
Wattsburg Area Middle School

Parent & Student Handbook

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Mission Statement

The Wattsburg Area School District challenges all students with rigorous, differentiated instruction provided by a caring staff.

- We believe that each student is unique and can learn when given support and daily opportunities to grow.
- We believe that instruction should be provided to each learner based on his/her individual need.
- We believe that schools and families should work together to help each student develop a positive self-concept and realize his/her full potential.
- We believe that a dedicated c, continually educated staff will improve the quality of education.

Non-Discrimination Statement

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

For information regarding civil rights or grievance procedures, or information regarding services, activities, and facilities that are accessible t, and useable by handicapped persons, contact the Title IX and Section 504 Coordinator, at Wattsburg Area School District, 190782 Wattsburg Road, Erie PA 16509 or (814) 824-3400. For further information concerning the non-discrimination policy, please refer to policy 103 on the Wattsburg Area School District website.

Student Responsibilities

Students at Wattsburg Area Middle School will be expected to assume these responsibilities:

1. Respect teachers, students, administrators, and other staff.
2. Do not interfere with the educational rights of other students.
3. Attend school daily and be on time for all classes and other school functions.
4. Make-up work when absent from school.
5. Dress and groom to meet standards of safety and health, and not to cause a substantial disruption to the educational process.
6. Be aware and comply with state and local laws.
7. Be aware of all policies, rules and regulations for student behavior and act accordingly. Each Student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
8. Express ideas and opinions in a respectful manner.
9. Make a conscientious effort in all classroom work.
10. Avoid incident and obscene language in student media or on school property.

Personnel

| | | |
|--------------------|--|------------------------------------|
| Donna Banks | Donna.Banks@wattsburg.org | 7 th Grade ELA |
| Samantha Borland | Samantha.Borland@wattsburg.org | Band/General Music |
| Leah Bootes | Leah.Bootes@wattsburg.org | 8 th Grade ELA |
| Stephanie Boyd | Stephanie.Boyd@wattsburg.org | 7 th Grade Math |
| Pam Burdick | Pam.Burdick@wattsburg.org | 6 th Grade Math/Science |
| Randi Cage | Randi.Cage@wattsburg.org | Chorus/General Music |
| Pam Carson | Pamela.Carson@wattsburg.org | Learning Support |
| Jim Caspar | Jim.Caspar@wattsburg.org | STEAM |
| Alyssa Forte | Alyssa.Forte@wattsburg.org | Health & PE |
| Kyle Forte | Kyle.Forte@wattsburg.org | Physical Education |
| Elizabeth Garcia | Elizabeth.Garcia@wattsburg.org | Learning Support |
| Brenda Gregory | Brenda.Gregory@wattsburg.org | 6 th Grade Science/SS |
| Randy Gunther | Randy.Gunther@wattsburg.org | 7 th Grade ELA |
| Rhonda Henry | Rhonda.Henry@wattsburg.org | 8 th Grade Math |
| Sheri Hoffman | Sheri.Hoffman@wattsburg.org | 5 th Grade Science/SS |
| Michelle Kappler | Michelle.Kappler@wattsburg.org | 6 th Grade ELA |
| Shelly Magnusen | Shelly.Magnusen@wattsburg.org | Art |
| Julie McGaughey | Julie.Mcgaughey@wattsburg.org | Discovery |
| Dana Miller | Dana.Miller@wattsburg.org | 8 th Grade ELA/Algebra |
| Victoria Pawlak | Victoria.Pawlak@wattsburg.org | Emotional Support |
| Melissa Pence | Melissa.Pence@wattsburg.org | Nurse |
| Alissa Pyle | Alissa.Pyle@wattsburg.org | Guidance Counselor |
| Michael Rimdzius | Michael.Rimdzius@wattsburg.org | 8 th Grade Science |
| Gretchen Ruprecht | Gretchen.Ruprecht@wattsburg.org | 5 th Grade ELA |
| Jessica Sambuchino | JessicaM.Sambuchino@wattsburg.org | 6 th Grade ELA/SS |
| Paul Semrau | Paul.Semrau@wattsburg.org | 7 th Grade Science |

