

Seneca High School Student Handbook

2021-2022

ADMINISTRATION

Mr. Keith A. Miller, Principal

Mr. Robert Englert, Assistant Principal

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

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/ disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

STUDENT RESPONSIBILITIES

Students at Seneca High School will be expected to assume these responsibilities:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters in relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.

4. Assist the school staff in operating a safe school.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using district facilities, school supplies, and equipment.
7. Attend school daily and be on time for all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.
12. Do not interfere with the educational rights of other students.
13. Respect teachers, students, administrators, and other staff.
14. Express ideas and opinions in a respectful manner.

Violations of these responsibilities may result in disciplinary action consistent with the Code of Student Conduct and Board policy.

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 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.

1. Brings weapons and replicas of weapons into any school buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.
2. Sells, uses, possesses, or aids in the procurement and distribution of alcoholic beverages.
3. Uses, possesses, distributes or is under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.
4. Engages 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.
5. Demonstrates overt insubordination to the clear directions of a school district employee.
6. Commits immoral or obscene acts or gestures. (School policy would include use of indecent or obscene language in any form of communication under this category).
7. Makes salacious statements either verbally or in writing.
8. Engages in malicious mischief and destruction of school and/or personal

property.

9. Engages in theft of school or personal property.
10. Trespasses and/or breaks and enters private and public property.
11. In addition to the above specified offenses, 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 behaviors shall also be grounds for expulsion.

For further clarification on suspensions/expulsions please refer to Wattsburg Area School Board Policy 233.

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 – 8:00	Homeroom
8:00	Period 1 Bell

Period 1 (87 minutes)

8:04 – 9:31

Period 2 (87 minutes)

9:35 – 11:02

11:02 – 11:05 Announcements

Period 3 (11:09 – 1:05)

3A

11:09 – 11:39 Lunch A (30 minutes)

11:41 – 1:05 Class (84 minutes)

11:35 P.M. ECTS Departure

3B

11:09 – 11:51 Class (42 minutes)

11:51 – 12:21 Lunch B (30 minutes)

12:23 – 1:05 Class (42 minutes)

3C

11:09 – 12:33 Class (84 minutes)

12:35 – 1:05 Lunch C (30 minutes)

Period 4 (84 minutes)

1:09 – 2:33

Miscellaneous

2:33 Student Dismissal

2:55 **Media Center Bell – All unsupervised students must report to the media center.**

3:00 Media Center Late Bell

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ACADEMICS

Class Rank and Course Weights

The Wattsburg Area School District institutes a system of class rank, by grade percent average, for students in grades 9-12. All students shall be ranked by grade level.

Course Weighting:

Course	Weighting
Advanced Placement (AP)	1.15 multiplier
Honors (HON)	1.10 multiplier
Dual Enrollment	1.10 multiplier
All Other	1.00 multiplier

Class Rank:

Class rank shall be computed by the final grade in all subjects for which credit and a letter grade is awarded.

Any two (2) or more students whose computed grade percent averages are identical to the hundredth place (i.e.: 90.32) shall be given the same rank. For the purposes of class rank, numbers shall be rounded to the hundredths place with a 5 or higher rounding up. The rank of the student who immediately follows a tied position will be determined by the number of students preceding them and not by the rank of the preceding person.

Grades earned through approved alternative instruction methods and transfer student grades will be converted to equivalent Seneca grades and weighting consistent with Board policy and the District's approved curriculum. Courses not consistent with the District's approved curriculum will receive no weighting.

Transfer students must complete their final four full consecutive semesters at Seneca High School in order to qualify for Valedictorian or Salutatorian ranking.

Any student expelled from Seneca High School in his/her junior or senior year is not eligible for the position of Valedictorian or Salutatorian.

The district shall institute a Latin, college-style, honors system. Such a system shall recognize all students with weighted GPA's of 97% or higher, as summa cum laude, all students with weighted GPA's of 93% and less than 97%, as magna cum laude, and all students with weighted GPA's of 90% and less than 93%, as cum laude.

A student's grade percent average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

- a. Advanced level courses were eliminated in the 2016-17 school year.
- b. The superintendent or designee will develop procedures for phasing out advanced course weighting in an equitable manner to ensure that the elimination of advanced courses is class rank neutral for the classes of 2017, 2018, 2019, and beyond.
- c. Starting with the class of 2020, only courses taken in grades 9-12 will be eligible for credit towards graduation and inclusion in class rank calculation.

Grading Scale

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

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 school counselor at ext. 4119 to discuss such concerns. The following details apply to progress reports:

1. Progress reports are distributed at 4½ weeks in each nine week grading period.
2. A copy of progress reports given to students at 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 calculated by using 80% for the two 9-week grades (40% for each marking period) and 20% for the final exam.
4. Report cards will be distributed 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 completing 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. Extenuating circumstances will be taken into consideration on an individual basis. In all cases, it is the student's responsibility to see that the incomplete work is made up.

Academic Honesty

Cheating (including plagiarism*) is academic dishonesty that has academic and disciplinary consequences. This includes any student who knowingly gives their own work to another student. A 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 will be treated as a level 1 offence (see also: Discipline). In addition, such an offense may prevent a student from becoming a member of National Honor Society, to hold class or school office, or to speak at graduation. Academic dishonesty may be grounds for removal from the aforementioned activities.

* Plagiarism is defined as the act of taking the ideas and/or expression of ideas 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 school counselor for the second semester to ensure they meet graduation requirements.

Student credit status determines the activities and events he/she is permitted to participate in during the school year, unless otherwise approved by the administration.

Sapphire

Student grades and attendance can be viewed by parents and students via the Sapphire system.

Summer School

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

Honor Roll

At the end of each semester, honor roll is computed based on the following criteria:

1. Honor Roll requires a minimum GPA of 90%.
2. High Honor Roll requires a minimum GPA of 93%.
3. Faculty Honor Roll requires a minimum GPA of 97%.
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 honor roll for that grading period. When the grade is made up, however, the student's honor status will be recalculated.

GPA Calculation

The final course grade is multiplied by the ranking credits then multiplied by the course level (1.0, 1.1 or 1.15) to get the course quality points. The quality points from each course are added together for total yearly quality points. The yearly quality points are then divided by the total ranking credits for the yearly GPA. The total yearly quality points from each year are added together for the cumulative quality points. The cumulative quality points are divided by the cumulative ranking credits (add the ranking credits from each year) for the cumulative GPA.

Note: Internship courses do not count in the ranking/GPA as the course is not graded, only Pass/Fail.

AFTER SCHOOL ACTIVITIES

1. Activity Fee: All students participating in organized after school activities, including athletic teams, are required to pay a \$40.00 activity fee to help defray the cost of supervision for the activity.
 - a. The \$40.00 fee will cover all activities and/or teams a student participates in for the entire school year.
 - b. The maximum family activity fee for each year is \$120.00.

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.**

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 / EXTRACURRICULAR ACTIVITIES

The term extracurricular activities shall be interpreted to include but not necessarily be limited to the following activities; Inter-scholastic athletics, intramural athletics, cheerleading, lifetime sports activities, drama, marching band and other music activities.

