



**Wattsburg Area**

**Middle School**

**10774 Wattsburg Road Erie,  
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***Principal: Mrs. Linda Lorei***

***Assistant Principal: Mr. Chris Paris***

***Guidance Counselor: Mr. Vince DiMichele***

**This Handbook and Agenda Book is designed to help you and your parents reorganize and understand the rules and regulations of the Wattsburg Area Middle School, as well as to provide you with a daily planning guide. It is your responsibility to review this information with your parents so that you can have an enjoyable and successful school year. The curriculum, activities, and facilities at the middle school are designed to provide you an opportunity to reach your educational goals. We encourage you to take advantage of all of the opportunities available during the school year.**

**Do not wait to develop good habits that will benefit you throughout your life. The planning guide format utilized in this agenda will enable students to organize and prepare daily, monthly, and even yearly obligations and activities. If used appropriately and consistently, this agenda book will help you achieve academic success.**

**We are please to present this special learning tool to you. Please accept it with our best wishes for a great 2010-2011 school year.**

This agenda book belongs to: \_\_\_\_\_

## **STUDENT RESPONSIBILITIES**

As with society, schools must have rules so they can function in an orderly fashion and carry out their educational function. Listed below are 13 STUDENT RESPONSIBILITIES. These have been condensed from the Student Rights and Responsibilities Regulations. A complete copy of this document can be found in the media center, guidance office and office. Students at Wattsburg Area Middle School will be expected to assume these responsibilities.

1. Attend school on a regular basis.
2. Be on time for all classes and functions.
3. Conform to all existing school rules and regulations.
4. Make conscientious effort in all classroom work.
5. Make up work when absent from school.
6. Help maintain environment in school conducive to wholesome learning and living.
7. Do not interfere with the right to an education of other students.
8. Respect rights of teachers, students, administrators, and all other school personnel.
9. To express ideas and opinions in a respectful manner so as not to offend or slander others.
10. Dressing and grooming must meet fair standards and not disrupt the education process.
11. Be aware and comply with state and local laws.
12. Respect the property rights of others.
13. Avoid indecent and obscene language in all forms of communication.

## **CURRICULUM**

The Wattsburg Area Middle School curriculum meets all the requirements of the Pennsylvania Department of Education and the Wattsburg School Board. The curriculum is a series of planned courses that are coordinated and articulated with one another and implemented in order to teach specific knowledge, skills, attitudes and behaviors in a systematic and cumulative manner.

## **SCHOOL GRADING SCALE**

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

Some courses use an S, U, EX system - S = satisfactory, U = unsatisfactory, EX = excellent

## **GRADE CALCULATIONS**

All nine-week grades will carry equal weight in the yearly or semester calculation of grades. It is the teacher's option to use final examinations or final evaluations. The final grade for the student will be determined by adding the grade point value for each nine week grade and dividing by four or two depending on whether it is for a full year course or a half year course.

## **HONOR ROLL - FACULTY LIST**

Students who are on the Honor Roll-Faculty List each grading period are given a certificate of achievement. To be on the Faculty List a student must have all "A's", "Excellent" and "Satisfactory". To be on the Honor Roll a student must have all "A's", "B's", "Excellent", and "Satisfactory".

## **REPORT CARDS**

***At the end of each nine-week period students will be given a report card to take home and review with their parents. The letter grade will be an evaluation of how well students have met the requirements of the course. After parents and child review the report card, it should be signed and returned to the homeroom teacher.***

## **CRITERIA FOR PROMOTION OR RETENTION**

Students who fail two or more subjects will be referred to a promotion/retention review committee made up of teachers, the principals and guidance counselor. This committee will decide on the appropriate placement of that student. Any student who fails one subject does not necessarily repeat that course.

## **INCOMPLETE GRADES**

Students who receive "incomplete" grades during the marking period must take the responsibility of doing the required make-up work. The work must be made up within 4 weeks of the end of the previous marking period for which the "incomplete" was recorded. If it is not taken care of properly, the "incomplete" grade will be automatically turned into an "F" grade. Unusual circumstances will be taken into consideration on an individual basis. In all cases, it is the student's responsibility to see that the work left incomplete is made up. *There is no provision to make up "incomplete" grades for the last marking period of the year. If the grade is incomplete at the end of the year, the teacher will give a grade based on work that was completed that marking period.*

## **GYM PARTICIPATION**

All students are required to participate in all assigned physical education classes. If a student has a disability that will keep him or her from participation for an extended period of time, they are required to obtain an excuse form from the nurse's office and have it completed by their 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 physical education class. All students in extra-curricular activities must actively participate in P.E. classes. Those students who do not comply may forfeit their right to participate in their extra-curricular activity on that day.

## **SUSTAINED SILENT READING**

The basic goals of this program are to encourage everyone to read greater quantities of material and to allow each person to read on their own without responding formally to what they read. Everyone in the school will read for 10 minutes each day without interruptions. There is to be no hall passes, talking and/or writing during this time.

## **CONTACTING A TEACHER**

If you need to reach the WAMS office, please call 824-3400. As soon as you hear the "Welcome" immediately dial ext. 4560. Calls will not go directly to a classroom between the hours of 7:30 a.m. and 4:00 p.m. If you want to reach a teacher you may dial their extension. At this time you will have the option of leaving a message or being connected to the "Homework Hotline."

