

# CMS

OFFICIAL HANDBOOK



2019 - 2020  
SCHOOL YEAR

# Carson Middle School

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## ***North Allegheny School District***

### **Our mission . . .**

***is to prepare all students for success in a changing world.***

## ***Carson Middle School***

### ***Our mission . . .***

***is to provide a diverse educational program within a safe environment that promotes and models respect, individuality, enthusiasm and cooperation. Carson Middle School will strive to create responsible, independent learners who demonstrate personal commitment to achieve their potential through self-discovery.***

# EDUCATION

Education is not the filling of a pail, but the lighting of a fire. - *William Butler Yeats*

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

*Welcome to Carson Middle School! As we begin another school year, we look forward to the exciting challenges and growth opportunities for our students, parents, and staff members. Our goal is to make Carson Middle School, "Someplace Special" for every member of this school's community. The 2018-2019 Student/Parent Handbook is prepared to serve as a valuable resource for you. Please take a few moments 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.*

*Students will be challenged to work hard in developing their academic and social skills. We believe there are strong correlations between effort, attitude, and success. This handbook will serve as a tool to guide students and parents in identifying the resources available through North Allegheny School District, and describing the procedures and policies that are in place to support all learners.*

*The staff at Carson Middle School is committed to serve 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 2018-2019 school year and know that working together will ensure a successful school experience for your child.*

*Respectfully,*

*Mrs. Katherine M. Jenkins  
Principal*

*Dr. Erin Crimone  
Assistant Principal*

**SCHOOL COLORS – Black and Gold**

**SCHOOL MASCOT – Tiger**

## MIDDLE SCHOOL PHILOSOPHY

A philosophy is a set of standards or rules by which people live and expect to follow as they go through life. We all establish our own standards by learning to live in the family, in the community, and, importantly, in the school. Each school has a philosophy, and ours is given in the next several paragraphs.

Middle schools are designed especially to help boys and girls as they leave childhood and enter adolescence. The rapid growth spurts, changes in attitudes and feelings, and the high energy state common to students in grades six, seven, and eight are outward evidence of each individual's need to expand his or her personal world through new interests, new ideas, and new responsibilities. At North Allegheny, the teachers, students, parents, community, and curriculum work together to create interesting and varied experiences that constructively guide, reinforce, and foster creativity in students as they explore their changing world and their changing selves.

With the teacher serving as a resource and providing direction and encouragement, students will practice and try to master basic reading, writing, listening, speaking, computing, researching, and problem-solving skills. As students meet the challenges of both short and long-term assignments, they also will practice and develop a sense of self-discipline by acquiring good study skills, completing assignments on time, and accepting responsibility for their own learning. The school stands ready to assist students and parents in making relevant judgments, discriminating among values, and establishing priorities in any area that affects the student's educational progress.

Through department, team, and grade level meetings, the professional staff will exchange ideas, needs, and perceptions designed to improve the scope, sequence, and articulation of students' schooling. Teachers try to match learning experiences and reinforcement activities with students' readiness at a given time, to detect and resolve difficulties, and to share with parents mutual 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 goals that enable our middle school program to achieve these ends are:

### **INTELLECTUAL DEVELOPMENT**

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**

To provide experiences in the humanities that encourage students to develop aesthetic and cultural appreciation.

### **SOCIAL DEVELOPMENT**

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**

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

### **PHYSICAL DEVELOPMENT**

To develop the habits necessary to maintain good health and hygiene, and to develop and reinforce appreciation of, and skill in, the range of physical motion, from gross body movements to fine motor skills.

### **EXTRA CURRICULAR INVOLVEMENT**

To provide opportunities for students to participate in a variety of school-supported activities.

### **CURRICULUM PHILOSOPHY**

It is our aim to keep the curriculum very up-to-date, since we live in the present and future, but we should always be appreciative of the past. 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 feel these goals should be developed at the Middle School in all areas of instruction, especially in reading, writing, speaking, listening, spelling, and logical thinking. Students should see the close relationship between what they are learning in one subject with what they are learning in every other subject.

Each student needs a command of certain mental, physical, and manual skills which are important to continuing health and to confident participation in life.

We believe that counseling and guidance are also part of the regular program of the school. Guidance and counseling serve the needs of the entire student body. Counselors help guide both individuals and groups of students toward understanding themselves, their abilities, limitations, and potential.

