

West Greene Middle – Senior High School



Providing educational opportunities to maximize individual potential.

Student Handbook 2008 - 2009

This Handbook belongs to:

Name _____

Address _____

Phone # _____

Homeroom _____

Locker # _____

WEST GREENE MIDDLE-SENIOR HIGH SCHOOL **STUDENT HANDBOOK**

OVERVIEW

The West Greene School District's educational philosophy is based upon the belief that all students can learn. A rigorous, flexible curriculum permits students and parents the opportunity to custom design a program that will promote life long learning and maximize the potential of all learners.

West Greene High School, in conjunction with The Greene County Career and Technical Center, California University of Pennsylvania, Waynesburg University, and The University of Pittsburgh, offers our students a diversified curriculum and gives each student access to eight career clusters: Arts, Human Services, Medical, Engineering and Advanced Technology, Business and Marketing, Technology, Trade, and Industrial Careers.

The faculty, staff, and administration at West Greene are committed to providing all students with the opportunity to succeed. High quality curriculum is continually developed and refined, enabling students to reach their full potential. Students at all levels have access to appropriate support systems to ensure success.

The purpose of this handbook is to review and clarify all major policies and procedures that affect all students of the West Greene School District. It is primarily intended to be reviewed by students, parents, and staff members to ensure a common understanding of school policy. All students and parents are required to sign a form, which is to be kept on file in the school office, stating that they have read the information contained herein. Ultimately, **it is the responsibility of the student to read, understand, and abide by all school policies and procedures.** Additional school district policies and procedures are contained in other school documents such as the West Greene School Board Policy Manual, Course Selection Handbook, and Athletic Handbook. Copies of all such manuals and handbooks are available for viewing in the school office. Should any provision of this handbook contradict school board policy, school board policy shall prevail.

GRADUATION REQUIREMENTS – HIGH SCHOOL

There are three requirements that must be met in order for a student to graduate from West Greene High School. They are:

1. Credit requirements must be fulfilled as stated below.
2. Presentation of a senior graduation project. Information regarding the senior graduation project is available in the school office.
3. Proficiency on the PSSA test or other alternative assessment. Information regarding this requirement is available in the school guidance office.

School personnel, parents, and students must work together in order to meet these graduation requirements. School personnel will attempt to notify parents/guardians of all students who are deficient. However, **the ultimate responsibility for meeting all graduation requirements rests with the student.**

Any student who does not meet the criteria for graduation will not be permitted to participate in graduation activities and will not be awarded a diploma from West Greene High School until such time as all criteria are met to the satisfaction of the superintendent and school board.

CREDITS

The following chart shows how many credits must be accumulated in fulfilling the necessary requirements for graduation:

Language Arts	4 Credits
Social Studies	3 Credits
Math	4 Credits
Science (Biology/App. Bio Required)	4 Credits
Health & Physical Education	1.5 Credits
Computer/Technology Course(s)	1 Credit
Electives	5.5 Credits
Senior Graduation Project	1 Credit
TOTAL	24 Credits

One credit is awarded at the end of the fourth nine weeks for successful completion of a one credit, full year course. It is important to note that beginning with the freshman class of 2008-2009, awarding half a credit for each semester of a one credit, full year course will no longer occur. Successful completion of a one credit, full year course means that the student must have a passing grade for a minimum of two of the four nine-week grading periods. The student's final grade must also be a passing grade. The final grade will be determined by calculating the average of each of the four nine weeks percentage grades.

Any credits for courses, such as rotation courses, that do not meet for the entire school year are adjusted to reflect the amount of time spent in the course. For example, a rotation course that only lasts one nine weeks is worth $\frac{1}{4}$ credit.

Students who fail courses can make-up those credit deficiencies (up to a maximum of 2) by attendance at a summer school program approved by the principal.

PROMOTION REQUIREMENTS – MIDDLE SCHOOL

There are 3 requirements for middle school promotion to the next grade level:

1. The student must pass four out of five of the following subjects: Language Arts, Reading, Social Studies, Science, Mathematics
2. The student must pass each of the above subjects a minimum two out of three years in grades 6 through 8.
3. A student must pass 75% of all rotating classes.

PROMOTION REQUIREMENTS – HIGH SCHOOL

Grade level classification at the high school level is determined at the beginning of the school year for the full academic year according to the number of credits accumulated. Specifically, freshmen must accumulate 4 credits to move to sophomore status. Sophomores must accumulate 9 credits to move to junior status. Juniors must accumulate 16 credits and be in a position to graduate by the end of the next academic year in order to move to senior status.

School personnel, parents, and students must work together in order to meet these promotion requirements. School personnel will attempt to notify parents/guardians of all students who are deficient. However, **the ultimate responsibility for meeting all promotion requirements rests with the student.** Any student who does not meet the criteria for promotion will be required to attend summer programs and/or repeat the year at the discretion of the superintendent.

GRADING AND REPORT CARDS

The school term is divided into four grading periods of nine weeks. Report cards are prepared and given to each student at the close of each of these periods. The grading periods for the 2008-09 school year are:

October 24, 2008 – End of 1st 9 Weeks
January 13, 2009 – End of 2nd 9 Weeks
March 19, 2009 – End of 3rd 9 Weeks
May 29, 2009 – End of 4th 9 Weeks

Report cards are distributed approximately 5 days after the end of each 9 weeks with the exception of the 4th 9 weeks, when report cards are distributed on the last day of school. All dates are subject to change based on school delays and/or closings. Progress reports are also distributed to all students at the midway point of each nine weeks grading period. Specific calendars are distributed to students and are available on the school website.

Parents and students are encouraged to take an active role in school grading processes by being aware of grading procedures and timelines, and contacting school personnel with questions and concerns. Regular interaction between teachers and parents will lead to increased student achievement and accountability. Ultimately, **it is the student's responsibility to meet all grading requirements set forth by teachers and administration for promotion to the next grade level.** Parent/teacher conferences can be arranged at any time by contacting the guidance office. The school website lists contact information for all school personnel. Parents may call the school office at any time to request information. Parents may also contact the principal at any time with any concerns.

The grading system used in the West Greene School District is based on percentage grades. Students may want to use the following scale to determine a letter grade equivalent. However, letter grades will not appear on the report card.

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	E

An incomplete grade (I) may be issued in cases involving extended absences from school for medical and/or other legitimate reasons. Incomplete grades must be changed within 10 school days after the distribution of report cards. If the necessary make-up work is not completed by the student within this time frame, the grade will be changed accordingly.

A P (Pass) or F (Fail) can be awarded in certain situations at the discretion of the principal. Students receiving a P will be awarded credit for the class, but the P/F grade will not be used in calculation for Honor Roll, GPA, or Class Ranking.

OTHER GRADING PROCEDURES

WITHDRAWING/ENROLLING

Any student who withdraws from school will only be awarded credit for completed courses. Grades and/or transcripts from West Greene will be forwarded to the new school to be used in calculating final grades and credit awarding procedures.

Any student who enrolls at West Greene must provide legitimate grade reports and/or transcripts to be used in calculating final grades and credit awarding procedures. In the absence of such documentation, final grades will be calculated appropriately on a case by case basis, and no credits will be awarded for incomplete courses.

TRANSFER GRADES

Any letter grade transferred from another school will be interpreted as follows:

A+...99	B+...89	C+...79	D+...69
A....95	B.....85	C.....75	D.....65
A- ...90	B-....80	C-....70	D-....60
			E/F.....59
			or lower

Any percentage grade transferred from another school will be recorded as such, using the West Greene School District grading scale.

WEIGHTED GRADES

The West Greene School Board has adopted a weighted grading program for class ranking purposes only.

Only those classes which are designated as dual enrollment and honors classes will be weighted. For weighting purposes, the percentage grade for the course will be increased by 10%. For example:

Non-weighted	Weighted
100%	110%
90%	99%
85%	93.5%
72%	79.2%
60%	66%

CLASS RANKING

Class Ranks will be computed using weighted percentage grades. They are officially recorded in the student's transcripts at the conclusion of each school year.

Valedictorian (#1 rank) and Salutatorian (#2 rank) as indicated by class rank will be chosen one calendar week from the designated graduation date each year.

