

# 2009-2010 Student Handbook

## ADMINISTRATION

Mr. Keith A. Miller  
Mr. Thomas A. Podpora

Principal  
Assistant Principal

## MISSION

The Wattsburg Area School District will enable all of its students to realize their potential and to adapt to the demands of a changing world by providing excellence in educational opportunities.

## BELIEFS

1. Students enrolled in WASD schools are the #1 priority.
2. Schools must be a safe place where all persons are treated with respect and dignity.
3. Effective communication and collaboration among the school district, families, and community are essential to the educational process.
4. Administration, staff, students, and community are accountable for promoting and modeling the district's mission and beliefs.
5. Lifelong learning is important.

## SAFE SCHOOL - SAFE COMMUNITY

As a result of Act 26, the Wattsburg Area School District is required to record and report any incidents of violence and disciplinary measures as well as transfer such records to a new school when a student moves. Students moving into our district must sign a sworn statement regarding prior disciplinary history to be used in admitting the new students.

## NON-DISCRIMINATION STATEMENT

Wattsburg Area School District does not discriminate on the basis of gender, race, color, age, national origin or disability in the admission or access to, or treatment of employment in its programs or activities in compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and The Americans with Disabilities Act of 1990.

For information regarding civil rights or grievance procedures, or information regarding services, activities, and facilities that are accessible to, and useable by handicapped persons, contact the Title IX and Section 504 Coordinator, at Wattsburg Area School District, 10782 Wattsburg Road, Erie, PA 16509, (814) 824-3400.

## DAILY SCHEDULE

7:15– 7:30 Doors Open, Day Begins, Bus Arrivals  
7:30 A.M. ECTS Departure  
7:38 First Tone - Homeroom Warning Bell  
7:40 – 8:02 Homeroom

### Period 1,2 (89 minutes)

8:06 – 8:49 Period 1 (43 minutes)  
8:52 – 9:35 Period 2 (43 minutes)

### Period 3 (86 minutes)

9:39 – 11:05 Period 3 (86 minutes)

11:05 – 11:10 Announcements

### Period 4,5 (11:10 – 1:07)

11:10 – 11:42 Lunch A (32 minutes)  
11:45 – 1:07 Period 4,5 (82 minutes)  
11:40 P.M. ECTS Departure

11:14 – 11:55 Period 4 (41 minutes)  
11:55 – 12:25 Lunch B (30 minutes)  
12:27 – 1:07 Period 5 (40 minutes)

11:14 – 12:37 Period 4,5 (83 minutes)  
12:37 – 1:07 Lunch C (30 minutes)

### Period 6 (82 minutes)

1:11 – 2:33 Period 6 (82 minutes)  
2:33 Student Dismissal, School Day Ends

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## STUDENT RIGHTS & RESPONSIBILITIES

### Rights

Students do have rights. Having legal rights as persons and citizens, they may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from unfair discrimination, humiliation, and ridicule. They also have human rights as persons and participants in the educational community and the right to be treated with dignity by other participants and not to be a participant in the discipline of other students.

## Responsibilities

As with society, schools must have rules so they can function in an orderly manner and accomplish their educational goals. Listed below are 13 Student Responsibilities. These responsibilities are based on the Student Rights and Responsibilities Regulations. A complete copy of this document can be found in the library, guidance area, and office. Students at Seneca will be expected to assume these responsibilities.

- A. Attend school on a regular basis.
- B. Be on time for all classes and functions.
- C. Conform to all existing school rules and regulations.
- D. Make a conscientious effort in all classroom work.
- E. Make up work when absent from school.
- F. Help maintain a school environment conducive to wholesome learning and living.
- G. Do not interfere with other students' rights to an education.
- H. Respect the rights of teachers, students, administrators, and all other school personnel.
- I. Express ideas and opinions in a respectful manner in order not to slander others.
- J. Dressing and grooming must meet fair standards so as not to disrupt the educational process.
- K. Be aware of and comply with state and local laws.
- L. Respect the property and rights of others.
- M. Avoid indecent and obscene language in all forms of communication.

## Actions Which May Result in Suspension or Expulsion

When any of the following actions of a pupil are brought to the attention of the building administrators, they shall have the power and duty to initiate action which may lead to suspension or expulsion of the pupil. These prohibited acts apply equally to sponsored school activities both off and on school property. When a suspension is given, the principal/assistant principal will determine whether the suspension is to be in school (ISS) or out of school (OSS) (see also: Discipline).

1. Bringing onto school property or having in the pupil's possession, dangerous or illegal weapons (see also: Weapons Policy).
2. Selling, using, possessing, or aiding in the procurement and distribution of alcoholic beverages, narcotics or restricted drugs including marijuana and other dangerous substances or any material purported to be such (see also: Drugs, Alcohol, and Associated Items).
3. Engaging in actions threatening to the safety of pupils and school personnel including loud statements which may possibly lead to the disruption of school activities [i.e. fighting, rioting, etc].
4. Reacting with overt insubordination to clear directions from a school district employee
5. Committing immoral or obscene acts or gestures. This includes use of indecent or obscene language in any form of communication.

5. Early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude or technology expertise.
6. Documented, observed, validated or assessed evidence that intervening factors such as English as a Second Language, disabilities defined in 34 CFR 300.8 (relating to child with a disability), gender or race bias, or socio/cultural deprivation are masking gifted abilities.

Wattsburg Area School District offers a variety of programs to meet the needs of students who are identified as gifted. Gifted programming at Wattsburg Area Elementary Center and Middle School includes enrichment activities within and outside of the regular education classroom and a Discovery program coordinated by the gifted teacher. Gifted programming at Seneca High School includes the opportunity for students to enroll in advanced placement courses, cyber courses, and to earn college credits through participation in the Regional Choice Initiative (dual enrollment). Wattsburg Area School District will provide PDE with all required gifted information and/or reports related to students, personnel, and program elements.

Notice is also given regarding the Confidentiality requirements school districts and Intermediate Units must follow in the evaluation, identification, and programming of children who may require Chapter 14, Chapter 15, or Chapter 16 services. Records generated by this process, as well as records sought from non-school agencies, are confidential and protected by both Federal and State Legislation. Information to and from outside sources cannot be requested or released without the parent's written consent. All records are kept under lock and are mechanically destroyed when they no longer have educational relevance. WASD does not disclose personally identifiable information.

Information about confidentiality will be provided to parents or guardians at the time of the evaluation referral.

### WASD ANNUAL GIFTED NOTICE

The Wattsburg Area School District has established these procedures regarding identification of gifted children. The focus of the law, called Chapter 16, is to ensure that students are not identified as mentally gifted based on a single test score.

The district conducts ongoing screening activities to nominate potential candidates. Children may be referred by parents or teachers. Parents who feel strongly that their child may be gifted should contact the school guidance counselor to initiate gifted screening on behalf of their son or daughter. The gifted screening process will include a review of the student's record, past test scores, report card grades, and input from those familiar with the student's learning strengths and needs.

Identification of a student eligible for gifted services is based on:

1. Full scale or composite IQ score of 130 or higher on an individually administered IQ test.  
*or any combination of the following criteria:*
2. A year or more above grade achievement level for the normal age group in one or more subjects as measured by nationally normed and validated achievement tests able to accurately reflect gifted performance. Subject results shall yield academic instruction levels in all academic subject areas.
3. As observed or measured rate of acquisition/retention of new academic content or skills that reflect gifted ability.
4. Demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as criterion-referenced team judgment.

6. Making salacious statements either verbally or in writing.
7. Instigating malicious mischief and destruction of school and/or personal property.
8. Engaging in theft of school or personal property.
9. Trespassing and/or breaking and entering private and public property.
10. In addition to the above specified offenses, in the case of recalcitrant pupil(s) whose behavior is a hindrance to the proper conduct of the school may be subjected to temporary suspension or full suspension, and wherein the principal has exhausted all possible means of improving the conduct and attitude of said pupil(s), evidence of same shall be grounds for expulsion (According to Webster, recalcitrant is defined as refusing to obey authority, custom regulation, etc.: stubbornly defiant. Hard to handle or deal with).
11. According to school regulations (and state law), use or possession of any tobacco product on school property is strictly prohibited (see also: Tobacco Policy).
12. Acting in willful violation of school regulations and policies.

### ACADEMICS

#### Grading Scale

A	=	93% - 100%	D	=	70% - 76%
B	=	85% - 92%	F	=	Below 70%
C	=	77% - 84%			

#### Grade Determination (70/30 Policy)

At minimum, 70% of a student's grade for a course is based on Level I assessments (tests and quizzes); the remainder of the grade is based on Level II assessments (all other graded materials). Level III assessments are provided for enrichment, understanding and practical application of concepts evaluated in Level I assessments. Failure to complete Level III work could result in failure in Level I assessments.

#### Grade Percent Average (GPA)

1. GPA will be determined by averaging final semester percents for all courses.
2. Weighted course percents will be multiplied by 1.1 before they are used in the calculation of GPA.

#### Progress Reports

Communicating student's progress on a regular basis is critical to the educational process. Parents with specific academic concerns should call the main office at 824-3400 ext. 4119 and ask to speak with the respective

teacher. Parents may also contact their child's guidance counselor at ext. 4119 to discuss such concerns. The following details apply to progress reports:

1. Progress reports are mailed every 4½ weeks of each nine weeks.
2. A copy of progress reports given to students in risk of failing will be kept on file in the guidance office.

### Report Cards

1. Grades will be determined, calculated, and reported every 9 weeks (four times per year).
2. All grades are reported in percent format. The grading scale is used to determine the letter equivalency.
3. Final course grades are comprised of 80% for 9 week grades (40% for each marking period) and 20% for the final exam.
4. Report cards will be mailed home every 9 weeks.

### Final Exams

1. Final exams are required in all major courses.
2. Some elective courses require a final project in lieu of a final exam.
3. Final exams are worth 20% of the student's final grade; course syllabi will define the remainder of the grade.

### Incomplete Grades

Students who receive "incomplete grades" during a marking period must take the responsibility of doing the required make-up work. The student must arrange to finish the incomplete work **within 2 weeks of the end of the previous 9 weeks** for which the "incomplete" was recorded. If the incomplete work is not turned in to the teacher, the "incomplete grade" will automatically turn into the percent the student earned at the end of the 9 weeks. Unusual circumstances will be taken into consideration on an individual basis. There are no provisions to make-up incomplete grades for the last marking period of the year.

### Academic Honesty

Cheating (including plagiarism\*) is an academic crime that has academic consequences. Cheating is also a character flaw/judgment lapse that has disciplinary consequences. Any student who cheats or plagiarizes any assignment will receive no credit for the assignment toward their grade. The student is also subject to disciplinary action that may include detention or suspension (see also: Discipline). In addition, such an offense is grounds for ineligibility to become a member of National Honor Society, to hold class or school office, or to speak at graduation and is grounds to be removed from those activities.

- Developmental delays are significant delays or atypical patterns of development that make children eligible for early intervention services. The following are potential risk areas:
  - Established risk conditions include a diagnosed physical or medical condition that almost always result in developmental delay or disability. Examples of this category are, Down syndrome, Fragile-X syndrome, fetal alcohol syndrome, other conditions associated with mental retardation, brain or spinal cord damage, and sensory impairments.
  - Biological risk conditions include pediatric histories or current biological conditions that result in a greater-than usual probability of developmental delay or disability. Examples of this category are: low birth weight and significant premature birth.
  - Environmental risk conditions include factors such as extreme poverty, parental substance abuse, homeless, abuse or neglect, and parental intellectual impairment which are associated with higher than normal probability with of developmental delay. (Heward, 2006, pgs.563-564)

Parents are also advised that in Pennsylvania, children with disabilities, who do not require special education, are protected by the regulations of Chapter 15 of the School Code. Parents who feel their child may be a child with a "protected handicapped" should contact the principal of the school their child attends for more information.

Parents are further advised that in Pennsylvania, children who are mentally gifted are protected by the regulations of Chapter 16 of the School Code. Parents who feel their child may be gifted should contact the principal of the school their child attends for more information.

If you have any questions or for learning more about your child's rights for a Free Appropriate Public Education (FAPE) call or write:

Special Education Supervisor  
Wattsburg Area School District  
10770 Wattsburg Road, Erie, PA 16509-6499  
Phone: (814) 824-4126

Parents may also contact:  
Special Education Department  
Northwest Tri-County Intermediate Unit  
252 Waterford Street Edinboro, PA 16412  
Phone: (814) 734-5610  
Toll Free: 1-800-677-5610

4. Working papers are then issued if the information listed above meets all the requirements of the Child Labor Laws.
5. Non-Seneca High School students must submit a copy of their birth certificate.