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|-------------------|--|--------------------------------------|
| Bretton Smith | Bretton.Smith@wattsburg.org | 7 th Grade Social Studies |
| Jennifer Turner | Jennifer.Turner@wattsburg.org | 5 th Grade Math/Science |
| Melissa Vallimont | Melissa.Vallimont@wattsburg.org | Foods/Consumerism |
| Christopher Ward | Chris.Ward@wattsburg.org | 8 th Grade Social Studies |
| Kristen Ward | Kristen.Ward@wattsburg.org | 5 th Grade Math |
| Branden Williams | Branden.Williams@wattsburg.org | Learning Support |

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Academic Honesty

Cheating (including plagiarism) is academic dishonesty that has academic and disciplinary consequences. A student who cheats or plagiarizes any assignment will receive no credit for the assignment in the gradebook. The student is also subject to disciplinary action that will be treated as a level 1 offense (see also Discipline).

*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.

Academic Support

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

Appearance

1. Hats and head coverings (including hooded sweatshirts when hoods are on the head), sunglasses and other accessories (chain wallets) are not permitted inside the school building during the school day.
2. Footwear that is appropriately safe and unmarking shall be worn at all times.
3. Clothing that defames or degrades any individual, class of individuals or attire that contains crude or vulgar slogans or images shall not be permitted.
4. Clothing may not advocate unhealthy or illegal behavior.
5. Tank tops, halter tops, tube tops, thin/spaghetti strapped tops, sheer or see-through tops and or pajama bottoms/pants are not permitted.
6. Undergarments that are exposed are not permitted.
7. 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.
8. Skirts and shorts should not be too short. This is defined by a minimum 3.5" inseam.
9. Pants, jeans, and sweatpants should not have holes or rips within this 3.5" inseam area.
10. Coats or jackets are not permitted during the school day; however, sweaters and sweatshirts are permitted.
11. Blankets are not permitted.
12. Face Masks/Coverings (School Board Policy 222.1)

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- a. 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.
 - b. Authority: Students and Staff will be instructed to follow the CDC guidance on mask wearing when required due to conditions, regulation, or government order.
 - c. Delegation of Responsibility: 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
 - d. The Pennsylvania Secretary of Health allows individuals to request an exemption from the mask wearing rule for the following reasons:
 - o Students who cannot wear a mask due to a medical condition, mental health concern or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a mask in school. Accommodations for such students will be made in partnership with the student's health care provider, school nurse, and IEP/504 team.
 - o Students who would be unable to remove a mask without assistance.
 - o 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.
 - o 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 Requestion" to the Building Administrator.

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

- a. 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.

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- b. If the student does not comply, the teacher should report the student to the office. Administration will make a judgement concerning the apparel and take appropriate action.

Assemblies

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

Athletics & Extracurricular Activities

The term extracurricular activity shall be interpreted to include but not necessarily be limited to the following activities:

1. Interscholastic athletics, intramural athletics, cheerleading, and lifetime sport activities.
2. Drama, music, and all other school related activities.

Participation in extracurricular activities is believed to be an important part of a pupil's education. Thus, the WASD Board of Education encourages all students to participate. However, such encouragement is predicated on the belief that students should exhibit the appropriate behaviors and attitudes while participating. Participation in any extracurricular activity is a privilege. Failure to abide by district policies, in addition to the rules and regulations stipulated by the supervisor, coach and or advisors of the activity shall result in appropriate disciplinary measures, including suspensions or dismissal from the official event of the sport or activity and from practices.

School Attendance

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 2:20p.m.

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

Behavior

Athletic team members and extracurricular activity participants are representatives of our school, and therefore, shall always set a superior standard of behavior.

Student athletes are required to strive for academic excellence. The PIAA regulations regarding scholastic eligibility shall govern WAMS eligibility.