## **ATTENDANCE**

All matters involving school attendance are handled by the school office. All students are expected to be in school every day and at school by 7:42 a.m. Exceptions are covered by the state's school attendance laws. **When you are late for school you must check in at the office. YOU SHOULD NEVER GO TO CLASS WITHOUT A LATE PASS.**

## **TRADINESS 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 are expected to be in school everyday and in homeroom by 7:35 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.

## **ABSENCE FROM SCHOOL**

The following are excerpts from the *ATTENDANCE POLICIES AND ADMINISTRATIVE REGULATIONS* of the Wattsburg School District. It is the responsibility of the parent or guardian to submit, in writing, a reason for their child's absence as soon as possible after the child returns to school.

### **Excused Temporary Absence**

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

1. Illness and other urgent reasons, (death in family, family emergency, court appearance, impassable roads, weather emergency.)
2. Health care
3. Observance of religious holidays.
4. Educational trips, pre-approved but not sponsored by the school district. (If a child is going to be absent from school because of a trip they must pick up a form at the school office and have it submitted to the principal/superintendent for approval).

### **Unexcused Temporary Absence**

An absence from school for any of the following reasons will not be excused:

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.
5. Shopping or running errands.
6. Participating in a hobby or pursuing a skill.

### **Unlawful Absence**

**When a student has accumulated three days of unlawful (unexcused) absences it constitutes a "first offense."** The principal shall serve written notice to the parents or guardian of the pupil. A parent/guardian conference may be held. After the first offense is closed, the next unlawful absence constitutes a "second offense". The principal will then refer the case to the local magistrate for violation of the compulsory attendance law.

### **Excessive Absence From School – Physician Excuses**

After seven days of absence in a school year, a letter will be sent to the parent/guardian. The student will be placed on the excessive absence list. The letter will include a statement regarding the need for a doctor's excuse should the excessive rate of absenteeism continue. Students with excessive absence may be referred to the Student Assistant Program. **After 10 days of absence in a school year, a letter may be sent informing the parent/guardian the need for a physician's excuse.** Failure to supply a physician's excuse may result in the absence being considered unexcused and/or unlawful. The administration will review absence in this category and are authorized to excuse such absences from school for necessary and justifiable reasons.

### **NORMAL DISMISSAL & ANNOUNCEMENTS**

All announcements will be made at the end of the day. At this time the office will dismiss classes. Do not leave the building until you are dismissed.

### **EARLY DISMISSAL-LATE ARRIVAL**

**It is required that we receive a note, signed by the parents, for a student who arrives late to school or needs to be dismissed early from school.**

### **TARDY TO SCHOOL**

Students are expected to arrive at school by 7:35 a.m. each morning. **Students that exhibit a pattern of tardiness to school will be referred to the principal.** Failure to arrive at school on time may result in disciplinary action such as detention. Truancy charges may also be pursued.

### **LEAVING SCHOOL**

**STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE PRINCIPAL.** Generally speaking, doctor appointments, dental appointments and court appearances constitute valid reasons for leaving school early. Other cases will be evaluated on an individual basis by the principal.

### **SKIPPING SCHOOL**

The first time a student skips school he/she will be assigned to in-school suspension for three days. The second offense will result in three days of out-of-school suspension.

## **WORK MAKE-UP EXCUSED ABSENCE**

**When a student misses school (excused), it is his or her responsibility to contact the subject teachers involved for make-up work.** The contact should be made immediately upon returning to school. All assignments, tests, etc. must be completed no later than five school days following the absence. A teacher may allow a longer period of time if the situation warrants. If a problem arises, contact the guidance office.

## **VACATIONS**

When parents take children for trips or vacations, the School Law is enforced, except when the parents stay in one place and have the child enrolled in school with a record returned to the district. **Pre-approval from the superintendent is mandatory. Pick up forms at the school office. If you want homework to take with you, you are responsible for getting it before you leave.**

## **FIELD TRIPS**

When a student is on a field trip sponsored by the school, and accompanied by authorized personnel, he/she is considered present. School rules apply while a student is on a school sponsored trip. Student participation is dependent on principal's approval. **In order to maintain a reasonable academic atmosphere the following students may not be permitted to participate: students that have been assigned 2 or more ISS and/or OSS combined; or students that have been assigned 3 or more detentions; or students who have either 1 ISS or OSS along with 2 detentions; or students who are failing 2 or more subjects at the time of the field trip; or students who have failed more than 50% of their core subjects during marking periods prior to the trip.** If a student is expelled from school for any length of time they will not be permitted on the field trip.

Students in violation of school rules while on the field trip will be subject to Wattsburg Area Middle School Discipline Code. In the case of severely disruptive behavior parents will be required to pick up their child at the field trip site.

Groups of students leaving the school premises on school business must be accompanied by a school appointed sponsor. Each student must file in the principal's office, written permission from his parents to attend school sponsored functions beyond the school premises.

## ***BASIC RULES & REGULATIONS***

### **BOOKBAGS AND ASSOCIATED ITEMS**

**Students are not permitted to carry bookbags, backpacks, or any other item that is used to carry books, notebooks, and/or any other class material during the school day.** All such items must be stored in the student's locker or cubby upon arrival at school. Students will not be excused from class to go to their locker.

### **BUSES**

**Riding the school bus is not a right but a privilege**, the continuation of which is dependent upon satisfactory behavior on the bus. All bus drivers are instructed to report to the school principal the name of any student who fails to obey bus regulations. *INFRACTIONS OF ANY OF THE REGULATIONS MAY RESULT IN A SUSPENSION OF THE RIDING PRIVILEGES.* The principal shall have power to suspend students from riding buses or take other reasonable disciplinary action for misconduct on the buses. All bus misconduct will be handled according to board policy.