HONOR ROLL

The honor roll is calculated by finding the overall percentage grade for all grades recorded in the grading period, while placing more emphasis on classes that are worth more credits by the assigning of quality points. The formula used for calculation is:

$$\text{Quality Points/Credits} = \text{Overall Percentage Grade}$$

The roll is as follows:

- HIGHEST HONOR:** An overall percentage grade of 90% or higher and no individual grade lower than 90%. (All A's)
- HIGH HONOR:** An overall percentage grade of 90% or higher and no individual grade lower than 70%.
- HONOR:** An overall percentage grade of 80% or higher and no individual grade lower than 70%.

The honor roll is reported every nine weeks on the student's individual report card and in the Observer Reporter and Greene County Messenger. A student must be enrolled in at least 5 credits of course work to be eligible to be considered for the Honor Roll.

EXAMPLE OF AN HONOR ROLL CALCULATION:

SUBJECT	GRADE	CREDIT	Quality Pts.
Lang. Arts 9	75%	1.0	75.00
9 th World Cult	92%	1.0	92.00
Phys Ed 9	95%	.25	23.75
Vo-Ag I	92%	2.0	184.00
Geometry	86%	1.0	86.00
Biology	89%	1.0	89.00

CREDITS = 6.25 % Q. Pts. = 549.75

Overall % Grade = (549.75 / 6.25) = 87.96%

No individual grade lower than 70%

This student is placed on the *Honor Roll*

SCHEDULING

Overview

The process of scheduling should be taken very seriously by both students and parents. Guidance counselors are available to assist if needed. Scheduling begins in the spring for the upcoming school year. Students must schedule for the entire school year. Students are permitted to attend only those classes for which they are scheduled. Students will be given a scheduling form and a Course Selection Handbook to review with their parents.

Special attention should be paid to course prerequisites and credit requirements for promotion. It is important to note that beginning with the freshmen class of 2008-2009, students will not be permitted to "double-up" on core classes to make up for failures until such time as they demonstrate an ability to pass that particular type of class for an entire school year. For example, a freshman who fails Language Arts 9 will not be permitted to take Language Arts 9 and Language Arts 10 the

following year to “catch up”. This student must take and pass Language Arts 9 during their next school year, and would then be permitted to take Language Arts 10 and 11 the following year to catch up. It should be noted here that the best way for a student who has failed a required course to stay on track for graduation would be to attend summer school in the summer immediately following the failure.

It is highly recommended that parents and students work together in building a schedule. The scheduling form must be signed by the parent and returned to the guidance office. If no form is returned, the student will be scheduled last into whatever courses are still available. Schedule changes are highly discouraged, and will only be approved in extreme cases. All scheduling changes must be approved by the principal.

All students will be mailed a schedule prior to the beginning of the school year. If there are any corrections to be made, students are to call or visit the guidance department at least one week prior to the beginning of school. Because of class size, priority will be given to seniors first, then juniors, sophomores, and freshmen.

WITHDRAWING FROM A COURSE

Upon administrative review and approval, students have 3 school days to withdraw from a 45 day course, or 5 school days from a 90 day course, or 10 days from a 180 day course. Students who are given administrative permission to withdraw after the cut-off date will receive a grade of WF (withdraw failing) and no credits will be awarded. This failing grade will be calculated in the students overall GPA.

PHYSICAL EDUCATION REQUIREMENTS

Physical education is required by state law and is to be taken by all students who are not excused for medical reasons. Only a medical excuse is accepted as a legitimate reason for not taking physical education. The excuse must be supplied by a licensed medical practitioner. It must be returned to the physical education teacher and will be placed on record. It must state for what period of time and for what reasons the student is to be excused from physical education activities for medical reasons. The student will be given alternative instruction.

WEST GREENE DUAL ENROLLMENT PROGRAM

West Greene High School offers a dual enrollment program, which allows high school students to achieve college credits while attending high school. Students at West Greene can acquire up to 38 college credits before graduation.

The credits achieved from the West Greene Dual Enrollment Program serve as high school credits for graduation purposes as well as college credits to be transferred upon graduation from high school.

West Greene is currently partnered with two schools – The University of Pittsburgh and California University of Pennsylvania. Their dual enrollment course selections are:

University of Pittsburgh

Communications – 0500	Three Credits
Calculus - 0220	Four Credits

California University of PA

Algebra	Three Credits
Biology	Four Credits
Intro to Engineering	Three Credits
Geology	Four Credits
Western Civilization	Three Credits
Statistics	Three Credits
Psychology	Three Credits
General Chemistry 100	Three Credits

The dual enrollment program prepares students for college and allows them to accumulate college level credits. Dual enrollment courses also cost far less than traditional courses taken on the college campus.

WORK RELEASE 

Only seniors may be permitted to go on work release, as long as they can satisfy their credit requirements for graduation. Students must apply for approval to the guidance counselor and acquire final approval from the principal. Students on work release must submit a monthly report regarding hours of work, signed by the employer. Any student who fails to regularly submit the proper paperwork and/or fails to stay on track academically may have his/her work release terminated.

Pennsylvania Child Labor Laws do not permit children under 14 years of age to be employed at any time, either when school is in session or during school vacations. No person under 16 years of age may engage in any occupation, whether during summer vacations or when school is in session, when that work is in connection with any manufacturing process.

Persons between the ages of 14 and 18, who desire to secure employment, must first secure from the school office a “Promise of Employment” form. This form requires the written promise of employment from an employer, the signature of consent from the parent or guardian, and the signature of a physician assuring physical fitness for the occupation. In addition, legal proof of age in the form of a birth certificate must be presented in order to secure the “Promise of Employment” form. These procedures are necessary in issuing a vacation or general employment certificate.

After the satisfactory completion and return of the “Promise of Employment” form, the school office will issue the work permit/employment certificate.

JOB SHADOWING

West Greene High School allows students to go into businesses around the tri-county area to gain job shadowing experiences. Students

with interest in a certain career area can job shadow a business for a short period of time during school hours and make a determination if such a career is right for them. Job shadowing may be done as a component of a senior graduation project. All job shadowing experiences must be applied for in advance using the appropriate forms and must be approved by the job supervisor, parents, and principal.

SCHOLARSHIPS

Scholarship opportunities are available in the Office of Student Services and District Office.

TESTING AND SURVEYS

School-wide testing procedures are coordinated by the guidance counselors. Testing schedules are distributed yearly and posted on the school website. The PSSA is the state administered test that is used to measure all public schools in Pennsylvania under the NCLB Act of 2001. All students must take the PSSA assessments. Specific information about all tests and surveys is available in the guidance office.

GRADE 8,11	PSSA Writing Assessment, PSSA Science Assessment
GRADE 6,7,8,11	PSSA Math and Reading Assessment
GRADE 6-11	4-Sight Testing - <i>3 times per year in the areas of math and reading; diagnostic information provides a projection of student performance on the PSSA's</i>
GRADE 10	PSAT Test
GRADE 11	PSAT Test
	ASVAB Test (Armed Services Vocational Aptitude Battery)
	SAT / ACT Test
GRADE 12	SAT / ACT Test
	PSSA Re-Take
	ASVAB Test (Armed Services Vocational Aptitude Battery)

Students' grade 9 through 12 may take the SAT/ACT any time.

ATTENDANCE POLICY

Overview

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance. **Any student missing 30 or more days of school, upon administrative review, may be required to repeat the entire school year.**

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips
- Educational tours and trips

TARDINESS/EARLY DISMISSAL

Tardiness to school shall be marked as follows:

- Between 8:15 am - 9:59 am Tardy ___ # of minutes
- Between 10:00 am- 1:44 pm ½ day absent
- Between 1:45 pm – 3:15 pm Full day absent

Early dismissal from school shall be marked as follows:

- Prior to 9:59 am Full day absent
- Between 10:00 am – 1:44 pm ½ day absent
- After 1:45 pm Tardy ___ # of minutes
- After the 5th tardy, your child will be considered absent a full day.
- After 15 days of accumulated absences, students are required to have a medical excuse.
- A medical excuse is also required when a student misses 3 days in a row.