Team Rules

Each coach and advisor shall be required to establish team (or activity) rules that regulate the behavior of team members (or activity participants). Rules for the team or activity must be in writing and given to each student participant when he/she becomes a member of the team or activity. Both the participant and parent must sign a statement indicating that they have read and understood the team rules and this policy before the student can participate in any event.

Uniforms and Equipment

All uniforms and equipment issued to student athletes, musicians, or other extracurricular activity participants are the property of the WASD. Students are to return all such items at the end of the season. Any student still having equipment and uniforms will not be allowed to start a new sport until the matter has been cleared to the satisfaction of the school staff. Any item checked back in will be checked for normal wear and tear. If there is excess wear and tear, or the item is missing, the issuing advisor/coach will complete a Student Obligation Debt Sheet and turn it into the office. The advisor/coach will inform the student of the debt owed (see also Debt Policy). Students will be cleared of the debt only by paying for it at the main office or turning in items owed to the coach reports to the debt.

Calling for rides

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

Athletic Eligibility

**This is only applicable to district sponsored PIAA recognized programs in grades 7 & 8

1. Ineligible students are not permitted to participate or practice with the team or activity. Students in this category will not be permitted to travel to events outside of the district. Students can be ineligible for academics, debts, and or attendance.

2. Students failing five or more classes will not be eligible to practice or participate in athletics or activities.

- Teachers report grades every Thursday. An eligibility sheet is then sent out to all coaches and/or advisors on Friday.
- If a student is failing five or more classes, they are ineligible to compete in athletic practice or competitions beginning Sunday through the following Saturday.
- Students become eligible the following Sunday if they are failing less than five subjects when the teachers turn in the grades for the week. Coaches will inform students if they are ineligible.
- Students will not be able to have grades changed during the week.
- Questions regarding eligibility status should first be discussed with the teacher(s) and then the principal.

3. A students 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).

4. Students choosing to participate in athletics are expected to be drug, alcohol, and nicotine free on a year-round basis. Students participating in district athletics are required to cooperate with and agree to testing for drugs and or alcohol in accordance with this policy.

- The use, unauthorized possession, or distribution or drugs, drug paraphernalia, misrepresented substance, alcohol or tobacco/nicotine products on school property, school buses, traveling to or from school, or during activities under school jurisdiction is prohibited and shall constitute a violation of this policy and result in sanctions as outlined in this policy. Additional disciplinary sanctions outlined in district policy and student handbooks shall also apply.
- A positive random drug test shall constitute a violation of this policy and result in sanctions as outlined in this policy.

Current PIAA Recognized Athletics at WAMS

Basketball 7 & 8 Grade boys & girls

Soccer 7 & 8 Grade boys & girls

Cross Country 7 & 8 Grade boys & girls

Volleyball 7 & 8 Grade girls

Attendance Procedures

Tardiness to School

The attendance office is 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 7:35am. Failure to do so will result in a tardy report sent to the attendance office. Accumulated tardiness will result in detention. The state's school attendance laws cover exceptions. Unexcused tardy minutes can be added up to equal unlawful absences.

- When you are late to school, you must check in at the main office. You should never go to class without a late slip.
- All 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).
- All unexcused tardies to school or homeroom will be handled by the attendance office in the following manner:
 - 3 unexcused tardy arrivals will result in a written warning.
 - 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).
 - Chronic tardies (tardy numbers 15, 18, 21...) will result in a minimum of a 2-day suspension.
 - Tardy to school are cumulated the entire school year.

Compulsory School Attendance

Note regarding Compulsory School Age - Policies 201, 204, & 208

HB 1615, now Act 16 of 2019, amends the definition of compulsory school age in the PA School Code

24 P.S. Sec. 13-1326. Beginning with the 2020-2021 school year, compulsory school age will be defined as from the time the person in parental relation places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school.

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 Temporary Absence).

1. The student is responsible for making up schoolwork missed when absent. Alternate assessments may be given at the discretion of the teacher.
2. If an excuse is not submitted by the third day after returning to school, the absence will be recorded as unlawful ** (see also: Excused & Unexcused Temporary Absence).
3. When a student has accumulated three (3) days of unlawful absences or its equivalent, it shall constitute the student as being truant. The administration:
 - Shall serve written notice to the parents or guardian of the pupil.
 - May also arrange a conference with the parents or guardian. This may be by phone or in person.
 - 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 administrator 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
 - 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.