**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.

**Bus Passes** - Students are required to ride the bus assigned to them. The only exception will be **Friday** afternoons when we will allow students to ride to a friend's house. If this is done, **A NOTE SIGNED BY A PARENT OF BOTH STUDENTS MUST BE BROUGHT TO THE OFFICE TO BE OKAYED.** Only resident students are allowed to (by school code law) to ride WASD buses. Friends/relatives of resident students are NOT allowed to ride district buses at any time.

**Missing the Bus** - Students that miss the regularly scheduled middle school bus run should not ride the elementary bus. Parents should bring students to school that miss the bus. Repeatedly arriving late to school (after 7:42 a.m.) may result in disciplinary action and/or truancy charges.

### **DANCES**

School dances are organized by the administration for grades 7 and 8. Attendance is a privilege. Students referred to the office for disciplinary reasons prior to the dance may not be permitted to attend. All school rules apply at dances.

## **DRESS CODE**

1. Hats and head coverings (ie. bandanas) are not permitted during the school day.
2. Appropriate footwear must be worn at all times.
  - a. No bare feet
  - b. No footwear that marks school property
  - c. No flip flops or open toed sandals
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, sheer or see-through tops and/or pajama bottoms/pants.
  - c. Accessories, such as chain wallets, that are deemed unsafe.
  - 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 above the mid thigh while standing.

## **DISPLAY OF AFFECTION**

**Any display of affection while on school district property that is considered inappropriate in a public school setting and shows disrespect for others will not be tolerated.** Violation of this rule is subject to disciplinary action.

## **FOOD AND DRINK IN CLASSROOM**

Food and drink consumption is limited to the cafeteria **ONLY**, unless administrative approval is given to a teacher for classroom purposes.

## **ENERGY DRINKS**

**Energy drinks are prohibited in the middle school.** Violation of this rule is subject to disciplinary action.

## **GRAFFITI**

Writing of graffiti on walls, desktops, lockers, etc. will result in disciplinary action and compensation will be made to the school district for any damages.

## **GUM CHEWING, SELLING OF ARTICLES, LASER PENS (POINTERS)**

- a. Gum is not permitted in the computer room, gymnasium, cafeteria, media center, or office area. **Each teacher has a set of classroom rules relating to gum chewing.**
- b. Selling of articles in school is not permitted without permission from the principal.
- c. Laser pens (pointers) are banned from the middle school, school bus, bus stop. Because of the safety hazards laser pens are not permitted anywhere on school district property.

## **HALL PASSES**

Passes are to be used for all student movement in the building with the exception of class changing time. **Passes are to originate with the teacher requesting the student.** Passes are to be returned to the issuing teacher upon return. Only one student name is to be on a pass.

## **JUICE MACHINE/SNACK MACHINE**

There is a juice vending machine and snack machine located in the cafeteria. They are to be **used only by students staying for after school activities.** Detention students are not permitted to use the machines.

## **LOCKERS**

Locker assignments are made by the principal through the office. Your locker assignment will be on your schedule. Students may have to share lockers with other students. Students are not to swap lockers.

1. Do not leave money or valuables in your locker.
2. School locks will be provided for use by all 7/8 grade students at no cost. Locks must be kept on lockers at all times. They will be the property of the school district and will be turned in at the end of the year.
3. Damage to school lockers may result in a fine. There will be a fine for lost locks.
4. It is prohibited for any students, while at school, to possess on his or her person or in a locker or to use in any manner or to sell any substance, item, or device, the use, possession, or sale of which is a crime under the laws of Pennsylvania.

### **12.14 Searches (PA Code)**

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 students in the school, student lockers may be searched without prior warning.

### **RADIOS/ELECTRONIC DEVICES**

Board policy has been set that permits the use of walkmans on the school bus. **However, iPods, mp3 players, headphones, walkmans, radios, etc. are not to be used in the school building at anytime.** Students are to secure such devices in their lockers upon arrival at the building and they are not to be seen until students are seated on the bus at dismissal time. The only exception to this rule is at the request of a teacher for an approved classroom project. Unauthorized electronic devices are subject to confiscation, and regular disciplinary action takes place that could include a detention assignment. Exceptions could be made by the staff under certain circumstances pre-approved by the administration such as for after school activities and/or extracurricular activity runs.

### **CELLPHONES (ELECTRONIC DEVICES 5122.8)**

School District Policy prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

### **SURVEILLANCE CAMERAS**

Video and audio surveillance cameras will be used as a security measure at the Wattsburg Area School District. Cameras will be used to ensure student behavior in school buildings, on school property and on school buses and vans is consistent with school district policies. Video monitoring is used to assist in the enforcement of discipline policies, particularly in areas which are difficult to monitor or have high numbers of students congregated in one area.

### **SKATEBOARDS AND ROLLER SHOES**

Skateboards and roller shoes are not permitted on school district property including buses. Skateboards brought to school will be confiscated. Appropriate arrangements will need to be made before the skateboard is returned to the student.

### **SKIPPING CLASS**

Skipping class will result in suspension.

### **TARDINESS TO CLASS**

Students are expected to be in class on time. Each teacher will keep account of the student's tardiness to his or her class. When a student has accumulated three (3) or more tardies to class he/she will be assigned after school detention.