Participation in extracurricular 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 behavior and attitude while participating. Participation in any extracurricular 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.

School Attendance

1. When a student is absent from school he/she may not participate in any extracurricular 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 extracurricular 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 / Non-prescription Drugs

The possession, distribution or use of alcoholic beverages or non-prescription drugs is prohibited. Violations of this policy will result in sanctions corresponding with the Student Athletic Drug and Alcohol Testing Policy, 227.1. Those sanctions are listed below.

Sanctions are intended to apply to participation in P.I.A.A.-sanctioned interscholastic sports and to any district-sponsored or sanctioned sports activity. If a student's test indicates that this policy has been violated, or if a student has been observed in possession of drugs or using drugs, or if a student has been observed in possession of alcohol, using alcohol, or under the influence of alcohol, or if a student refuses to take a test upon request, then the following sanctions shall apply.

1. The student shall be immediately dismissed from the team on which she/he is currently participating. If the student is not currently participating in a sport/activity, then the student shall be required to miss the entire season for the next sport/activity in which the student normally would participate, even if that sport/activity takes place the following school year. The district will consider past participation, sign-ups and participation in off-season events as evidence of intent to participate. The district will not accept an unsupported, first-time, after-the-fact statement of intent to participate in a new sport/activity.
2. If a student is participating in a district-sponsored or sanctioned sports activity, which is not a P.I.A.A.-sanctioned interscholastic sports activity, and tests positive, the student shall immediately be dismissed from the activity and shall be prohibited from participating in the next P.I.A.A. sanctioned interscholastic sport in which the student would normally participate. The district will consider past participation, sign-ups and participation in off-season events as evidence of intent to participate. The district will not accept an unsupported, first-time, after-the-fact statement of intent to participate in a new sport.
3. The student is required to undergo drug counseling, with a counselor or program approved by the district, without expense to the district. The student is required to comply with all recommendations of the counselor prior to applying for re-admittance to the athletic/activity program.
4. After the student misses the athletic season required by this policy and completes the counseling and satisfies the administration of the student's intention to remain drug, alcohol, and nicotine-free, the student may be readmitted to the athletic/activity program, but shall not practice or participate in any athletic/activity program until the student has first been tested as specified by the Medical Review Officer and tests drug-free.
5. In the event of a second violation of this policy, the student shall be permanently prohibited from participating in any district athletic events.

6. A record of the positive test as well as the student's subsequent compliance with counseling, retesting, etc. shall be maintained at school, but shall not be included in information provided to colleges, employers, the armed services, etc. and shall remain in an envelope within that file marked confidential.
7. Unless it is apparent that the prohibited substance was possessed, used or consumed on school premises or while engaged at a school-sponsored activity, no further sanctions, such as suspension or expulsion from school, shall apply.

Nothing in this policy shall curtail or render ineffective any other existing Board policy with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school-sanctioned activities.

Behavior

1. Athletic team members and extracurricular activity participants are representatives of our school and must set a superior standard of behavior at all times.
2. Student athletes and extracurricular 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. P.I.A.A. regulations regarding scholastic eligibility set a minimum standard for academic eligibility grades.

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 extracurricular 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 excessive 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, a student who does not have coverage of his own must obtain this coverage from an independent insurance agent.

ATTENDANCE

The school directors of the Wattsburg Area School District recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

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 are expected to be in school every day and in homeroom by 7:40 a.m. Failure to do so will result in a tardy. Accumulated tardiness will result in detention. The state's school attendance laws cover exceptions.

1. **When a student is late to school, he/she must check in at the main office.** Students 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. **Unexcused tardiness to school or homeroom will be handled by the main 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. Tardiness to school is cumulative throughout the 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 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 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 main 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 even if the student is 18 years of age or older. The school principal will be responsible for checking the authenticity of student excuses. Unacceptable excuses will result in the student absence being marked unlawful/unexcused for the day(s) 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 main 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 Absence

The following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. **Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.**
10. **Non-school sponsored educational tours or trips, if the following conditions are met:**
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Unexcused 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. Taking trips not approved by the school prior to the planned trip.
8. Sleeping in late or alarm not going off.
9. Car problems involving mechanical breakdowns. These students should use district transportation or find another way to get to school.

Compulsory Attendance

All children from Kindergarten until the age of 18 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.

Truant/Habitual Truancy

Truant – A child subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year.

Habitual Truancy – A child subject to compulsory school laws having six (6) or more school days of unexcused absences during the current school year. These absences do not need to run consecutively.

Unlawful Absence (Under 18 years of age)

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 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 Absence).
3. When a student has accumulated three (3) days of unlawful absences or its equivalent, it shall constitute the student as being truant. 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 or in person.
 - c. Referral to the SAP team may be recommended (see also: SAP).
4. When a student has accumulated four (4) days of unlawful absences or its equivalent administration shall schedule a Truancy Elimination Plan (TEP) meeting with the student and parent/guardian. If the parent/guardian fails to attend the TEP meeting, the administration will complete the School Attendance Improvement Plan. The Plan shall be retained in the student's file.
5. When a student has accumulated six (6) days of unlawful absences or its equivalent, it shall constitute the student as being habitually truant. Any additional absences that occur after the Truancy Elimination Plan meeting has taken place shall result in:

- a. case being referred to the local magistrate for violation of the Pennsylvania compulsory attendance laws. **NOTE: Attendance violations can result in fines of up to \$300 per unlawful absence**
- b. administration can also file a petition to adjudicate the student a dependent in juvenile court proceedings.
- c. student may also be referred to a school-based or community-based attendance improvement program or the local children and youth agency.

Unexcused Absence (Age 18 and Over)

These regulations apply to students age 18 and over. It is the responsibility of the parent or guardian to submit, in writing, a reason for his/her child's absence after the child returns to school (see also: Excused & Unexcused 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 unexcused** (see also: Excuses, page 14).
3. When a student has accumulated three days of unexcused absences or its equivalent, the administration:
 - a. Shall serve written notice to the parent or guardian of the student.
 - b. May also arrange a conference with the parent or guardian. This may be by phone or in person.
4. Each unexcused absence, after written notification of the 3rd absence (unexcused absences numbers 4, 5, and 6), may result in detention and/or appropriate consequences. Referral to the SAP team may be recommended (see also: SAP). Written notice shall be served to parent or guardian.
5. When a student has accumulated seven (7) unexcused absences, the administration shall serve written notice to the parent or guardian. An accumulation of 7 unexcused absences may result in suspension and/or appropriate consequences.
6. When a student has accumulated ten (10) unexcused absences, the administration shall serve written notice to the parent or guardian. An accumulation of ten unexcused absences may result in one or more of the following options or an appropriate equivalent.
 - a. A hearing before the Board of Education for exclusion from school.
 - b. Alternative Education Assignment

- c. 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.