The Board will recognize other justifiable absences (as specified by time of appointment) for part of the school day. These shall include:

- Medical/dental appointments
- Court appearances
- Family emergency
- Urgent reasons

It shall be the policy of the West Greene School District that in order to participate in any co-curricular and or extra-curricular activity, students and student athletes must be in attendance by 10:00 am on the day of the activity unless medical documentation is produced or other extenuating circumstances are verified to the principals.

Educational Tours and Trips

A student may be excused from attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

STUDENT SERVICES/OUTSIDE AGENCIES

Our student services department works with many outside community based agencies included but not limited to:

Mental Health	627-8156
Children & Youth Care	852-5217 / 627-6108
Centerville Clinic	632-6801
Probation	852-5250
Dept of Public Assistance	627-8171
Cornerstone Care	499-5188
I.U.#1	800-328-6481
I.U. #1 WBG. Office	627-8126
O. V. R.	627-6181
Public Health	627-3168

STUDENT ASSISTANCE PROGRAM

S. H. A. R. P.

The **S**tudent **H**elp, **A**ssistance and **R**ecommendation **P**rogram consists of a team of administrators, guidance counselors, and staff members to identify and assist any students having problems in a wide variety of areas. These areas include, but are not limited to, problems involving stress, depression, grief, drugs and alcohol, parents, anger management, pregnancy, academics, peer pressure, bullying, and sexual issues. Strict rules of confidentiality apply to all phases of the program. SHARP is not a drug program, a treatment program, or a discipline program. It is a counseling program that may be used a first step in attempting to help a student. A student may become involved in the program by contacting any staff member, or via the referral of family, friends, or staff members. SHARP team members, with input from the student and parents, will develop appropriate strategies to help solve problems and facilitate success.

SCREENING AND EVALUATION

The West Greene School District uses the following procedures for screening, identifying and evaluating specified needs of school-aged students requiring special programs of service.

The District exceeds the health requirement screen as described in Section 1402 of the School Code. The district routinely conducts screening of a child's hearing acuity in grades: 7, 11, and others according to need. Visual acuity is screened in every grade. Height and weight are checked yearly. Dental examinations are conducted in 7th Grade. Physicals are conducted grades 6 and 11. Body Mass Index (BMI) is measured for every student every school year. Speech and language skills are screened after referrals from parents, and professional staff is received. Gross motor and fine motor skills, academic skills, and social-emotional skills, are assessed by classroom teachers on an ongoing basis.

Parents with concern, regarding their child, may contact building principals at any time to request a screening or evaluation of their child in writing. Communication with parents and exceptional students shall be in English or the native language of the parents.

CHILD FIND

The West Greene School District conducts child find activities to determine that all children residing in the district, including children with disabilities attending private schools, regardless of the severity of the disability, and who are in need of special education and related services are identified, located and evaluated to ensure that eligible children receive a Free Appropriate Public Education. Child find efforts are extended to highly mobile children with disabilities (such as migrant and homeless children) and to those students suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade.

In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental conditions listed as a disability in IDEA is identified as an "eligible young child." Eligible young children are afforded the same rights under IDEA and Chapter 14 of the Pa. School Code as school age children, in order to determine if they are eligible to receive special education services through the screening and evaluation process. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention System Act. Screening services are available by contacting the Intermediate Unit 1 Child Alert Program at 1-800-328-6481.

Screening activities are implemented by the district to locate, identify, and evaluate students suspected of being a child with a disability eligible for special education. These screening activities include but are not limited to a review of cumulative records, enrollment records, health records, and report cards; hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and hearing screening. Screening activities are conducted on an ongoing basis throughout the school year. When screening indicates that a student may be a child with a disability eligible for special education, the school district will seek parental consent to conduct an evaluation.

The district will conduct a full and individual evaluation, in accordance with (34 CFR 300.126 Procedures for Evaluation and Determination of Eligibility) before the initial provision of special education and related services to a child with a disability under part B of IDEA. The "evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for special education and related services. The evaluation will be conducted at no cost to the parent/guardian and consist of a variety of assessment tools and strategies to gather relevant functional and developmental information about the child. No single procedure is used as the sole criterion for determining eligibility. The child is assessed in all areas related to the suspected disability, including if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities. A request for an initial evaluation may be made by school district personnel or the parent of the child.

Parents are asked to provide permission to conduct the evaluation by completing the Permission to Evaluate form. The initial

evaluation shall be completed and a copy of the evaluation report shall be presented to the parents no later than 60 days after the school district receives written parental consent. Parents who think their child is a child with a disability may request, at any time, that the school district conduct an evaluation to determine if the child is eligible to receive special education and related services. This request must be made in writing to the district office.

MEDICAL INFORMATION

MEDICATION

Medication, both prescription and non-prescription, should be taken at home if possible. If necessary, by doctor's order, designated school personnel may administer medication during school hours. Students are not permitted to self-medicate.

MEDICATION, BOTH PRESCRIPTION AND NON-PRESCRIPTION, MAY NOT BE GIVEN WITHOUT THE PROPER MEDICATION FORMS COMPLETED AND SIGNED BY THE PARENT AND PHYSICIAN. These forms must accompany the medication. Forms may be picked up in the nurse's office. All medication must be brought to the nurse's office upon arrival to school. The medication will be kept in the nurse's office until the end of the day or until it is no longer necessary to be taken.

IMMUNIZATIONS

Students entering grade 7 must have the proper immunizations as outlined in 24 PS 13-1303A.

STUDENT INSURANCE

Accident insurance is available to all students of the West Greene School District and school directors' urge that the parents consider this coverage.

The premium for accident insurance varies from year to year. The cost for the current year will be announced at the time that the insurance is made available.

Accident insurance policies may be purchased which cover the student from the time that he/she leaves home in the morning until he/she returns home in the afternoon and at any school sponsored activity during the entire year, whether it is during the school year or during the summer. Company details concerning claim coverage can be secured by reading the policy.

SCHOOL VISITATION

All visitors (including parents) must sign-in at the middle senior high office, and wear a SCHOOL VISITOR'S PASS, which is to be returned to the office when the visitor signs out.

COLLEGE VISITATION

Seniors are encouraged to visit colleges which they may be interested in attending.

Prior approval must be obtained under the following conditions:

1. Student must bring a signed note from home.
2. Approval must be made a minimum of one day in advance.
3. The principal, high school counselor or the attendance officer will authorize such absences from school when appointment has been arranged with college official.
4. Senior visits will be limited to three maximum.



MILITARY INFORMATION

The following rules will apply to all service representatives:

1. Prior approval a minimum of one day in advance must be obtained before visitations are permitted.
2. All service representatives will register in the high school guidance office when present in the building for the purpose of meeting with students. The following information will be provided:
 - Name of Recruiter
 - Name and grade level of student
 - Time of visitation
3. Recruiters should attempt to schedule their visit with seniors during non-academic time.
4. Only seniors will be permitted to speak with recruiters on school time.
5. Recruiters will not be permitted to have students leave the school grounds with them for any reason.

Both federal and state law requires that school districts provide military recruiters access to secondary school students.

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal year 2002 and Pennsylvania Act 10 (also known as the Armed Forces Recruiting Act) mandates that school districts give military recruiters the same access to secondary school students as they do to postsecondary institutions or prospective employers. If requested by military recruiters, school districts must provide names, addresses and telephone listings of junior and senior students unless a parent has “opted out” of providing such information. School districts must advise parents in writing of this obligation and give them at least 21 days to make a written request to be kept off the list before it is available for release (51 P.S. § 20222(a)). Parents must be notified of this obligation no later than the end of the student’s junior year. Military recruiters are permitted to request and receive these lists throughout the year. Any parent wishing to “opt out” must submit their written request to the school office within 21 days of review of this handbook. Additional information about military procedures as they relate to school policy can be found at the Pennsylvania Department of Education’s web site (www.pde.state.pa.us) in Basic Education Circular (BEC) Access to Secondary Students. The BEC also contains the Family Educational Rights and Privacy Act (FERPA) information.

FIRE DRILL INSTRUCTIONS

To ensure the safety of all students and staff, fire drills will be held at monthly intervals. Students are to follow all teacher’s instructions, leaving the room promptly and without confusion or talking. Room exit instructions are posted in each classroom. All windows and doors should be closed. Teachers will bring roll books and take roll to be sure all students are accounted for. The principal will direct teachers to escort their students back into the building at the conclusion of the drill.