## **GENERAL PROCEDURES**

### **ASSEMBLIES**

A number of assemblies will be scheduled throughout the school year. It is mandatory that each student sit with his homeroom class. For many of the speakers and performers at our assemblies, this will be a one-time opportunity to share their knowledge and talent with the school. Therefore, it is imperative that the student body exhibits the proper respect, manners and hospitality we would expect from others. Students may be held from an assembly for not complying with school rules and regulations.

### **BUS LOADING**

At bus loading and unloading time **all students are to go directly to or from their designated bus using the proper sidewalk.** No loitering is permitted.

### **FIRE DRILLS**

Fire drills are held throughout the school year. An exit chart is posted in each room. In the event of a fire drill, students are to file quietly and quickly out of the building using the exits indicated on the chart for the room they are in at the time of the drill. Students must remain absolutely quiet when leaving the building. This is very important for safety reasons. When the return signal is given, students are to return quietly and quickly to the room they left.

## **HOMEWORK**

The office will try to secure homework for students who are out of school due to illness. Please make arrangements for homework to be picked up. The teachers are very willing to provide homework but it does take time to get it together, so please make sure it is picked up.

## **PLEDGE OF ALLEGIANCE/FLAG SALUTE**

Students will recite the Pledge of Allegiance in homeroom each morning. Every student has the responsibility to show respect for his/her country and its flag. However, students do not have to join in the pledge of allegiance or salute the flag if they choose not to join on the basis of personal beliefs or religious convictions. Students who do not want to participate in the ceremony must respect the rights of those who do. Students can either stand or sit, but they must remain silent if they choose not to participate.

## **SCHOOL FUNCTIONS**

All school functions held in the name of the school must have approval of the principal. Outsiders shall not be permitted to attend such functions without approval of the principal. All pupils present at such functions will be responsible for the care of the facility. Participation is dependent on the principal's approval.

## **SCHOOL PICTURES**

Each year pictures are taken of all students who wish to purchase them. Pictures must be paid for at the time they are taken. The school office will not lend money for pictures. All students will be photographed for the school Memory Book that will be published in the spring.

## **TEXTBOOKS - LOST BOOK FINES/DAMAGED BOOKS**

Replacement cost will be charged if a book is lost or damaged beyond repair. Rebinding cost will be charged if the binding is damaged.

## **TORNADO DRILLS**

Tornado drills may also be scheduled periodically. Listen for instructions from the classroom teacher or for further directions over the P.A. system from the main office. Sites will be designated as "safety zones" for each classroom. Students will go there quietly and quickly as the teacher directs.

## **VISITORS**

Because of the crowded conditions, bringing visitors to the school to spend the day is not generally permitted. There are exceptions to this rule, and that is when the visitor you are bringing will be of some benefit to a class or to the school. In all cases, permission must be requested in advance from the main office.

# ***PROGRAMS & SERVICES***

## **MEDIA CENTER**

The media center is a service agency, a teaching agency, an instructional materials center and a reading center. It provides materials for all subjects and all interests of pupils and teachers. It becomes increasingly effective as teachers and students learn to use its resources and services. Students are responsible for items that are loaned to them by the school and in the event these items are lost or damaged the students will be charged a fair assessment based on the lost or damaged item. Every effort will be made to work cooperatively with the student and parent so that obligation may be met.

## **GUIDANCE SERVICES**

Through individual and group activities or outside agencies the counselor will work with troubled students. The counselor will encourage brighter students to pursue many educational avenues. Career planning will be offered to our students through programs and activities.

Academic success is important to all students. Our guidance department will monitor student's progress. The counselor will do individual testing to help student placement and group testing to see how students are progressing academically.

Some of the services that are offered by the guidance department are listed below:

1. Coordinating I.E.P. (Individual Education Programs) process and conferences, special education and gifted.
2. Working with students who have problems; personal and academic.
3. Individual tests for students.
4. Work with teachers and students with classroom behavior problems.
5. Communicates with outside agencies.
6. Coordinates the scheduling process.

## **GENERAL STUDENT INSURANCE - ATHLETIC HEALTH INSURANCE**

School insurance is available to all students on a voluntary basis. Applications may be picked up at the school office. Any student who participates in a sports activity must either purchase the school insurance or show proof of comparable insurance at home. Insurance waiver forms are available at the office.

## **HEALTH SERVICES**

If you become ill during school hours, you are to report to the nurse's office. You are not to stay in the restroom or you will be considered as skipping class. Passes are required to go to the nurse's office except in an emergency. Students are not permitted to call home or leave school without proper authorization if they are sick.

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.

Accident or injury during school hours: The student is to report the accident or injury 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 extra-curricular activity under the direction of the school.

Taking any medication during school hours is to be done in the nurse's office. There are special medication forms available in the nurse's office for the physician who is prescribing the medication to complete and return to the nurse. This keeps the nurse informed of particular health problems students are having. It also helps the nurse in the event a student on medication might develop an allergic reaction to the first dose of medication. Please remember, the nurse can give effective health care only when she is informed of all health related information concerning the students.

All seventh grade students will receive a dental exam. The school will provide a dentist for this purpose. If a student prefers to have his own dentist give him the dental exam he may do so, but the cost will not be paid by the district. A report of the exam must be sent to the school nurse by the dentist.

State Law requires all sixth grade students to have a physical. The school will provide a physician for this purpose at no cost to the student. If the student prefers to have his own physician give him the physical he may do so, but the cost will not be paid by the district. A report of the physical must be sent to the school nurse by the physician.