Parental Notice of Absence

A maximum of ten (10) days cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

7 Day Letter - Excessive Absence Notification

1. 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.
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 Assistance 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 absences 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 auspice 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 the requirements of attendance in the Wattsburg Area School District upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Attendance for Virtual and Cyber Students

Students enrolled in WASD Cyber Academy or remote learning during the Yellow and/or Red Phase, will be counted as absent/present according to the following chart.

Possible Access/Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Completion	Yes	Yes	Present
Evidence of Completion, but not Access	No	Yes	Present
Evidence of Access, not Completion	Yes	No	Absent
No Evidence of Access or Completion	No	No	Absent

For more information on our attendance policy, WASD Policy #204, please visit our website at www.wattsburg.org. Click on the “Board of Education” tab and then the “Board Policies” tab.

BOOKBAGS & BACKPACKS

School Board Policy number 221 states that students shall not be permitted to carry book bags and backpacks during the school day. Students should plan to carry 2 to 3 books for their classes along with pencils or pens. Students may use their lockers during the regularly scheduled 4 minute pass time between classes. Students may use a drawstring bag to carry PE equipment to and from the gym.

BULLYING/ANTI-HAZING

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 be defined as 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 have 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.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Anti-Hazing

Per WASD Policy #247, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;

2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in **humiliation**, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

The WASD School Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

The WASD School Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Any student who knowingly witnesses or fails to report knowledge or information of any incidents of hazing may be considered to be a participant in the hazing.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

Complaint Procedure

A student who believes that s/he has been subject to hazing, shall take the following action:

1. The student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct an investigation and document the corrective action taken.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
2. If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.
3. If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.
4. Any person who causes or participates in hazing may also be subject to criminal prosecution.

BUSES

Bus Stop

1. Be on time at the designated stop, 5 minutes prior to the bus arrival. Dress according to weather conditions.
2. Follow all proper walking rules getting to the bus stop.
3. Stay well off the road while waiting for the bus.
4. Be considerate of private property - keep off lawns and away from buildings.
5. Proper behavior is expected at the bus stop.
6. 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.
7. 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.
8. 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; but with driver permission, smaller radios or MP3 players with headphones are allowed - not to be audible to others. The student is responsible for these items.
9. All material carried on the bus must be held on the student's lap.
10. No pets are allowed on the bus.
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.

Student Bus and Route Assignment

Students will be picked up and dropped off at one (1) bus stop. This bus stop can be one for the AM pick-up and a different stop for the PM.

All students will be assigned a bus seat by the bus driver and/or principal. Students in grade five (5) and six (6) are not permitted nor will be assigned to sit in the back half of the bus.

Middle and high school students are not permitted to ride the elementary school bus in the morning if they miss their regularly assigned bus stop and time. Truancy and/or student disciplinary action may be taken by the principal or assistant principal for tardy arrivals or absences as per board policy.

The District will work with parents regarding reasonable babysitting or daycare arrangements. This means a child will be picked up and/or discharged at the same loading zone daily on a weekly basis. There can be one pick-up/drop off for the morning and a different one for the afternoon.

The district will honor split custody arrangements where both parents live in the district. Parents in this situation are encouraged to utilize the same daycare or babysitter to minimize the potential for four different stops in one week. These will be handled on a case-by-case basis.

“Day of change” requests to an assigned afternoon bus route must be requested before 2:00 p.m. and will only be honored for family illness, death or accident. No other changes will be accommodated.

The District recognizes families are faced with work, childcare, and custody constraints, and will consider written requests for an individual stop alternative for these reasons. Requests will only be granted under the exceptions discussed above and will be subject to the following criteria:

1. There is space available on the alternative bus requested and the stop is already designated on an established bus route.
2. The change will be long term or pursuant to a Custody Order issued by a court of competent jurisdiction within the Commonwealth of Pennsylvania, except under emergency conditions.
3. Custody arrangements must be supported by a written custody agreement (copy provided to the school the child attends).
4. The schedule must be the same set schedule every week (no variations from week to week).
5. Request for changes to a student’s normal bus schedule must be made in writing and submitted to the principal at least 2-weeks in advance.

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. Daily bus passes are available to high school students if there is available capacity on the bus and the request is made in writing to the principal by at least one day before the request. These passes will only be approved for existing bus stops on existing routes. Daily bus pass requests should not be made for items such as birthday parties, friends staying over, boyfriend/girlfriend riding home, etc. Phone calls will only be accepted in emergencies and will not be accepted in non-emergency situations.
- 4. 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. They should not use loud or profane language or make obscene gestures in or around the school bus.
3. Students shall be cooperative. They should not push, fight or be unruly in or around the bus.
4. Students shall respect the rights of others. They should not do anything that might threaten the safety of students or the school bus driver:
 - a. Dangerous or illegal weapons cannot be brought 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. Students should 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, being constantly noisy.
2. Failing to follow clear and specific directions.
3. Being discourteous to others, pushing, crowding, teasing and name calling.
4. Inappropriately displaying affection (kissing, necking, etc.)
5. Refusing to 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.
 - 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. Being openly defiant towards the bus driver or being disrespectful.
2. Using loud, profane and/or vulgar language or obscene gestures.
3. Engaging 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. Possessing dangerous weapons or using lighters or matches.
6. Jeopardizing or threatening the safety of others (such as: biting, throwing objects or propelling objects, etc.)
7. Fighting

8. Smoking or using tobacco or other illegal substances.
9. Refusal to follow emergency procedures.
10. Causing damage to the bus.

Major Offense Consequences

- 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 for up to 10 days.
- Severe Offense** In case of any severe offense, principal has the option to move **directly to the 2nd offense consequence.**

Causing damage to the bus will result in student restitution to the school district for any 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 **a la carte** 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.**
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. They should not enter through the exit lines or cut in line.
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.
2. All general cafeteria policies apply during breakfast.
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.

CAFETERIA POINT OF SALE PROGRAM

1. 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 daily 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.
2. The cafeteria uses the program School Café to monitor student cafeteria balances. It is free to create an account in School Café, view the current balance, and see what items were purchased. There is a fee to add money to the account through the app or website, but students may still bring in a check or cash to add money to their

account. Any balance left from the previous school year will transition to the current school year.

DANCES

General

1. Dances will terminate at 10:30 p.m. unless permission to extend the time is 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.
6. Guests over the age of 20 will not be permitted to attend dances; this includes Prom and Homecoming Dances.
7. Students are required to leave the dance at the conclusion of the dance.
8. Students must dance appropriately.
 - a. Students will receive one (1) warning. If behavior continues student will asked to leave the dance.

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. 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., may not be able to participate in or attend any extracurricular 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 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 must be made for damages.

DETENTION

Assignment

1. Building principals will assign detention as per the discipline code.
2. **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.
3. Detentions are typically held on Tuesdays and Thursdays.
4. Students will be given reminders in homeroom the day of their detention.
5. 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.
6. Detention ends at 4:00 p.m.

Rules & Regulations

1. Take care of restroom needs before arriving to detention.
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 and must pick-up their child immediately following the detention.
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 Responsibilities).

Level I Offense

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors will usually be handled the individual staff member.