CARE OF BUILDING

No person shall be permitted to alter any part or property of the school, or to post signs, posters, advertisements, or any other such materials anywhere on school property without administrative approval. Any person causing damage to school property will be responsible for financial reimbursement of the face value of any damaged property done deliberately.

USE OF FACILITIES

Individual student groups must secure permission from the high school principal before scheduling or using the high school building for activities when the school is not in session. Such students or groups must be under the direct supervision of an adult sponsor and the sponsor is responsible for the conduct of the individuals under his supervision.

The custodian does not have the authority to open the building for individuals or groups who have no adult sponsor, nor will he/she open the building prior to the time scheduled for the activity.

Furthermore, the building will not be opened in the absence of the sponsor.

When students schedule an after school or weekend activity, they are expected to confine the activity to a definite area of the building.

SCHOOL PROPERTY

Any school property that may be issued to students, such as books, calculators, laptops, or other electronic devices, are marked with serial numbers and are the property of West Greene School District. Any such lost or stolen items are the responsibility of the student, and the student is responsible for full reimbursement.

TEXTBOOKS/HANDBOOKS

Students are responsible for taking proper care of their textbooks. If a textbook is misused, a fine will be imposed. If a textbook is lost, replacement will be the cost of the new book. If the textbook is not replaced or not in its original shape before the end of the last semester, the Office of Student Services will hold your report card until the book is replaced.

If a student handbook is damaged, replacement will be necessary at the cost of \$5.00. Report cards will be withheld until payment is made.

LIBRARY BOOKS

A student is permitted to borrow up to three books and three magazines for a two-week loan period. Renewals are available. All reference materials, some encyclopedias, and yearbooks do not circulate. Fines will be levied at five cents per day. Through *ACCESS PENNSYLVANIA*, students have the possibility of borrowing books from other libraries, thus significantly increasing the books available for use.

Students who have not returned borrowed books back to the library or have not paid their fine(s) before the end of the last semester will have their report cards held. Their report cards will not be distributed until such time that everything is taken care of and cleared by the librarian.

LOCKERS

Lockers are provided for all students. All lockers are considered to be the property of the school and may be searched at any given time if deemed necessary for reasons of health, safety, and welfare. At the beginning of each year, hallway locker numbers are issued by the office. Gym lockers are issued by the PE department. All lockers are to be kept clean and not to be defaced in any way.

Locks for gym lockers are issued to students free of charge. However, in the event the lock is not returned, or needs to be replaced, there will be a charge of \$5.00. Valuables should be kept only in a locker with a lock. Locks may be obtained through the PE department or purchased by the student on their own.

EMERGENCY DISMISSAL

The news media will be notified if students need to be dismissed due to a building emergency, weather, etc. Parents should develop a contingency plan with their children in the event an emergency dismissal is implemented. Parents may call the school for information regarding emergency or early dismissals.

TELEPHONE USE

Students may be permitted to use the school phone for legitimate reasons in an emergency situation. **The use of cell phones on school grounds for any reason is prohibited during school hours.** All phone calls must be made from the school office using the school phone. Permission must be granted by school personnel.

LOST AND FOUND

The Lost and Found Department is located in the office. All articles found around the school should be taken to the office where the owner may claim them. Unclaimed articles will be held until the end of the semester. Articles unclaimed at that time will be given to charitable organizations.

ANNOUNCEMENTS

Except for emergencies, all announcements will be made via the television in the morning before the start of period 1, and posted on the Daily Memorandum. Anyone wishing to make an announcement must fill out the proper form to be signed by a teacher, coach, or sponsor, and approved by the principal. All announcement information is to be written legibly and submitted to the office before 8:15 A.M. for morning announcements. All information will also be placed on the memorandum as well. **UNDER NO CIRCUMSTANCES IS THE INTERCOM TO BE USED BY ANYONE AT ANY TIME WITHOUT PERMISSION FROM THE PRINCIPAL.**

HALL PRIVILEGES

Any student sent from any location in the school must have a hall pass signed by the teacher or other staff member. The student handbook may be used as a hall pass. Students who abuse their hallway privileges may have them taken away.

EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to take advantage of the opportunity to participate in extra-curricular activities. A list of clubs, sponsors, and activities is updated yearly and available in the school office. All students must meet eligibility requirements for participation in

extra-curricular activities as set forth by the administration. The administration reserves the right to deny participation in any extra-curricular activity based on legitimate disciplinary, academic, attendance, or behavioral concerns.

PROM

Students in grades 9-12 are invited to attend the prom, provided they meet the following criteria:

1. The student must be in attendance at school on the day of the prom for a minimum of four class periods.
2. The student must meet all attendance and eligibility criteria for participation in extracurricular activities as set forth by both the West Greene School District and the P.I.A.A.
3. Any student who is suspended from school (I.S.S. and/or O.S.S.) three or more times during the school year may not be permitted to attend the prom at the discretion of the principal.

SELECTING QUEENS, KINGS, ATTENDANTS, AND ESCORTS

KINGS/QUEENS TO BE CHOSEN: SPONSORS

- | | |
|---------------|----------------|
| 1. Homecoming | Football Squad |
| 2. Christmas | Band |
| 3. Prom | Students |

OUTSIDE SCHOOL:

1. Coal Queen King Coal Association
(Individual sign up)

QUALIFICATIONS:

1. During the school term a girl may be elected queen once and an attendant once. A boy may serve as king once and an escort once during the school term.
2. Academic/attendance eligibility is set forth as determined under the guidelines of the W. P. I. A. L.
3. Any student refusing the honor once will be disqualified from future elections.

HOW SELECTED:

Candidates (numbering four or five) will be nominated by the class or the sponsoring organization. All queens and attendants representing the student body will be voted on by the students from grades 9, 10, 11 and 12. All ballots for any selections will be counted by the National Honor Society Sponsor, the Student Council Sponsor. In the event of a tie, those individuals who tied will be placed on a special ballot for re-voting. The announcements of the winners will take place after the re-vote. The King and Queen must be a senior with the exception of the Coal Queen candidate who would be in her junior year when selected.

SELECTING COAL QUEEN CANDIDATE:

1. Any Junior girl may try out
2. Judges who are approved by the administration will evaluate all candidates and make the final decision.

SPECIAL EVENTS (DANCES/PARTIES)

1. No special event is to be held without prior approval of the principal.

2. A Use of Facilities should be filled out and turned into the main office as soon as is possible.
3. Request forms for dances or parties are to be signed by sponsors of the club or organization.
4. All students are to stay in the building after entering. When leaving, students are not permitted to return unless permission is granted by a sponsor or chaperone.
5. No loafing should be permitted in hallways or restrooms. Students may, however, remain in the hallway to enjoy refreshments (eating/drinking are prohibited in the gymnasium and auditorium).
6. Soft-soled shoes are to be worn for dancing, unless it is a semi-formal dance.
7. Guests are permitted for the following dances provided all proper forms are completed and approved by the sponsor and the principal:
 1. Homecoming
 2. Christmas
 3. Prom

**NO guests over the age of 20 years will be permitted to attend any dance.*
8. Under no circumstances will a middle school student be permitted to attend a senior high school dance. Senior high students are not permitted to attend middle school dances.
9. Students on suspension (ISS or OSS) on the day of a special event are not permitted to attend.

PUBLICATIONS/MEDIA

Pioneer Yearbook

The middle school and high school both publish yearbooks at the end of each school year. All students are required to submit a photo for inclusion in the yearbook that meets the requirements set forth by the yearbook sponsor as approved by administration. All photos included in the yearbooks must meet all West Greene dress code and conduct requirements. Opportunities are available for all students to become involved in production of the yearbooks.

The Informer

The high school publishes a newspaper called The Informer periodically. Opportunities are available for all students to become involved in production of the newspaper. All content included in the school newspaper must adhere to acceptable standards of decency, must not contradict school policy or disrupt the normal operations of the school, and must be approved by the sponsor and/or administration.