**GENERAL 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 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 questions or concerns and the manner in which the calls might be directed:

<b><u>Concern.....</u></b>	<b><u>Person Referred to.....</u></b>
<b>Grade</b>	<b>Teacher who issued grade</b>
Detention	Teacher who issued detention (Asst. Principal/Principal if concern remains)
<b>Placement</b>	<b>School Counselors at the beginning of the year; Teacher/School Counselor at mid-year</b>
Peer Problems	School Counselors Asst. Principal/Principal
<b>New Student</b>	<b>School Counseling Office</b>
At-Risk Student	School Counselor/Principal/SAT
<b>Homework</b>	<b>Teacher/Counseling Office</b>
Bus Discipline	Bus Monitor Asst. Principal/Principal
<b>General Transportation</b>	<b>Counseling/Bus Garage</b>



Teacher Concern	Teacher, then Principal
<b>Medical</b>	<b>Nurse</b>
Tutoring/Homebound	School Counselors
<b>Work Permits</b>	<b>NASH Secretary only</b>
Vacation/Education Trip Requests	Secretary
<b>Program/Curriculum</b>	<b>Teacher/Counselor/Principal</b>
Extra-Curricular Activities	Sponsor/Coach/ Asst. Principal/Principal/ Athletic Director as necessary

**SCHOOL DIRECTORY**

Carson Middle School Office.....	412-369-5520
Principal .....	Mrs. Katherine Jenkins
Office Secretary .....	Mrs. Natalie Gottron
Assistant Principal .....	Dr. Erin Crimone
Office Secretary .....	Mrs. Deb Kroll
School Counseling Office .....	412-369-5421
Counselor .....	Mrs. Courtney Vadnais
Counselor .....	Mr. Chance Petro
School Counseling Secretary .....	Mrs. Barbara Gaertner
Nurse’s Office .....	412-369-5420
Nurse .....	Mrs. Leslie Vrotney
Nurse Assistant .....	Mrs. Loraine Oczypok
Library .....	412-369-5453
Librarian .....	Ms. Patricia McNeill
Library Secretary .....	Mrs. Mary Vergotz
Student Assistance Coordinator.....	Mr. Petro/Mrs. Vadnais
Bus Supervisor.....	Mrs. Polly Ferringer/Mr. Matt McCusker
NA TIPSLINE .....	724-933-TIPS (8477)

**[www.northallegheny.org/schools/CMS](http://www.northallegheny.org/schools/CMS)**

# WELCOME

## ARRIVING AT MIDDLE SCHOOL

Carson Middle School is open to students each school day from **7:45 a.m.** to **3:30 p.m.** Students arriving before 7:45 a.m. must report to the main office to sign in and will then be directed to the assigned teacher (prior arrangements must be verified with teacher) or special group.

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

Students will remain in the auditorium foyer 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 (including gum or candy) before entering the building.

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

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

## DISMISSAL **2:58 p.m. (Group 1) 3:02 p.m. (Group 2)**

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.

## BUSES

Approximately 90% of our students ride the bus to school. The safety of all students while maintaining a regular schedule is of prime importance. Safety procedures are maintained through organization and good citizenship. The responsibility for bus safety rests with all persons involved. Students are to ride **ONLY THEIR ASSIGNED BUS**. See page 19 for information regarding the procedures for riding a different bus. **Students who choose to walk home rather than ride their bus must submit a note from their parents which outlines the request and indicates the date for which the request is made.** This rule does not apply to students playing intramurals. Please refer to the section on School Pride for more information concerning behavior expectations on school buses.

## STUDENT DROP-OFF AND PICKUP

Parents who drive their children to Carson Middle School **must remember to drop off their children at the cross walk at the west end of the building where the Carson Cafeteria/Central Administration parking area is located.** This rule is particularly important between 7:55 a.m. and 8:10 a.m., especially on snowy or rainy mornings when buses must have clear access to unload our students and be on their way to the next assignment. **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."**

Parents should park in the West Parking lot (near Central Administration) to wait safely for their children at the end of the school day. Walkers and students who are picked up by their parents will be dismissed this year at 2:58 p.m. Earlier dismissals will require a written request from a parent or guardian.

***When picking up or dropping off your child, please park your vehicle in the designated visitors' parking spaces. Do not park in the fire lane.***

***\*If there are any custody issues or requirements that pertain to your child, please see page 29 of this document.***



## **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.

## **EARLY DISMISSAL**

For a student to be dismissed early, a parent or guardian must send the student's homeroom teacher an excuse. The teacher will initial the excuse and forward it to the office. Students waiting for transportation should wait in the office area. **Parents must enter the building and sign their children out of school.**

## **Attendance**

Regular and punctual attendance at all school sessions is important if students are to have successful school careers. Absences from school may be "LEGAL" or "ILLEGAL." The North Allegheny School District is required to follow the Pennsylvania School Code on compulsory 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.

### **ILLEGAL ABSENCES**

If an absence is illegal, students ARE NOT ELIGIBLE TO RECEIVE CREDIT FOR MISSED WORK. Illegal 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 a 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. A detention will be assigned for each class or homeroom cut. For example, if a student "cuts classes for an entire day," he or she will have eight detentions to fulfill.

