candidates are responsible for removing their posters after the elections.
6. Students will not sign petitions during class time.
7. Elections will be held in May.
8. Candidates may not distribute stickers, pencils, shirts, etc.

### **STUDENT GROUPS AND CLUBS**

Any student interested in beginning a new club or organization must obtain a faculty sponsor and permission from the building administration.

### **AVAILABLE ACTIVITIES**

In keeping with the school philosophy, a Comprehensive Student Activities Program is implemented to supplement classroom activities and to give everyone an opportunity to express interests they may have outside the classroom. The types of mini-course/activities will differ somewhat each year depending upon the interests of the students. The activities program begins in October. A full list of the CMS activities can be found on the CMS website.

### **CHEERLEADING**

The purpose of the cheerleading program is to build school spirit, encourage good sportsmanship, and to support our middle school athletic program. The cheerleaders cheer for all home games and several away games. They also participate in Pep Assemblies and other activities.

### **LIBRARY AIDE**

This service group is made up of students interested in devoting time during school to working in the library. The students assist the library staff with the many duties involved in making the library a pleasant place for students and staff.

### **OFFICE AIDE**

The Office Aides are students who volunteer their time to help in the school office. These students are assigned certain duties and responsibilities that help the secretaries and make the office more efficient.

### **P.A. ANNOUNCERS**

This group will deliver the morning announcements.

### **PRODUCTION CREW**

The purpose of this group is to assist with props, curtains, lights, and spots, and the construction and decoration of materials used on stage or in the auditorium. The students will help with play productions, assemblies, concerts, and similar activities for both school and community affairs.

### **SCHOOL NEWSPAPER**

This group of students publishes the newspaper each year. Students will have an opportunity to be considered for the newspaper staff.

### **TALENT SHOW**

The school Talent Show will be presented in January, February, or March of each year. Its purpose is to give students an opportunity to display their talents in song, dance, instrumental music, and comedy. Students also learn many facets of stage production. Everyone works together to produce an outstanding show.

## **BEHAVIOR OF STUDENTS AT EXTRA-CURRICULAR ACTIVITIES**

North Allegheny School District and Western Pennsylvania Inter-Scholastic Athletic League accepts and expects exemplary standards for students at extra-curricular activities, both in their participation and as spectators. Any behavior which is a violation of North Allegheny *Code of Conduct*, WPIAL, and/or student handbook or school rules will earn an appropriate response.

Minor misbehavior will result in a range of responses from correction to removal from the activity and/or possible disciplinary consequences. Behavior which endangers the health, safety, and welfare of students and/or others, may result in detention or suspension and a social probation—suspension from all extra-curricular activities for a period up to 60 days.

If students are not a direct participant in an after-school activity/sport, they are not permitted to ride the transfer bus to reach the event/sport. Students are required to have their own transportation if they are a spectator. Students who misuse school transportation will earn disciplinary consequences. Students are not permitted to be inside any school building or facility after dismissal unless they are a direct participant or spectator of an official activity or official competition. Loitering will result in disciplinary consequences. For example, CMS students may not “hang out” on the NAI campus after school unless they are direct participants in a school-related activity.

Students placed on social probation are restricted from attending all school-related events as a spectator and all social activities. They will be permitted to participate in athletic or co-curricular activities for which they have qualified.

Behavior which is not only a violation of school policy or endangers the health, safety, and welfare of others, but also violates the law, will result in application of *Code of Conduct* consequence, with the student being restricted from attending extra-curricular activities throughout the 60 days and a complaint filed with the police and/or magistrate.

## **ATHLETICS**

Both intramural and interscholastic athletic programs are available to students. The intramural programs are designed to provide both boys and girls an opportunity to refine skills, which are introduced in physical education courses, and further individual training and conditioning. Intramural programs are offered in accordance with student participation and interest.

Various interscholastic programs are available for boys and girls in grades 7 and 8. W.P.I.A.L. rules prohibit 6th graders from participation. Members of interscholastic teams are selected by the respective coaches based upon the physical and emotional maturity of the student and level of skill development. **BUSES WILL BE PROVIDED FOR ALL INTRAMURAL AND INTERSCHOLASTIC PROGRAM PARTICIPANTS.** *Only students participating in the intramural or interscholastic program are permitted to ride the bus to the event. Spectators are not permitted.* All interscholastic participants are required to meet eligibility regulations.