## WASD ANNUAL CHILDFIND NOTICE

The Wattsburg Area School District hereby notifies parents and guardians of children with disabilities age 3-21 of the availability of Special Education Services, under the requirements of Chapter 14 of the School Code, to meet these children's unique educational needs.

Every school has a screening and evaluation process to identify students who may require Special Education Services. If parents or guardians think their child might need Special Education Services or that the child may have a developmental delay, they can refer their child by contacting the principal of the school which the child attends, the school district Central Administration Office, or the Northwest Tri-County Intermediate Unit. Screenings and evaluations occur throughout the year and also during registration for Kindergarten.

Available programs and services, at no costs to parents, include:

- Early Intervention - For children ages 3-5 with \*\*developmental delays and disabilities.
- Learning Support - For students with Learning Disabilities or mild Mental Retardation.
- Emotional Support - For students with emotional problems and/or mental health disorders.
- Sensory Support - For students who are Deaf, Hard of Hearing, Blind, or Visually Impaired.
- Physical Support - For students with Cerebral Palsy, Muscular Dystrophy and other physical disabilities.
- Autistic Support - For students with Autism or Pervasive Developmental Disorder.
- Multiple Disabilities Support - For students with two or more disabilities, one of which is Mental Retardation.
- Life Skills Support - For students with moderate Mental Retardation who require instruction in daily living skills.
- Speech and Language Support - For students with speech or language disorders.

\*\* IDEA 2004 states that early intervention services must be provided to infants and toddlers with developmental delays or established risk conditions the following is information related to Developmental Delay and potential risk areas:

\* Plagiarism may be defined as the act of taking the ideas and/or expression of idea of another person and representing them as one's own.

## Credit Requirements for Promotion

To be promoted to the next grade level, students must achieve the following:

Promotion to 9th Grade	Successful Completion of 8th Grade
Promotion to 10th Grade	6 Credits
Promotion to 11th Grade	13 Credits
Promotion to 12th Grade	20 Credits
Graduation	See: Graduation Requirements

\*\*Graduating seniors who fail courses during their first semester will be rescheduled, **if possible**, by the administration and guidance for the second semester to insure meeting of graduation requirements.

Your grade status determines the activities and events you are permitted to participate in during the school year, unless otherwise approved by the administration.

## Progress Book

Student grades and attendance can be viewed by parents and students via the Progress Book system. Contact the guidance department if you need a username or password.

## Summer School

Students are required to earn a 61% or higher in a class to be eligible for summer school. Students can obtain information at the guidance office.

## Honor Roll

At the end of each semester, honor rolls are computed based on the following criteria:

1. Honor Roll requires a minimum GPA of 90%.
2. High Honor Roll requires a minimum GPA of 95%.
3. Faculty Honor Roll requires a minimum GPA of 98%.
4. A grade percent in the "D" or "F" category in any subject disqualifies one for membership on any honor roll.
5. An "incomplete" grade will not eliminate a student from the honor roll for the particular grading period. When the grade is made up, however, the student's honor status will be recalculated.

## ACTIVITY BUS

Late buses will run after school every Monday, Tuesday, Wednesday, and Thursday unless changes in the schedule are announced in advance from the office. The buses will leave promptly at 5:30. In the spring, the bus schedule

may change. This will be announced. Due to the limited number of buses, drop-offs will be made at designated stops, not individual homes.

## AFTER SCHOOL ACTIVITIES

1. Activity Fee: All students participating in organized after school activities, including athletic teams, are required to pay a \$30.00 activity fee to help defray the cost of supervision for the activity.
  - a. The \$30.00 fee will cover all activities and/or teams a student participates in for the entire school year.
  - b. There is a maximum of \$90.00 total for activity fees for 1 year in 1 family.
2. **Students are allowed to remain on the school grounds only if they are participating in a school-sponsored activity.**
  - a. Students remaining after school must be in the Media Center; students will be supervised until 5:30 p.m. (see also: Media Center).
  - b. Students not involved in school-sponsored activities must go home on their regularly scheduled buses at dismissal time.
3. The main locker room may be locked after school. Students will have enough time to get their materials before boarding buses.

## ANNOUNCEMENTS

During homeroom and before lunches announcements are made via the PA system. Student announcements must be approved by a faculty member and should be turned in well in advance of announcement time. Homeroom announcements must be turned in to the office no later than 1:00 p.m. the day prior to the announcement date.

## ATHLETICS / EXTRA-CURRICULAR ACTIVITIES

The term extra-curricular activities shall be interpreted to include but not necessarily be limited to the following activities:

1. Interscholastic athletics, intramural athletics, cheerleading, and lifetime sports activities.
2. Drama and music related activities.

Participation in extra-curricular activities is believed to be an important part of a pupil's education. Thus, the Wattsburg Area School District Board of Education encourages all students to participate. However, such encouragement is predicated on the belief that students should exhibit the appropriate behaviors and attitudes while participating. Participation in any extra-curricular activity is a privilege. Failure to abide by the rules and regulations stipulated by the supervisor or coach of the activity shall result in appropriate disciplinary measures, including suspension or dismissal from the official events of the sport or activity and from practices.

A high school student who is found to have used a weapon or dangerous weapon to inflict bodily harm or to place a person(s) in fear of bodily harm on a school bus, on school premises before, during, or after school or at any school sponsored activity, shall be subject to expulsion or discipline short of expulsion as recommended by the Superintendent on case by case basis.

## Definitions

1. Dangerous Weapon means, loaded firearm, firearm, replica firearm, knuckles, butterfly knife, chains, clubs, throwing star, switch blade knife or other knife, any type of explosive device or any other article that is commonly used or is designed to inflict bodily harm.
2. Weapon means an article that is not necessarily dangerous, but which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to: belts, combs, pencils, files, compasses, scissors, drill bits, keys, decorative chains, extension cords, lighters, rulers, and rope.
3. Replica Firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm.

## Enforcement

In the enforcement of this policy, when there is reasonable suspicion or probable cause, the principals may authorize:

1. Unannounced inspections of student desks and lockers.
2. Inspections of students' automobiles driven to school.
3. Inspections of the contents of students' pockets if suspected of being in possession of prohibited or illegal items.
4. Students deemed in violation of this policy shall be subject to the appropriate disciplinary action (see also: Discipline).

## WORKING PAPERS

The Board of Education has authorized the guidance staff to be the issuing officials for working papers in our school district. All students under eighteen (18) years of age who are still attending school must have working papers in order to work. Students wishing to obtain working papers must do so in the following sequence:

1. Parent or guardian must apply in person with the student at the Guidance Office.
2. Application must be completely filled out by the employer and the doctor.
3. After the application is completely filled out, student must return it to the Guidance Office.

The ECTS driver permission form is available at ECTS, as well as completion of the Seneca driver/rider permission form. ECTS drivers must also obtain a Seneca Parking Permit (see also: Driving and Parking). Student riders must complete the driver/rider permission form that is available at the main office at Seneca. Student drivers who transport students to ECTS must also complete this form.

Students must adhere to the following:

1. Drivers must register their cars at ECTS.
2. **Drivers are not permitted to have unauthorized passengers/riders.**
3. All drivers and riders must legibly sign out at the main office window.
4. Authorized drivers and riders are dismissed at the end of 3rd period (2nd Block).
5. Parking permits must be clearly displayed on the rear view mirror.
6. All driving and parking regulations apply (see: Driving and Parking).
7. Failure to comply with these rules will result in loss of driving privileges and/or disciplinary action.

### **Suspension of ECTS Students**

When ECTS students are suspended (ISS or OSS), they may be suspended from both Seneca and ECTS. Exceptions, if any, are at the discretion of the principal(s). Arrangements can be made for ECTS assignments to be obtained while the student is suspended (see also: Discipline).

## **WEAPONS POLICY**

### **Possession & Use**

Possession or use of a dangerous weapon or use of a weapon on school property, at school functions, or going to and from school, including at or near school bus stops by other than authorized personnel is prohibited. A student who brings or is found to be in possession of a dangerous weapon, or a replica firearm or who places a person in fear of bodily harm with a dangerous weapon, or a replica weapon on a school bus, on school premises before, during, or after school or at any school sponsored activity, regardless of where held, is subject to administrative and/or legal action. A student who brings a part or parts of any dangerous weapon onto school property for the purpose of assembling a dangerous weapon is subject to administrative and/or legal action specified in this policy.

A high school student who is found to have brought, used, or to have been in possession of a firearm, replica firearm, or other dangerous weapon on a school bus, on school premises before, during, or after school or at any school sponsored activity, shall be subject to expulsion or discipline short of expulsion as recommended by the Superintendent on a case by case basis.

### **School Attendance**

1. When a student is absent from school he/she may not participate in any extra-curricular activity (including practices) on that day, unless approval is given by the administration at the request of the coach or advisor before 2:45 p.m.
2. If a student is tardy to school on a given day, he or she may be denied participation in extra-curricular activities for that day by the coach and/or school administration. The basis for such decisions will be made on the legitimacy of the tardiness.

### **Alcoholic Beverages / Unprescribed Drugs**

1. The possession or use of alcoholic beverages and/or unprescribed drugs is absolutely forbidden to all students. Any student guilty of breaking this rule shall be immediately suspended from participating in athletics and/or extra curricular activities for a period of 30 calendar days upon administrative notification.
2. Second offenders shall be suspended from all athletic and extra curricular participation for the remainder of the school year.

### **Tobacco**

1. The possession or use of tobacco is absolutely forbidden to all students. Any student found guilty of breaking this rule shall be immediately suspended from participating in athletics and/or extra curricular activities for a period of 30 calendar days upon administrative notification.
2. Second offenders will be suspended from all athletic and extra-curricular participation until the end of that sport or activity.

### **Behavior**

1. Athletic team members and extra-curricular activity participants are representatives of our school and, therefore, shall set a superior standard of behavior at all times.
2. Student athletes and extra-curricular participants may be suspended from the team (or activity) for Level III or Level IV violations of the student discipline code in or out of school, for a period of 30 calendar days upon administrative notification.
3. Student athletes are required to strive for academic excellence. The P.I.A.A. regulations regarding scholastic eligibility shall govern Seneca eligibility.

### **Team Rules**

1. Each coach and advisor shall be required to establish team (or activity) rules that regulate the behavior of team members (or activity participants). Rules for the team or activity must be in writing and given

to each student participant when he/she becomes a member of the team or activity. Both the participant and parent must sign a statement indicating that they have read and understood the team rules and this policy before the student can participate in any event.

2. The head coach or advisor shall be in full charge of all team activities. Each student athlete or activity member shall strive to be loyal to the coach or advisor and abide by the team rules.

### Uniforms and Equipment

1. All uniforms and equipment issued to student athletes, musicians, or other extra-curricular activity participants, are the property of the Wattsburg Area School District. Students are to return all such items at the end of the season. Any student still having equipment and uniforms will not be allowed to start a new sport until the matter has been cleared to the satisfaction of the school staff. Any item checked backed in will be checked for normal wear and tear. If there is excess wear and tear, or the item is missing, the issuing coach will complete a Student Obligation Debt Sheet and turn it in to the office. The coach will inform the student of the debt owed (see also: Debt Policy).
2. Students will be cleared of the debt only by paying for it at the main office, or turning in items owed to the coach reporting the debt. The coach will then stop at the office and sign the original sheet indicating that the debt was cleared and the date it was cleared.

### Insurance

Students participating in all interscholastic athletics are required to either purchase the school insurance or provide the school with a completed waiver form. This also includes cheerleaders. School insurance does not cover Varsity and Jr. Varsity football. Therefore, if you do not have coverage of your own, you must obtain this coverage from an independent insurance agent.

### ATTENDANCE

The school directors of the Wattsburg Area School District believe strongly that regular attendance is a prerequisite for educating the children of the district. Both the curriculum and instruction are planned as a progression of learning activities with each day's work building on work previously done. It is the duty of the Board of Education to require regular school attendance so those students will develop a sense of responsibility, discipline, and good work habits.