A scoliosis screening program is done each year in grades six and seven. The span of these ages is necessary to be certain that no possible case of treatable scoliosis is overlooked. A trained screener will check your child's back by observing it while your child is standing and bending forward. You will be contacted if there is any reason to have your child re-examined. Your cooperation is essential to help us make the program run smoothly. If you have any objections to having your child participate in the screening program, please inform the school nurse.

## **SAP (STUDENT ASSISTANCE PROGRAM)**

The Wattsburg Area School District, in conjunction with the Pennsylvania Departments of Education and Health, has established a functioning Student Assistance Program at the middle and high school levels.

The purpose of the Student Assistance Program is to identify high- risk teenagers who are having school related problems because of alcohol and drug use or who are at risk of suicide and other mental health problems. It is also a method for intervening and referring these students to appropriate community services.

The Wattsburg Area School District SAP TEAM consists of guidance counselor, teachers, staff, nurse and administrators specially trained to help identify and assist "at risk" students. These students could include those having problems or concerns in the following areas but not limited to: - drug abuse - alcohol abuse - problems with relationships - dealing with grief, separation, loss, depression, divorce. The function of the team is to identify patterns of behavior that are associated with high risk or usage situations. It is an intervention, not a treatment, program. All referrals are held in strict confidence and the laws of confidentiality work for the student who has been referred to the team.

*Phone Numbers that may be helpful:*

Crisis Services: 456-2014, 1-800-300-9558, Pyramid: 456-2203, Erie Hotline: 453-5656, Millcreek Community Hospital: 864-4031, Domestic Violence Hotline: 1-800-333-9766

## **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, music and all other related school 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 district policies in addition to the rules and regulations stipulated by the supervisor, coach and/or advisor 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.

### **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 2:20 p.m.
2. If a student is tardy to school on a given day, reports to school after 11:00, he or she may be denied participation in extra-curricular activities that day by school administration. The basis for such decisions will be made on the legitimacy of the tardiness.

### **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 are required to strive for academic excellence. The P.I.A.A. regulations regarding scholastic eligibility shall govern WAMS 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.

### **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 back in will be checked for normal wear and tear. If there is excess wear and tear, or the item is missing, the issuing advisor/coach will complete a Student Obligation Debt Sheet and turn it in to the office. The advisor/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.

### **Calling for Rides**

Having all students call for a ride at the conclusion of any activity is time consuming and impractical. Therefore, if your parents are to pick you up after you return from an activity, ask them to be waiting for you at a specific time at the school. This can be estimated fairly accurately. Ask your advisor/coach ahead of time for an approximate return time. Failure to do this may result in the student's inability to participate in future school activities.

### **ELIGIBILITY – ONLY applicable to district-sponsored PIAA recognized programs in grades 7 & 8**

1. Ineligible students are not permitted to participate or practice with the team or activity. Students in this category will not be permitted to travel to events outside the district.
  - Students can be ineligible for academics, debts, and/or attendance.
2. **Students failing two or more classes will not be eligible to practice or 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 two or more classes, they are ineligible to compete in athletic practice or competitions beginning on Sunday through the following Saturday.
  - c. Students become eligible the following Sunday if they are failing less than two subjects when the teachers turn in the grades for that week. Coaches will inform students if they are ineligible.
  - d. Students will not be able to have grades changed during the week.
  - e. 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 not have failed more than two 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).
  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).

### **PRESENT PIAA RECOGNIZED ATHLETICS OFFERED at WAMS**

Football - 7 & 8 grade boys  
 Cross Country - 7 & 8 boys and girls  
 Basketball - 7 & 8 boys and girls  
 Wrestling - 7 & 8 grade boys  
 Soccer - 7 & 8 boys and girls,  
 Girls Volleyball - 7 & 8 grade

### **WAMSAG**

Wattsburg Area Middle School Action Group is an organization of parents concerned with helping our school. Every parent is invited to participate in this group. They have regular meetings to discuss activities that they can provide. They sponsor a fund raising activity every year. This money is used to purchase materials for our school. They also have a school supply sale once a month.

## **CAFETERIA**

All students are to enter the lunch room in an orderly fashion and get into line at the appropriate place. Make every effort to make your school clean and attractive. The cafeteria should be a pleasant place to eat.

### **Basic Rules for Cafeteria:**

1. All trays, dishes, silverware and other items are to be returned to the dish wash area. Your eating area should be cleaned up after you use it.
2. Food, food wrappers, milk cartons, etc. are not to be left on the tables. Put them in the garbage can.
3. Students are not to cut in the food line.
4. Students are NOT allowed to chew gum in the cafeteria.
5. Students are not allowed to shout, yell, or run in the cafeteria.
6. Students are not to be in classroom areas during lunch without a pass and permission from the principal.
7. Students have recreation time during lunch. Students are to report to the recreation area directly after finishing lunch. **NO FOOD OR BEVERAGE is to leave the cafeteria.** Stay in the recreation area until your lunch period is over.

### **Cafeteria Procedures:**

1. 6 or 4 students per table—no moving chairs.
2. The seat you select will be your assigned seat for the year.
3. No switching tables during lunch—remain in your seats.
4. Tables and floor must be clean before leaving the cafeteria.
5. Dismissal will be table-by-table or row-by-row.
6. You may throw away trash 10 minutes after lunch begins, but not during the last 2 minutes of lunch.
7. You must sign out to leave the cafeteria and take the pass.
8. All students must use the gym exit at the end of lunch.
9. Some tables are reserved for visitors or students who lose the privilege of sitting where they had chosen.
10. Do not cut through the tables to get in line.