1. Examples:

- a. School disturbances: loitering, gum chewing, pushing/shoving, littering, running, spitting, game playing (ex. hacky sack)
- b. Classroom tardiness
- c. Cheating and lying

- d. Abusive/Inappropriate language
- e. Non-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. Parent notification by staff member
- c. Student apology
- d. Loss of privileges
- e. Loss of assembly programs/special events
- f. Values clarification assignment (Relevant to the misbehavior)
- g. Change in physical environment (move seat, time-out, etc.)
- 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 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 [misbehavior].

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. Defiant – failure to carry out directions or assignments as outlined by a staff member.

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. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal.

3. Disciplinary Options:

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

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 most frequently can be handled by the school disciplinary procedures.

1. Examples:

- a. Fighting
- b. Vandalism
- c. Stealing
- 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 about the student's misconduct and the resulting action
- c. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal.

3. Disciplinary Options:

- a. Any Level II option
- b. Temporary removal from class
- c. Referral for evaluation
- d. Temporary suspension of at least one day
- 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 threat to the safety of others in the building.

1. Examples:

- a. Malicious mischief

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

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. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal.

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 behavior 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 interventions such as referral to the Student Assistance Program, counseling, in-school suspension, etc.

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). Law enforcement may also be contacted 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

At Seneca High School, our dress code policy is expected to be followed by all students. Our dress code is committed to providing a safe and orderly learning environment. Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, science classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student. A student's dress and general appearance should not be so extreme that it draws attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom.

The key to what is unacceptable is anything that disrupts the educational process or is deemed a safety risk. As a result, students are therefore required to abide by the following minimum standards:

1. **Hats and head coverings** (including hooded sweatshirts when hoods are on the head) and sunglasses or other accessories are not permitted inside the school building (not to be carried around) but are acceptable within the exterior campus.
 - a. First offense = a warning **and** confiscation of the item for that day.
 - b. Additional offenses = discipline **and** confiscation of the item for the remainder of the school year.

2. **Clothing** that defames or degrades any individual, classes of individuals or attire that contains crude or vulgar slogans or images shall not be permitted.
3. **Clothing** may not advocate unhealthy or illegal behavior.
4. **Torsos** shall not be visible with the exception of the shoulders and clavicle.
5. **Footwear** that is appropriately safe and unmarking shall be worn at all times.
6. **Skirts and shorts** should not be too short. This is defined by a minimum 3.5" inseam.
7. **Pants, Jeans and Sweatpants should not have** holes or rips within this 3.5" inseam area.
8. **Spaghetti straps** (defined as less than 1" in width), strapless, backless and cut-out shirts are not permitted.
9. **Undergarments** that are exposed are not permitted.
10. **No bare midriffs** should be visible between the bottom of the shirt and the top of the pants when the student is sitting or standing.
11. **Shirts** that are see through are not permitted unless they are over an acceptable top as listed above.
12. **Coats or Jackets** are not permitted during the school day, however sweaters and sweatshirts are permitted.
13. **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 violate the dress code as outlined, 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. Administration will make a judgment concerning the apparel and take appropriate action.

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

COVID-19 Pandemic Mask Policy

Definitions

Mask means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A mask can be made of a

variety of natural or synthetic fabrics, including cotton, silk or linen. For purposes of this policy, a mask can include a face shield that covers the nose and mouth. A mask may be factory - made, sewn by hand, or improvised from household items, including but not limited to scarves, bandanas, t- shirts, sweatshirts or towels. No mask shall include an exhaust valve.

The Board requires students to wear a mask in accordance with the Wattsburg Area School District Phased Reopening Health and Safety Plan as it is amended from time to time. Every student will be given a school issued mask that needs one. Students are permitted to bring their own mask from home.

Masking will be enforced by the building level administrators. When a violation of this policy is identified, the student will be warned, and a mask will be provided. Subsequent violations will result in progressive disciplinary measures such as written notification to the parent/guardian, parent/guardian conference or other appropriate disciplinary consequences. Repeat violations may result in a transition to the Wattsburg Area School District cyber program. The Pennsylvania Secretary of Health allows individuals to request an exemption from the mask wearing rule for the following reasons:

1. Students who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability;
2. Students who would be unable to remove a mask without assistance;
3. Students who are communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication.

Exemptions

If a student wishes to request an exemption to the mask-wearing rule, the student and his/her parent must submit a written “Mask/Face Covering Exemption Request” to the Building Administrator.

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 fee of \$10.00 per year provided the tag is returned at the end of every school year. 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 who do not obtain a drivers permit may be subject to a \$10.00 fine for each week that they do not register their vehicle. The vehicle may be towed at student expense after the issuance of additional fines.**
6. Students are not permitted to drive through the elementary school parking lot.
7. Students are not permitted to congregate in or around private vehicles in the parking lot.
8. Upon arrival to school, students are to park and lock their vehicle and immediately enter the building.
9. Students are not permitted to go to their car during the school day without permission from the principal(s).
10. During dismissal time, buses have the right of way. Once the buses start moving, all cars must wait/yield.
11. 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.
12. **Students are not permitted to take other students off campus for any reason without permission from administration. Students who violate this are subject to school discipline which may include removal of driving privileges.**

Searching of Student Vehicles

Vehicles on school property are subject to search by school officials if there is reasonable suspicion that a student is violating or has violated the law or a school district policy or that evidence 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 law enforcement
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. West side of Seneca Gymnasium-**This area is reserved for RCI, Vo-Tech, and Co-Op students.**
2. South Parking lot behind Seneca.
3. Overflow 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. unlicensed motorcycles, mini-bikes, motor scooters, go-carts, all-terrain vehicles, snowmobiles, 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 property and at any school-sponsored activities and/or events at all times (see also: Discipline).

School Property and Authority

For purposes of definition, 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 district policy, the following definitions shall apply:

1. Controlled Substance: For the purposes of administering district policy, controlled substances shall include all:
 - a. Controlled Substances prohibited by federal and state laws.
 - b. Look-alike drugs.
 - c. Alcoholic beverages.
 - d. Anabolic steroids.
 - e. Drug paraphernalia
 - f. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
 - g. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
 - h. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.
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.
10. Off-Campus Activities: This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct/Discipline Procedures if:
 4. The conduct occurs during time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
 5. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
 6. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
 4. The conduct has a direct nexus to attendance at school or a school sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
 5. The conduct involves the theft or vandalism of school property.
 6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

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, school 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 authorized to:

1. Conduct 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 Tobacco 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 a violation of Student Responsibilities (see: Student Responsibilities).
5. The SAP process may be initiated and/or required in conjunction with any chemical related incident (see also: SAP).

DRUG TESTING FOR STUDENT ATHLETES

Purpose

The Board of School Directors considers participation in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol and nicotine-free on a year-round basis. Toward this end, students participating in district athletics are required to cooperate with and agree to testing for drugs and/or alcohol in accordance with WASD policy 227.1.