### Tardiness to School

The attendance office is located in the main office. All matters involving school attendance are to be handled by the attendance secretary. All students

## VOCATIONAL EDUCATION - ECTS

### Attendance

1. **9<sup>th</sup> grade students must earn 8 credits their freshman year in order to attend the ECTS in their 10<sup>th</sup> grade year.** Students who wish to enroll in their 11<sup>th</sup> or 12<sup>th</sup> grade year must meet the credit requirements for their anticipated year of graduation (see Credit Requirements for Promotion - page 7).
2. All ECTS students must attend ECTS every day including the first day and last day of school unless they are granted permission by both the ECTS and Seneca administration in writing prior to the day not attending.
3. ECTS students are responsible for compliance with all attendance policies of both ECTS and the WASD (see also: Attendance).
4. **The Homecoming assembly is the only activity students are permitted to remain at SHS for, unless directly involved in the activity.**

### Morning ECTS Students

1. Students are to meet in the designated area at 7:30 a.m. for the bus ride to ECTS.
2. **Students that miss the ECTS bus are to report to the office and then ISS, as a supervised location, with academic work until 11:00 a.m.**
3. Upon return to Seneca at approximately 11:00 a.m., ECTS students must immediately check-in at the main office for attendance and announcements.
4. When a 2-hour delay is enacted, morning ECTS students are to report to their assigned area, with work, until 11:00 a.m.

### Afternoon ECTS Students

1. Afternoon ECTS students riding the bus will be dismissed by the cafeteria proctor(s) at approximately 11:30 a.m. They are to leave the cafeteria immediately and board the bus.
2. Authorized ECTS drivers and riders are the only students released prior to 11:30 a.m.
3. **Students that miss the ECTS bus are to report to the office and then to ISS, as a supervised location, with academic work until dismissal.**

### ECTS Drivers and Riders

ECTS students who wish to drive in private cars must be authorized in writing by a parent/guardian and the building principals of both Seneca and ECTS.

## VISITORS

1. For building security purposes, **ALL visitors must report to the main office upon entering and leaving the building.** All visitors must wear a Visitor's Badge while in the school building. Violators to this may face legal action.
2. Because it is a disruption of class instruction, visitors, other than parents, are not permitted to sit in on classes. Persons requesting to visit teachers or classes must call the school first and make the appropriate arrangements.

### Classroom Visitation

The Board recognizes the need for and encourages parents/guardians to observe the educational progress of their children. Normally this progress can be observed through report cards and other oral and written communication with the classroom teacher, instructional support staff, and the Building Principal. The Board encourages parents/guardians to arrange for conferences with their child's teacher for the purpose of communication.

The Board also encourages classroom visitations. However, such visitations must be scheduled through the Building Principal and follow these basic guidelines:

1. If the parent/guardian is interested about progress in a specific area (reading, math, etc.) the visitation should be scheduled at a time when the activity is planned during the day.
2. Classroom visits must be arranged in advance of the visit. Parents/guardians should call the Building Principal at least one day in advance so that the classroom teacher can be advised prior to the visit.
3. The maximum number of classroom visitations by a parent is limited to two visitations in any one-week unless otherwise agreed upon by the teacher.
4. A maximum of two adult visitors is permitted in the classroom at any one time unless otherwise agreed upon by the teacher. Children are not allowed to visit classrooms.
5. Classroom visitors must sit in the back of the room and refrain from interrupting the teacher or disrupting the class (talking).
6. Classroom observations are limited to one block per visit.
7. Any questions that parents have about the class that is observed should be saved for a follow-up conference with the teacher present.

are expected to be in school everyday and in homeroom by 7:33 a.m. Failure to do so will result in a tardy report sent to the attendance office. Accumulated tardiness will result in detention. The state's school attendance laws cover exceptions.

1. **When you are late to school, you must check in at the attendance in the main office.** You should never go to class without a late slip.
2. Tardy students must provide an excuse upon arrival to school. **If an excuse is not submitted within 24 hours after the tardy, the tardy will be recorded as unexcused** (see also: Excused & Unexcused Temporary Absence).
3. **All unexcused tardies to school or homeroom will be handled by the attendance office in the following manner:**
  - a. 3 unexcused tardy arrivals will result in a written warning.
  - b. 6 unexcused tardy arrivals will result in a detention. An additional detention will be assigned for every 3 tardy arrivals thereafter (tardy numbers 9 and 12).
  - c. Chronic tardiness (tardy numbers 15, 18, 21...) will result in a minimum of a 2 day suspension.
  - d. Tardy to school are cumulative the entire school year.

### Late Bus

**Students that arrive at school on a late bus are required to sign in at the office before reporting to homeroom.** All such students will be given a late bus slip at that time. Students from late buses that report to homeroom without signing in at the office and/or without a late bus slip will be marked as being tardy to school (see also: Tardiness to School).

### Early Dismissal

1. Students are NOT permitted to leave the building or school grounds during the school day without permission from the administration.
2. Prior, written permission from a parent is required in order to leave school early. Requests for early dismissal (including doctor's excuses) will be evaluated on an individual basis by the administration. Students requesting early dismissal for a physician's appointment must provide appointment verification from the physician's office (see also: Excused & Unexcused Temporary Absence).
3. All excuses for early dismissal must be in the attendance office no later than 8:00 a.m. on the morning of the dismissal.
4. Going to work is not an acceptable excuse for leaving school early unless the student is scheduled for Diversified Occupations.

### Excuses

1. Excuses for non-attendance must be in writing and signed by a parent or guardian of the student. If a school principal or attendance officer believes that an excuse is not authentic, he/she shall take such steps as

are necessary to check the authenticity of the reasons cited in the excuse or of the signature thereon. Forged or inaccurate excuses will result in the student absence being marked unlawful/unexcused for the day or days questioned (see also: Unlawful & Unexcused Absence).

2. Students who are absent from school are responsible for turning in excuses directly to the attendance clerk in the attendance office. Excuses are not to be given to the homeroom teachers or to another student for delivery to the attendance office (see also: Excused & Unexcused Temporary Absence).
3. **If an excuse is not submitted by the third day after returning to school, the absence will be recorded as unlawful/unexcused** (see also: Unlawful & Unexcused Absence).
4. Students arriving late to school or requesting early dismissal due to a physician's appointment must have verification from the doctor or agency where they had the appointment. Lack of verification may be a reason for determining the absence to be unexcused.

#### **Excused Temporary Absence**

Students in the Wattsburg Area School District will be temporarily excused from attending school for the following reasons:

1. Illness and other urgent reasons
  - a. Illness or recovery from an accident
  - b. Death in the family
  - c. Court appearance
  - d. Family emergency
  - e. Impassable road (bus did not pick up the student)
  - f. Weather emergency (parent exercises discretion in not sending the student to school.)
2. Health Care appointment that cannot be scheduled for after school hours
3. Observance of religious holidays
4. Released-time Religious Instruction as prescribed by Act 175 of 1982.
5. Educational trips, pre-approved but not sponsored by the school district.
6. Educational trips sponsored by the school district.

#### **Unexcused Temporary Absence**

Examples of absences that will not be excused include, but are not limited to:

1. Babysitting
2. Missing the bus when it is reasonably on schedule.
3. Hunting or fishing when it is not part of a pre-approved educational trip.
4. Working when it is not part of a work-study program, a career exploration program or a family emergency.
5. Shopping or running errands.
6. Participating in a hobby or pursuing a skill.
7. Vacations, when not approved by the school prior to the planned trip.
8. Taking trips not approved by the school prior to the planned trip.

3. The principal is authorized to permit students to take part in activities that are related to their class work but will result in absence from school.

#### **Non-School Sponsored Educational Trips**

The board recognizes that student travel with parents or guardians, under certain conditions, can provide a very rewarding educational experience.

1. All non-school sponsored educational trips that will result in the absence of the pupil must be pre-approved by the administration.
2. Applications for a non-school sponsored educational trip can be obtained in the high school office or the attendance office and must be submitted at least two weeks prior to the trip. In giving permission for educational trips, the administration will review attendance records, disciplinary records, and grades before final approval is granted.
3. Approval will be contingent on the following conditions:
  - a. The pupil(s) participating in a non-school sponsored educational trip must be under the supervision of the parent, guardian or other adult acceptable to the administration.
  - b. At least 50% of the time the student will not be in school must be spent traveling. Travel on any part of a day is considered a whole day of travel.
  - c. The parents or guardians must submit in writing a travel itinerary to the administration.
  - d. The itinerary will include a description of the educational activities that are to be experienced by the student.
  - e. It is the obligation of the student to procure all school assignments from their teachers at least five days prior to the trip. All assignments are due to the teachers on the day of the student's return to school. The student will also be required to make up any work that is missed during the trip. The parents or guardians will be required to sign a statement acknowledging these responsibilities of the student. Teachers will individually set deadlines for required make up work.
  - f.
  - g. The administration will not approve non-school sponsored educational trips if it results in an absence of more than ten days unless it is justified by the academic and attendance record(s) of the student(s). In no case will an approved trip result in more than twenty days of absence in one school year.
4. The student may be required to submit a report to the principal regarding the educational aspects of the trip upon returning to school.

## Possession

Any student found in possession of tobacco [including use of tobacco] may be prosecuted under Act 145 of 1996 and may, further, be subject to the following forms of discipline:

1. **First Offense:** Out of school or in school suspension for a period of three (3) days or until a parent conference is held. Parents shall be apprised of the penalties of subsequent violations.
2. **Second Offense:** Out of school or in school suspension for a period of six (6) days or until a parent conference is completed.
3. **Third Offense:** Out of school or in school suspension for a period of up to ten (10) days.
4. **Fourth Offense:** Out of school or in school suspension for a period of up to ten (10) days. Students shall be required to attend a smoking cessation class prescribed by the administration. In lieu of the smoking cessation class, proceed to fifth offense disciplinary procedure.
5. **Fifth Offense:** Out of school suspension until a hearing before the Board of Education can be scheduled for possible expulsion. In determining what penalties may be imposed, the building principal may take into account the following factors: student's age, grade level, disciplinary record, diagnosed disabilities and other pertinent information.

## Smoking Paraphernalia

The possession or use of smoking paraphernalia (i.e. lighters, wrapping papers, etc.) is forbidden on school district property. Students found to have smoking paraphernalia in their possession will be subject to disciplinary action and the paraphernalia will be confiscated (see also: Drugs, Alcohol, and Associated Items).

## TRIPS

### School Sponsored Educational Trips

The board recognizes that there are times when out-of-school activities offer rewarding educational experiences.

1. Any school sponsored educational trip that results in students being absent from school all day or part of a day must be approved by the principal. If approved, the students will be regarded as in attendance.
2. Extra-curricular activities are considered an important part of the school program by expanding upon experiences and interests of the participant. However, since the first priority must be given to the academic program, students are expected to request class work, including homework, at least one day before the trip. Teachers will individually set deadlines for required make up work.

9. "Sleeping in" late or alarm not going off.
10. Car problems involving mechanical breakdowns or car not being able to start. These students should use bus transportation or find a way to get to school regardless.
11. Doing "errands" during the school day such as picking up/dropping off others to work, thus accounting for a student's being late and/or absent.
12. Proms or other functions unless prior approval is granted by school administration. In such cases a slip may be required indicating that the student is participating in the event. Doctors' excuses may be required at certain times of the year as mandated by the administration.
13. Others as determined to be not necessary or justifiable by administration.

## Compulsory Attendance

All children between the ages of 8 and 17 are subject to the compulsory attendance law of Pennsylvania. Any unexcused absence of children in this age group is unlawful. School administrators are authorized to excuse absences from school for necessary and justifiable reasons.

### Unlawful Absence (Age 16 and Under)

These regulations apply to students aged 16 and under. It is the responsibility of the parent or guardian to submit, in writing, a reason for their child's absence after the child returns to school (see also: Excused & Unexcused Temporary Absence).

1. The student is responsible for making up schoolwork missed when absent. Alternate assessments may be given at the discretion of the teacher.
2. **If an excuse is not submitted by the third day after returning to school, the absence will be recorded as unlawful \*\*** (see also: Excused & Unexcused Temporary Absence).
3. When a student has accumulated three days of unlawful absences or its equivalent, it shall constitute a "first offense." The administration:
  - a. Shall serve written notice to the parents or guardian of the pupil.
  - b. May also arrange a conference with the parents or guardian. This may be by "phone conference" or "personal conference."
  - c. Referral to the SAP team may be recommended (see also: SAP).
4. After "first offense" notification, the next unlawful absence constitutes a "second offense." The administration will then refer the case to the local magistrate for violation of the compulsory attendance law. The administration can also file a petition to adjudicate the student a dependent in juvenile court proceedings. **NOTE: A typical compulsory attendance violation can result in fines of up to \$300 per day of truancy.**

- Each subsequent unlawful absence will be treated like another “second offense” as described in number four above. If the SAP process has not been initiated, it will be recommended.