- The administration can also file a petition to adjudicate the student a dependent in juvenile court proceedings.
- The student being referred to a school-based or community-based attendance improvement program or the local children and youth agency.

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).

Excused Absence

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

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

Unexcused Absence

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

1. Babysitting.
2. Missing the bus when it is reasonably on schedule
3. Hunting or fishing when it is not part of a pre-approved educational trip.
4. Working when it is not part of a work study program.
5. Shopping or running errands.
6. Participating in a hobby or pursuing a skill.

Attendance-Virtual/Cyber Learning

Students enrolled in the 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 & 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 "Board of Education" tab and then the "Board Policies" tab.

Bookbags

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

Bullying

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

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

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

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

1. Physically, emotionally, or mentally harming a student.
2. Placing a student in reasonable fear of physical, emotional, or mental harm.
3. Placing a student that substantially interferes with a student's educational opportunities.

Bullying Disciplinary Consequences

First Offense (starts at a Level III Offense)

- In School Suspension (1-3 days)
- Referral to Student Assistance Program
- Meetings with counselor (bi-monthly)

Second Offense

- In-school or Out of School Suspension (3-5 days)
- Continuation of Student Assistance Program
- Continuation of meetings with counselor

Third Offense

- Out of School Suspension (5-7 days)
- Continuation of Student Assistance program
- Continuation of Meetings with counselor

Fourth Offense

- Out of School Suspension (7-10 days)
- Referral to WASD School Board for possible expulsion
- Referral to Alternative Education Placement

Bus Assignment & Procedures

Administrative Regulation: Policy 810

Student Bus & 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-Middle School

Friday bus passes are available to elementary and middle school students if there is available capacity on the bus and the request is made in writing. Both students must bring their written bus passes to the main office where they will be approved and returned. These passes will only be approved for existing bus stops on existing routes.

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 to stop.
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 red bus lights flashing. Always double check for traffic.

While on the bus

1. Always go directly to the assigned seat and remain seated. 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, be courteous and respectful.
5. Treat the bus with care – any damage must be paid for by the offender. Throwing items is not permitted.
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, 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 or live animals are permitted on the bus.
11. Any student involved in unlawful behavior or actions will 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 other stop 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. 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 and from school. Lack of transportation is not a legal excuse for missing school under those conditions and the student's absence will be marked unexcused. If the student is under seventeen years of age, the absence will be marked as 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.

Cafeteria

Basic Rules & Procedures for Cafeteria

1. All students are to enter the lunchroom in an orderly fashion and get into line at the appropriate place.
2. Students are not to cut in the food line. Do not cut through the tables to get in line.
3. All trays, dishes, silverware, and other items are to be returned to the dish wash area.
4. Food, food wrappers, milk cartons, etc. are not to be left on the tables. Put them in the garbage can.
5. Students are not allowed to shout, yell, or run in the cafeteria.
6. Students are not to be in classroom areas during lunch without a pass and permission from the principal.
7. Students are not permitted to access their lockers during lunch.
8. NO FOOD OR BEVERAGE is to leave the cafeteria.
9. No switching tables during lunch – please remain in your seat.

10. If you need to use the restroom, please sign out. One student at a time.

Possible Consequence (Cafeteria)

- Move seat
- Cleaning duty in cafeteria
- Office referral/detention

Point of Sale Program

Student access the cafeteria's point of sale system by using their assigned student id number. All students must know their id to purchase breakfast, lunch or a la carte items from the cafeteria. Student may deposit money daily into their account, but it is encouraged that parents pre-deposit money into their child's account. All food purchase will be automatically deducted from their account.

The cafeteria uses the program School Café to monitor student's cafeteria balances. It is free to create an account, 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 cash or check to add money to their account. Any balance left from the previous school year will transition to the current school year.