**Possible Consequences:**

1. Moved to front tables
2. Loss of recess
3. Cleaning duty in the cafeteria
4. Office referral/Detention

**CAFETERIA POINT OF SALE PROGRAM**

Student access the cafeteria's Point of Sale System by using their assigned student I.D. number. All students must know their I.D. # to purchase breakfast, lunch or a la carte items from the cafeteria. Students may deposit money on a daily basis into their account but it is encouraged that parents pre-deposit money into their child's account in any amount. All food purchases will be automatically deducted from their account.

**Breakfast Program**

Students who would like to eat breakfast can do so from 7:25 – 7:40. We encourage students to participate in this program.

**Students are not permitted to charge meals at the middle school.** Students are verbally informed on a routine basis the balance of their account and reminded if they need to make a monetary deposit. Statements indicating a low balance (\$2.00 or less) are printed on a monthly basis and sent home with the student.

**DISCIPLINE**

School and life can return rich rewards. School can be an enjoyable experience, rewarding you both socially and educationally. **Our major goal is to teach, yours is to learn.** Rules, regulations and policies are set and enforced to assure order, harmony and guarantee everyone the opportunity to learn. At times, student responsibilities, basic rules, regulations and policies are forgotten or broken. When this happens certain disciplinary actions are taken.

For many minor offenses and first time offenses, teachers are encouraged to call parents and discuss student behavior. If behavior does not improve other measures will be enforced. The school board recognizes that there are alternatives in the disciplining of students and permits the use of detention, in-school suspension or out-of-school suspension as legitimate practices. Further, the administration retains the right to exclude any student from participating in extra curricular activities at anytime if it is in the best interest of the school.

**FIGHTING**

In order to maintain a safe educational environment in the building fighting and/or violent incidents will not be tolerated. Students involved in these actions will be subject to the Wattsburg Area Middle School Discipline Code and/or legal action. Generally, **all participants involved will automatically receive a three-day suspension.** Exceptions may be made by the principal when an investigation reveals that one of the parties involved was strictly a victim.

**DETENTIONS**

Detentions are held after school from 2:35 to 5:20. Any student arriving after 2:35 may serve another detention the following week. No one will be dismissed from the detention room until 5:20 p.m. **Board policy states that parents are required to provide transportation for students who must remain after school to serve detention.**

Parents will receive a letter in regard to the detention that details the situation and indicates the date of the detention. Students will have an assigned packet of work to complete during detention. If time permits, students will study or do homework.

**SKIPPING DETENTION**

A detention must be served on the day it is assigned. The only excuses acceptable will be a doctor's excuse or to take care of a legal matter. The office must be informed of the planned non-attendance *PRIOR TO THE DAY* the detention is to be served. **SKIPPING DETENTIONS WILL RESULT IN AN IN-SCHOOL SUSPENSION.**

**ACADEMIC SUPPORT**

The timely completion of all academic assignments is expected. Failure to do so may result in students being required to stay after school to complete required work. Students that are required to stay after school but do not comply will be referred to the office for appropriate disciplinary action (i.e. formal after school office-assigned detention).

## **IN SCHOOL SUSPENSION - ISS**

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from regular classroom, in-school suspension shall be conducted. In-school suspension is supervised by a certified teacher. In-school suspension will be held in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by the principal.
2. The administration will inform teachers of the names of students assigned to in-school suspension. Work assignment forms will be filled out by the student's teachers to be completed during suspension. The office will send the student's work to the ISS room.
3. The administration will notify the student's parents in writing that a student has been assigned to in school suspension, giving the reason for such assignment. A conference may be held at the parent's request.
4. Each student assigned to in-school suspension will report with all textbooks.
5. Credit shall be given for all assigned classwork completed during the period of suspension. This material will be returned to the teachers from the ISS room. The student may also make up any test or quiz given during the suspension. Evaluation of the classwork and test/quiz shall be done by the classroom teacher.
6. Students will not be readmitted to class until their assignment to the in-school suspension room has been fulfilled.
7. The in-school suspension teacher decides whether the student passes/fails the suspension. Extra days will be assigned if a student fails to comply with the rules or finish assigned work.
8. The guidance counselor and other appropriate personnel shall see all students who are suspended the second time.
9. Students may not attend or participate in extracurricular activities while under in-school suspension.
10. The administration will request a conference with the parents of those students assigned in-school suspension for the third time.

## **OUT OF SCHOOL SUSPENSION - OSS**

1. When a student is suspended, the parents will be contacted by phone. If the offense is serious enough, the parents will be asked to come to the school and pick up their child. Written explanation will be mailed to the parents indicating the offense and duration of the suspension. A conference may also be held and/or requested to discuss the incident.
2. When a student is returning from a suspension, *THE PARENTS OR PARENT MUST RETURN THEM PERSONALLY TO SCHOOL TO BE READMITTED*. When the parent returns with the student, a conference must be held with the principal, parent and student involved.
3. When suspended, the student is not allowed to participate in any extra or co-curricular activities during the duration of their suspension.
4. Students on out-of-school suspension will be permitted to make up work in accordance with the following: *IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER FOR ASSIGNMENTS UPON RETURN TO SCHOOL*.
5. The student will have the amount of time equal to the length (in days) of the suspension to make up work missed. The school work is to be given to the teacher for evaluation no later than the day after the last equivalent day for the suspension.
6. Students are not to be on school property while on suspension unless on official school business and this must be cleared through an administrator before for permission. If granted, they must come or go in a most direct fashion.
7. If the suspension period includes a weekend or a time when school is not in session, the exclusion from extra-curricular activities covers that period of time also.