**\*\*Please note that unlawful absences accumulate from year-to-year until the age of 17.**

### **Unexcused Absence (Age 17 and Over)**

These regulations apply to students aged 17 and over. It is the responsibility of the parent or guardian to submit, in writing, a reason for their child’s absence after the child returns to school (see also: Excused & Unexcused Temporary Absence).

- The student is responsible for making up schoolwork missed when absent. Alternate assessments may be given at the discretion of the teacher.
- If an excuse is not submitted by the third day after returning to school, the absence will be recorded as unexcused** (see also: Excused & Unexcused Temporary Absence).
- When a student has accumulated three days of unexcused absences or its equivalent, the administration:
  - Shall serve written notice to the parents or guardian of the pupil.
  - May also arrange a conference with the parents or guardian. This may be by “phone conference” or “personal conference.”
- Unexcused absence, after written notification of the parents and/or a conference, may result in detention and/or appropriate consequences. Referral to the SAP team may be recommended (see also: SAP).
- An accumulation of seven unexcused absences may result in suspension and/or appropriate consequences.
- An accumulation of ten unexcused absences may result in one or more of the following options or an appropriate equivalent.
  - A hearing before the Board of Education for exclusion from school.
  - Alternative Education Assignment
  - The student may be excluded from school temporarily and advised to re-apply for admission to school at the beginning of the next school year.

### **Excessive Absence from School**

#### **7 Day Letter - Excessive Absence Notification**

- After seven days of absence in a school year, a courtesy letter of notification will be sent to the parent/guardian by the building principal. The student will be placed on the excessive absence list.

- Intentional misuse, theft, or damage of equipment, data, or software.
- Unauthorized access or alteration (i.e. “hacking”) of computer systems and/or software.
- Actions that place the security of the system at risk (e.g. unauthorized downloading, password hacking, password theft, uploading or creating viruses, etc.).
- Any use that is deemed by the administration and/or staff to be dangerous, threatening, objectionable, obscene, distracting, or otherwise offensive and/or inappropriate.

### **Limitation of Liability**

The Wattsburg Area School District makes no warranties of any kind, expressed or implied that the services provided through school district technology equipment will be error-free or without defect. The district will not be responsible for any damage users may suffer including but not limited to, loss of data or interruption of service. Furthermore, the district is not responsible for financial obligations arising through the unauthorized or inappropriate use of technology.

### **TELEPHONE**

- Parents and friends are discouraged from calling the school to leave personal messages. A student will not be called down to the office for such matters unless it is an emergency; the administrative staff will determine this.
- The phone in the main office is the only phone students are permitted to use during the school day.**
- Phones in the classrooms are for faculty use only.**

### **TEXTBOOKS**

Students are responsible for all Media Center materials, textbooks, and classroom materials assigned to them. Students will be responsible for the cost of replacing such materials (as determined by the administration) should they become lost and/or damaged.

### **TOBACCO POLICY**

#### **Use**

For the purposes of this policy, “smoking” shall mean all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, and snuff. In order to protect students from the hazards of smoking and from an environment noxious to non-smokers, and because the board cannot, even by indirection, condone the use of tobacco by students, the board prohibits smoking by students in school buildings, on school grounds, and on school buses.

accumulated three late arrivals to class, he or she should be notified by the teacher and referred to the office for detention.

Tardy numbers 3, 6, and 9 will result in a detention. Tardy numbers 12, 15, 18...will result in a minimum of a 3 day suspension.

## TECHNOLOGY USE

Seneca High School continues to implement technology to enhance instruction and encourages students to take advantage of the facilities available to them. With access to computers and associated equipment, computer networks, and the Internet comes responsibility.

### Internet Protection Act of 2001

In accordance with the Children's Internet Protection Act of 2001 Seneca has instituted the following policies:

1. An Internet Safety Policy signed by each student and parent
2. An Internet filter is in use on all school computers
3. On-line activities of students are monitored by staff

In addition to the above, students are instructed not to disclose personal information about themselves or others on the Internet. Students are also instructed in the appropriate use of copyrighted material from any source.

### Terms of Use

**The user is held responsible for his or her actions while using technology equipment.** Students are strictly prohibited from sharing their computer account passwords with other students. Students will be held completely liable for the use of their district issued computer account. Inappropriate use will result in suspension or revocation of technology privileges. In addition, students engaging in such behavior will be subject to disciplinary action and/or legal action.

### Inappropriate Use

Inappropriate technology use includes but is not limited to:

1. Unauthorized use of the Internet.
  - a. Students are not permitted to use the Internet without faculty permission.
  - b. Permission must be obtained prior to each Internet use.
2. Intentional uses that violate the law.
3. Misuse or unauthorized use of passwords.
4. Cheating and/or Plagiarism (see also: Academic Honesty)
5. Disclosing inappropriate information while online (i.e. personal information).
6. Any use which serves no legitimate educational purpose.

2. Such notification will include a statement regarding the need for a doctor's excuse for absences, should the excessive rate of absenteeism continue.
3. Students with excessive absence may be referred to the Student Assistant Program (SAP).

### 10 or More Day Letter - Physician's Excuse Notification

1. After 10 or more days of absence in a school year, a letter of notification may be sent to the parent/guardian by the building principal, upon review of the circumstances of such absences.
2. Upon issuance of such letter, subsequent absence shall require submission of a physician's excuse. Failure to supply a physician's excuse may result in the absence being considered unexcused and/or unlawful as per number 3 of this section.
3. Attendance secretaries and/or administration will carefully review absences in this category. School administrators are authorized to excuse such absences from school for necessary and justifiable reasons.
4. If the SAP process has not been initiated, it will be recommended.
5. The parents or guardian of students who demonstrate significant and sustained improvement in attendance, as determined by the administration, will be sent written notification that a physician's excuse is no longer required to sustain excusable absences as outlined previously in this policy (see: Excused & Unexcused Temporary Absence).

### Out-of-School Instruction

Students who fall into the categories described below are considered to be in attendance even though it is out-of-school instruction.

1. Students approved for homebound instruction.
2. Tutoring programs for exceptional student's (IEP).
3. Students in work-study, work release or career exploration programs under the auspices of the school.
4. Approved part-time college attendance while continuing high school attendance.

### Excused From Attending

Students that fall under the conditions described below are excused from attending school in the Wattsburg Area School District.

1. Students attending Pennsylvania Department of Education approved non-public schools.
2. Students enrolled in approved private trade schools.
3. Students approved for homebound instruction.

## BOOKBAGS & BACKPACKS

Students are not permitted to carry book-bags, backpacks or any type of purse or bag that measures larger than 12 inches in length, width, or height during the school day. Any item larger will be confiscated and is subject to search. All such items must be stored in the student's locker upon arrival at school. Students should plan to carry 2 to 3 books for their classes. Students may use their locker during the regularly scheduled 4 minute pass time between classes.

## BUSES

### Bus Stop

1. Riding a school bus is a privilege and not a right. If a student is suspended from riding the bus by the administration or transportation supervisor, the parents are responsible for transporting the student to school.
2. Be on time at the designated stop, 5 minutes prior to the bus arrival. Dress according to weather conditions.
3. Follow all proper walking rules getting to the bus stop.
4. Stay well off the road while waiting for the bus.
5. Be considerate of private property - keep off lawns and away from buildings.
6. Proper behavior is expected at the bus stop.
7. Before approaching the bus, wait until the bus comes to a complete stop, the red lights are flashing and the bus driver signals you to board the bus.
8. If crossing the road to board the bus, stay alert; cross at least 10 feet in front of the bus, look for cars and cross only with the bus lights.
9. Do not push or crowd when boarding.

### While on the Bus

1. Go directly to the assigned seat and remain seated at all times. Three students may be assigned to a seat.
2. Keep head, hands and arms inside the bus and to yourself.
3. Keep the aisle clear - items that won't fit on the lap are not permitted.
4. Classroom conduct is required with normal conversation.
5. Treat the bus with care - any damage must be paid for by the offender.
6. Keep all sharp objects in a book bag including pens and pencils.
7. Be quiet when approaching a railroad crossing.
8. Large radios are not permitted; smaller radios with headphones are allowed - not to be audible to others. The student is responsible for these items. No games, toys or electronic devices are allowed.
9. All material carried on the bus must be held on the student's lap.
10. No pets are allowed on the bus.

## Out-of-School Suspension

1. When a student is assigned OSS, he/she must take his/her books home, and arrangements for someone other than himself/herself to pick up the assignment 24 hours later be made; these arrangements are the student's responsibility.
2. Homework must be completed upon the 1st day of return to school or no credit will be received.
3. Students assigned to OSS are not permitted on school property during the suspension.
4. Parent(s)/guardian(s) will be required to conference, either in person or via telephone, with the administration before the student is readmitted to regular classes.
5. If the SAP process has not been initiated, it will be recommended (see also: Student Assistance Program).

## Suspension: Extracurricular Activities

1. **When students are suspended from school (ISS or OSS), they cannot take part in or attend extra curricular activities for the duration of the suspension.**
2. The administration retains the right to exclude any student from participating in extra curricular activities anytime if it is in the best interest of the school.

## Suspension Duration

1. **Suspensions during the week:** Begins the first assigned day of suspension and lasts until the student returns to school for regular classes.
2. **Suspensions over a weekend or school closing:** If the suspension period includes a weekend, or a time when school is not in session, the exclusion from extracurricular activities covers that period of time also. Again, it is from the first suspended day until the student returns for the first day of school after the suspension.
3. **Examples:**
  - a. Suspension assigned Friday for Monday, Tuesday, and Wednesday: The student is excluded from extracurricular activities from Monday a.m. to Thursday a.m.
  - b. Suspension assigned Thursday for Friday, Monday, and Tuesday: The Student is excluded from extracurricular activities from Friday a.m. to Wednesday a.m.

## TARDINESS TO CLASS

Students are expected to be in classes on time. Each teacher will keep account of the student's tardiness to his or her class. **Whenever a student has**

particularly in areas which are difficult to monitor or have high numbers of students congregated in one area.

## SUSPENSION

### In-School Suspension

1. You must arrive by 7:40 a.m. Any late arrival, absence, doctor appointments, etc. will be added to your time to be served in the ISS classroom.
2. All electronic devices must be turned off and given to the ISS supervisor upon entering the ISS room.
3. **DO NOT GET OUT OF YOUR SEAT UNLESS PERMITTED. RAISE YOUR HAND** if you need assistance or need to get supplies. Do not get out of your seat without permission.
4. **SLEEPING IS NOT PERMITTED.** You must face forward and keep your head up.
5. **NO TALKING/COMMUNICATING** with other students.
6. **NO FOOD OR DRINKS** while in the ISS classroom except during the assigned lunch period (11:30 – 12:00). You may only purchase the regular A menu lunch. You may bring a bag lunch.
7. Any destruction of property (desks, books, etc.) will result in additional day(s) being assigned.
8. Students are only permitted to use the computers for assigned work.
9. Ask permission before using the restroom or to get a drink of water.
10. Unless otherwise arranged, **you must start and end the day in ISS.** No student will be released from ISS between 7:40 and 2:33.
11. **All assignments must be completed by the end of your last assigned day.** Throughout the day a teacher will periodically check your “Daily Assignments.” Work only on the assignments given for the day (day #1, day #2, day #3...). ISS teachers will keep tests/quizzes until you are ready to take one. **NO FOLDERS OR MATERIALS SHOULD LEAVE THE ROOM.**
12. You must satisfactorily complete a Release Form to be released from ISS/SS.
13. While assigned to ISS/SS you are not permitted to attend any after school functions (sporting events, dances, concerts, etc.).

*\*Students are expected to follow all school and district rules.*

### ISS Intervention Program

While assigned to ISS, students receive academic assistance, skill streaming, incidental counseling, formal group counseling, or formal individual counseling. The level of intervention provided is contingent upon student need, offense level, discipline history, etc. This program is an extension of the school's mental health services and endeavors to provide students with a short-term alternate education setting aimed at preparing the student to return to the normal classroom setting.

11. Any student involved in unlawful behavior or actions will be reported to the proper law enforcement agency by the transportation supervisor or designee.

### Leaving the Bus

1. Students may not leave the bus at any stop other than the one assigned to them unless they have a signed note from their parent or guardian permitting such a change. This request must be signed by the building principal. Friday is the only day that transferring will be considered unless there is an emergency.
2. Stay seated until the bus comes to a complete stop. Do not push or shove.
3. When exiting the bus, be alert. Go directly to your stop, look for traffic and never walk back towards the bus.
4. Never cross behind the bus.