## **ATHLETIC ELIGIBILITY, ATTENDANCE, and CURRICULUM REQUIREMENTS**

The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) Constitution stipulates that:

1. The student athlete must pursue a curriculum defined and approved by the principal as a full time curriculum.
2. The student athlete must be passing at least four (4) full-credit subjects or the equivalent thereof as of each Friday during a grading period. Failure to meet this requirement will result in the loss of a student’s athletic eligibility for the following week (Sunday through Saturday).
3. The student athlete must have passed at least four (4) full-credit subjects or the equivalent thereof during the previous grading period. Eligibility for the first grading period is based on final grades from the preceding school year. Failure to meet this requirement will result in loss of a student’s eligibility for the first twenty (20) school days of the next grading period.
4. A pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty schooldays following the twentieth day of absence, except where there is a consecutive absence of five or more school days, due to confining illness, injury, or quarantine. Such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the sixty days required. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.
5. Students absent from school on the day of after-school activities or contests may not dress/participate in the activity or contest.
6. Students tardy after 11:30 a.m. on the day of an athletic contest will not be permitted to dress for the contest.

## **SPORTSMANSHIP**

Conduct at all games is based on sportsmanship. Coaches and staff have been proud to sponsor young athletes who practice good sportsmanship, win or lose. Spectators are also expected to reflect this positive position.

### **Sportsmanship means ...**

1. Winning without boasting; losing without excuses.

2. Accepting officials' decisions gracefully.
3. Applauding opponents for their efforts, not booing, hissing, or making annoying or abusive remarks.
4. Competing fairly, playing according to the rules.
5. Playing the game for its own sake, not for what winning will bring.

**Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.**

**ATHLETIC ACTIVITIES**

**FALL SEASON**

Boys' / Girls' Cross-Country	Football
Cheerleading	Girls' Basketball
Fall Awards Assembly	Boys'/Girls' Soccer
Girls' Field Hockey	

**WINTER SEASON**

Boys' Basketball	Cheerleading
Winter Awards Assembly	Wrestling
Ice Hockey	In-Line Hockey

**SPRING SEASON**

Baseball	Girls' Softball
Boys'/Girls' Track	Awards Assembly
Boys'/Girls' Lacrosse	Girls' Volleyball

**CO-CURRICULAR ACTIVITIES**

**YEAR LONG**

Guidance Aides	Office Aides
Chorus	Pep Assemblies
Newspaper Staff	Library Aides
P.A Announcers	Stage Crew
Student Council	Yearbook Staff
Random Actors	

**FALL SEASON**

6th - Flag Football	Mini Course Day
Get-Acquainted Dance	Fundraising
Campaign	Mountain Biking Intramural

**WINTER SEASON**

Basketball	Talent Show
Weight Training	Wrestling
Cross-Fit Intramural	

**SPRING SEASON**

End-of-Year Celebration  
 Floor Hockey Intramurals  
 Achievement Awards Assembly

**HAZING POLICY**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing - For purposes of this policy, hazing is defined as any activity that recklessly or intentionally, endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board.

This policy prohibits any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

This policy directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. Infractions of this policy can result in Level II or Level III consequences.

**ESPECIALLY FOR PARENTS/GUARDIANS**

The "Philosophy of Middle Schools" found on the next several pages provides the rationale for why we have established the procedures, rules, and regulations you have just read about. Please take a few minutes to read through it.

**THE PHILOSOPHY OF MIDDLE SCHOOLS**

At North Allegheny, our goal is to create a community of learners to help develop the most appropriate education for our young people. The knowledge, attitude, and effort of our teachers serve as a vital link towards helping students progress in their ability to read, write, listen, speak, think, and solve problems. It is also our goal to help students develop self-discipline, proper study habits, effective organizational skills, and ownership for their behavior and learning. When situations occur outside the school that affect a child's education, the school is prepared to assist both students and parents in making decisions that affect the student's educational progress.