Definitions

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

1. **Drug**: Any substance considered illegal or controlled by the Commonwealth of Pennsylvania, the United States Government or the Food and Drug Administration; or any controlled substance which has as one of its effects, the enhancement of athletic performance, including but not limited to steroids. For purposes of this policy, this definition includes the use of tobacco products, which are prohibited by the district for all students. This policy includes beer, wine, and/or liquor and any substance containing ethyl alcohol to the extent that it can impair judgment or function if taken in sufficient quantities.
2. **Student athlete**: any student choosing to participate on an athletic team or cheerleading squad (including managers, student trainers, student aides, etc.)
3. **Athletic year**: the athletic year begins on the date of the first official physical examination for that sport and continues for 365 days thereafter. Each student participating in athletics agrees to be tested at any time, or any number of times, during the athletic year.

For complete details regarding drug testing for student-athletes, reference Policy 227.1 Student Athletic Drug and Alcohol Testing.

ELECTRONIC DEVICES

Students are encouraged not to bring electronic devices to school.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, cell phones, ear buds, smart watches, and laptop computers, as well as any new technology developed with similar capabilities.

The Board limits or prohibits the **use of** electronic devices by students to specific areas of district property; at specific times of the day; during the time students are under the supervision of the district.

The district shall not be liable for the loss, damage, or misuse of any electronic device. (Policy 237).

Network

Students are to sign into the District network using their issued credentials when using network capable electronic devices. In addition, the WASD prohibits access by students through a wireless, unfiltered connection to the Internet.

Prohibited Electronic Device Use:

- 1. Use of electronic devices is prohibited during class time unless otherwise authorized by an administrator or teacher.**
2. Use of electronic devices is **prohibited in locker rooms, bathrooms, health suites and other changing areas.**
- 3. Students are prohibited from calling a parent/guardian to take them home due to illness.**
4. The possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities are prohibited.
- 5. The use of any device for recording purposes on school property is prohibited unless pre-approval for such recording is given in advance.**
6. Use of any electronic device in a manner that violates Board Policy or the Code of Student Conduct is prohibited.

Limited Electronic Device Use

1. The cafeteria and hallways are designated as an electronic device use areas during scheduled breakfast times. The cafeteria is designated as an electronic device use area during lunch times.
2. Hallways are designated as an electronic device use area during hall pass time.
- 3. Cell phones must always be on silent during the school day. They are not to be set to vibrate.**

School Bus

Students may use electronic devices on the school bus unless such use is inappropriate as per Board Policy, the Code of Student Conduct, or constitutes a safety hazard.

Electronic Images, Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Recordings

The Board prohibits using electronic devices to intentionally intercept, attempt to intercept, or procure any other person to intercept or endeavor to intercept any wire, electronic or oral communication that is intended to be private. Use or distribution of such recordings is prohibited.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device. The confiscated item shall not be returned until communication has been made with a parent/guardian.

Upon request from school staff, students should turn over any electronic device to a teacher or administrator during the school day. Failure to comply will result in disciplinary action.

- **Disciplinary Action for violation of WASD Policy 237:**
 - **1st violation – Detention and parent/guardian conference held before cell phone is returned to student**
 - **2nd violation – In-school suspension and parent is required to pick up phone in the main office.**
 - **3rd and subsequent violations– Two days or more days of In-school Suspension and parent meeting with a principal to pick up phone.**
- Confiscated cell phones may be picked up in the main office between 2:30 p.m. and 3:30p.m. on school days.

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety, or emergency reasons

2. An individualized education program (IEP)
3. Classroom or instructional-related activities
4. Other reasons determined appropriate by the building principal

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance, or rescue squad.
2. Student has a need due to the medical condition of an immediate family member
3. Other reasons determined appropriate by the building principal.

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 FOR EXTRACURRICULAR ACTIVITIES

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 four credits (or at least half of their 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 students are not passing 4 credits (or at least half of their credits), they are ineligible to compete in inter-scholastic athletics or other competitions beginning on Sunday through the following Saturday.
 - c. Students become eligible the following Sunday if they are passing 4 credits (or at least half of their credits) 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 four 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).
4. At the end of the year, student final grades shall be used to determine 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, 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Districts may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wattsburg Area School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters directory information, upon request—unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.¹

If you do not want the Wattsburg Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1 of each school year. The Wattsburg Area School District has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The post recent educational agency

FIELD TRIPS

Field trips to places of interest in and outside the community are considered extensions of classroom activities. Teachers will keep parents informed of upcoming field trips, and parents must sign a field trip permission slip in order for their child to participate. Field trip meals can be provided from the cafeteria for the same cost as a school meal.

Transportation is provided by the district. Students are expected to exhibit good behavior on the bus as well as at the visitation site; students who do not follow school rules will be subject to the WASD Disciplinary Code. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the school. The principal reserves the right to deny participation if a student's behavior poses a threat to the safety of the student or others or is disruptive to the educational program.

FIGHTING

All participants will receive suspension as determined by the administration. Law enforcement may also be contacted based on the circumstances and severity of the incident (see also: Discipline).

FOOD & DRINK

The Wattsburg Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. In compliance with the school district's Wellness Policy 246, please adhere to the following guidelines:

IN GENERAL

- It is the responsibility of the classroom teacher to monitor classroom snacks.
- The number of classroom parties/celebrations with food/beverages may be limited by the building principal.
- Children may bring **nutritious snacks** (see *Suggested Nutritious Snack Ideas* below) to share with all of their classmates as shared classroom snacks, on holiday party days, and for birthday celebrations.
- The teacher will inform the building principal of food as rewards and/or incentives that do not fall under the *Suggested Nutritious Snack Ideas* for approval.
- Please limit the treat to one item per child.
- For purposes of health and safety, there should be no open food/drink items or eating/drinking in any restroom.

PARENT/GUARDIAN SPECIFIC

- Parents and students must contact the classroom teacher in advance to arrange a time that will not disrupt the classroom schedule and to determine an appropriate snack since some children may have food allergies, diabetes, and other conditions that require specific considerations.
- Parents/guardians should only bring food in when requested for scheduled parties, rewards, or special events.

SUGGESTED NUTRITIOUS SNACK IDEAS

100-200 cal. snack packs	Cheese sticks/cubes	Crackers (graham/animal/ cheese)
Fruits	Granola/protein bars	Low sugar items

Nuts/Seeds	Popcorn	Pretzels
Sugar free Jello/pudding	Trail mix	Vegetables
Yogurt		

Nutritious classroom parties are available through The Nutrition Group in the cafeteria. Options include whole grain cake pops, cookie cakes, and a variety of snacks and beverages (which can include fruits, vegetables, grains, water, juice, or milk). Please contact Food Service Director Amanda Ongley at aongley@thenutritiongroup.biz or (814)824-3400 to order a classroom party.

GRADUATION REQUIREMENTS

Wattsburg Area School District Graduation Requirements

All students must achieve credits for the subject areas prescribed below

Subject	Credit(s)
English	4.0
Math	4.0
Science	4.0
Social Studies	4.0
Physical Education	2.0
Health	1.0
Business Technology	2.0
Electives	7.0
Total	28.0

- A student must pass Algebra II and Geometry; this may require more than four math credits.
- Due to ECTS labs encompassing 12 elective credits, an ECTS student requires 3 credits in Science and Social Studies, 1 credit in Physical Education, and is exempt from the Business / Technology credits.
- All students must complete a Career Portfolio.