Snack Guidelines

It is the responsibility of the classroom teacher to monitor classroom snacks. Nutritious classroom parties are available through the Nutrition Group. 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 the food service director, Jeannine Miller at Jeannine.Miller@wattsburg.org or at 814-824-3400 to order a classroom party.

Children may also bring nutritious snacks (see suggested Nutritious snack ideas below) to share with all their classmates a shared classroom snacks, on holiday party days, and for birthday celebrations. Please limit the treat to one item per child. The number of classroom parties/celebrations with food/beverages may be limited by the building principal. 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.

Parents and student 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, or other conditions that require specific considerations. Parents/guardians should only bring food in when requested for scheduled parties, rewards, or special events.

Parent/Guardian Specific

- If a student needs a lunch, and they have \$0 account balance, their account will be charged.
- Students cannot purchase a la carte snacks, entrees, sides, or an additional meal if they do not have the money in their account or cash.
- Also, cafeteria staff cannot tell a student if they have a low or negative balance unless they ask. It is up to the school how they want to notify the parent if an account balance is low or negative.

Suggested Nutritious Snack Ideas

| | | |
|-----------------------------|----------------------|---------------------------------|
| 100-200 calorie snack packs | Cheese sticks/cubes | Crackers (graham/animal/cheese) |
| Fruits | Granola/protein bars | Low sugar items |
| Nuts/seeds | Popcorn | Pretzels |
| Sugar free Jell-O | Trail mix | Vegetables |
| Sugar free pudding | Yogurt | Water |

Care of Building

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

Graffiti

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

Discipline Code

| LEVELS | EXAMPLES | PROCEDURES | DISCIPLINARY OPTIONS |
|--|---|---|--|
| <p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors will usually be handled by the individual teacher.</p> | <p>School Disturbances</p> <p>a. Loitering</p> <p>b. Gum chewing</p> <p>c. Pushing</p> <p>d. Littering</p> <p>e. Running</p> <p>f. Spitting</p> <p>Classroom tardiness</p> <p>Cheating and lying</p> <p>Abusive/inappropriate language</p> <p>Non-defiant – failure to carry out directions or assignments.</p> <p>Cruelty to others</p> <p>Minor defacing of school property</p> | <p>There is immediate intervention by the staff member who is supervising the student or who observes the behavior.</p> | <p>Individual verbal reprimand</p> <p>Parent notification by staff member</p> <p>Student apology</p> <p>Loss of privileges</p> <p>Loss of special assembly programs and other special events.</p> <p>Values clarification assignment (relevant to the misbehavior)</p> <p>Time-out within the classroom</p> <p>Notation on report card</p> <p>Detention</p> <p>Others at the discretion of the teacher/principal</p> |
| <p>II. Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These</p> | <p>Continuation of unmodified Level I misbehaviors</p> <p>Truancy</p> | <p>1. The student is referred to the principal for appropriate disciplinary action.</p> | <p>Counseling</p> <p>Any Level I option</p> <p>Notation on report card</p> |

| | | | |
|--|--|---|---|
| <p>infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the building principal because the execution of Level I disciplinary options has failed to correct the problem.</p> | <p>Leaving school grounds without permission</p> <p>Disruptive clothing</p> <p>Willful disobedience</p> <p>Defiant – failure to carry out directions or assignments.</p> | <p>2. Parent will be informed in writing and/or by phone by teacher and/or principal (ASAP).</p> <p>3. A proper and accurate record of the offense and disciplinary action is maintained by teacher and/or principal.</p> | <p>Referral to law enforcement agencies</p> <p>Suspension</p> |
| <p>III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary procedures in the school.</p> | <p>Fighting</p> <p>Vandalism</p> <p>Stealing</p> <p>Threats to others</p> <p>Minor forms of extortion</p> | <p>1. The principal initiates action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>2. The principal meets with the student and confers with the parent about the student's misconduct and the resulting action.</p> <p>3. Same as #3 above.</p> | <p>Any Level II options</p> <p>Temporary removal from class</p> <p>Referral for evaluation</p> <p>Temporary suspension of at least one day</p> <p>Repair, clean or restitution of property and damages.</p> <p>Community service</p> <p>Expulsion</p> |