Middle school is the period in time when students make the transition from childhood to adolescence. We believe that this stage in a child's development is unique and necessitates a program that is supportive and responds to the changes that adolescent children experience.

The North Allegheny School District has adopted the philosophy outlined by The Association for Middle Level Education (AMLE). This philosophy is published in a position paper entitled, *This We Believe.... And Now We Must Act*. The following excerpt from this document summarizes the foundation of the philosophy of the North Allegheny School District for Middle Level Education:

The overarching purpose of all schooling in our society is to help students become good citizens, lifelong learners, and healthy, caring, ethical, and intellectually reflective individuals. The skills, knowledge, and personal competence that students acquire in school should enable them to be successful now and in the future. Middle level education is the segment of time that encompasses early adolescence, the stage of life between the ages of 10 and 15. In order to be developmentally responsive, middle level schools must be grounded in the diverse characteristics and needs of these young people. It is this concept that lies at the heart of middle level education. While grade configuration may be a consideration, the nature of the program provided for young adolescents, wherever they are housed, is the crucial factor.

Through department, team, and grade level meetings, the professional staff exchanges ideas in order to improve the scope, sequence, and articulation of each students' schooling. Teachers strive to match learning experiences and reinforcement activities with students' readiness at a given time, to detect and resolve difficulties, and to share with parents any concerns that may affect the child's learning or welfare.

In the middle schools, basic skill development and exploratory opportunities are emphasized in the program. In addition, students are expected to increase their own positive self-concepts and to develop traits of good citizenship. The following goals summarize our efforts to help students make the successful transition from childhood through adolescence:

#### **INTELLECTUAL DEVELOPMENT**

Our goal is to provide opportunities for students to explore and to develop their abilities in the areas of basic mathematics and the fundamentals of written and oral communication. Emphasis is placed on the critical thinking processes which include conducting research, translating and presenting findings, drawing conclusions, and making decisions.

#### **AESTHETIC GROWTH**

Our goal is to provide experiences in the humanities and encourage students to develop aesthetic and cultural appreciation and to support students as they seek to confirm their personal development and value system.

#### **SOCIAL DEVELOPMENT**

Our goal is to encourage students to adopt a positive philosophy of life, to develop respect for individual dignity, to assume personal responsibility for their own actions, and to understand and accept others.

#### **EMOTIONAL GROWTH**

Our goal is to provide support for students in learning to cope with their experiences, whether positive or negative, and to provide experiences that help students to better understand and accept themselves.

#### **PHYSICAL DEVELOPMENT**

Our goal is to provide students with the knowledge and skills to value and apply physical activity and its benefits for a lifetime. Through active participation in movement and sport, students will foster an appreciation for personal fitness and other social skills vital to becoming healthy, productive members of the community.

#### **EXTRA CURRICULAR INVOLVEMENT**

Our goal is to encourage students to participate in a variety of school-supported activities in order to support their development and establish positive relationships with peers.

#### **CURRICULUM PHILOSOPHY**

It is our aim to keep the curriculum current and engaging. The specific goals for our curriculum are:

- To develop a respect for learning
- To develop skills of communication and self-expression
- To develop the ability to see the relationship of ideas through the use of critical thinking, logic, and the scientific method
- To develop effective study and work habits
- To make all efforts to maintain an uninterrupted educational program
- To maintain high standards of physical fitness during this period of extensive body development
- To develop an appreciation or facility in the fine and practical arts, since these contribute to the enrichment of life
- To provide a program of coordinated activities

- To guide students in an understanding of self in preparation for a good, responsible life

We believe that it is essential to work toward these goals in all areas of instruction, especially in reading, writing, speaking, listening, spelling, and logical thinking. We strive to create an explicit connection between the skills and concepts throughout the curriculum.

Please refer to the North Allegheny School District website to review curriculum options and course descriptions. While there is not a Middle School Program of Studies, you can locate specific middle level course information on the North Allegheny School District website at [www.northallegheny.org](http://www.northallegheny.org).