Additional Requirements by Class(es)

Class of 2023 and Beyond:

In addition to the WASD credit requirements described above, Pennsylvania requires that a student meets state determined criteria in one of the following five pathways to graduation.

Option	Pathway	Criteria
#1	Keystone Proficiency	A student scores proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
#2	Keystone Composite	A student meets or exceeds a state-specified composite score across the three Keystone exams, and performance must include at least 1 proficient and 2 basics.
#3	Alternate Assessment	A student earns a passing grade in the courses associated with each Keystone Exam and satisfactorily completes one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
#4	Evidence Based	A student earns a passing grade in the courses associated with each Keystone Exam and passes either the National Occupational Competency Testing Institute (NOCTI) assessment or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
#5	Career and Technical Education	A student earns a passing grade in the courses associated with each Keystone Exam and demonstrates readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

Exceptions to Graduation Requirements

Students enrolled in a career and technical education program (Erie County Technical School) may demonstrate proficiency on a Keystone Exam or a Pennsylvania Skills

Assessment (NOCTI) Exam to meet the requirement for testing in Composition and Civics & Government.

Special Education Students (IEP) are required to participate in the Keystone Exams as indicated for their peer cohort (class) group. Standards aligned goals may be substituted by the IEP team for each area assessed by a Project Based Assessment.

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.

Seneca's Guidance Department is made up of two 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. The E-Hall Pass system is used for hall passes. Students may create their own electronic passes, or passes may be created by school faculty and staff members. Passes must be authenticated by a school faculty or staff member to be considered valid.
3. In the event that the electronic hall pass system is not working, teachers may sign a paper pass or a student agenda to act as a hall pass.
4. Cafeteria passes are given to students and are issued during lunches.
5. Abuse of hall passes may result in restricted hall pass privileges and/or disciplinary action.
6. Even with a hall pass, no more than three students may be permitted in a student restroom at any time.

HARASSMENT AND SEXUAL HARASSMENT

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

Harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a

person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

A student who harasses or sexually harasses another student will be subject to disciplinary action (see also: Discipline). Students are encouraged to report immediately any instances of 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.

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. **Staying in the restroom will be considered skipping class.** If the nurse is not in, students are to report to the main office.

When students report to the nurse's office, they are to sign in. When they leave, they are to sign out. 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 a student becomes sick after reporting to school or before going to homeroom, they are to report to the nurse's office or main office. **They are not to go home on their 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 and will be subject to disciplinary action if parents are contacted using a cell phone.**

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. A student may be issued a student debt if this requirement is not fulfilled.

Immunizations

All students shall be immunized against certain diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons. A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent. A student shall be exempt from immunization requirements whose parent/ guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.

General Student Insurance

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

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 year students will receive a form to be completed by a parent or guardian. **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 all students to undergo height, weight, and eye examinations by the school nurse annually.

Accident or Injury

Students are to report any school-related accidents or injuries to the nurse. An accident report will be completed and a parent or guardian will be notified. This includes all injuries received as a result of participation in any sport or other extracurricular activity under the direction of the school.

Medication

The WASD shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter medicines. It shall be the policy of the Board that any person employed by the district having knowledge of a child with any medical problem such as medication, diet, and/or other specific treatment necessary to their well-being, report this to the certified school nurse. If the certified school nurse is not available, the responsibility shall be to the administrative personnel, who, in turn, will relate the information to the certified school nurse. Before any medication may be administered to or by any student during school hours, written request of the parent/guardian, giving permission for such administration will be required.

Prescribed Medication

Prescription medication may be given during school hours when prescribed by a physician. School medication forms are available in the nurse's office. The certified school nurse will be responsible for the administering of first aid and medication to students. **The medication must be in the original pharmacy container with the name of the student; the physician and medication; the dosage amount; and time to be given. The parent/guardian will assume the responsibility of getting the medication to school and given to the certified school nurse or designee. Medications should not be brought to school on the bus.** Medications to be given over a longer period of time must be renewed by the physician at least once a year.

Emergency Medication – Known Situations

In special situations, such as allergic reaction to bee stings where an antidote must be administered, written approval will be required in advance from the parent/guardian along with the physician's written order. The same permission may be used as is used for prescribed medication. This includes allergy medication.

Non-prescription Medication

Nonprescription medication, e.g., pain reliever, ointments, throat lozenges, shall be administered to students as pre-approved in writing by the parents/guardians and authorized by the school physician in standing orders. Lacking pre-approval, and when in the opinion of the certified school nurse, a student needs a nonprescription medication, the school may seek approval by phone from the following, in order: parent/guardian, the family physician and/or the school physician. Failing to secure such approval, no nonprescription medication will be given.

WASD Epinephrine Notice

2014 Act 195: A recent Pennsylvania law allows for schools to house & administer emergency epinephrine if needed for a student who has a life-threatening allergic reaction (anaphylaxis). This law was passed in order to help improve access to this life-saving medication. This is not intended to replace epinephrine provided by a physician for students who have a known diagnosis of severe allergy to things such as bees, latex, peanuts, tree nuts, shellfish, and various other foods. The law provides that parents be permitted to "opt out" if they do not wish for their child to be given epinephrine in the event of a (previously unknown) life-threatening allergic reaction. Please contact your child's school nurse if you wish to complete & sign the "2014 Act 195 Student Exemption Form" as soon as possible. For further information, please visit www.epipen4schools.com.

Prescription Medication Forms

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.

Unauthorized Possession or Unsupervised Use of Medication may result in disciplinary action (see also: Drugs, Alcohol, and Associated Items).

Self-Administration of an Inhaler for Asthma

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer 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. **During homeroom, attendance is taken, announcements are made, and the pledge to the flag is recited.** The period may also be utilized for prescheduled organizational meetings or assemblies.

Students are to report directly to homeroom before the homeroom bell. **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.).

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 who have excused absences 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(s) 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(s) (i.e. approved educational trip), students must follow all educational trip regulations (see also: Trips).
5. Students who are aware they will be absent from school due to a medical issue are encouraged to obtain school work in advance of the absence(s).

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. 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 office.

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 unless pre-approved by administration.
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.
3. Students are not to share their combination with anyone. If you feel your combination has been compromised, report it to the guidance office 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

Students do not have an expectation of privacy in their lockers. Lockers are school district property and are subject to search at any time. Students are responsible for the contents of their locker. Random locker searches (including canine searches) are legally permitted 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 main office serves as the lost and found center. Please turn any found items into the main office. Likewise, if you lose an item, you may inquire at the main 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 students access to a wide variety 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.

Operation

1. The Media Center is 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 will need to be replaced at student expense.
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 and/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 Responsibilities).