Pioneer Website

The school website is www.wgsd.org. The site is continually updated and contains very useful school information. It should be visited regularly by students, parents, and school personnel. Opportunities are available for all students to become involved in production of the school website. All content included on the school website must adhere to acceptable standards of decency, must not contradict school policy or disrupt the normal operations of the school, and must be approved by the sponsor and/or administration.

Greene County Senior Yearbook

The West Greene School District cooperates with the Observer-Reporter in the publication known as the Greene County Senior Yearbook. In an effort to more effectively recognize all graduating seniors, we are requesting that all seniors submit a professionally taken senior portrait. For this particular publication a head shot will best serve our purpose. Photos need to be submitted by May 1st. A school photograph will be used for any student not providing the required bust photo. In the event a school photo is not available, student's names will be listed without a photo.

ATHLETICS

Any candidate for any team must meet all eligibility requirements as set forth by the West Greene School District, the W.P.I.A.L., and the P.I.A.A. The West Greene Athletic Handbook details all applicable policies and procedures, and is available in the athletic office. Policies and procedures that must be followed include, but are not limited to, the following:

- A. At no time may students in the 7th and 8th grades practice or compete with students in the 9, 10, 11, or 12th grades. The only exception to this rule shall be in the case of advanced age as defined by the W.P.I.A.L.
- B. Students in the 9th grade will compete on a varsity level in all sports except wrestling (where a Jr. High program is provided).
 1. In wrestling, students in the 9th grade may, with written permission of the principal and the parents choose to compete on a varsity level.
 2. Such option must be made not later than 21 days after the ninth grader begins practice. Once the option is exercised, it may not be changed during that season.
- C. Each student must have a physical examination either with the school physician or a personal physician provided by the guardian, and must present evidence of such to the school before he/she will be permitted to practice.
- D. Each student must be covered by medical insurance before he/she will be permitted to practice in any athletic activity at West Greene.
- E. The student's parent or guardian must give written consent for participation in each sport at West Greene.
- F. We are governed by the P.I.A.A. and W.P.I.A.L in rules and regulations concerning athletics.
- G. Requirements are the same for girls as for boys.
- H. A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years, with the following exception: *if the age of 19 is attained on or after July 1, the pupil shall be eligible to compete through that school year.*
- I. ENROLLMENT - The student must be enrolled as a full time student and residing in the West Greene School District with a parent/guardian.
- J. CITIZENSHIP - All student athletes must adhere to the discipline policies set forth in the Student Discipline section of this handbook.
- K. ACADEMICS:
 1. Grade 9-12: In order to be eligible for athletics, a student in grade 9, 10, 11, 12 must be currently enrolled and must

have been enrolled in school the preceding grading period (six weeks, nine weeks, twelve weeks, semester) and received passing grades during that grading period in subjects that earn a minimum of 4 credits per year toward graduation.

2. All such W.P.I.A.L. and P.I.A.A. rules and regulations must be observed.
 3. Athlete Grade will be checked weekly and any student athlete failing to meet the criteria shall be declared ineligible for a period of one week. Athlete eligibility shall run from Sunday to Sunday.
- L. ATTENDANCE - A pupil who has been absent from school during a semester for a total of twenty or more days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the sixty days required.

VARSITY CLUB

The Varsity Club shall be composed of students who have earned the school letter in varsity sports. A senior is eligible to receive a letterman's jacket if he/she meets the following requirements:

1. Three season's participation - and three letters in full seasons in any of the varsity sports during his freshman, sophomore, junior, and senior years at West Greene High School, or six full season's participation.
2. Managers and statisticians may earn a letterman's jacket by being a manger or a statistician for three years.
3. Any letterman quitting a varsity sport with a reasonable excuse, shall be entitled to receive a jacket if the excuse is approved by the principal, athletic director, and Varsity Club sponsor.

NATIONAL HONOR SOCIETY

PURPOSE

The purpose of the West Greene Chapter of the National Honor Society is to honor those students who have exhibited outstanding characteristics as scholars, leaders, and citizens in their school and community. This organization also provides these students opportunities to develop character through service to their school and community.

SELECTION

- Membership is restricted to juniors and seniors who;
- > have attained a cumulative GPA of 90% or above,
 - > have attended West Greene High School at least one full semester,
 - > are recommended by 3 faculty members and 3 members of the community to whom they are not related.

Qualified students are considered for NHS membership by a faculty council appointed annually by the principal. Only those students who exhibit outstanding leadership, character, scholarship, and service to the community and school can expect to attain membership. Selections made by the council are final. Those juniors and seniors selected for NHS membership are inducted in November or December.

MAINTAINING MEMBERSHIP

To retain NHS membership, a student must continue to display those attributes which contributed to his selection. Any of the following conditions can result in expulsion from the West Greene Chapter of the National Honor Society:

- > Failure to maintain a cumulative GPA of 90%,
- > Behavior that is contrary to the principles of the NHS as set forth in the NHS Handbook,
- > Failure to abide by the rules and regulations of the Chapter as set forth in the by-laws including: Participation in Chapter activities, 10 hours of community service per semester.

Only the faculty council may expel a student from the NHS, with one exception: any member who fails to maintain a cumulative GPA of 90% will be issued a warning at the beginning of the succeeding semester. If, at the end of that semester, his GPA remains under 90%, he will automatically lose NHS membership. Expulsions, like selections, are the responsibility of the faculty council and not subject to review.

WEST GREENE STUDENT COUNCIL

PURPOSE

The purposes of the West Greene Student Council are:

1. To create a positive working relationship between the students, faculty, and the administration.
2. To give a voice to and act upon concerns of the student body.
3. To promote student leadership.
4. To help develop with the faculty and administration a safe atmosphere where all students can learn to their best abilities.
5. To promote and support all student activities.
6. To represent the student body before the Board of Education.

STUDENT DISCIPLINE

Consequences for classroom-level disciplinary infractions will be assigned by the classroom teacher and may include verbal warnings, parent phone calls, office referrals, academic consequences, and/or any other reasonable measures aimed at improving student behavior.

Consequences for disciplinary infractions referred to the administration will be assigned by the administration following the guidelines of the discipline matrix included in this handbook. The discipline matrix is intended to be used by administration, students, and parents as a guide only. **The administration reserves the right to increase, decrease, adjust, and/or modify any consequences for any disciplinary infraction at any time.** The parent has the right to appeal any disciplinary action to the superintendent and/or school board.

Definitions:

Loss of Privileges - Revocation of a student's privilege to participate in extracurricular functions, both athletic and non-athletic. Loss of privileges may only be assigned with administrative approval.

Lunch Detention – A detention for the period of time during which the student has his/her regularly scheduled lunch period. It is the student's responsibility to report to assigned lunch detention area for the specific number of days as designated by the administration and remain there for the duration of the detention. Lunch detention may be assigned by cafeteria monitors or administration.

In School Suspension (I.S.S.) - The period of time during which the student shall be required to remain in school but separated from the regular class schedule as a result of his/her violation of reasonable rules and regulations of the West Greene School District. It is the student's responsibility to report to the designated I.S.S. room with sufficient school work to keep him/her busy for the entire school day. Failure to do so will result in the issuance of standardized assignments by I.S.S. personnel at the discretion of the administration. Failure to follow the rules of conduct for the I.S.S. room as set by the administration and fostered by I.S.S. personnel will result in further disciplinary action. Students and parents should be advised that students are not permitted to participate in any extracurricular or athletic school events or activities during the assigned days of any in school suspension (including ½ days). I.S.S. may be assigned by administrative personnel only.

Out of School Suspension (O.S.S.) - Shall mean exclusion from school for an offense for a period of time as determined by the administration, without a formal hearing, after the student has been given the reason for the suspension and has been given the opportunity to respond. An out of school suspension is considered an excused absence (Refer to Absences). Students and parents are advised that students are not permitted to be on school property and/or to participate in any school events or activities during the period of any out of school suspension. Any student found on school property while suspended out of school shall be viewed as a trespasser, and may be subject to criminal prosecution. O.S.S. may be assigned by administrative personnel only.

Police & District Justice Involvement - Certain offenses as outlined in this policy will be reported to the police or district justice as per school board policy and state law.

Expulsion - Exclusion from school for a period exceeding ten school days, which may include permanent dismissal from the school rolls. Expulsion may be assigned by the superintendent only, with board approval.