### Parent Responsibilities

1. Riding a school bus is a privilege.
2. If a student is suspended from riding the bus by the building principal or transportation supervisor, the parents are responsible for transporting the student to school. Lack of transportation is not a legal excuse for missing school under those conditions and the student's absence is unexcused. If the student is under seventeen years of age the absence is illegal.
3. The bus stop for a student cannot be changed unless there is an emergency. In an emergency, parents must notify the student's school prior to picking up a student at a school which is a transfer point or once the student has boarded the bus for the trip home.

### Bus Passes/Notes

1. **Students who wish to temporarily ride a bus that is not assigned to them must provide notes from the parents or guardians of all students involved complete with date and reason.**
2. The principal or his designee must approve all temporary bus requests.
3. Generally, bus notes are only accepted on Fridays. Such requests must be submitted to the office no later than 8:00 a.m.
4. Any permanent bus route change must be requested through the office and approved by the administration and/or director of transportation.
5. **Only Wattsburg Area School District students may ride WASD buses.**

### Bus Rules

**Please remember, the bus rules include the time spent at bus stops.**

1. Students shall obey and show respect for the driver of the bus.

2. Students shall be courteous. Do not use loud or profane language or make obscene gestures in or around the school bus.
3. Students shall be cooperative. Do not push, fight or be unruly in or around the bus.
4. Students shall respect the rights of others. Do not do anything that might threaten the safety of students or the school bus driver:
  - a. Do not bring dangerous or illegal weapons onto the bus.
  - b. The use of lighters or matches in or around the bus is strictly forbidden.
  - c. No glass containers shall be brought onto the school bus.
  - d. No student shall throw, shoot or otherwise impel any paper, metal or other substance on or around the school bus.
  - e. There will be no littering from the bus or in the bus.
5. Students shall obey school rules regarding tobacco and drugs. There is to be no smoking or use of tobacco in or around the school bus. No student shall have alcoholic beverages, narcotics or restricted drugs including marijuana or any other material purported to be such.
6. Students shall respect the property of other students and the school district. Do not deliberately mar, deface or tamper with any part of the bus.
7. There will be no drinking or eating on the school bus unless permission has been granted by the driver.
8. Students are to remain seated at all times while on the bus.

### Bus Discipline Policy

Students transported in a school bus or other school vehicles are under the authority of, and responsible to, the bus driver and/or coach/advisor. Bus disciplinary infractions will be handled as outlined in this policy (see also: Discipline). When necessary, infractions of the bus discipline policy will be referred to the building principal.

### Minor Offenses

1. Talking too loud, constantly noisy.
2. Will not follow clear and specific directions.
3. Discourteous to others, pushing, crowding, teasing and name calling.
4. Display of affection (kissing, necking, etc.)
5. Will not stay in seat or stay seated.
6. Eating and drinking on the bus without authorized permission.
7. Littering inside the bus.

### Minor Offense Consequences

1. Initial steps taken by bus driver.
  - a. Driver talks with the student.
  - b. Driver may assign a special seat.
  - c. Driver may contact parents

## STUDENT ASSISTANCE PROGRAM (SAP)

The Wattsburg Area School District, in conjunction with the Pennsylvania Department of Education and Health, has established a functioning Student Assistance Program. The purpose of the Student Assistance Program (SAP) is to identify high-risk teenagers who are having school-related problems. The program also provides a method for intervening and referring students to appropriate community services.

The SAP Team consists of counselors, teachers, mental health professionals, and administrators specially trained to help identify and assist “at-risk” students. The function of the team is to identify students who display patterns of behavior that are associated with high risk or usage situations. The SAP team relies upon referrals from teachers, parents, students, and other support staff. All referrals are held in strict confidence and the laws of confidentiality work for the student who has been referred to the team.

## STUDENT COUNCIL

The Student Council at Seneca High School is a very active and productive organization. One of the many functions of Student Council is to be responsible to the administration for student activities. The Student Council provides leadership and government for the student body. Students having concerns about school life should feel free to express their concerns to their representatives. Each homeroom is to have at least one representative.

## STUDENT PLANNERS

1. **Student planners are considered school property and shall be treated as such.**
2. Students that lose their planner will be required to purchase a replacement. The cost for a replacement planner is \$7.00.

## SUPPORT STAFF

It takes many to ensure the smooth running of a school. The office staff, cafeteria staff, technology staff, and the maintenance staff are most important in the day to day functioning of Seneca High School. **Any student dealing with a member of the support staff is expected to show the same respect he or she would for an administrator or teacher in the building.** Violations of this will result in disciplinary action being taken.

## SURVEILLANCE CAMERAS

Video surveillance cameras will be used as a security measure at the Wattsburg Area School District. Cameras will be used to ensure student behavior on school property and on school buses is consistent with established safety and conduct rules. Video monitoring assists discipline codes,

## SEXUAL HARASSMENT

All Wattsburg School District students have a responsibility for maintaining high standards of conduct and ethical behavior. Student conduct, which violates these standards, is prohibited.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e-2. The Equal Employment Opportunity Commission Guidelines on Discrimination Because of Sex (29 CFR 1604.11) define sexual harassment as deliberate unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature. **Forms of sexual harassment include the following:**

1. **Verbal harassment, such as derogatory comments, jokes, or slurs;**
2. **Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and**
3. **Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.**

A student who sexually harasses another student will be subject to disciplinary action (see also: Discipline). Students are encouraged to report immediately any instances of sexual harassment. There will be no penalty for filing a complaint unless said complaint is shown to be false or unjust. Such complaints should be directed to the administration. The complaints will be examined and resolved promptly, impartially and confidentially.

## SKIPPING CLASS

Detention or suspension may be assigned for skipping class. Students are responsible for all work missed for skipped classes. Alternate assessments may be given at the discretion of the teacher.

## SKIPPING SCHOOL

Suspension will be assigned for skipping school (including leaving the building without permission). Students will be marked unexcused and/or illegally absent for skipping school. Students are responsible for all work missed while skipping school. Alternate assessments may be given at the discretion of the teacher. Students who demonstrate a pattern of skipping school may be referred to the Student Assistance Program (SAP).

## SNOW DAYS

Information regarding school closings will be broadcast over local radio and television stations.

- d. Driver logs incidents of misbehavior on the bus.
- e. Driver files a written report with the principal.
2. An official bus notice will be filed and the following actions may occur:
  - a. Detention may be assigned.
  - b. In-School Suspension may be assigned.
  - c. Out-of-School Suspension may be assigned.
  - d. Student may lose riding privileges.
  - e. Parent contact will be made.

### Major Offense

1. Openly defiant towards the bus driver or disrespectful.
2. Using loud, profane and/or vulgar language or obscene gestures.
3. No student shall engage in any actions that might threaten the safety of the occupants of the school bus including loud statements which may possibly lead to the disruption of the operation of the school bus.
4. Littering outside the bus.
5. Possesses dangerous weapons or uses lighters or matches.
6. Jeopardizes or threatens the safety of others (such as: biting, throwing objects or propelling objects, etc.)
7. Fighting
8. Smoking or the use of tobacco or other illegal substances.
9. Will not follow emergency procedures.
10. Causing damage to the bus.

### Major Offense Consequences

<b>1st Offense</b>	Discipline report filed by the bus driver with the building principal - principal, driver and/or transportation supervisor makes parent contact - principal assigns detention and/or appropriate consequences.
<b>2nd Offense</b>	Same as 1st offense - principal may suspend riding privileges up to 10 days.
<b>3rd Offense</b>	Same as 1st offense - may result in permanent suspension of riding privileges.
<b>Severe Offense</b>	In case of any severe offense, principal has the option to move directly to the 3rd offense consequence.

Causing damage to the bus will result in the student repaying the school district for the damage incurred.

After the fourth offense or any severe offense, the building principal may consider recommending expulsion from school at a hearing before the board of education.

If a student is suspended from riding all buses by the building principal or transportation supervisor, the parents are responsible for transporting the student to school. Lack of transportation is not a legal excuse for missing school under those conditions, and the student's absence is unexcused. If the student is under seventeen years of age, the absence is illegal (see also: Unlawful & Unexcused Absence).

## CAFETERIA

### Behavior

1. Respect for cafeteria staff, student body, and faculty is expected at all times.
2. Disorderly conduct will result in disciplinary action. Consequences will be assigned based upon the circumstances and severity of the incident.
3. Lunch discipline options:
  - a. Cafeteria cleanup
  - b. Assigned seating
  - c. Lunch out of the cafeteria (ISS lunch)
  - d. Disciplinary action as outlined in the discipline code (see also: Discipline)

### Rules & Regulations

1. Students are not to cut in the food line.
2. There will be no charging of lunch items.
3. **No food or drink is to be taken from the cafeteria.**
4. The cafeteria should be left in a clean and orderly condition.
5. Students are not permitted to access their lockers or use the phone without permission during lunch.
6. Only two students of each gender will be permitted to use the restroom at any given time.
7. Students may not have food delivered to the school without proper authorization from the office.
8. Students may use the snack shack and school store during their lunch period; loitering in these areas is not permitted.
9. Serving lines will close 5 minutes prior to the end of each lunch period.

### Procedures

1. All students must go to the commons/cafeteria during their assigned lunch period. No one is permitted to leave this area unless permission is obtained.
2. Students are to enter the serving lines as identified. Do not enter through the exit lines or cut line.

2. The student failed a course required to graduate. (e.g. student failed Economics first semester. It will be rescheduled for second semester if possible)
3. The student wants to take a more challenging course (e.g. changing from a regular class to college prep or a weighted class, such as changing from Biology to College Prep Biology)
4. The student got a course that he/she did not originally sign up for.

## SCHOOL BOARD POLICY

This handbook is based on and will not circumvent WASD Policy. All policies remain in effect and must be adhered to. Complete copies of Watsburg Area School District Policies are available for your review by contacting the high school office (824-3400 ext. 4579).

## SEARCH, SEIZURE, & CONFISCATION

In order to maintain order and discipline in the school and to protect the safety and welfare of all students and school personnel, search and seizure is supported throughout school board policies, school procedure, and state guidelines. Be aware that when there is reasonable suspicion or probable cause that a student is in possession of prohibited or illegal items, administrators may:

1. Conduct routine/unannounced searches of student lockers and desks.
2. Conduct thorough searches of students and their possessions.
3. Confiscate any unauthorized substances or material of questionable purpose (including weapons).
4. Inspect automobiles driven to school
5. Extend search and seizure authorization to professional school employees during school-sponsored activities or when an administrator is unavailable.

### Confiscation

Students having an item or items in their possession of a questionable or distracting nature may have the item(s) confiscated by staff or be asked to turn the item(s) into the office.

1. Generally, staff members that confiscate items will notify the building principal(s) and/or submit the item(s) to the office for safekeeping.
2. Students are expected to comply with all confiscation requests; students that refuse to surrender the said item(s) will be referred to the administration. Disciplinary action may result (see also: Discipline).
3. Return of the confiscated item(s) will be made on a case by case basis.

All students in extra-curricular activities must actively participate in P. E. classes. Those students who do not comply will forfeit their right to participate in their extra-curricular activity on that day.

### **Class Rules**

**Students are expected to wear appropriate apparel for physical education classes.** This is due to health, hygiene, and safety purposes.

1. All students must be dressed in shorts, sweatpants, shirt, socks, and sneakers to participate in class. Students who do not dress consistently (generally two or more times) will be subject to disciplinary action.
2. **If a student is not able to participate in class, he/she must read and complete a written summary of an article in health or sports to be turned in at the end of class.** (Magazines and paper will be provided).
3. If a student cannot participate for more than 3 successive classes due to medical reasons, he/she must submit a physician-completed form to the Guidance Office. Forms are available in the Guidance Office.
4. If a student cannot participate due to medical reasons, he/she must complete a report for every class missed, on the topic being taught in class.
5. No student is permitted to handle apparatus or equipment unless a teacher is present. He/she will be subject to disciplinary action if a violation occurs.
6. No students are permitted to leave the gym area until excused by the teacher. He/she will be subject to disciplinary action if a violation occurs.
7. For cleanliness purposes, students should plan to change into regular school attire before returning to other classes from physical education class.

### **SCHEDULING**

1. All students are given a "Seneca High School Scheduling Handbook." A guidance counselor explains this handbook and the scheduling procedure for students. Guidance counselors are available to meet with individual students as needed.
2. Parents and students work together to complete a scheduling worksheet which is then returned to the Guidance Office.
3. The counselors review each worksheet, and schedule a student or parent conference, if necessary, and/or desired.