## **SUSPENSION EXAMPLES**

- |                                 |  |
|---------------------------------|--|
| -cheating - (no credit given)   | -skipping class/school/leaving school without permission |
| -internet/technology misuse     | -chronic defiance, misbehavior or disrespect             |
| -chronic or multiple detentions | -bullying/continual harassment of students               |
| -obscene-indecent language      | -possession or distribution of pornographic material     |
| -petty theft or gambling        | -use of any tobacco or having tobacco in school          |
| -skipping detention             | -fighting, physical aggression or altercations           |

\* These are just some examples. Students will be dealt with on an individual basis.

**Wattsburg Area School District Discipline Code (5122.1)**

LEVELS	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors will usually be handled by the individual teacher.</p>	<p>School Disturbances</p> <ul style="list-style-type: none"> <li>a. Loitering</li> <li>b. Gum chewing</li> <li>c. Pushing</li> <li>d. Littering</li> <li>e. Running</li> <li>f. Spitting</li> </ul> <p>Classroom tardiness Cheating and lying Abusive/inappropriate language Defiant –failure to carry out directions or assignments. Cruelty to others Minor defacing of school property</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the behavior.</p>	<p>Individual verbal reprimand Parent notification by staff member Student apology Loss of privileges Loss of special assembly programs and other special events. Values clarification assignment (relevant to the misbehavior) Time-out within the classroom Notation on report card Detention Others at the discretion of the teacher/ principal</p>
<p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the building principal because the execution of Level I disciplinary options has failed to correct the problem.</p>	<p>Continuation of unmodified Level I misbehaviors Truancy Leaving school grounds without permission Disruptive clothing Willful disobedience Defiant – failure to carry out directions or assignments.</p>	<ol style="list-style-type: none"> <li>1. The student is referred to the principal for appropriate disciplinary action.</li> <li>2. Parent will be informed in writing and/or by phone by teacher and/or principal (ASAP).</li> <li>3. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal.</li> </ol>	<p>Counseling Any Level I option Notation on report card Referral to law enforcement agencies Suspension</p>
<p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary procedures in the school.</p>	<p>Fighting Vandalism Stealing Threats to others Minor forms of extortion</p>	<ol style="list-style-type: none"> <li>1. The principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences.</li> <li>2. The principal meets with the student and confers with the parent about the student's misconduct and the resulting action.</li> <li>3. Same as #3 above.</li> </ol>	<p>Any Level II options Temporary removal from class Referral for evaluation Temporary suspension of at least one day Repair, clean or restitution of property and damages. Community service Expulsion</p>
<p>IV. Acts which result in violence to another's person or property or which pose a threat to the safety of others in the building.</p>	<p>Malicious mischief Assault/battery Possession or use of dangerous weapon Bomb threat False alarm Furnishing/selling unauthorized substances Arson Possession or use of unauthorized substances (See Policy 5122.6)</p>	<ol style="list-style-type: none"> <li>1. The principal verifies the offense, confers with the staff and meets with the student.</li> <li>2. Student is immediately removed from the classroom and parents are notified.</li> <li>3. Same as #3 above.</li> </ol>	<p>Contact law enforcement agencies Suspension of up to 10 days Assignment of Alternative Education Program Expulsion Options from other levels</p>

**ACTIONS THAT MAY RESULT IN SUSPENSION OR EXPULSION**

When any of the following actions of a pupil are brought to the attention of the building principal he shall have the power, and it shall be his duty to initiate action that may lead to suspension or expulsion of the pupil. These prohibited acts apply equally to sponsored school activities both off and on school property (**WASD Students Rights & Responsibilities Policy Excerpt**).

## **ACTIONS THAT MAY RESULT IN SUSPENSION OR EXPULSION (CONTINUED)**

- a. Bringing onto school property or having in the pupil's possession, dangerous or illegal weapons.
- b. Sells, uses, possesses, or aids 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.
- c. Engaging in actions (including fighting) threatening to the safety of pupils and school personnel including loud statements that may possibly lead to disruption of school activities.
- d. Overt insubordination to the clear directions of a school district employee.
- e. Committing immoral or obscene acts or gestures. (School policy would include use of indecent or obscene language in any form of communication under this category).
- f. Making salacious statements either verbally or in writing.
- g. Malicious mischief and destruction of school and/or personal property.
- h. Theft of school or personal property.
- i. Trespassing and/or breaking and entering private and public property.
- j. 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 also be grounds for expulsion.

## **BULLYING**

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. Bullying incidents that occur outside the school setting may be subject to the provisions of this policy if such incidents interfere with the bullied students' education, or disrupt the educational process of the school.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology; harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

### **Bullying Disciplinary Consequences:**

First Offense: (Level III)	In-School Suspension 1-3 days Referral to the Student Assistance Program Meetings with counselor (bi-monthly)
Second Offense:	In-School or Out of School Suspension for 3-5 days Continuation of Student Assistance Program Continuation of meetings with counselor
Third Offense:	Out of School Suspension for 5-7 days Continuation of Student Assistance Program Continuation of meetings with Counselor
Fourth Offense:	Out of School Suspension for 7-10 days Referral to the WASD School Board for possible expulsion Referral to Alternative Education Placement

## **WASD POLICY EXCERPTS**

### **WATTSBURG AREA SCHOOL DISTRICT POLICY - POSSESSION OR USE OF A WEAPON**

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 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 middle 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.

A middle 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 a case by case basis.

*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.

*Weapon* means an article that is not per se a dangerous weapon 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, and scissors.