- CLICK ON “ACADEMICS” (at the top of the page);
- SELECT THE DEPARTMENT FROM THE DROP DOWN MENU;
- CHOOSE THE GRADE LEVEL (Elementary, Middle, High School) ON THE LEFT SIDE.

### **TEAMING AND SCHEDULE PLACEMENT**

The team concept is designed to provide an opportunity for teachers to create a supportive educational environment through the development of strong relationships. Using teacher input, the teams are developed in the sixth and seventh grades. While the curriculum and challenging academic program is consistent across all teams, each team establishes a unique identity and creates a sense of belonging among students.

In **sixth grade**, teachers are organized in teams to teach the academic subjects, plan interdisciplinary activities, and share insights about the progress and needs of each individual student. A student spends the most time with his or her teacher who typically teaches reading, English, and one other academic subject, such as mathematics, science, or social studies. Some years, teachers only teach one subject area. The student goes to other teachers on the same team for the remaining academic or core subjects. Two periods each day are scheduled outside of the team for art, keyboarding, family and consumer sciences, technology education, music, and physical education and health. Music and physical education are scheduled to alternate throughout the year in the same time period. Art, keyboarding, family and consumer sciences, and technology education, referred to hereafter as the Unified Arts, are taught in the same time period. Students experience all four subjects for nine weeks each.

In **seventh grade**, usually four or five academic teachers cooperatively plan instruction for students in English, mathematics, reading, science, and social studies. This teaching team may schedule their five periods of academic time to accommodate interdisciplinary units, films, or other special activities. One of the remaining two periods each day alternates between physical education and music. The last period is allocated to one semester of Unified Arts (six weeks each) and one semester of two exploratory world languages, each lasting nine weeks.

In **eighth grade**, students are scheduled in a departmental fashion, providing a greater degree of independence that helps prepare students for the transition to the North Allegheny Intermediate High School. The entire eighth grade staff meets periodically as a team to review the needs of individual students. Although informal communication does occur among the eighth grade staff regarding students' academic progress or behavior, the structure provided by teaming is not part of the eighth grade setting. Each area of Unified Arts meets for twelve week sessions.

CLICK THIS LINK FOR INFORMATION ON [PROGRAMS FOR INDIVIDUAL STUDENT NEEDS](#) such as:

- Learning Support Program (LS)
- Emotional Support Program (ES)
- Speech/Language Support Program (Sp/L)
- English as a Second Language (ESL)
- Student Assistance Program (SAP)
- Blind-Visually Impaired, Deaf and Hard of Hearing or Physical Support
- Life Skills Support (LSS)
- Autistic Support Program (AS)

[CLICK THIS LINK FOR INFORMATION ON GIFTED OPPORTUNITIES FOR ADVANCED LEARNERS \(GOAL\)](#)

### **SCHEDULING**

An individual schedule is created for each child based upon course recommendations and scheduling requests that are completed prior to the end of each school year. Professional staffing decisions in each building are made based upon the enrollment and needs of each student. This is a thoughtful and complex process. Student or parent requests to change courses after the last day of school cannot be granted.

### **REQUESTING A TEACHER**

As a rule, requests to have or not to have a certain teacher or team cannot be honored. Proposals not to have a specific teacher will only be considered if a verifiable prior conflict with that teacher is outlined in a written request to the building principal. This policy is set forth to protect the class size and fair distribution of students and resources.

**CUSTODY/COURT ORDERS**

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A notarized copy of any of these forms must be presented to the school office. After the initial submission of this paperwork, any revisions to paperwork or newly issued documents must be notarized and presented to the school office. Notarized paperwork that is on file in the principal’s office will be considered up-to-date unless a parent presents new paperwork or revisions to these legal documents. Any paperwork that was on file prior to the current school year must be resubmitted and notarized.

**WEEKLY BUILDING-LEVEL EMAILS**

The North Allegheny School District strives to improve the efficiency of communication with and access to information for parents/guardians. The District will send a building-specific email newsletter every Friday evening (except scheduled holiday breaks) to parents/guardians. This email will highlight the top happenings at each building, upcoming important dates, District information, and links to community flyers. Parents/guardians will only receive emails from their student’s building. An archive of emails will be available on the District website and updated with the latest newsletters each Monday morning.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District’s online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting the building secretary.