**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.

**WRITTEN EXCUSES**

For all absences and tardies, parents or guardians must send a written statement explaining the reason for the student's absence or tardy. A student's excuse must be given to the homeroom teacher upon return to school. The written excuse must contain the student's first and last name and his/her student ID number (lunch number). Excuses should be provided within three (3) days of absence. If your child misses three (3) or more consecutive days of school, a doctor's note is required within three (3) days of their return to school. A sample parent excuse is located below.

**SAMPLE PARENT 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 illegal. Appropriate consequences will be enforced.**

**EXCESSIVE ABSENCES**

If a child misses 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 informational communication tool between home and school. If a child 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 must be supported by documentation from the child's physician, the school nurse, or other approved agencies that pertain to the child's welfare. If the proper documentation is not provided after the 18-day Attendance Letter is sent home, the absence will be referred to the District Magistrate. For students with an attendance issue history, the 18-Day Letter will be sent on a student's 10<sup>th</sup> absence from school requiring a doctor excuse for future absences. The school nurse is also available to evaluate the child to determine if the child should be in school.**

**HOMEWORK REQUESTS**

At the middle school, your child meets with between six and eight teachers a week/day. Therefore, students should rely on Blackboard for all of their make-up work, assignments, and communications with teachers about what was covered in class.

## **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 Tyler Student Information System continues to be the electronic tool 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 school work 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**

(Form available in School Office or on the CMS website)

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**

Upon approval of request by a parent, guardian or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. **All assignments/responsibilities which are to be completed shall be submitted to the 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.**

#### **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.

## ACADEMIC INFORMATION

### 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:**

English  
Mathematics  
Reading (Developmental)  
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:**

English  
Mathematics  
Life Science  
Social Studies  
Reading (Developmental)

##### **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 Tyler 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 your child has met course requirements. An explanation of these letters is given below. Courses using letter grades are used to compute 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 fail 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.

## **PSSA/KEYSTONE PROFICIENCY INFORMATION**

The North Allegheny Board of School Directors passed Policy #3241 regarding High School Graduation Requirements. Embedded in this action is the requirement that all North Allegheny students demonstrate proficient or advanced levels in math, reading, and writing as measured by the Pennsylvania State System of Assessment (PSSA) exam and/or Keystone Exams.

In order to attain this goal, a math practicum course has been initiated for eligible students. Students in grade 8 who have not demonstrated proficiency on the Keystone examination in the area of math 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, Tyler, 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 Tyler 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 receive possible disciplinary action.

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

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:

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

### Consequences of Plagiarism:

1. Possible 0 score for the assignment and letter grade of 'E' or 'U'
2. Possible suspension
3. Possible suspension of utilizing technology to complete school work

### **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: 412-369-5421

### COUNSELING SECRETARY

Mrs. Barbara Gaertner

### COUNSELORS

Mr. Chance Petro (A to L)  
Mrs. Courtney Vadnais (M to Z)

#### ***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.

### "WHAT DO I DO IF I'M SICK?"

To go to the Health Room, you ...

1. Must have a pass from a teacher giving permission to go to the Health Room.
2. Report to your next class before going to the Health Room. Stopping between classes is not permitted.
3. Sign your name and arrival time in the Registry Book.
4. You cannot remain in the Health Room longer than one period. If you do not feel well after one period, the nurse will send you 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 allowed 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 action. Parents are responsible for handling the medication at all times.

## **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 given 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: <http://www.northallegheny.org/academic/Health/>

**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), a 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. The cost for students is \$1.25 for a full breakfast. The reduced price is \$.30.

### 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 for \$2.85. If you plan on buying your lunch, you 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). Information is available on the District's web site at [www.northallegheny.org](http://www.northallegheny.org).

### CAFETERIA PROCEDURES

Lunchtime also provides you with an opportunity to relax and enjoy the company of your 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 your hair in the cafeteria.
8. If you pack your lunch and choose to bring your own beverage, use only 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, see p. 15 for details).
9. Use good table manners. Sit while eating and socialize without shouting. Keep your hands to yourself. Never throw anything.
10. When you have finished eating, you are required to raise your hand and wait to be dismissed. **All FOOD AND DRINK MUST BE CONSUMED IN THE CAFETERIA, including gum and candy** (except for approved water bottles, see p. 15 for details).
11. Your area must be cleaned and your tray returned.
12. You may return to your 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. No outside treats (cookies, donuts, etc.) are permitted to be brought into the cafeteria for special events such as birthdays.

### OUTSIDE TREATS

**Treats (donuts, cake, cupcakes, etc.), are not to be brought to school or delivered to school for birthdays or other special events. Students are not permitted to take treats to the cafeteria or classroom for distribution.** All treats 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:**
  - **Plastic** (no glass, no stainless steel, no metal bottles, no ceramic, etc.)
  - **Transparent**, but can be disposable or reusable
  - **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 keep water bottles away from their iPads at all times.