#### **SCHEDULE CHANGES WILL BE MADE ONLY IF...**

1. The student failed a prerequisite to another course. (e.g. student failed French I and was scheduled for French II the following semester)

3. Students may be assigned seating at the discretion of the lunch proctor(s).
4. All trays, dishes, silverware and other such items are to be returned in proper condition to the wash room after use.
5. Students must remain at their tables until dismissal.

### **Breakfast Program**

1. Breakfast is available to students from approximately 7:15 A.M. until 7:35 A.M. during the school year.
2. All general cafeteria policies apply during the breakfast program.
3. Students wishing to eat breakfast must go through the serving line immediately upon arrival to school.
4. Students on late buses going through the serving line later than 7:35 A.M. may need to obtain a pass. The teacher on duty will assign this pass so that the student is not marked tardy.

### **DANCES**

#### **General**

1. Dances will terminate at 10:30 p.m. unless special request has been granted by the administration.
2. If students leave the building during the dance, they will not be permitted to return. They must also sign out and indicate time of leaving the dance.
3. Drugs, Alcohol, and Tobacco are strictly prohibited (see: Drugs, Alcohol, and Associated Items). The school discipline code will be followed for problems encountered during the activity (see: Discipline).
4. Students should dress appropriately for the occasion and conduct themselves in a respectable manner. Decency, as interpreted by the administration and staff, must be maintained (see Dress Code).
5. Students may purchase only one ticket. Students may not purchase tickets for friends.

#### **Guests**

1. Guests may only be brought to designated dances as identified by the administration. All guests must be approved by the administration prior to the dance; the age limit is 20 (including the Prom).
2. Guests must present a valid form of photo identification before they will be admitted to a dance. Acceptable forms of photo I.D. include drivers license, student I.D., or military I.D.

## DEBT POLICY

**Students who owe money, uniforms, books, etc. for whatever reason to the school, teacher, coach, cafeteria, etc., will not be able to participate in or attend any extra-curricular events which include dances, sports, plays, fundraising, and special field trips. In addition, students will be restricted from driving to school.** This rule will be in effect until the debt is paid for or a plan to repay it is in effect with the main office.

1. Failure to make regular and reasonable payments on a payment plan will result in restricted privileges as described above.
2. A Civil Complaint may be filed with the district magistrate against students that accumulate excessive debt and/or fail to repay debt.

## DESTRUCTION OF SCHOOL PROPERTY

1. Depending on the severity of the incident, any student found defacing or destroying school property face disciplinary action (see also: Discipline).
2. Charges may be filed with the appropriate law enforcement agency and/or restitution be made for damages.

## DETENTION

### Assignment

1. Building principals will assign detention as per the discipline code.
2. In-school suspension can be assigned in lieu of detention, *as determined at the initial meeting*. A minimum of 1 day of suspension will be assigned in lieu of each detention.
3. **No one will be excused from detention for any reason unless there is a doctor's excuse, a legal matter, or reason that justifies the dismissal. All such situations must be discussed and approved by the administration prior to the scheduled detention.** Approved excuses will result in the detention being rescheduled on the next available date.
4. Detentions are typically held on Mondays and Wednesdays.
5. Students will be given reminders in homeroom the day of their detention.
6. Arriving late, after 2:40 p.m., may result in an additional detention. Students that do not report to detention will be referred to the administration.
7. Detention ends at 4:00 p.m.
8. Any students riding the activity bus home after detention must wait in the Media center.

### Rules & Regulations

1. Take care of restroom needs before arriving to detention.

- c. They have a note from their parent that has been logged in the school office dismissing them before 5:30.
5. All school research facilities and equipment are available for students to use. All school rules regarding computer and internet use apply after school - i.e. no computer games, unauthorized internet use such as chat rooms, email, My Space or similar sites, etc. (see also: Technology Use). Also, computer software is not to be loaded onto the computers under any circumstances. Students are to use the computers for educational purposes only. Using a computer for any other purpose will result in the student being denied after school Media Center program privileges.
6. General conduct:
  - a. Food: Food and drink is not permitted in the Media Center during the school day or during the after school program.
  - b. Games, Toys, CD's: These are not permitted in the Media Center during the school day. Students are not to put their own CDs in the school machines.
  - c. Mature behavior is expected. Running, hitting, shouting, public display of affection, horseplay, etc. will result in loss of privileges and/or disciplinary action.
  - d. Students will show care in the use of the Media Center furniture, computers, and books. Damage to items in the Media Center will be paid for and after school privileges or disciplinary action may result.

## NATIONAL HONOR SOCIETY

One of the highest honors a student can receive in high school is selection to National Honor Society. A five-member faculty council appointed by the principal will determine selection. The council will make selection decisions based on the four characteristics of National Honor Society: character, service, leadership, and scholarship.

Students who are eligible scholastically will be notified and informed that further consideration for selection to the NHS Chapter requires completion of a student activity information form. Candidates selected by the faculty council will be inducted into the National Honor Society. Any questions concerning the selection process of membership requirements should be directed to the advisor.

## PHYSICAL EDUCATION

**All students are required to participate in assigned physical education classes.** If a student has a disability that will keep him or her from participation for an extended period of time, he or she is required to obtain a Modified Physical Education Form from the Guidance Office and have it completed by a doctor and returned to the school. This must be done within a reasonable amount of time. In all cases, students are required to report to the P. E. class.

students access to an array of resources. The Media Center is also a part of **POWER Library** (Pennsylvania World of Online Resources). Students can access these resources that include full text magazines, newspapers, and encyclopedias, as well as other specialized databases about health, art, music, science and much more. Students also have access to **NetTrekker** which is a secure Internet search engine with sites that have been evaluated by educators and other professionals.

### Operation

1. The Media Center is located adjacent to the Commons.
2. Operation hours are from 7:20 a.m. to 2:30 p.m. during the school week, unless otherwise noted.
3. Materials are loaned for 14 days.
4. Students may borrow up to 4 items. More items may be borrowed with the permission of the librarian.
5. Students are responsible for the materials they borrow. Lost or damaged materials must be paid for.
6. Reserve materials may be checked out overnight at 2:30 P.M. and must be returned before 8:00 a.m. on the following school day.
7. Students are to use the computers for educational purposes only. Students are not permitted to email, instant message, enter chat rooms or My Space or similar sites. Students will be removed from the computer area and may lose computer privileges or face disciplinary action.
8. Students are to be respectful of others and the library furniture and resources.
9. Removing items without properly checking them out of the Media Center will result in disciplinary action (see also: Discipline).
10. All school rules apply when using the Media Center and computer lab (see also: Student Rights & Responsibilities).

### After School Media Center Guidelines

1. **All students who do not leave the campus AND do not attend a supervised activity immediately following dismissal MUST report to the Media Center by 2:45 p.m.**
2. The Media Center is open Monday through Thursday, unless otherwise noted.
3. All students MUST sign-in upon entry.
4. Students must stay in the Media Center between 2:45 and 5:30 UNLESS:
  - a. They have a signed pass to the restroom from the After School Supervisor.
  - b. They are attending a scheduled supervised activity. In this case, the students must sign out of the Media Center no longer than 5 minutes before the activity is scheduled to begin, such as athletic practice.

2. No one will be excused from detention for any reason unless there is a doctor's excuse or emergency that justifies the dismissal.
3. No food or drink is permitted in detention.
4. It's your responsibility to have materials with you. Materials will not be made available to you at the detention site.
5. Stay in the seat assigned to you. Move only if you are asked to move by the assigned detention teacher.
6. Remove hats from heads and keep shoes on feet.
7. Remain in a "sitting position." Falling asleep in detention is not permitted and will result in an additional detention.
8. Parents must provide transportation for students who do not ride the activity bus and must pick-up their child no later than 5:30 p.m.
9. Students must exit the building immediately at the end of detention.

### Skipping Detention

Detention must be served on the date it is assigned. The administration will make a judgment based on the merit of a request to reschedule; **permission to reschedule detention must be obtained from the administration prior to the scheduled detention.**

1. First Offense: Possible reassignment of the original detention plus a minimum of 1 day of suspension, an additional detention, or disciplinary action as determined by administration.
2. Second Offense: Possible reassignment of original detention plus a minimum of 2 days of suspension or disciplinary action as determined by administration.
3. Subsequent Offense(s): Possible reassignment of original detention plus a minimum of 3 days of suspension and/or subsequent disciplinary action as determined by the administration.
4. In addition to the disciplinary consequences outlined above, students may receive consequences for *leaving the building without permission* (see also: Discipline).

## DISCIPLINE

### Introduction

It is the responsibility of the total school and community to create and maintain an atmosphere that is conducive to teaching, learning, and living. Everyone involved in the educational process has the right to expect that the environment shall be safe, pleasant, and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require interaction based upon mutual respect and cooperation. The emphasis should be on courtesy, consideration, and the fulfillment of all obligations.

## Discipline Code

Each student has the responsibility to abide by all school rules and regulations to ensure that a productive educational atmosphere is maintained. Failure to assume responsibility will result in disciplinary action (see also: Student Rights & Responsibilities).

### Level I Offense

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. The individual staff member will usually handle these misbehaviors.

#### 1. Examples:

- a. School disturbances: loitering, pushing/shoving, littering, running, spitting, game playing (ex. hacky sack)
- b. Classroom tardiness
- c. Cheating and lying
- d. Abusive/Inappropriate language
- e. Defiant-failure to carry out directions or assignments
- f. Cruelty to others
- g. Minor defacing of school property
- h. Violation of the Electronics or Dress Code Policy
- i. Displays of affection

#### 2. Procedures:

- a. Immediate intervention by the staff member who is supervising the student or who observes the behavior [these misbehaviors may occasionally require the intervention of the building principal(s)].

#### 3. Disciplinary Options:

- a. Individual verbal reprimand
- b. Change in physical environment (move seat, time-out, etc.)
- c. Loss of privileges
- d. Loss of assembly programs/special events
- e. Values clarification assignment
- f. Parent notification by staff member
- g. Student apology
- h. Notation on report card
- i. Detention
- j. Others at the discretion of the staff member/principal

### Level II Offense

Misbehavior whose frequency or seriousness disrupts the learning climate of the school. These infractions, which frequently are a continuation of Level I offenses, require the intervention of the building principal because the execution of Level I disciplinary options has failed to correct the problem [misbehavior].

3. Students are not to share their combination with anyone. If you feel your combination has been compromised, report it to the guidance center immediately.
4. **It is strongly recommended that locks are used to secure valuables in the locker rooms as well. If this is not possible, it is recommended that students maintain valuables in the P.E. teacher/coaches office.**
5. **The school will not assume any responsibility for items that are lost or stolen. Students are strongly discouraged from bringing valuables to school; such items should be locked in the student's locker or checked in at the office for safekeeping.**

### Searches

In regard to lockers in the school, be aware that students do not have an expectation of privacy in their lockers. Lockers are school district properties that are subject to search at any time. Students are also responsible for the content of their locker at all times. Further, random locker searches (including canine searches) are permitted by state guidelines and are within the rights of school officials for the safety of all students and employees.

Section 12.14 of the PA Code states that school authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of the students in the school, student lockers may be searched without prior warning.

The WASD Board of directors reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools. Students are notified yearly of this policy (see also: Search, Seizure, & Confiscation).

### LOST & FOUND

The high school office serves as the lost and found center. Please turn any found items into the secretaries. Likewise, if you lose an item, you may inquire at the office to see if the item has been turned in.

### MEDIA CENTER

Seneca High School Media Center is designed to give students and faculty a variety of materials that enhance the teaching-learning process. The Media Center is part of the [Access Pennsylvania System](#) in which our collection of items is supplemented by borrowing from other libraries to allow Seneca

## HOMEWORK

Students are required to make a conscientious effort with all homework assignments. If assignments are not completed regularly, the student's grade may be affected by failing to acquire the skills necessary to be successful.

### Absences

1. **The student is responsible for making up schoolwork missed when absent** (see also: Attendance).
2. Teachers will provide a simple system for students to obtain missed schoolwork.
3. Upon return to school, students will be required to complete all missed schoolwork (including test/quizzes) within a reasonable length of time as determined by the teacher.
4. For extended excusable absence or illness, the parent or student may call the guidance office to request that assignments be sent home. Upon the request being made, one full school day must be given prior to securing the work. For planned extended pre-approved absence (i.e. approved educational trip), students must follow all educational trip regulations (see also: Trips).