Classification of Offenses - Each incident of student misconduct within the West Greene School District shall be characterized as a Level I Offense, Level II Offense, Level III Offense, Level IV Offense, or a Level V Offense, depending on the nature of the misconduct. Specific examples and consequences for each level are included in the discipline matrix in this handbook. Generally, the levels are defined as follows:

LEVEL I - Level I offenses shall include those minor disturbances created by a student that disrupt the normal teaching situation that can usually be handled by the individual classroom teacher. Consequences may be assigned by the classroom teacher or administration.

LEVEL II - Level II offenses are actions of a student that stop normal classroom procedures or interfere with the basic operation of the school. Consequences may be assigned by the classroom teacher or administration.

LEVEL III - Level III offenses may result from misconduct that affects the safety and welfare of staff and students. Such misconduct is considered serious and borderlines police or law official involvement. The student shall be immediately referred to the building administrator for appropriate disciplinary action. **Magisterial filing will occur for all tobacco violations as per state law.**

LEVEL IV - Level IV offenses shall include acts resulting in violence to persons or property, or which pose a threat to the safety and welfare of others within the school. Such misconduct is considered serious and borderlines police or law official involvement. The student shall be immediately referred to the building administrator for appropriate disciplinary action.

LEVEL V - Level V offenses are the most serious offenses of all and involve the immediate notification of the principal and the superintendent. Level V offenses may also involve police notification, school board action, drug/alcohol/mental health evaluations, and/or other actions as deemed appropriate by the superintendent. The student will face a minimum of ten days O.S.S. Disciplinary actions may further include expulsion by the board of school directors, following a formal hearing.

Procedural Guidelines Related to Behavior/Discipline

Suspension (I.S.S. or O.S.S.)

Prior to the issuance of any suspension, the student shall be informed of the reasons for the suspension, and given an opportunity to respond. Prior notice of the intended suspension shall not be required in those cases where it is clear that the health, safety or welfare of the community is threatened.

In those cases where a suspension from school has been issued for a period in excess of three school days, the student and his/her parent/legal guardian shall be provided with an opportunity for an informal hearing before the administrator involved, within the first five days of the suspension. Any such informal hearing shall be designed to permit the student to explain the circumstances surrounding the event which prompted the issuance of the suspension, and to encourage the student's parent or legal guardian to discuss with the administrator involved ways by which future offenses can be avoided.

In the event that the student and his/her parent or legal guardian(s) choose to participate in an informal hearing with the administrator, the administrator shall provide them with sufficient notice

of the time and place of the hearing, and with written notification of the reasons for the suspension. At the informal hearing, the student shall have the right to question any witnesses present, to present his own witnesses, and to speak on his own behalf.

Expulsion

Where, following the suspension of a student, a recommendation is made for further action by the board of school directors, the student shall be entitled to a formal hearing before the board of school directors.

This hearing may be held before the entire board of school directors, or before a duly authorized committee of the board or before a duly qualified hearing examiner who need not be a member of the board but whose adjudication the school board must approve. In all cases, however, the affirmative vote of a majority of the entire board of school directors shall be required to expel a student. The following due process requirements shall be observed with respect to a formal hearing:

1. The student's parent or legal guardian shall be notified, by certified mail, of the charges pending against the student.
2. The student and his/her parent or legal guardian shall be provided with sufficient notice of time and place of hearing.
3. The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
4. The student shall have the right to be represented by counsel.
5. The student shall have the right to be presented with the names and witnesses against him/her and copies of any statements and/or affidavits of such witnesses.
6. The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to direct and cross-examination.
7. The student shall have the right to testify and present witnesses on his/her own behalf.
8. A recorded or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript of the hearing, at his/her own expense.
9. The hearing shall be held with all reasonable speed.

During the period between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if following an informal hearing, the administrator determines that the student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

Special Education Regulations

Students defined as "eligible students" under the Special Education Regulations and Standards may be entitled to additional and/or different procedures than those otherwise set forth herein.

Bus Rules and Procedures

Violation of the established bus rules and procedures may result in suspension of bus privileges for a specified time period, based on the frequency of a student's misconduct. Continued violation of said rules may result in permanent revocation of bus privileges. Other consequences may be issued at the discretion of the administration.

Students and parents/legal guardians are advised that during the period that the student's bus privileges are suspended or revoked, absences from school will not be excused due to lack of transportation. The parent/legal guardian is responsible for transportation when a bus suspension has been issued.

The following rules and procedures should be observed at all times:

MEETING THE BUS

Arrive at your pick-up point 5 minutes before the bus is scheduled to arrive. Drivers have been instructed not to wait for any late arrivals and not to pick up or drop off students at points other than assigned stops. Stand off the road behind the curb or edge of the street, but be careful not to disturb the lawn or personal property of homeowners. In approaching your pick up point, always walk toward the traffic. Do not play in the roadway or stand or place books and other articles on or near the roadway. Do not run along the side of the bus. Wait until it comes to a complete stop and then walk to the front door.

If you must cross the street, wait on the left side of the street until the bus is stopped and the stop arm is activated. Cross only after the driver signals that the road is clear, and walk at least 15 feet in front of the bus.

LEAVING THE BUS

Remain seated until the bus comes to a complete stop. Leave the bus in an orderly manner and do not loiter around the bus. If you must cross the street, walk 15 feet forward of the right front fender until all students crossing are in position, walk straight across the street after a signal from the bus driver, and do not stop to pick up dropped books or other articles. Also do not cross back immediately behind the bus or walk between parked buses.

RULES FOR RIDING THE SCHOOL BUS

1. While you are on the bus, you are under the direct supervision of the driver and must follow his/her instructions. All school discipline rules, regulations, policies, and procedures are in effect for all students while on any school bus for any reason. **The bus driver has the authority to assign seats to students for safety or disciplinary reasons.** Failure to follow instructions will be considered an act of disobedience and will result in a bus referral to school administration. Appropriate consequences will be issued. Some infractions may carry over into the school discipline policy and will result in detention or suspension from school. When a bus suspension is issued to a student, that student is suspended from all bus transportation. The student's parent/guardian is responsible for providing transportation to and from school. Suspension from the bus is not an excused absence (see attendance policy). If you have any questions regarding the rules, policies, or disciplinary

procedures stated here, you may contact the Director of Transportation at 499-5183 ext. 2231.

2. For your own protection, always keep your hands, head and arms inside of the bus.
3. Keep feet and books out of the aisle. Any object or instrument that cannot be held in your lap without blocking aisles will not be permitted on the bus.
4. Fighting, horseplay, slapping, and/or loud behavior is not permitted.
5. Smoking and chewing tobacco are not permitted on the bus.
6. All school regulations pertaining to the use of alcohol, drugs, knives, or other weapons, and use of profanity and obscene gestures apply to all students riding a school bus.
6. Eating or drinking on the bus is not permitted. Drinking bottles, cans, and other glass containers likewise are not permitted. The sale of food products is prohibited.
7. No student shall be allowed to change buses or stops without written permission from school officials.
8. Help keep the bus clean, sanitary and orderly. Do not throw paper or other debris on the floor of the bus or at another student. Do not throw articles out of the bus windows or doors.
9. Damage done to seats or other bus equipment must be paid for by the student or parent. Restitution, or immediate arrangements thereof, must be made before bus-riding privileges are reinstated.
10. Never tamper with the emergency door or any other controls on the bus. Opening or closing the front door is prohibited by anyone other than the driver.
11. No recorders, radios, CD/MP3 players, etc. are permitted on the bus.
12. The playing of cards/gambling on a school bus is prohibited.
13. No live animals or pets are allowed on a school bus.

Student Driving Policy

Students will not be permitted to drive any vehicle to/from school without the permission of the school authorities. The proper forms must be completed in requesting driving privileges and must be signed by the parent/legal guardian of the student. Permission to drive to/from school shall only be granted for licensed drivers of licensed, street-legal vehicles, with copies of all applicable licenses, insurances, and paperwork kept on file in the school office.

Driving to/from school is a privilege which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to this student driving policy.