**CONTACT INFORMATION. . .**

On several occasions through the past school years, we have had discussions regarding parental communications, routing of phone calls, and informing parents of the appropriate people to contact regarding their various concerns. When parents contact the school with personal concerns we should always encourage them to reach a solution at the level closest to where the problem originated at the building level.

**The following are examples of parental concerns and the manner in which the calls might be directed:**

<b>Concern</b>	<b>Person Referred to.....</b>
Grade	Teacher who issued grade
Detention	Teacher who issued detention (Assistant Principal or Principal if concern remains)
Placement	School Counseling at the beginning of the year; Teacher/Counselor at mid-year
Peer Problem	School Counselor/Assistant Principal/Principal
New Student	School Counselor
At-Risk Student	School Counselor/Principal
Homework	Teacher/School Counselor
Homework Request due to illness	Front Office Secretary (on the third day of absence)
Bus Discipline	Bus Monitor/Assistant Principal/Principal
General Transportation	School Counseling/Bus Garage
Concern about Teacher	Teacher first then Principal
Medical	Nurse
Tutoring/Homebound	School Counseling
Vacation/Educational Trip Requests	Front Office/website
Program/Curriculum	Teacher/School Counselor/Principal
Athletics/Extra-Curricular Activities	Sponsor/Coach/Assistant Principal/Principal or Athletic Director as necessary

**TO CONTACT A TEACHER ABOUT SPECIFIC REQUESTS OR CONCERNS:**

Please send an email by using the first initial of the teacher’s first name and the last name followed by @northallegheny.org. Example: [cjones@northallegheny.org](mailto:cjones@northallegheny.org)

**INTERIM REPORTS/COMMUNICATIONS WITH PARENTS**

Interim Report notifications are emailed home midway between report periods in each subject when communication regarding academic progress is needed. Interim Reports may be used to indicate outstanding progress or failing work. The purpose is to keep parents informed, to recognize the improvements students have made in certain areas and to stimulate those students who might fail unless they put forth a greater effort. We encourage everyone to work to his/her potential. Parents are encouraged to respond to the Interim Report

as quickly as possible. If at any time a question or concern about your child arises, please do not hesitate to contact the appropriate teacher, counselor, or administrator. Working in partnership is important to a child's success.

### **PARENTAL CONFERENCES**

It is firmly believed at the Middle Schools that parents should be as interested and informed of student's progress as possible. When problems of an emotional, social, or academic nature arise, it should be of mutual concern; parents, as well as the school, should communicate about the problem. Conferences with parents are always successful when there is a reciprocal appreciation of the efforts of both parties to solve the problem with understanding. The purpose of any conference is to clear up misunderstandings, then to recognize and channel the resources and energy that will help the student to be successful.

### **PARENT COFFEES**

Each year principals organize meetings with a group of parents called Parent Coffees. Meetings are open to all parents of Carson Middle School. During the school year, the Parent Coffees will be held several times with the building administration, not only to discuss school programs, but to be informed on the pulse of the community in reference to our Middle Schools.

#### ***The Goals of the Parent Coffees are:***

1. To help communicate the various programs and philosophy of Middle Schools to the public.
2. To unlock those doors where help is needed in understanding Middle Schools better.
3. To act as a sounding board for the community.

### **SCHOOL VOLUNTEERS**

The Middle Schools have a very active parent volunteer program which supports our library, classroom teachers, social events, field trips, and other activities. The volunteers are organized during the month of September by our librarian. A letter will be sent home requesting parents to sign up if interested. We sincerely encourage parents to join us as volunteers. Parents interested in volunteering may call the CMS Library at 412-369-5453. Please view the [NA Website](#) to ensure all clearances and necessary documentation is completed and submitted prior to your volunteer opportunities.

### **STUDENT INSURANCE**

Student insurance may be purchased during the early weeks of the school year. As a board policy, insurance is required for the interscholastic program. Applications can be acquired from the NASD website. If you have any questions, please call James Gruber at Goodwin & Gruber Agency, Inc. (our insurance broker) at 412-366-5080. This policy is recommended, since the school district does not carry personal accident insurance on each student. If you do not choose to carry the Student Accident Policy, check your own personal insurance policies to see if your child is adequately covered.