### Unexcused/Illegal Absences

For all or part of the schoolwork (including tests /quizzes) missed during an unexcused or illegal absence, alternate assessments may be given at the discretion of the teacher (see also: Attendance).

## LOCKERS

### Assignment

**All lockers are the property of the Wattsburg Area School District.** Every student will be assigned a locker in the student locker room on the lower level of the building. When you are assigned to a locker, you are expected to use that locker all year. You will be held responsible for its condition at the end of the year. If your locker becomes damaged either through your negligence or someone else's, you should report it immediately to the guidance center.

### Locks

1. A school district combination lock will be issued to every student. The school district lock is to be used at all times. The maintenance staff will remove all other locking devices.
2. Students are financially responsible for the combination lock issued to them. If a lock becomes damaged or stolen, the cost for a replacement is \$5.00.

### 1. Examples:

- a. Continuation of unmodified Level I misbehavior(s)
- b. Truancy
- c. Leaving school grounds without permission
- d. Disruptive clothing
- e. Willful disobedience
- f. Defiance\* [insubordinate; failure to comply with a clear and reasonable staff member request]

### 2. Procedures:

- a. The student is referred to the principal for appropriate disciplinary action
- b. The parent will be informed in writing and/or by phone by the teacher and/or principal (ASAP)
- c. The teacher and/or principal maintain a proper and accurate record of the offense and disciplinary action [behavioral referral].

### 3. Disciplinary Options:

- a. Any Level I option
- b. Suspension
- c. Referral to law enforcement agencies
- d. Counseling (see also: SAP or ISS Intervention)

### Level III Offense

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but can frequently be handled by the school disciplinary procedures.

### 1. Examples:

- a. Stealing
- b. Fighting
- c. Vandalism
- d. Threats to others
- e. Minor forms of extortion

### 2. Procedures:

- a. The principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences
- b. The principal meets with the student and confers with the parent/guardian regarding the student's misconduct and the resulting disciplinary action
- c. The teacher and/or principal maintain a proper and accurate record of the offense and disciplinary action [behavioral referral]

### 3. Disciplinary Options:

- a. Any Level II option
- b. Temporary removal from class
- c. Temporary suspension of at least one day

- d. Referral for evaluation
- e. Repair, clean, or restitution of property and damages
- f. Community service
- g. Expulsion

#### Level IV Offense

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the building.

##### 1. Examples:

- a. Arson
- b. False alarm
- c. Bomb threat
- d. Assault/battery
- e. Malicious mischief
- f. Possession or use of a weapon (see also: Weapon Policy)
- g. Possession or use of unauthorized substances (see also: Drugs, Alcohol, and Associated Items or Tobacco Policy)
- h. Furnishing/selling unauthorized substances (see also: Drugs, Alcohol, and Associated Items)

##### 2. Procedures:

- a. The principal verifies the offense, confers with the staff, and meets with the student
- b. Student is immediately removed from the classroom and parents are notified
- c. The teacher and/or principal maintain a proper and accurate record of the offense and disciplinary action

##### 3. Disciplinary Options:

- a. Contact law enforcement agencies
- b. Suspension of up to 10 days
- c. Assignment to Alternative Education Program
- d. Expulsion
- e. Options from other levels

#### Continuum of Consequences

The continuum represents a successive behavioral modification plan. The offense level determines where a student enters the continuum (see also: Discipline Code). Consequences generally escalate at each stage of the continuum until the behavior is modified or the next level of consequence and/or intervention is required. Non-compliance with an assigned consequence, frequent or repeated rule violation, or excessive consequence assignment at a particular offense level moves the student along the continuum. Repeated consequence assignment may result in the initiation of additional intervention such as referral to the Student Assistance Program, counseling, formal ISS Intervention, etc.

medication, the school may seek approval by phone from the following in order: parent, the family physician and/or school physician. Failing to secure such approval, no non-prescription medication will be given.

- 3. **Unauthorized Possession or Unsupervised Use of Medication** may result in disciplinary action (see also: Drugs, Alcohol, and Associated Items).
- 4. **Self-Administration of an Inhaler for Asthma** Before a student may possess or use an inhaler for asthma during school hours, the WASD school board requires the following:
  - 1. A written request from the parent/guardian that the school complies with the written order of the health care provider.( see school nurse for form)
  - 2. A statement from the parent/guardian acknowledging that the school is not responsible for the medication

The inhaler is intended for the student's use only and may not be shared with other students. The student shall notify the nurse immediately following each use of the inhaler. Violations of the policy by a student shall result in immediate confiscation of the asthma inhaler and loss of privilege to self medicate.

#### Transportation

When a student becomes ill or injured to the extent that he/she must be taken home or receive treatment at a medical facility, the parent/guardian or designee shall have the primary responsibility for transporting such student. In an emergency, a student may be transported to a medical facility for immediate treatment.

#### HOMEROOM

Homeroom period is designed to give students time to prepare for the day and to account for all students arriving to school safely. **During homeroom, attendance is taken, announcements are made, and the pledge to the flag is said.** The period may also be utilized for prescheduled organization meetings or assemblies.

Students are to report directly to homeroom after the homeroom travel tone is sounded. **Arrival after the 7:40 a.m. tone will result in being marked tardy to homeroom.** Students should **not** go anywhere until attendance is taken. In addition, students are expected to be quiet and use the period productively (i.e. completion of homework, silent reading, etc.).

**Hearing Test** - All eleventh grade students will have their hearing electronically tested by the nurse during the school year as required by State law.

### **Emergency Forms**

Each and every year all students will receive a form in homeroom to have a parent or guardian fill out at the beginning of the year. On the form the parent will indicate pertinent information for the school nurse to use in case of emergency or other health related problems. **Forms must be completed and returned by the announced due date or a debt will be issued and disciplinary action may be taken.**

### **Height, Weight, and Eye Examination**

State law requires every student each school year to undergo height, weight, and eye examination by the school nurse.

### **Accident or Injury**

The student is to report any school-related accidents or injuries to the nurse. An accident report is completed and a parent or guardian is notified as to the nature of the accident or injury. This includes all injuries received as a result of participation in any sport or other extracurricular activity under the direction of the school.

### **Medication**

**Any medication taken during school hours is to be taken in the nurse's office under the supervision of the Nurse or appropriate designee.**

1. **Prescription Medication** forms are available in the nurse's office. Students must pick up a form to be completed by their physician. Completed forms must be returned to the nurse's office. This keeps the nurse informed of particular health problems students are having. It also helps the nurse in the event a student might develop an allergic reaction to the first dose of a medicine. Please remember that the nurse can give effective health care only when informed of all health-related information concerning the student.
2. **Non-Prescription Medication** will be administered to students as pre-approved in writing by the parents and authorized by the school physician in standing orders.
  - a. Written permission for common non-prescription medications such as Tylenol is typically obtained on the student emergency form which is completed by students and parents at the start of every school year.
  - b. Lacking pre-approval, and when in the opinion of the school nurse (or designee), a student needs a non-prescription

### **The Continuum of Consequences:**

1. Staff Intervention
2. Detention
3. In School Suspension
4. Out of School Suspension
5. Alternate Education / Expulsion

## **DISORDERLY CONDUCT & HARASSMENT**

In addition to conforming to all school rules and regulations, students are expected to abide by the laws of the Commonwealth of Pennsylvania while on school property or at any school sponsored event/activity. Students should be aware that the school will not tolerate behavior that violates **Title 18, Article F-Offenses against Public Order and Decency, of the Crimes Code of Pennsylvania**. Offenses of this nature will be handled as per the school discipline code (see: Discipline). The State Police may also be called based on the circumstances and severity of the incident.

## **DISPLAY OF AFFECTION**

Any display of physical affection with another student while on school property will be **limited to holding hands**. Anything beyond that is considered inappropriate in a public school setting and shows disrespect for others. Violation of this rule will result in disciplinary action and will be initially dealt with as a Level I offense.

## **DRESS CODE**

*Violations of the dress code shall be treated as a level I offense unless deemed more severe by administration.*

### **Hair and Student Attire**

1. School officials may impose limitations on dress if the attire causes the disruption of the educational process or constitutes a health or safety hazard.
2. Students have the right to govern the length or style of their hair including facial hair. Limitation of this right may occur when evidence exists that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard.
3. Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, science classes, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
4. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student

participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

### Guidelines & Enforcement

**The key to what is unacceptable is anything that disrupts the educational process or is deemed a safety risk.** The following items are deemed to be either disruptive or a safety risk and are not permitted:

1. Hats and head coverings (including hooded sweatshirts when hoods are on the head) are not to be worn during the school day. Hats and head coverings must be removed upon entering the school building and placed into lockers (not be carried around).
  - a. First offense = a warning **and** confiscation for that day.
  - b. Additional offenses = discipline **and** confiscation for the remainder of the school year.
2. Appropriate footwear must be worn at all times.
  - a. No bare feet
  - b. No footwear that marks school property
3. The following items are considered disruptive to the educational process and are not permitted:
  - a. Any attire that promotes or references sex, drugs, tobacco, alcohol, violence, gangs, or those found to be socially offensive.
  - b. Tank tops, halter tops, tube tops, thinly/spaghetti strapped tops, and/or sheer or see-through tops.
  - c. Accessories, such as chain wallets or sunglasses.
  - d. Attire that exposes the mid-section (front or back) and/or undergarments while standing or sitting.
  - e. Shorts, skirts, dresses, or any other type of pants/bottoms (excluding district issued uniforms) that are more than five inches above the center of the knee while standing.

For safety reasons, **students are not permitted to wear coats or jackets during the school day.** These items must be stored in the student's locker. Students may, however, wear sweaters or sweatshirts if they are uncomfortable during cool weather. Blankets are not permitted.

Decency as interpreted by the staff and administration is to be maintained.

1. If a teacher or staff member feels an article of clothing may be offensive, he/she will request that the student make a change of clothing.
2. If the student does not comply, the teacher should report the student to the office.
3. The principal or his/her designee will make a judgment concerning the apparel and take the appropriate action.

Seneca's Guidance Department is made up of four counselors and one secretary. Appointments can be made by visiting the guidance center or contacting the guidance secretary at 824-3400 ext. 4119.

### HALL PASSES

1. **Passes are to be used for all student movement in the building with the exception of class changing time.**
2. Each teacher is assigned SHS hall passes; these must be prominently displayed by the student while passing through the halls.
3. Teachers may, on an as-required basis, sign a paper pass or a student agenda to act as a hall pass.
4. Cafeteria Passes - see page 20.
5. Abuse of hall passes may result in restricted hall pass privileges and/or disciplinary action.

### HEALTH SERVICES

#### Nurse's Office

The nurse's office is located on the first level of the building beside the main office. Students are to have passes from teachers to go to the nurse's office except in a case of an emergency. If you become ill during school hours, you are to report to the nurse's office with a pass from the teacher's class you left. You are not to stay in the restroom or you will be considered as skipping class. If the nurse is not in, you are to report to the office.

When you report to the nurse's office, you are to sign in. When you leave, you are to sign out. You are reminded that the nurse's office is to be used by students who become ill or injured. Students are not to use "going to the nurse" as an excuse for skipping class or loitering.

If you become sick after reporting to school or before going to homeroom, you are to report to the nurse's office or main office. **You are not to go home on your own.** The nurse will determine if a student should go home. If it is determined that a student must go home, the nurse will call a parent, guardian, or responsible person to make the necessary arrangements. **The student is not to place this call himself/herself.**

#### Physicals for juniors - State law requires all juniors to have a physical.

The school will provide a physician for this purpose at no cost to the student. If a student prefers, he/she may have a personal physician give the physical, but the district will not pay the cost. The physician must send a report of the physical to the nurse.

**General Student Insurance** - School insurance is available to all students on a voluntary basis. Applications may be picked up at the high school office.

## FOOD & DRINK

Food and beverage consumption is confined to the cafeteria ONLY or healthy snacks at the classroom teacher's discretion. No food in the hallways or drink.

## GRADUATION REQUIREMENTS

Non-ECTS Students		ECTS Students	
Subject	Credit	Subject	Credit
English	4.0	English	4.0
Social Studies	4.0	Social Studies	3.0
Math*	4.0 +	Math*	4.0 +
Science	3.0	Science	3.0
Physical Education	2.0	Physical Education	1.0
Health	1.0	Health	1.0
Careers / Computer Skills	1.0	Careers / Computer Skills	1.0
Computer Applications	0.5	Computer Applications	0.5
Independent Living	0.5	Independent Living	0.5
Electives	8.0	ECTS Lab	12.0
<b>Total:</b>	<b>28.0</b>	<b>Total:</b>	<b>30.0</b>

All students must pass Algebra II and Geometry; this may require more than 4 math credits.