## **SCHOOL PRIDE**

Appropriate behavior must be directed toward other students, as well as members of the North Allegheny faculty and staff and especially substitute teachers. The school and its equipment must last for many years and great care should be shown in its use. The custodial staff works very hard to maintain the building in top condition. Students' cooperation and support are needed to keep lavatories, classrooms, hallways, and furniture clean and free of all markings.

*Anyone who defaces or destroys any school property will have to pay for all damaged materials, potential labor costs, and may be subject to further disciplinary action.*

### **BOOKBAGS AND BACKPACKS**

Bookbags and backpacks are useful and convenient for transporting books and other materials to and from school. They **MUST** be stored in your locker or storage area during the school day. Bookbags and backpacks are **NOT** permitted in classrooms, the library/media center, the auditorium, or cafeteria. This practice promotes student organization and responsibility.

### **MATERIALS**

Students are expected to be responsible and bring all materials, iPads, lunch money or bagged lunches, etc. to school on a daily basis. Help us teach your child to be responsible. Please limit the requests for the office staff to deliver forgotten items to your child.

### **TEXTBOOKS/iPADS/SCHOOL ISSUED MATERIALS**

Textbooks, iPads, and other school issued materials such as CDs 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, iPad, or other school issued material, students are expected to review the textbooks/iPads/materials to ensure they are in good condition and report to the teacher any concerns.

During the 2018-19 school year all students will be have an iPad and related accessories. Students are responsible for the iPads, chargers, cases, and zipper pouches distributed. Teachers and technology integrators will work with students to set up the device, review care of the device, and discuss appropriate use in and out of the school setting.

Textbook 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 book/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. Also, the iPad insurance policy may be used to cover the costs of damage to iPads.

In the event that a student does not meet the financial obligation for lost/damaged materials, 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.

### **LOCKERS AND LOCKS**

Lockers are school property, provided to students for their convenience. Students are generally assigned to a hall locker near their homeroom, when possible. Locks may be purchased from the counseling office for use on hall lockers. Everyone must use school combination locks, because in an emergency, school officials must have access to the lockers. All other types of locks will be removed, unless permission has been granted by the office. **Nothing is permitted on the outside of the locker in order to maintain a clean environment.** Lockers are not to be defaced in any manner. Students are not permitted to change lockers without permission from the homeroom teacher. **Magnets may be used to hang pictures on the inside of the lockers.**

Ownership and possessory control of school lockers are maintained exclusively by the School District. Lockers are made available to students only for the convenience of students during their enrollment and attendance at school. Random searches of lockers may be conducted by school personnel at the discretion of school officials for any reason at any time, without notice, without students' consent and without a search warrant. Notice of ownership and control of lockers and the general inspection of lockers shall be communicated to students and parents annually through appropriate publications and/or verbal announcements.

### **REVISED SEARCH POLICY**

During the 2011/2012 school year, the North Allegheny School Board passed a revision to **Board Policy #3590 – Searches of Students, Student Lockers, and Student Vehicles.** 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.

### **LOST AND FOUND ITEMS**

Anyone finding personal or school items should take them to the main office or designated "Lost and Found" area. Unclaimed personal belongings will be advertised or displayed periodically, and remaining items will be donated to worthwhile causes or discarded. Books and other school-owned items will be returned to the appropriate staff members or departments.

### **PERSONAL CONDUCT AND APPEARANCE**

**All students are expected to conduct themselves properly at all times. When in school, students are to walk to class and not linger between classes.** We are proud of the way our students dress. A student's individual dress indicates both self-respect and respect for others. Well-groomed students reflect not only their maturity by how they dress, they also make a personal statement for others which reflects an understanding of the serious purposes for which the student attends school. While the school accommodates a wide variety of individual tastes, inappropriate dress is not acceptable. The school administrators reserve the right to make final decisions regarding appropriate dress.

### **GUIDELINES: STANDARDS FOR DRESS**

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.
5. Clothing that includes derogatory slurs or implies hatred or prejudice toward any race, gender, social group, or religion may not be worn. 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.
9. Clothing should cover the back, chest, midriff, buttocks, and undergarments. 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.

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.

The school administration reserves the right to make final decisions regarding the appropriateness or safety of any dress disruptive to the educational process.

***When students are in violation of the dress code, their parents will be asked to supply a change of clothing. If a parent is unable to provide a change of clothing in a timely manner, clothing will be provided to the student. Additional consequences may be enforced for multiple offenses.***

## **STUDENT VISITORS**

Student visitors from out of the area may be permitted if a request has been submitted at least a week in advance to an administrator 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 any vacation.***

## **TELEPHONE USE**

Use of the office telephone is limited to emergency situations only. Students who have legitimate emergencies should come with a pass to the office to ask for permission to use the phone. Students will not be called to the phones to accept messages. Whenever necessary, messages will be taken and forwarded to students. Students must have a teacher's permission to use the phone. Parents are not to text or call their child during the school day on their child's cell phone. This is a violation of our school policy. Please call the school office if a message needs to be given to your child.