### **STUDENT ASSISTANCE TEAM**

The Student Assistance Team (SAT) seeks to promote a healthy, safe environment in which all of our students can grow and learn to their greatest potential. Difficulties developing from a variety of sources may impede the attainment of these goals. Early identification of students evidencing difficulties interfering with their learning is the primary emphasis of the Student Assistance Team. Each middle school has a Core Team staff (comprised of administrators, counselors, and teachers) trained to help educate teachers in identifying students who may be experiencing difficulties. The SAT acquires data from teachers, students, parents, administrators, and other staff members. The next step is to assess the severity of the student difficulty and make recommendations to the parents, staff, and the student regarding ways to improve the child's growth in learning. If you desire more information regarding the SAT and its function, please call the school counseling office at 412-369-5511.

### **TRANSCRIPT INFORMATION**

All high school level classes taken by a middle school student will be recorded by class title and grade on the high school transcript once a student begins ninth grade. Credits earned for these classes will not be included when computing the Quality Point Average (QPA) but are on the transcript.

### **REPORTING CHILD ABUSE – 1-800-932-0313**

The Childline and Abuse Registry Intake Unit is available 24 hours to receive reports of suspected child abuse. Any person may report suspected abuse, even if the individual wished to remain anonymous. Each call is answered by a trained intake specialist who will interview the caller to determine the most appropriate course of action.

### **IF YOU NEED TO REPORT A MISSING CHILD**

To report a missing child, first call your local police. Then, call Child Find at 1-800-I-AM-LOST.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

If you or someone you know is in a situation meeting these definitions, please contact the North Allegheny Homeless Liaison (Dr. Michele Dowell, Assistant Superintendent of Elementary Education at 412-635-4110 or [mdowell@northalleghey.org](mailto:mdowell@northalleghey.org)) so that the District can assist and provide resources to assist the situation.

### **TITLE IX STATEMENT**

The North Allegheny Board of Director declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis; of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board is further committed to maintaining high expectations for all students and eliminating persistent disparities among students based on race, ethnicity, language, or disability.

The District strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent to designate a Compliance Officer and to communicate that designation to all District schools as necessary and on at least an annual basis. All nondiscrimination notices or information shall include the position, office address, telephone number and e mail address of the Compliance office. The Compliance Officer can be reached using the contact information below.

Compliance Officer / Director of Student Services  
North Allegheny School District  
200 Hillvue Lane  
Pittsburgh, PA 15237  
(412) 635-4110



## NASD Middle School 2023 - 2024 Bell Schedules

**8:00 a.m. – Opening Bell for Homeroom**  
**8:10 a.m. – Tardy Bell for Homeroom**

Updated 7/17/23

<b>ACADEMIC SCHEDULE</b>	
(M/T/F)	
<b>8:10 – 8:26</b>	<b>Homeroom (16)</b>
<b>8:29 – 9:16</b>	<b>Period 1 (47)</b>
<b>9:19 – 10:06</b>	<b>Period 2 (47)</b>
<b>10:09 – 10:56</b>	<b>Period 3 (47)</b>
<b>10:59 – 11:26</b>	<b>Period 4 (27)</b>
<i>(6<sup>th</sup> Gr. Lunch 10:56-11:26 30)</i> <i>(Period 4/5 10:59-11:46 47)</i>	
<b>11:29 – 11:46</b>	<b>Period 5 (17)</b>
<i>(Period 5/6 11:29-12:16 47)</i>	
<b>11:49 – 12:16</b>	<b>Period 6 (27)</b>
<i>(7<sup>th</sup> Gr. Lunch 11:46-12:16 30)</i> <i>(Period 6/7 11:49-12:36 47)</i>	
<b>12:19 – 12:36</b>	<b>Period 7 (17)</b>
<i>(Period 7/8 12:19-1:06 47)</i>	
<b>12:39 – 1:06</b>	<b>Period 8 (27)</b>
<i>(8<sup>th</sup> Gr. Lunch 12:36-1:06 30)</i>	
<b>1:09 – 1:56</b>	<b>Period 9 (47)</b>
<b>1:59 – 2:46</b>	<b>Period 10 (47)</b>
<b>2:49 – 2:55</b>	<b>Return to HR/ PM Annncmnts. (6)</b>
<b>2:55 – 3:00</b>	<b>Dismissals from HR</b>