After School Media Center Guidelines

1. **Students who do not leave the campus AND do not attend a supervised activity immediately following dismissal MUST report to the Media Center. The Media Center will be open from 2:45 – 5:30 and students must report by the 3:00 warning bell.**
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 3:00 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 earlier than 5 minutes before the activity is scheduled to begin, such as athletic practice.
 - c. They have a note from their parent that has been logged in the school office dismissing them before 5:30.
5. School research facilities and equipment are available for students to use. 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, and electronic devices are not permitted in the Media Center during the school day.
 - c. Mature behavior is expected. Running, hitting, shouting, public displays 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 the selection of students. The faculty 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 students have a disability that will prevent them from participating for an extended period of time, they are 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.

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

Class Rules

Students are expected to wear appropriate apparel for physical education classes.

All students must be dressed in shorts, sweatpants, shirt, socks, and sneakers to participate in class. Students who fail to dress consistently for three class periods will be subject to disciplinary action.

- 1. If a student is not able to participate in class, they 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).
2. If a student cannot participate for more than 3 successive classes due to medical reasons, they must submit a physician-completed form to the Guidance Office. Forms are available in the Guidance Office.
3. If a student cannot participate due to medical reasons, they must complete a report for every class missed, on the topic being taught in class.
4. No student is permitted to handle equipment unless a teacher is present. They will be subject to disciplinary action if a violation occurs.
5. No students are permitted to leave the gym area until excused by the teacher. They will be subject to disciplinary action if a violation occurs.
6. Students must 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 school counselor explains this handbook and the scheduling procedure for students. School 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.

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)
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 was placed in a course that he/she did not originally sign up for.

SCHOOL BOARD POLICY

Policies of the Wattsburg Area School District are available on the district website at:

<http://www.wattsburg.org/BoardPolicies.aspx>

or go to www.wattsburg.org

- Click the “Board of Education” tab
- Click the “Board Policies” tab under the quick link tab

SEARCH & SEIZURE

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) in to the office.

1. Staff members that confiscate items will notify the building principal(s).

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.

SKIPPING CLASS

Detention or suspension may be assigned for skipping class. Students are responsible for all work missed for skipped classes. A zero grade or alternate assignment/assessment 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. A zero grade or alternate assignment/assessment 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 and a phone message will be sent to all students and staff.

STUDENT ASSISTANCE PROGRAM (SAP)

Seneca High School has a 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 behaviors. The SAP team relies on 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 COMPLAINT PROCESS

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each level the student shall be afforded the opportunity to be heard personally by the school authority.

The student may seek the help of a parent/guardian at any step.

STUDENT COUNCIL

Student Council at Seneca High School is a very active and productive organization. One of the many functions of Student Council is to plan student activities. Student Council provides leadership and a form of student government for the student body. Students having concerns about school life should feel free to express their concerns to their Student Council Representatives.

STUDENT PLANNERS

1. **Student planners are considered school property and shall be treated as such.**
2. Students that lose their planner may be required to purchase a replacement. The cost for a replacement planner is \$5.00.

SUPPORT STAFF

All support staff are to be treated with the same respect as every adult in the building. Failure to do so, will result in disciplinary consequences.

SURVEILLANCE CAMERAS

Video surveillance cameras will be used as a security measure in the Wattsburg Area School District. Cameras will be used to verify inappropriate student behavior in school buildings, on school property, and on school buses. 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.

WASD Policy # 810.2 authorizes video and audio recording on school buses and school vehicles. The use of video and audio recording equipment also supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors,

and others being transported on district-owned, operated, or contracted school buses or school vehicles.

SUSPENSION AND EXPULSION

In-School Suspension

1. ISS begins at 7:40 a.m. Late arrivals and absence time will be result in additional time to be served in the ISS classroom.
2. No electronic devices are permitted in the ISS room.
3. STUDENTS ARE NOT PERMITTED TO GET OUT OF THEIR SEATS UNLESS THEY ARE PERMITTED TO DO SO BY THE ISS SUPERVISOR. STUDENTS ARE TO RAISE THEIR HANDS if they require assistance or need to get supplies.
4. SLEEPING IS NOT PERMITTED. Students must face forward and keep their heads 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). Students may bring bagged lunches.
7. Any destruction of property (desks, books, etc.) will result in additional days of ISS.
8. Students are only permitted to use the computers for assigned work.
9. Students must ask permission before using the restroom or to get a drink of water.
10. Unless otherwise arranged, **students 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 the last assigned day.** Throughout the day a teacher will periodically check daily assignments and assign points for behavior and progress towards work completion. Students who do not obtain the required number of points in ISS on a given day may be required to serve another day ISS until the required number of points have been achieved. Students will work only on the assignments given for the day (day #1, day #2, day #3...). ISS teachers will keep tests/quizzes until the student is ready to take the assessment. **NO FOLDERS OR MATERIALS SHOULD LEAVE THE ROOM.**
12. Students must satisfactorily complete a release form to be released from ISS.
13. While assigned to ISS, students are not permitted to attend or participate in any after school function (sporting events, dances, concerts, etc.).

ISS Intervention Program

While assigned to ISS, students may receive academic assistance and 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 is intended to provide students with a short-term alternate education setting aimed at preparing the student to return to the normal classroom setting.

Out-of-School Suspension

1. When a student is assigned OSS, they must take their books home, and make arrangements for someone other than themselves to pick up their assignments. Arrangements to pick up assignments can be made through the guidance office.
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 extracurricular activities for the duration of the suspension.**
2. The administration retains the right to exclude any student from participating in extracurricular activities anytime.

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.

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: The Student is excluded from extracurricular activities from Friday a.m. to Monday a.m.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls, any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

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

Tardies 3, 6, 9 and 12 will result in a detention. Tardies 15, 18, 21...will result in a minimum of a 2 day suspension.

TECHNOLOGY USE

Seneca High School implements technology to enhance instruction and encourages students to take advantage of the facilities available. 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 High School has instituted the following policies:

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

Terms of Use

The Internet and the Wattsburg Area School District system are "public places." You must always remember that you are sharing this space with many other users. Because network connections are granted to you as a part of the larger scope of the curriculum, the Wattsburg Area School District reserves the right to monitor all traffic on the network. Additionally, the district reserves the right to review, copy, and/or examine any information that resides on any of the school's computers or networks. The goal is to make sure the network continues to function properly for all of its users. No user shall expect that their network files, Internet access, or e-mail communications are private. All network transactions and communications are technologically public in nature. All sites visited on the Internet are tracked by computers in the district and the sites themselves. The time, date, site visited, and computer used for access are all logged.

Electronic communications shall not be considered private. It is very easy to accidentally send a communication to the wrong person by mistyping the wrong address. Users shall not write anything in an electronic communication that they would not want to have broadcast over the public address system. All student electronic information should be backed up on each student's private storage device periodically throughout the school

year. Administrators reserve the right to purge student electronic data when necessary in accordance with document retention policies.

Unacceptable Uses

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal, inappropriate activity, including so-called “hacking” and other unauthorized uses.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
6. The illegal installation and/or utilization of copyrighted, unauthorized games, programs, files, or other electronic media.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to minors in accordance with Board policy including cyberbullying/harassment.
9. Inappropriate language or profanity.