### **Students, when leaving a message for a parent/guardian:**

- Explain in detail why you are calling;
- If you need something, tell them –
  - What you need;
  - When you need the item;
- Return to the office later in the day to retrieve the item; students will not be called to the office in an effort to reduce classroom disruptions.

*Following these guidelines will expedite the process and eliminate confusion.*

## **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.** If you leave your seat while your bus is in motion, extend part of yourself outside the bus, throw objects, or distract the driver in any way, you could cause a serious accident. If you jeopardize the safety or welfare of yourself or others on a bus, you could lose riding privileges or even be excluded from school. These rules apply at all times: during transport to and from school, during field trips and while riding to and from class, special and sporting events.

**Every student must get ON and OFF at HIS/HER 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 his/her 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. You should arrive at the stop at least 5 minutes before time. **ALL STUDENTS SHOULD 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 CONCERNING NASD SCHOOLS. SchoolMessenger will also serve as a vehicle of communication in emergency situations.

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

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

### **APPROPRIATE BUS CONDUCT**

Rules posted on the bus shall be followed. THE 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 SCHOOL BUSES:

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 their 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. ANY STUDENT WHO DAMAGES A BUS IN ANY MANNER, WHILE ON OR OFF THE BUS, INTENTIONALLY OR UNINTENTIONALLY, WILL PAY FOR THE DAMAGE.

### **BUS DISCIPLINE PROCEDURES**

The use of video cameras on school buses will be 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 action or suspension of bus privileges. Under normal circumstances, the following chain of 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, this chain of discipline will be escalated accordingly.

### **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**

### **STUDENT CODE OF CONDUCT**

A *Code of Conduct* for students at North Allegheny has been prepared to help everyone - students, teachers, parents, and administrators - understand what is acceptable and what is termed unacceptable behavior in the school. Parents should review this code with their children and sign and return the acknowledgment sheet.

### **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.

### **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. It is our belief that the parents of the student in violation must be involved in the follow-up in reference to detention. Most of the incidents which merit detention reflect other negative conduct on the part of the student, and it is the responsibility of the parents to follow through with the teacher assigning the detention. Normally, when the student has been assigned four (4) different detentions, a **Citizenship Letter** will be sent to the parent outlining the problem areas.

When a student earns a **sixth instance of detention, it will result in having to serve a one day in-school suspension in addition to the detention.** Detentions received after that point may result in additional days of in-school suspension.

### **SERVING DETENTION**

A detention area supervised by teachers is provided at designated times during the week. The time to serve detention is from 3:05 p.m. to 3:45 p.m. on Tuesdays and 7:20 a.m. to 8:00 a.m. on Thursdays. **STUDENTS MUST BRING MATERIALS TO WORK AND STUDY QUIETLY.** Students without materials will be given work to do. It is the responsibility of the parent and student to meet the detention timeline, since the student has been the one responsible for the infraction.

The detention should be served as soon as possible after it has been 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 a copy of the detention form, signed by a parent or guardian, or a form signed by an administrator, along with sufficient study materials in order to make profitable use of the time. Failure to serve the detention within the time allotted may result in a suspension or alternate consequence such as multiple lunch detentions.

The responsibility to serve detention supersedes all other student activities.

### **SUSPENSION/EXPULSION** *Effect of Suspension on Participation in Athletics or Other Activities*

A student may be subject to suspension or 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 alcohol, narcotics or restrictive drugs including marijuana or any material purported to be such during a time school is in session.
4. Bomb threats or 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(s) of the suspension, students are not permitted to participate in or attend any activities before, during, or after school.

### **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.

### **INTIMIDATION / THREATENING OF OTHERS**

The District recognizes the danger 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 or sexual remark, or lewd, vulgar, or indecent behavior in person or via technology. 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 #248 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 as 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 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 education 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 and the use of smokeless tobacco in any form including vapes) 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.

**USE OF ELECTRONIC DEVICES**

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.

Electronic devices shall include: District issued iPads; laser pointers; 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. 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 such as iPhones and Blackberries, iPads/tablets/laptops or other student-owned computers, Smart watches, radios, walkmans, CD players, 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.

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*.

Inappropriate use of district issued iPads may result in the termination of access to device functions including, but not limited to: AirDrop, WiFi, apps, camera, and internet.

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 and/or Policy #224.1 – Responsible Computer, Telecommunications, and Information Technology Use**. 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, hallways, cafeteria, foyer areas, classroom, busses, and all areas of the building.
- 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, showing 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 social media, 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 and #224.1** will result in violators being disciplined accordingly.