<b>ACTIVITY SCHEDULE</b>	
(W/TH)	
<b>8:10 – 8:26</b>	<b>Homeroom (16)</b>
<b>8:29 – 9:11</b>	<b>Period 1 (42)</b>
<b>9:14 – 9:56</b>	<b>Period 2 (42)</b>
<b>9:59 – 10:41</b>	<b>Period 3 (42)</b>
<b>10:44 – 11:11</b>	<b>Period 4 (27)</b>
<i>(6<sup>th</sup> Gr. Lunch 10:41-11:11 30)</i> <i>(Period 4/5 10:44-11:26 42)</i>	
<b>11:14 – 11:26</b>	<b>Period 5 (12)</b>
<i>(Period 5/6 11:14-11:56 42)</i>	
<b>11:29 – 11:56</b>	<b>Period 6 (27)</b>
<i>(7<sup>th</sup> Gr. Lunch 11:26-11:56 30)</i> <i>(Period 6/7 11:29-12:11 42)</i>	
<b>11:59 – 12:11</b>	<b>Period 7 (12)</b>
<i>(Period 7/8 12:59-12:41 42)</i>	
<b>12:14 – 12:41</b>	<b>Period 8 (27)</b>
<i>(8<sup>th</sup> Gr. Lunch 12:11-12:41 30)</i>	
<b>12:44 – 1:26</b>	<b>Period 9 (42)</b>
<b>1:29 – 2:11</b>	<b>Period 10 (42)</b>
<b>2:14 – 2:55</b>	<b>Activity Period (41)</b>
<b>2:55 – 3:00</b>	<b>Dismissals from PM HR or Activity</b>

<b>C.O.R.E. SCHEDULE</b>	
(Monthly dates)	
<b>8:10 – 8:35</b>	<b>HR/C.O.R.E. (25)</b>
<b>8:38 – 9:24</b>	<b>Period 1 (46)</b>
<b>9:27 – 10:13</b>	<b>Period 2 (46)</b>
<b>10:16 – 11:02</b>	<b>Period 3 (46)</b>
<b>11:05 – 11:32</b>	<b>Period 4 (27)</b>
<i>(6<sup>th</sup> Gr. Lunch 11:02-11:32 30)</i> <i>(Period 4/5 11:05-11:51 46)</i>	
<b>11:35 – 11:51</b>	<b>Period 5 (16)</b>
<i>(Period 5/6 11:35-12:21 46)</i>	
<b>11:54 – 12:21</b>	<b>Period 6 (27)</b>
<i>(7<sup>th</sup> Gr. Lunch 11:51-12:21 30)</i> <i>(Period 6/7 11:54-12:40 46)</i>	
<b>12:24 – 12:40</b>	<b>Period 7 (16)</b>
<i>(Period 7/8 12:24-1:10 46)</i>	
<b>12:43 – 1:10</b>	<b>Period 8 (27)</b>
<i>(8<sup>th</sup> Gr. Lunch 12:40-1:10 30)</i>	
<b>1:13 – 1:59</b>	<b>Period 9 (46)</b>
<b>2:02 – 2:48</b>	<b>Period 10 (46)</b>
<b>2:48 – 2:55</b>	<b>Return to HR/ PM Annncmnts. (7)</b>
<b>2:55 – 3:00</b>	<b>Dismissals from HR</b>

**CARSON MIDDLE SCHOOL**   
**TWO-HOUR DELAY BELL SCHEDULE**

10:00 a.m.      Opening Bell for Homeroom  
 10:10 a.m.      Tardy Bell to Homeroom