In order to operate a vehicle on school property, students will be required to observe the following regulations:

1. The vehicle must be parked ONLY in the parking space assigned by school personnel. Violators may be towed at the owner's expense.
2. The vehicle must be locked at all times while parked on school grounds.
3. Students are not permitted to visit or move any vehicle during the school day without office approval.
4. Student parking tags issued by the office must be placed in the front windshield in plain view.
5. Student drivers and passengers must arrive to school no later than 8:05 a.m. Any student driver and/or passenger arriving after 8:05 a.m. will be considered tardy. All student drivers and

passengers must check-in with school personnel upon arrival. Any student driver or passenger who is tardy to school four times during the course of the school year will have his/her driving/riding privileges suspended for a period of time to be determined by administration. Additional tardies may result in permanent suspension of driving/riding privileges.

6. Students are not permitted to move any vehicle while buses are loading/unloading or moving on school grounds.
7. Absolutely no passengers are to be driven to/from school unless prior approval has been obtained from the principal and the proper forms have been completed.
8. Vo-Tech students are not permitted to drive their vehicles to the Greene County Vocational Technical School unless permission is granted by the Vo-Tech School and the West Greene High School authorities and all the proper forms have been completed.
9. All student drivers and passengers must obey all traffic laws while on school property and while driving to/from school.
10. All student drivers and passengers must follow instructions given by school personnel in regard to safe and compliant vehicle operation.
11. Any driving act considered inappropriate or dangerous by administration will result in the suspension of all driving/riding privileges for a period of time. Repeated violations of this student driving policy may result in permanent suspension of driving/riding privileges.
12. Any student driver or passenger who has any change in his/her driving procedure, such as a new vehicle, passenger, etc., must immediately update the paperwork on file in the school office. Failure to do so may result in suspension of driving/riding privileges.

Discipline Regarding Extracurricular Activities

For the purposes of participation in extracurricular activities, a disciplinary infraction shall refer to any event for which a discipline referral form has been completed and submitted to the office. In such cases, the following rules apply:

1. Any student who has one disciplinary infraction in a school year will remain eligible for extracurricular activities provided that the offense was not a flagrant violation of the Pennsylvania Crimes Code.
2. A student who has a second disciplinary infraction will not be considered for the National Honor Society, Student Council, Class Office or a special event escort, attendant, queen, king or any other honorary position within the school. In addition, that student will be removed from any of the above named organizations or positions. The student may also be removed from any other organization/club at the discretion of the sponsor. Any student who has a second disciplinary infraction will also not be permitted to attend non-academic trips as senior trips, trips to theme parks, or any other such trips.
3. A student disciplined for the third time will become ineligible for all extracurricular activities and all clubs and school organizations.
4. Sponsors, coaches and the administration maintain the right to temporarily suspend a member of any group for any offense.

Athletic Etiquette

Any athlete sponsored by the West Greene School District should behave in a manner that demonstrates the highest ideals of good sportsmanship and character. It is a privilege and a duty of every person connected with the West Greene athletic program to embody the following principles in his/her own actions and earnestly advocate them before others:

1. A student spectator represents the school the same as the athlete. The student spectator should conduct himself/herself in a manner that is above reproach.
2. The practice of "booing" is regarded as discourteous and un-sportsmanlike.
3. Any spectator or participant whose conduct is rowdy and detrimental to the best interests of the West Greene School District will be barred from future athletic events at the discretion of the principal.

All other rules and regulations as detailed in the West Greene Athletic Handbook are to be observed at all times by all athletes and spectators.

Assembly Etiquette

Good behavior is expected at all assemblies and school functions. Teachers will be assigned to appropriate areas to help maintain control. All students must adhere to the following guidelines:

1. All students will sit in their assigned sections.
2. No hissing, booing, whistling, excessive loud clapping, inappropriate talking, or any conduct which is detrimental to the development of the program will be tolerated.
3. No food or drinks allowed unless approved by the principal.
4. If a student must be reprimanded for misconduct during any assembly, he/she may have their assembly privileges revoked at the discretion of the principal.

Cafeteria Etiquette

The cafeteria is provided as a convenience and service to the students and faculty. A well-balanced meal is provided for both breakfast and lunch a very nominal cost. All students must eat in the cafeteria dining room whether they bring their food from home or buy it at school. No food is permitted to be taken from the cafeteria unless approved by the principal.

Other rules to be followed in the cafeteria:

1. Follow all instructions from cafeteria monitors.
2. Clean table and surrounding floor before leaving.
3. Replace chair under the table.
4. Do not throw food in the cafeteria.
5. Keep noise to a minimum.
6. Be considerate to others.
7. Running and horseplay are not permitted.
8. Keep hands and feet to yourself.
9. Use proper table manners.

Rules regarding breakfast:

1. Students who eat breakfast at school must report to their first period class by 8:20 a.m. – NO EXEPTIONS unless approved by administration. The student is responsible for allowing enough time to eat by reporting to the cafeteria in a timely manner upon arrival at school. Students on buses arriving after 8:10 a.m. should report immediately to the cafeteria. Students on buses arriving before 8:10 a.m. should report to their period one teacher first.
2. Students must adhere to all normal cafeteria rules and procedures as stated above.
3. Middle school students are not permitted to sit at the same table with high school students unless approved by administration.

Violation of the established cafeteria rules, in addition to possible detention/suspension from school, may result in assigned cafeteria seating for the student. Involvement in throwing food or a food fight may lead to suspension and possible expulsion from the cafeteria.

Bookbag Procedure

Student use of book bags, duffel bags, and/or athletic bags is a privilege, not a right. As a result, the administration has the authority to regulate the use of such bags within the school district.

- No book bags, athletic bags, or duffel bags are permitted in the classrooms, cafeteria, or auditorium. The students, therefore, must keep such bags in their lockers.
- Book bags, duffel bags, and/or athletic bags are to be used only for such purposes as are relevant to the school program.

Weapons and Dangerous Instruments

The term "*weapon*" as used in this policy shall include any tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for or reasonably related to educational purposes. Furthermore, the term "*weapon*" shall also include, but not be limited to, any knife, cutting instrument, ice-pick, cutting tool, club, chains, blackjack, metal knuckles, firecrackers, explosive device, bullet, nun-chuck stick, shotgun rifle, firearm, starter's pistol, gun or similar device from which a projectile may be discharged (including a pellet gun, B.B. gun, etc.) and firearm or other weapon which is not loaded or which lacks a component part or device necessary to render it immediately operable.

The possession by students of the West Greene School District of weapons or dangerous instruments shall be prohibited on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the West Greene School District.

No Smoking Policy

Act 145 of 1996 under the Pennsylvania Crime Code establishes school tobacco control that defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine and to pay court costs, or be

assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record or the student's permanent record. The following policies will be maintained:

1. No smoking will be permitted in any area of the building and on school grounds or at any after school activities (home or away) in which the West Greene School District is involved.
2. Smoking shall mean all uses of tobacco or tobacco products, including cigars, cigarettes, pipes and/or any other type of smoking apparatus, chewing tobacco, and snuff.
3. Students are not allowed to be in possession of tobacco or tobacco products while on school grounds.

Student Dress Code

The West Greene School District recognizes the direct relationship between the dress and appearance of a student and his/her conduct and achievement while in school. Because of this, the West Greene School Board has certain policies as related to student attire. Students are required to wear appropriate clothing while attending all classes and school functions during the school year. Certain kinds of clothing either are not allowed or are limited to certain times of the year. It is the responsibility of both parents and students to observe the following rules regarding the student dress code:

- Shorts are allowed only during the months of August, September, April, May and June, unless approved by administration in unusual weather circumstances.
- Skorts and capri pants are permitted throughout the school year.
- Shorts and skirts can be no shorter than the end of the fingertips when arms are by your side.
- Jewelry or ornamentation that is used to adorn body piercing is to be limited to the ears.
- Pants, shorts, skirts and skorts must be secured and worn at the waist, no lower.
- Athletic shoes must be worn to participate in gym activities.
- Loose clothing and jewelry (including earrings) are not permitted in the industrial vocational shop areas or laboratory areas for safety reasons. The tops of feet must be covered in these areas as well.