#### **Cell Phones/Electronic Devices at the Middle Level:**

- Cell Phones/Electronic Devices
  - The use or display of cellular phones during instructional hours in classrooms, gymnasiums, locker rooms, restrooms, auditoriums, the halls, the cafeteria, foyer areas, 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**.
  - Middle school students are not permitted to turn on any type of electronic device while in school unless permission is granted by a teacher or administrator (i.e. District issued iPads). All electronic devices must be turned off when entering the school building and remain off until students have exited the building at dismissal time.
  - Phones must be turned **OFF (not on vibrate)** before entering the school building 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 is locked in the school safe until a parent/guardian can pick it up in the main office.
  - Second violation- Cell phone is confiscated and the student's name is recorded. The cell phone is locked in the school safe until a parent/guardian can pick it up in the main office. The student earns a detention.
  - Third violation- Student will earn a detention and will have to drop their phone off in the office upon arrival to school and pick it up at the end of the day.
  - Repeated incidents may result in parent conferences and other disciplinary action(s) including, but not limited to, detention and/or suspension.
  - Failure to turn the item over to school personnel may result in additional consequences.

#### **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.

### **PLAGIARISM**

See pages 11 & 12 for specific information regarding plagiarism.

### **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 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.

### **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 must pick up confiscated items from the school office.

If a student would like to place a poster or information in the building, they must obtain permission from the building administration. With the exception of Student Council, other student posters will be displayed in the cafeteria foyer and limited in number.

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

#### NASD Code of Conduct states:

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 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.

### **SEARCH POLICY**

Please refer to the North Allegheny School District website for Policies & Procedures (in the About the District tab) regarding searches of students, student lockers, and student vehicles.

**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.

### **FIRE DRILLS**

Instructions for using exits are posted in each room. Certain rules are necessary to make these fire drills a success. They are:

1. All drills should be orderly and talking must be kept at a minimum. This enables accurate communication if an exit is blocked.
2. Where multiple rooms are leaving by the same door, each side of the hall should have a line moving. The lines should be maintained at all times. The first students in line should hold the doors open.
3. 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.
4. Fire extinguishers are marked by the blue lights in the hallways.

### **LOCKDOWN DRILLS**

Students will participate in one or more lockdown drills during the school year. The purpose of these drills is to teach students what to do in the event of a lockdown or other critical situation.

### **FORGOTTEN HOMEWORK or SCHOOL MATERIALS**

There might be an occasion when students forget to bring an assignment, homework, lunch, sports equipment, or iPad to school. We understand this can occur. Since students are not permitted to use their cell phone at school, they are not to text or call home (using a cell phone), but they are welcome to 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 students are responsible to stop in the front office in between classes to pick up their item. **Front office secretaries will send an email notification to students' NA email address to alert students that their item was dropped off. Secretaries will not call into classrooms because calls into classrooms are disruptive to instruction for all students.**

## 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 rules and regulations included in the CMS *Student/Parent 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.

### **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.

### **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 receive 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.

### **INTRAMURALS**

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.

### **ATHLETICS**

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 INTERSCHOLASTIC PROGRAM PARTICIPANTS. All interscholastic participants are required to meet eligibility regulations.

### **P.I.A.A. ACADEMIC, ATTENDANCE and CURRICULUM REQUIREMENTS**

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 school days 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.
5. 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.

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

#### **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.

### **JUST FOR PARENTS**

It is very helpful when each parent takes the time to read and understand other sources of information provided to you and to your child by our school district. Please review your child's Student Handbook so that he or she may be aided in following the rules regarding bus safety, absences and tardiness, personal conduct, and personal responsibility. Also take time to examine our building and District newsletters for information pertaining to school events or to matters of health and safety.

#### **VISITORS**

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

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

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. These provisions make it clear that excuse from compulsory attendance for an educational tour or trip is a privilege and not a right. Granting or denying such a request is within the appropriate discretion of the administration of the school.

**(For more details, please refer to page 9 of this handbook.)** You may also access the Vacation/Educational Tour or Trip form on the Carson Middle School website or the Carson Middle School main office.

#### **EMERGENCY PROCEDURES DUE TO WEATHER CONDITIONS**

If an emergency weather condition exists, communication will be made immediately through the Public Address (P.A.) system if possible. Proper instructions and procedures will be made at that time.

It is very important that everyone cooperates by listening carefully, remaining calm, and following instructions.

#### **EMERGENCY / CRISIS SITUATIONS**

##### **\*When picking up a student, always have an Identification Card**

- The safety of students and staff is our primary responsibility. Building crisis plans and procedures are reviewed regularly.
- Personnel with CPR and Medical Emergency Certification are identified in each building. AEDs are located throughout the building.
- The school campus will be closed to all visitors except emergency personnel and law enforcement agencies. Parents will be directed to an identified staging area.
- 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.
- Every family should devise a plan to be put in place if there is an emergency/crisis. This plan should include where to meet, the location of necessary supplies, a battery operated flash light and radio, etc.