The Commonwealth of Pennsylvania and the Wattsburg Area School District have granted waivers for ECTS students in the areas of physical education and social studies. **These waivers only apply when necessary.**

### Graduation Project

All students must complete a state-mandated project before a Seneca High School diploma is awarded. The project must follow established guidelines and will be evaluated by the faculty team. The guidance office will inform all students of details of these requirements when scheduling.

## GUIDANCE SERVICES

The department of guidance services exists to prepare all students to meet the demands of a changing world by providing career, educational, social, and personal guidance opportunities which allow them to attain their potential, and successfully pursue the career of their choice. In addition, the guidance department endeavors to design an individual educational program that meets the unique needs of every student.

## DRIVING & PARKING

**The use of student vehicles on school property during and after school is a privilege, not a right.** Students are welcome to drive to school, but due to the potential for serious harm to persons and property, the following policies must be adhered to:

### Driving Permit

**All vehicles used by students and parked on school property during school hours must be registered at the main office within three days of the first day the vehicle is driven to school.** Failure to register vehicles will result in a parking permit being assigned and the student issued a debt (see Debt Policy).

Driving permit applications may be obtained in the high school office. Permit tags are issued for a one-time fee of \$5.00 provided the tag is returned at the end of every school year. The fee is collected for the purpose of purchasing the permit tags, which are the property of Wattsburg Area School District. An additional permit fee will be assessed if tags become lost, damaged, or stolen.

### Regulations

1. Student drivers must comply with all school policies. **Violation of school policies such as poor attendance, skipping school, tardiness to school, behavior problems, discipline code violations, student debt, etc. may result in the revocation of driving privileges.** This applies whether or not any vehicle was used in or part of any violation.
2. **Vehicles driven to school are subject to search.**
3. Student drivers are subject to all laws pertaining to the operation of motor vehicles including observation of the posted speed limit (15 mph)
4. Driving Permits must be clearly displayed from the rear view mirror at all times.
5. Students are not permitted to drive through the elementary school parking lot.
6. Students are not permitted to congregate in or around private vehicles in the parking lot.
7. Upon arrival to school, students are to park and lock their vehicle and immediately enter the building.
8. Students are not permitted to go to their car during the school day without permission from the principal(s).
9. During dismissal time, buses have the right of way. Once the buses start moving, all cars must wait/yield.
10. The operation of a motor vehicle on the grounds of the WASD is a privilege, not a right. This privilege may be revoked by the administration at any time and for any reason.

### Searching of Student Vehicles

Vehicles on school property are subject to search by school officials if there is a reasonable suspicion that evidence that a student is violating or has violated the law or a school district policy may be found in the vehicle (see also: Search, Seizure, & Confiscation).

### Driving / Parking Violations

Reckless driving, endangerment of safety and welfare, or violation of any other school policy will result in disciplinary and/or legal action. Consequences will be determined by the administration based upon the circumstances and/or severity of the situation.

#### Disciplinary options:

1. Warning – written/verbal
2. Temporary loss of driving privileges: 10, 30, 90 days
3. Revocation of driving privileges
4. Notification of the State Police
5. Vehicle towed at owner's expense
6. Disciplinary action as outlined in the discipline code (see also: Discipline)

### Designated Parking Areas

Student drivers are to park in the designated student parking areas only. **All parking lot markings must be observed.** Failure to comply may result in the revocation of driving privileges.

#### Student parking areas:

1. South Parking lot behind Seneca
2. West side of Seneca Gymnasium
3. Over-flow lot on west side of football field

### Other Vehicles

Snowmobiles, unlicensed motor vehicles, and recreational vehicles are not permitted on Wattsburg Area School District property at any time (i.e. motorcycles, mini-bikes, motor scooters, go-carts, all-terrain vehicles, etc.).

## DRUGS, ALCOHOL & ASSOCIATED ITEMS

### Purpose

The Board of School Directors recognizes the illegality and disease process of chemical use and abuse by students. Therefore, in order to protect the school community from undue harm or exposure to drugs and alcohol, **possession, use, and distribution of controlled substances and other similar substances as defined in this policy are prohibited on school district**

4. At the end of the year, the student's final grades in his subjects shall be used to determine his/her eligibility for the next grading period (PIAA regulation).
5. A student 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/she has been in attendance for a total of forty-five school days following his/her twentieth day of absence (PIAA regulation).

## EMERGENCY PROCEDURES

### Fire

Fire drills are held periodically throughout the school year. Exit instructions are posted in each room. **In the event of a fire drill, the students are to file out of the building in a quiet and orderly manner following the designated exit route.** Once outside, students are to remain with their class and quietly await further instructions from the faculty. When instructed, students are to return quietly and quickly to the room they left.

### Weather

Emergency weather drills may also be scheduled periodically. **Students are to listen carefully to the instructions given over the PA system during such an event.** Detailed instructions and procedures will also be disseminated to the students by the faculty with regards to specific safety zones, proper safety positions, and evacuation methods.

### Blue Plan

Blue Plan is an emergency procedure designed to address a building intruder situation or other such situation in which limiting movement through the building is necessary. The building will be notified over the PA system. This "lock-down" emergency procedure requires that all students remain in their classrooms and quietly await instructions from their teacher. Students that are out of their normal classroom when a Blue Plan condition exists should move to the Media Center.

### FIGHTING

All participants will receive suspension as determined by the administration. Exceptions may be made when an investigation reveals that one of the parties involved was strictly a victim. The State Police may also be contacted based on the circumstances and severity of the incident (see also: Discipline).

## Telephone Pagers/Beepers

**Pennsylvania State Law, Act 103, prohibits possession of telephone pagers/beepers by students within school grounds, at school sponsored activities, and on buses or on other vehicles provided by the district.**

Under the guidelines of Act 103, students may procure prior approval from the Building Principal to possess telephone pagers/beepers. This may be in cases of volunteer fire fighting, EMT, etc. Students, however, must have the written approval with them at all times when in possession of the telephone pagers/beepers on school property.

## ELEVATOR

Elevator and elevator key usage is limited to those students who are issued a key by the nurse or her designee due to medical reasons. No other students are to ride the elevator for any reason unless proper authorization has been granted. Students who engage in unauthorized or inappropriate use of the elevator will be subject to disciplinary action.

## ELIGIBILITY

1. Ineligible students are not permitted to participate in practice, travel with team to away events, or be a part of the team during events (e.g. stand on sidelines or sit on the bench).
  - a. Students can be ineligible for academics, debts, and/or attendance.
2. **Students must be passing three credits at any given time to be eligible to participate in athletics or activities.**
  - a. Teachers report grades every Thursday. An eligibility sheet is then sent out to all coaches and/or advisors on Friday.
  - b. If a student is failing more than one credit, they are ineligible to compete in interscholastic athletics or other competitions beginning on Sunday through the following Saturday.
  - c. Students become eligible the following Sunday if they are passing three subjects when the teachers turn in the grades for that week. Students will not be able to have grades changed during the week.
  - d. Questions regarding eligibility status should first be discussed with the teacher(s) and then the principal.
3. **In order to be eligible, a student must have passed at least three full-credit subjects during the previous grading period.** In cases where a student's work does not meet these standards, the student shall be ineligible to participate for at least fifteen school days beginning on the first day report cards are issued (PIAA regulation).

**property and at any school-sponsored activities and/or events at all times** (see also: Discipline).

## School Property and Authority

For purposes of this policy, school property shall be interpreted as applying to both real property and those items of transportation that would be utilized in traveling to and from school. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students and parents/guardians. Section 1317 of the Pennsylvania School Code specifies that: **Every teacher, vice-principal and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian, or persons in parental relation to such pupils may exercise over them.**

## Definitions

For the purposes of administering this policy, the following definitions shall apply:

1. **Controlled Substance:** Any substance listed as illegal or controlled under current applicable state laws.
2. **Non-prescription Drugs:** Substances commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects.
3. **Prescription Drugs:** Substances obtainable by prescription from a physician.
4. **Paraphernalia:** Tools or equipment whose function is to aid a drug user in consuming or selling any type of drug.
5. **Possession:** Keeping or carrying in hands, pockets, wallets, purses or anywhere about the body, in locker or automobile, or in books, papers, or any other medium or container which a student may carry or transport.
6. **Distribution:** Giving, selling, or passing to another person on school property, on school buses, on the way to or from school, or during school sponsored events.
7. **Possession with Intent to Distribute:** Possession of any quantity of an unauthorized substance that could not reasonably or safely be consumed within the school day. Example: Possession of more than four (4) tablets of a non-prescription drug, for which the recommended dosage is "two (2) tablets every four (4) hours".
8. **Misrepresented Substance:** Any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value (i.e. "look-a-likes").

9. Use (of an unauthorized substance): The actual use during school or being under the influence during school hours, at school-sponsored activities, or use prior to arrival at school or any school sponsored activity which evidences itself by a strong odor and/or unusual behavior.

### Intervention

The Student Assistance Program (SAP) is designed to provide a means for early identification and intervention for students who are experiencing substance abuse problems and/or mental health related issues (see also: SAP). The team is comprised of members of the faculty who have received training in the Student Assistance Program, guidance counselors, the school nurse, a certified drug and alcohol counselor, and a building administrator. The Student Assistance Program endeavors to:

1. Assist the staff with its intervention efforts on behalf of students with substance-related problems or at-risk students.
2. Provide assessment and/or intervention to students with identified substance-related issues.
3. Reduce the incidents of school related problems attributed to alcohol-drug-related dependency and problems associated with mental health.

### Guidelines

The possession, use, distribution or attempted distribution of all unauthorized substances is strictly prohibited. **This includes misrepresented substances, alcohol, tobacco, controlled substances, paraphernalia, prescription and non-prescription drugs at all times and in all places, except as approved by the nurse** (see also: Health Services).

### Search/Seizure

**School administrators are hereby authorized to:**

1. Conduct routine searches of student lockers and desks.
2. Conduct thorough searches of students and their possessions, in the presence of a witness, in any case of suspected possession, use, or distribution of unauthorized substances.
3. Confiscate any unauthorized substances or material of questionable purpose.
4. Search and seizure authorization is extended to professional school employees during school-sponsored activities or when an administrator is unavailable (See also: Search, Seizure, & Confiscation).

### Offenses/Penalties

1. **Possession or use of unauthorized substances** (including paraphernalia) will be handled as a Level IV offense as per the WASD Discipline Code (see: Discipline)

2. **Possession or use of tobacco products** will be handled as per WASD Smoking Policy (see: Tobacco Policy).
3. **Furnishing/selling unauthorized substances** will be handled as a Level IV offense as per the WASD Discipline Code (see: Discipline)
4. Violation of this policy is also considered a violation of the Student Rights and Responsibilities Policies (see: Student Rights & Responsibilities).
5. The SAP process may be initiated and/or required in conjunction with any chemical related incident (see also: SAP).

### ELECTRONIC DEVICES

1. **Students are encouraged not to bring electronic devices to school.**
2. Policy 5122.8 **prohibits the use** of communication devices (i.e. cell phones) and **the use or possession** of laser pointers and "pagers" by students during the school day (7:15-2:33) in district buildings, on district property, and while students are attending certain school-sponsored activities.
3. Policy 5122.8 **prohibits the use or possession** of devices that provide for a wireless, unfiltered connection to the Internet.
4. Electronic devices are generally deemed as distracting to the educational process and are not permitted in the classroom without teacher approval. During homeroom and lunch, devices may be listened to individually, or headphones may be shared, but not loud enough for others to hear. Examples include: **I-Pods, MP3 players, PSP's, cassette recorders, tape players, CD players, radios, headsets, etc.**
5. For safety reasons, students should never use headphone devices while walking through the parking lot.
6. Cell phones shall be powered off during school hours (7:15 - 2:33). Cell phones shall not be in sight.
7. Inappropriate use or possession of electronic devices will result in confiscation and/or disciplinary action. The first infraction of Policy 5122.8 will result in confiscation and a warning. Subsequent violations will result in formal disciplinary action, confiscation, and requires that a parent/guardian picks up the electronic device from the office.
8. *The district will not be liable for the loss, damage, or misuse of any electronic device brought to school by the student (Policy 5122.8).*

### Laptop Computers and Personal Digital Assistants

Laptop Computers and Personal Digital Assistants shall be restricted to classroom and instructional-related activities.