Consequences for Inappropriate Use

The student shall be responsible for damage to the equipment, systems, and software resulting from deliberate or willful acts. Damage will be determined at the discretion of the Superintendent or designee. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services may be reported to the appropriate legal authorities. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions may be consequences for inappropriate use.

Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines. To the greatest extent possible, users of the network will be protected from harassment and unwanted or

unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or an administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc. CIPA (Children’s Internet Protection Act) compliant software is used for filtering in the Wattsburg Area School District. Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

Monitoring the online activity of minors

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.

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

1. 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.
2. **The phone in the main office is the only phone students are permitted to use during the school day.**
3. **Phones in the classrooms are for faculty use only.**

TERRORISTIC THREATS

The WASD prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Communicate- shall mean to convey in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transitions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

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 lost or damaged materials.

TOBACCO POLICY

Pennsylvania has expanded its prohibition of tobacco items in a school setting to include vaping devices, also known as electronic nicotine delivery systems or "ENDS."

Under Act 93 of 2019, it is now a summary offense for students to possess or use "nicotine products or ENDS" in the school building, on a school bus or on school property owned by or under the control of a school. "ENDS" is a product or device used to ingest a nicotine product, including electronic cigarettes. Electronic cigarettes are defined as "an electronic device that delivers nicotine or other substance through vaporization and inhalation." As a result of this smoking ban expansion, students who vape or bring vaping products onto school ground may be charged with a summary offense.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Use

Tobacco/nicotine products include cigarettes, cigars, blunts, pipes, chewing tobacco, spit tobacco, snuff, and other items containing nicotine or reasonably resembling tobacco or tobacco products. Tobacco/nicotine use includes smoking, chewing, dipping, or any other use of tobacco products and/or nicotine containing products including, but not limited to, nicotine water and nicotine hand gel.

Possession

No student is permitted to possess or use any tobacco product (including E-Cigarettes and or vaping devices) at any time, including non-school hours: in any building, facility, or vehicle owned, leased, rented or chartered by the school/school district on any school grounds and property including athletic fields and parking lots owned, leased, rented or chartered by the school/school district; or at any school-sponsored or school-related events on campus or off campus.

1. **First Offense:** Out of school or in school suspension for a period of two (2) days / attend smoking session classes, and referral to the district magistrate for possession of tobacco.

2. **Second Offense:** Out of school or in school suspension for a period of three (3) days / attend smoking session classes, and referral to the district magistrate for possession of tobacco.
3. **Third Offense:** Out of school or in school suspension for a period of up to four (4) days and referral to the district magistrate for possession of tobacco. Students shall be required to attend a smoking cessation class.
4. **Additional Offenses:** Additional offenses will be addressed on a case-by-case basis.

The building principal may take into account the following factors: student's age, grade level, disciplinary record, diagnosed disabilities and other pertinent information when assigning discipline. There will be no tobacco advertising, promotions or sponsorships allowed in school buildings, on school grounds, at school functions and in any school publications.

Smoking Paraphernalia

The possession or use of smoking paraphernalia (i.e. lighters, wrapping papers, E-Cigarettes, 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. Extracurricular 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.
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.

Educational Tours and Trips

The Board recognizes that student travel with parents/guardians under certain conditions can provide a very rewarding educational experience. **All non-school sponsored educational trips that will result in the absence of the student must be pre-approved by the Superintendent or designee.** Approval will be contingent on the following conditions:

1. The students participating in a non-school sponsored trip must be under the supervision of the parent/guardian or another adult acceptable to the Superintendent.
2. The parents/guardians must submit a travel itinerary to the Superintendent or designee.
3. The itinerary will include a description of the educational activities that are to be experienced by the student.
4. It is the obligation of the student to notify teachers **no less than five (5) days in advance** of commencement of the trip and to procure all school assignments. The student will be required to make up any work that is missed during the trip. The parents/guardians will be required to sign a statement acknowledging these responsibilities of the student.
5. Non-school sponsored educational trips will not be approved by the Superintendent or designee if it results in an absence of more than ten (10) days unless it is justified by the academic and attendance records of the student. In no case will an approved trip result in more than twenty (20) days of absence.

VISITORS

Visitors must report to the main office and sign in upon entering and leaving the building and must wear a visitor's badge.

Classroom Visitation

Parents may observe their child in the classroom setting through coordination with the building principal.

VOCATIONAL EDUCATION - ECTS

Attendance

1. **9th grade students must earn 8 credits their freshman year in order to attend the ECTS in their 10th grade year.** Students who wish to enroll in their 11th or 12th 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 at 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 main office 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 the Media Center with work.

Afternoon ECTS Students

1. Afternoon ECTS students riding the bus will be dismissed by the cafeteria aide 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 main office and then to the Media Center 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. The ECTS driver permission form is available at ECTS. Students must also complete the Seneca driver/rider permission form (see also: Driving and Parking). Student riders must also 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.
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

A safe school environment is important to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession- a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, or while the student is coming to or from school.

Students are prohibited from possessing and bringing weapons and replicas of weapons into any school district buildings, and onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity or while the student is coming to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and board policy.

Notwithstanding the forgoing, a weapon as defined herein shall not include any firearm, saber or other article used as assigned in the curriculum of and under the supervision of the Air Force Junior Reserve Officer Training Corps or used as assigned in the curriculum and under the supervision of a teacher in the classroom or a school performance.

Weapons under the control of law enforcement personnel are permitted.

WORKING PAPERS

Students under eighteen (18) years of age who attend school must have working papers 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. A copy of the student's birth certificate and parent/guardian photo I.D. must be submitted when making application.

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

WASD Annual Child Find 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.

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 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.

WASD ANNUAL NON-DISCRIMINATION NOTICE

The WASD School Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/ disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of discrimination. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or designee as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer. The Compliance Officer is responsible to monitor the implementation of non-discrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
5. Guidelines Complaint Procedure – Student/Third Party

Step 1 –Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure:

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.
5. Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.

The Board understands that equivalence between programs and schools shall not be measured by:

1. Changes in enrollment after the start of the school year.
2. Varying costs associated with providing services to students with disabilities.
3. Unexpected changes in personnel assignments occurring after the beginning of the school year.
4. Expenditures on language instruction education programs.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

The district shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with this policy.

HOMELESS STUDENTS

The federal McKinney-Vento Homeless Assistance Act defines the term “homeless children and youths” to mean individuals who lack a fixed, regular and adequate nighttime residence. For further information regarding compliance with federal and state law

regulations, contact Rebecca Kelley, Assistant to the Superintendent at 814-824-3400 ext. 4532.

Homeless conditions include the following:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed ordinarily for regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

RAPTOR VISITATION SYSTEM

The Raptor system is a web based software visitor management system that has the ability to scan a visitor's driver's license or other government issued photo ID. The Raptor system checks the visitors name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared. When visitors arrive they will be greeted at the main office, and have their ID scanned through the Raptor system. The visitors will then be issued an ID badge for admittance to the facility.