## **SCHOOL DELAYS / CLOSINGS**

On occasion, weather conditions or other unexpected circumstances may occur that will cause the closing or delay of school. The safety of our students is always paramount in this decision-making process. Every effort is made to communicate a delay or cancellation as early and efficiently as possible.

*Two-hour Delays* - When a two-hour delay is called, students should be at the bus stop exactly two hours after normal reporting time.

*If School is Dismissed Early* - In very rare circumstances, it has been necessary to dismiss students early from school. In that event, these same communication sources are implemented.

### **Communications Sources for Delay or Cancellation Information -**

In the event that a need to disseminate emergency or crisis communications to parents and/or students should arise, the North Allegheny School District has a number of communication vehicles to facilitate this process. These include:

- the District website ([www.northallegheny.org](http://www.northallegheny.org))
- NATV Cable (Armstrong 50, Comcast 98, Consolidated 406, Verizon 33)
- contacts with the local television and radio stations
- SchoolMessenger

**SchoolMessenger** is a telephone notification system that delivers a personalized message to parents and employees in minutes. Since this automated service is web-based, its reliability and availability will not be affected by local power or equipment failures.

In addition, parents are able to access the Contact Manager feature of this system via the North Allegheny School District website or the Internet and establish their own account. This allows them to determine which, if any phone number(s) they would like to have messages sent to and/or opt for an email or text alert when they have a new phone message. Parents may choose not to receive SchoolMessenger alerts, if they so desire.

**SchoolMessenger** will be used exclusively to broadcast weather-related cancellation or delay information, as well as other emergency or crisis-related messages.

## **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 2018-19 school year must be resubmitted and notarized.

## **TEAMING AND SCHEDULE PLACEMENT**

The academic teachers work together in the team model to provide the strongest possible personal and instructional support for students.

In sixth grade, students are placed on five teacher teams. The small team setting provides a secure environment in which the students can get to know each other and their teachers very well. More importantly, the teachers get to know the students very well.

In seventh grade, the teams are composed of five teachers. Students are encouraged to expand their horizons and assume more personal responsibility, while still under the close scrutiny of the teaching team.

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 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.

Regardless of grade level, teachers, counselors, parents, and administrators all work together to provide support and guidance to every middle school child.

## **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.

## **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. Our main 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.

Interim Reporting is also detailed on page 11.



## **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-OPEN TO ALL PARENTS**

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 you to sign up if you have an interest. We sincerely hope you will be able to join us as a volunteer. If you are interested in volunteering, you may call the CMS Library at 412-369-5453. Please view the NA website <http://www.northalleghey.org/domain/1964> 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. **Complete the application and return it, with the proper premium attached, to your child's homeroom teacher by Friday, September 7, 2018.** 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 412-369-5421.

## **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. James Bradley, Assistant Superintendent of Elementary Education at 412-369-5896 or [Jbradley@northalleghey.org](mailto:Jbradley@northalleghey.org)) so that the District can assist and provide resources to assist the situation.



# Carson Middle School Bell Schedules



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

<u>C.O.R.E. SCHEDULE</u>		<u>ACTIVITY SCHEDULE</u>	
<u>Monday &amp; Thursday</u>		<u>Tuesday, Wednesday, Friday</u>	
8:10 – 8:26	Homeroom (16)	8:10 – 8:26	Homeroom (16)
8:26 – 9:14	Period 1 (48)	8:26 – 9:12	Period 1 (65)
9:14 – 10:02	Period 2 (48)	9:12 – 9:58	Period 2 (46)
10:02 – 10:50	Period 3 (48)	9:58 – 10:44	Period 3 (46)
10:50 – 11:20 (6 <sup>th</sup> Grade Lunch)	Period 4 (30)	10:44 – 11:14 (6 <sup>th</sup> Grade Lunch)	Period 4 (30)
11:20 – 11:38	Period 5 (18)	11:14 – 11:30	Period 5 (16)
11:38 – 12:08 (7 <sup>th</sup> Grade Lunch)	Period 6 (30)	11:30 – 12:00 (7 <sup>th</sup> Grade Lunch)	Period 6 (30)
12:08 – 12:26	Period 7 (18)	12:00 – 12:16	Period 7 (16)
12:26 – 12:56 (8 <sup>th</sup> Grade Lunch)	Period 8 (30)	12:16 – 12:46 (8 <sup>th</sup> Grade Lunch)	Period 8 (30)
12:56 – 1:44	Period 9 (48)	12:46 – 1:32	Period 9 (46)
1:44 – 2:32	Period 10 (48)	1:32 – 2:18	Period 10 (46)
2:32 – 2:58	C.O.R.E. Period (26)	2:18 – 2:58	Activity Period (40)
2:58	1st Wave	2:58	1st Wave
3:02	2nd Wave	3:02	2nd Wave