*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.

### **WATTSBURG AREA SCHOOL DISTRICT 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. The building principal is responsible for determining the guilt or innocence of students charged with violating the Bus Discipline Policy. The consequences specified for the minor and major offenses listed below are cumulative between the types of offenses. For example: if a student has one minor offense previously on his/her record, and then is disciplined again for a major offense, the consequence for that infraction of the rules would be at the 2nd offense level for major offense.

#### **A. 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, 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

#### **Secondary Consequences (6-12)**

1. Initial steps taken by bus driver
  - Driver talks with the student
  - Driver may assign a special seat
  - Driver may contact parent
  - Driver logs incidents of misbehavior
  - Driver files a written report with the principal
2. An official bus notice will be filed. The following options may be used by the principal.
  - 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 is contacted

#### **B. Major Offenses**

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: 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\*
  - \*Causing damage to the bus will result in the student repaying the school district for the damage incurred.

*Elementary/Secondary Consequences (K-12)*

**1st Offense** - 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.

**2nd Offense** - Same as 1st offense - principal may suspend riding privileges up to 10 days.

**Severe Offense** - In case of severe offense, principal has the option to move directly to the 2<sup>nd</sup> Offense consequence.

**WATTSBURG AREA SCHOOL DISTRICT PREVENTION OF 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.

*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;
3. visual harassment, such as derogatory use of offensive posters, cards, cartoons, graffiti, drawing, or gestures.

A student who sexually harasses another student will be subject to disciplinary action of the types listed in the student handbook. Administrators who either condone or fail to act to correct sexual harassment brought to their attention also may be subject to disciplinary action.

Recent court decisions demonstrate that neither the Wattsburg School District nor any other employer can tolerate or condone sexual harassment or intimidation. The Wattsburg School District is committed to ensuring that the school district is free of sexual harassment and other unlawful discriminatory practices.

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 building principal. The complaints will be examined and resolved promptly, impartially and confidentially.

**WATTSBURG AREA SCHOOL DISTRICT 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, 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.
5. Unless authorized by the building principal, no hats or head coverings of any type are permitted to be worn in school. Hats and head coverings must be kept in lockers during the school day.
6. For safety and protection, shoes must be worn in school at all times.
7. Any footwear that marks the school property will not be permitted to be worn in school (i.e., sneakers or boots with soles that leave marks on floors).

The key to what is unacceptable is anything that disrupts the educational process. Refer to Student Dress code section of the handbook.

**WATTSBURG AREA SCHOOL DISTRICT SMOKING POLICY**

For the purpose of this policy, "smoking" shall mean all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco and snuff. The board prohibits smoking by students in school buildings, on school grounds, and on school buses. Discipline regarding smoking and possession of tobacco products on school district property or on buses will result in charges being filed with the district justice possible fines and court costs. Students may further be subject to the district discipline policy which is as follows.

1. *First Offense:* Out of school or in school suspension for a period of three days or until a parent conference is held. Parents shall be apprised of the penalties for subsequent violations.

2. *Second Offense:* Out of school or in school suspension for a period of six 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 days.
4. *Fourth Offense:* Out of school or in school suspension for a period of up to ten 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.

### **CLASSROOM VISITATION GUIDELINES FOR PARENTS**

Classroom visitations are also encouraged by the board when parents have concerns about the educational progress of their child. However, such visitations must be scheduled through the building principal and follow these basic guidelines:

1. Classroom visits must be arranged at least one week in advance of the visit.
2. Only two adult visitors are permitted in the classroom at any one time. Children are not allowed to visit classrooms.
3. If the parent is concerned 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.
4. Classroom observations are limited to one hour per visit.
5. Report to the office upon entering the building.
6. Sit in the back of the room when making a classroom visitation, and do not interrupt the teacher while the class is in progress.
7. Questions parents have about the observation should be saved for a follow-up conference.

### **DRUGS, ALCOHOL, AND ASSOCIATED ITEMS**

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 district policy 5122.6 is prohibited on school district property and at any school-sponsored activities and/or events at all times.

### **DESTRUCTION OF SCHOOL PROPERTY**

If any person shall willfully or maliciously break into, enter, deface, destroy, damage any school building or any school materials such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than fifty dollars (\$50) and not more than one thousand dollars (\$1000), or undergo imprisonment in the county jail at the discretion of the court. The court may order the defendant to compensate the school district for any damages it sustained as a result of the defendant's unlawful conduct.

### **INTERNET USE AGREEMENT**

Students are expected to use the Internet and district hardware as educational resources.

1. Students shall not access inappropriate material on the Internet or World Wide Web, including but not limited to: hate mail, discriminatory remarks, and/or offensive or inflammatory communication, pornography, obscenity, child pornography, or other materials that may be "harmful to minors."
2. Students shall not use chat rooms or other forms of direct electronic communication such as newsgroups, for non-educational purposes.
3. Students shall not engage in unauthorized access of computers, including "hacking."
4. Students shall not engage in unlawful activities.
5. Students shall not disclose, use, or disseminate any personal identification information of themselves or others.
6. Students will not quote personal communications in a public forum without the original author's prior consent.
7. Unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials is prohibited.

Violation of the Wattsburg Area School District's Internet Acceptable Use Policy in any way may result in disciplinary action be taken in accordance with existing district policy. When necessary, the Wattsburg Area School District may call in law enforcement agencies.

## **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, or (814) 824-3400.

## **Gifted Annual 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.
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.

## **Special Education Annual 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:

- 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

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.