"PROHIBITED"

- Spiked jewelry, safety pins, chains, or cords (including those attached to metal objects, wallets, belt loops, and clothing)
- Excessively baggy or loose-fitting pants
- Clothing that exposes undergarments
- Clothing that has obscene or offensive words or pictures
- Clothing that advertises or pictures any forms of drugs, alcohol or tobacco
- Clothing that refers to sex or degrades any individual or group
- Tops that expose the midriff or overly expose the upper torso
- Spandex
- Halter-tops
- Spaghetti-strapped tops
- See-through clothing
- Bare feet

- Footwear that will cause black marks on or damage to the floors
- Hats, bandanas, or any kind of head gear
- Sunglasses
- Coats and/or jackets inside classrooms
- Rubber bands, stickers, Band-Aids, or any other adhesive materials not serving any legitimate purpose

The administration reserves the right to consider any type of student attire not listed herein as inappropriate based on legitimate concerns. Dress code violations are subject to consequences similar to other Level II disciplinary violations as defined in the discipline matrix.

Corporal Punishment/Physical Contact

School board policy does not permit corporal punishment. However, school personnel will be expected to use appropriate judgment and physical force in order to:

1. Quell a disturbance.
2. Obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons and property.

West Greene Middle-Senior High School Discipline Matrix

Consequences for disciplinary infractions will be assigned by following the guidelines of this discipline matrix. This discipline matrix is intended to be used by administration, students, and parents as a guide only. **The administration reserves the right to increase, decrease, adjust, and/or modify any consequences for any disciplinary infraction at any time.** Repeated instances of misbehavior will result in more severe consequences at the discretion of the administration.

Level 1 Violations include but are not limited to: Failure to bring supplies (unprepared for class), violation of classroom rules, not completing assignments, tardiness to class*, failure to follow instructions, inappropriate behavior (gum chewing, running, out of seat, defiant, minor insubordination, recreational card playing, minor horseplay, etc.)

Violation: 1 st	Warning documented by teacher
2 nd	Teacher calls parent
3 rd	Office referral – ½ day I.S.S.
4 th +	T.B.D. by administration

* Late to class – 1st 3 violations documented by teacher, 4th violation ½ day I.S.S., 5th violation and beyond T.B.D. by administration.

Level 2 Violations include but are not limited to: Inappropriate language/obscenity/gestures, falsification of records such as hall passes/written documents, use of unauthorized electronic devices during the regular school day or regular bus ride (beepers, laser pointers, cell phones, CD/MP3 players, etc), cheating and lying, violation of cafeteria rules, verbal intimidation, minor threats, intent to harm, inappropriate touching or public display of affection*, being out of assigned area, cutting class, horseplay, bullying**.

Violation: 1 st	Ranges from classroom consequence (warning, parent notification, etc.) to office referral and ½ day ISS
2 nd	1 ISS
3 rd	1 OSS
4 th +	T.B.D. by administration

*Signs of affection such as kissing, putting arms around each other or holding hands, or other public displays of affection are not permitted on school grounds or on the school buses.

**Bullying shall mean un-welcomed, repeated and systematic harassment and attacks on others by means of verbal, written, electronic, or physical conduct. Bullying can take many forms and can include many different behaviors. The school district will not tolerate any acts of bullying occurring on school district property, at school sponsored activities scheduled on or off school grounds or during the time students spend traveling to and from school. The school district encourages all students and/or their parents/guardians who become aware of any act of bullying to immediately report that conduct to a teacher, administrator, or any school employee. Parents/Guardians may contact the principal or school counselor to report acts of bullying. Consequences for bullying may be more severe than those listed above at the discretion of the administration, depending on the nature of the bullying.

Level 3 Violations include but are not limited to:

Use/possession of tobacco on school grounds

Violation: 1 st	2 OSS / M
2 nd	3 OSS/ M
3 rd	4 OSS/ M
4 th +	T.B.D. by administration

Unauthorized departure from school grounds, skipping school, possession of lighters/matches, lewd behavior (spitting, etc.), destruction of others personal property*, possession of pornographic materials, inappropriate language/obscenity/gestures, disrespectful comments toward staff members, major insubordination, throwing objects in the cafeteria, misuse of computers/internet policy or other systems.

Violation: 1 st	Ranges from 1 ISS/2 OSS
2 nd	Ranges from 2 ISS/3 OSS
3 rd	Ranges from 3 ISS/3 OSS
4 th +	T.B.D. by administration

*Destruction of others personal property will include restitution.

Level 4 Violations include but are not limited to:

Destruction of school property*, theft* and attempted theft, gambling, racial slurs, distribution/proliferation of hate material, violating the rights of others, falsely accusing another, indecent exposure, fighting, instigating or provoking a fight, physical abuse of others.

Violation: 1 st	Ranges from 1 ISS/3 OSS
2 nd	Ranges from 2 ISS/3 OSS
3 rd	Ranges from 2 OSS/5 OSS
4 th +	T.B.D. by administration

*Destruction of school property and theft will include restitution.

Level 5 Violations include but are not limited to:

Failure to heed directive to stop fighting	6 OSS
Striking/threatening a staff member	10 OSS
Incitement to riot	10 OSS
Sexual harassment	10 OSS/S/B
Assault	10 OSS/PN/S/B
Possession/use/transfer of fireworks	10 OSS/PN/S/B
False activation of the fire alarm 1 st	10 OSS/PN/S/B
Arson	10 OSS/PN/S/B/MH
Bomb Threats	10 OSS/PN/S/B/MH
Indecent contact, deviate sexual intercourse, rape, statutory rape	10 OSS/PN/S/B/MH
Major threats, major assault, causing serious bodily harm	10 OSS/PN/S/B/MH
Possession/transport/use of weapons and/or look-alike weapons	10 OSS/PN/S/B/MH
Extortion, sale of stolen property	10 OSS/PN/S/B/R
Possession/transfer/sale of a controlled substance, look-a-like drug, prescription drug, or alcohol.	10 OSS/PN/S/B/DAE
Other violations of state law	10 OSS/PN/S/B/Other

KEY:

ISS	IN SCHOOL SUSPENSION
OSS	OUT OF SCHOOL SUSPENSION
M	MAGISTRATE NOTIFICATION AND/OR ACTION
PN	POLICE NOTIFICATION AND/OR ACTION
S	SUPERINTENDENT NOTIFICATION AND/OR ACTION
B	BOARD NOTIFICATION AND/OR ACTION
DAE	DRUG/ALCOHOL EVALUATION
MH	MENTAL HEALTH EVALUATION
R	RESTITUTION – PAYMENT FOR DAMAGES

SUMMARY

While this student handbook does provide a great deal of useful information regarding school policies and procedures, it does not include references to and/or descriptions of ALL school policies and procedures. Parents and students are encouraged to contact the school at any time for clarification of any school policy or procedure contained herein or otherwise in effect in the West Greene School District. Copies of all relevant school policy and procedural documents are available in the school office. Ultimately, **it is the responsibility of the student to be aware of and abide by all school policies and procedures.** It is the sincere goal of the West Greene School District, through the implementation of these fair and reasonable policies and procedures, to create and nurture a learning environment where students are able to achieve at their maximum potential.



PIONEERING EXCELLENCE

Administration and Office Personnel

Superintendent.....	Ms. Thelma J. Szarell
MSHS Principal.....	Mr. Anthony Paull
Assistant Principal.....	Mr. Jason Pappas
High School Guidance Counselor.....	Ms. Kimberly Hunter
Middle School Guidance Counselor.....	Ms. Melissa Berry
Secretary/Clerical.....	Ms. Lorie Hildreth
	Ms. Jan Miller
	Ms. Stacy Berdine
	Ms. Laura Miller

School Information

Address: West Greene Middle-Senior High School
1352 Hargus Creek Road
Waynesburg, PA 15370
Phone: 724-499-5191
Fax: 724-499-5492
Website: www.wgsd.org

Signature Page

This page is designed to be signed by the student and his/her parent/guardian as an acknowledgement of the policies and procedures contained herein. Upon signing this page, it is to be removed from the handbook and returned to the school office to be kept on file. Any student who fails to return the completed signature page will not be allowed to participate in any school activities (such as athletics, assemblies, dances, etc.) until such time as the page is turned in.

Student Signature: _____

Date: _____

Parent/Legal Guardian Signature: _____

Date: _____