TIME		PERIOD
10:10 – 10:26		AM HR (10)
10:29 – 11:00		Period 1 (31)
11:03 – 11:34		Period 2 (31)
11:37 – 12:08		Period 3 (31)
12:11 – 12:38	6 <sup>th</sup> Gr. Lunch Pd. 4/5 12:11-12:42 (31)	Period 4 (27) Students 12:08-12:38 Staff
12:41 – 12:42	Pd. 5/6 12:41-1:12 (31)	Period 5 (1)
12:45 – 1:12	7 <sup>th</sup> Lunch Pd. 6/7 12:45-1:16 (31)	Period 6 (27) Students 12:42-1:12 Staff
1:15 – 1:16	Pd. 7/8 1:15-1:46 (31)	Period 7 (1)
1:19 – 1:46	8 <sup>th</sup> Lunch	Period 8 (27) Students 1:16-1:46 Staff
1:49 – 2:20		Period 9 (31)
2:23 – 2:54		Period 10 (35)
2:54		Begin Dismissals

**Carson Middle School**  
**300 Hillvue Lane**  
**Pittsburgh, PA 15237**

**Carson Middle School Office**.....**412-369-5520**  
 Principal..... Mrs. Caitlin Ewing  
 Principal’s Secretary.....Mrs. Kathy Frye  
 Assistant Principal ..... XXXXX  
 Assistant Principal’s Secretary ..... XXXXX

**School Counseling Office** .....**412-369-5511**  
 Counselor .....Mrs. Courtney Vadnais  
 Counselor ..... Mr. Chance Petro  
 School Counseling Secretary ..... XXXXX

**Nurse’s Office**..... **412-369-5420**  
 Nurse..... Mrs. Leslie Vrotney  
 Nurse Assistants..... Mrs. Loraine Oczypok/Mrs. Allison Trent

**Library**.....**412-369-5453**  
 Librarian ..... Mrs. Tricia McNeill  
 Library Secretary ..... Mrs. Angela Thierot

**Student Assistance Coordinator** ..... Mr. Chance Petro/Mrs. Courtney Vadnais

**Bus Supervisors** ..... Mr. Dave DeGregorio/Mr. Matt McCusker/Mr. Luke Trocchio

NA TIPSLINE ..... 724-933-TIPS (8477)

**Board of School Directors**

**412-369-5437**

Libby Blackburn..... President  
Marcie Crow ..... Vice President

Leslie Britton Dozier  
Paige Hardy  
Richard McClure  
Dr. Vidya Szymkowiak  
Elizabeth Warner  
Michael Weniger  
Shannon Yeakel

Ahlam Weidman, Secretary for the School Board

Mr. Alfred C. Maiello (non-member)..... Solicitor

**Administrative Staff**

**412-366-2100**

Dr. Brendan Hyland..... District Superintendent  
Dr. Joseph Sciuillo .....Assistant Superintendent of Secondary Education  
Dr. Michele Dowell ..... Assistant Superintendent of Elementary Education  
Dr. Amy DeLuca.....Director of Student Services  
Mr. Steven Smith.....Coordinator of Curriculum and Instruction K-5  
Dr. Nancy Bowman.....Coordinator of Curriculum and Instruction 6-12  
Ms. Katherine Krivak ..... Coordinator of Professional Learning & Development  
Dr. Kathy Curran.....Coordinator of Academic Technology  
Ms. Cindy McKenzie..... Coordinator of Gifted and Special Education K-5  
Ms. Patty Tkacik.....Coordinator of Gifted and Special Education 6-12  
Mr. Rob Hetzel.....Asst. Director of Facilities  
Ms. Marijane Treacy ..... Director of Human Resources  
Mr. Jim Cox.....Director of Technology and Innovation  
Mr. Kermit Houser.....Asst. Director of Finance/Treasurer  
Mr. Robert Bozzuto.....Athletic Director  
Mr. Jay West.....Manager of Food Service

*The North Allegheny School District is an equal opportunity education district and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities or employment practices as required by Title VI, Title IX and Section 504. Inquiries on related matters should be directed in writing to the appropriate Compliance Officer, and addressed to 300 Hillvue Lane, Pittsburgh PA 15237-5391 • 412-366-2100.*