### TWO-HOUR DELAY SCHEDULE

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

10:10 – 10:26	Homeroom (16)	12:43 – 1:13	7th Gr Lunch	Period 6 (30)
10:26 – 11:00	Period 1 (34)	1:13 – 1:18		Period 7 (5)
11:00 – 11:34	Period 2 (34)	1:18 – 1:48	8th Gr Lunch	Period 8 (30)
11:34 – 12:08	Period 3 (34)	1:48 – 2:23		Period 9 (35)
12:08 – 12:38	6th Gr Lunch	2:23 – 2:58		Period 10 (35)
12:38 – 12:43	Period 4 (30)	2:58		Dismissal
	Period 5 (5)			

# CARSON MIDDLE SCHOOL

## TWO-HOUR DELAY BELL SCHEDULE

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

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

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

<b>10:10 – 10:20</b>		<b>AM Homeroom (10)</b>
<b>10:20 – 10:55</b>		<b>Period 1 (35)</b>
<b>10:55-11:30</b>		<b>Period 2 (35)</b>
<b>11:30-12:05</b>		<b>Period 3 (35)</b>
<b>12:05-12:35</b>	<b>6<sup>TH</sup> Lunch</b>	<b>Period 4 (30)</b>
<b>12:35-12:40</b>		<b>Period 5 (5)</b>
<b>12:40 – 1:10</b>	<b>7<sup>th</sup> Lunch</b>	<b>Period 6 (30)</b>
<b>1:10 – 1:15</b>		<b>Period 7 (5)</b>
<b>1:15 – 1:45</b>	<b>8<sup>th</sup> Lunch</b>	<b>Period 8 (30)</b>
<b>1:45 – 2:20</b>		<b>Period 9 (35)</b>
<b>2:20 – 2:55</b>		<b>Period 10 (35)</b>
<b>2:58</b>		<b>1<sup>st</sup> Bell–Group 1</b>
<b>3:02</b>		<b>2<sup>nd</sup> Bell–Group 2</b>

**North Allegheny School District  
Carson Middle School  
300 Hillvue Lane  
Pittsburgh, PA 15237**

**Carson Middle School Office ..... 412-369-5520**  
Principal ..... Mrs. Katherine M. Jenkins  
Office Secretary ..... Mrs. Natalie Gottron  
Assistant Principal ..... Dr. Erin Crimone  
Office Secretary ..... Mrs. Deb Kroll

**School Counseling Office ..... 412-369-5421**  
Counselor ..... Mrs. Courtney Vadnais  
Counselor ..... Mr. Chance Petro  
School Counseling Secretary ..... Mrs. Barbara Gaertner

**Nurse's Office ..... 412-369-5420**  
Nurse ..... Mrs. Leslie Vrotney  
Nurse Assistant ..... Loraine Oczypok

**Library ..... 412-369-5453**  
Librarian ..... Ms. Tricia McNeill  
Library Secretary ..... Mrs. Mary Vergotz

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

**Bus Supervisor ..... Mrs. Polly Ferringer**

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

**Board of School Directors  
412-369-5437**

Scott E. Russell ..... President  
Richard McClure ..... Vice President

Libby Blackburn  
Andrew Chomos  
Christopher D. Disque  
Christopher Finley  
Kevin Mahler  
Michael C. Meyer  
Allyson Minton  
Mrs. Kelly Caldwell, Secretary for the School Board

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

**Administrative Staff**  
**412-366-2100**

Dr. Robert J. Scherrer ..... District Superintendent  
Mrs. Melissa Freiz..... Asst. Superintendent of Secondary Education  
Dr. James Bradley..... Assistant Superintendent of Elementary Education  
Dr. Jillian Bischel..... Director of Curriculum, Assessment and Professional Development  
Dr. Joseph Sciullo ..... Director of Student Services  
Ms. Patty Tkacik.....Coordinator of Special Education  
Mr. Chuck Cubelic ..... Director of Transportation and Operations  
Mr. Rob Gaertner ..... Director of Facilities  
Ms. Mary Hawley..... Director of Human Resources  
Dr. Kathy Curran.....Coordinator of Academic Technology and Instructional Services  
Mr. Richard Platts.....Director of Innovation and Technology  
Mr. Roger Sechler .....Director of Finance  
Mr. Robert Bozzuto ..... Athletic Director  
Mr. Jay West. .... Manager of Food Service  
Mrs. Karyn Dobda ..... Coordinator of Staff Development/Strategic Planning

*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.*

Updated 8/13/19