| | | | |
|--|---|---|---|
| <p>IV. Acts which result in violence to another's person or property or which pose a threat to the safety of others in the building.</p> | <p>Malicious mischief Assault/battery Possession or use of dangerous weapon Bomb threat False alarm Furnishing/selling unauthorized substances Arson Possession or use of unauthorized substances (See Policy 227)</p> | <p>1. The principal verifies the offense, confers with the staff, and meets with the student. 2. Student is immediately removed from the classroom and parents are notified. 3. Same as #3 above.</p> | <p>Contact law enforcement agencies Suspension of up to 10 days Assignment of Alternative Education Program Expulsion Options from other levels</p> |
|--|---|---|---|

Discipline Procedures

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

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

Fighting

To maintain a safe education environment in the building, fighting and or violent incidents will not be tolerated. Student involved in these actions will be subset to the WAMS Discipline code and or legal actions. Generally, all participants involved will be automatically receive a three-day suspension. Exceptions may be made by the principal when an investigation reveals that one of the parties involved was strictly a victim.

Detentions

Detentions are held two days a week after school from 2:40-4:00 p.m. Any student arriving after 2:40 may serve another detention the following week. No one will be dismissed from the detention room until 4pm. Parents must provide transportation for students and must pick up their child immediately following eh detention. Parents will receive a letter regarding the detention that details the situation and indicates the date of the detention. Students will have an assigned packet of work to complete during detention. If time permits, students will study or do homework.

Skipping Detention

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

In School Suspension

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

1. Students will be assigned to in school suspension by the principal.
2. The administration will inform teachers of those student(s) that have been assigned to in school suspension. Work assignment forms will be filled out by the student's teachers to be completed during suspension. The office will send the student's work to the ISS room.
3. The building administration will notify the student's parents in writing that a student has been assigned to in school suspension, giving the reason for such assignments. A conference may be held at the parent's request.
4. Each student assigned to in school suspension will report with all textbooks.
5. Credit shall be given for all assigned classwork completed during the period of suspension. This material will be returned to the teachers form the ISS room.

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- The student may also make up any test or quiz given during the suspension. Evaluation of the classwork and test/quiz shall be done by the classroom teacher.
6. Students will not be readmitted to class until their assignment to the in-school suspension room has been fulfilled.
 7. The in-school suspension teacher decides whether the student passes/fails the suspension. Extra days will be assigned if a student fails to comply with the rules or finish assigned work.
 8. The guidance counselor and other appropriate personnel shall see all student are suspended the second time.
 9. Students may not attend or participate in extracurricular activities while under in school suspension.
 10. The administration will request a conference with the parents of those students assigned in school suspension for the third time.

Out of school suspension

1. When a student is suspended, the parents will be contacted by phone. If the offense is serious enough, the parents will be asked to come to the school and pick up their child. Written explanation will be mailed to the parents indicating the offense and duration of the suspension. A conference may also be held and or requested to discuss the incident.
2. When a student is returning from a suspension, the parents or parent must return them personally to school to be readmitted. When the parent returns with the student, a conference must be held with the principal, parent, and student.
3. When suspended, the student is not allowed to participate in any extra or co-curricular activities during the duration of their suspension.
4. Students on out of school suspension will be permitted to make up work in accordance with the following: it is the student's responsibility to contact the teacher for assignments upon return to school.
5. The student will have the amount of time equal to the length (in days) of the suspension to make up work missed. The schoolwork is to be given to the teacher for evaluation no later than the day after the last equivalent day for the suspension.
6. Students are not to be on school property while on suspension unless on official school business and this must be cleared through an administrator before for permission. If granted, they must come or go in a the most direct fashion.
7. If the suspension period includes a weekend or a time when school is not in session, the exclusion from extracurricular activities covers that period also.

Early Dismissal/Late Arrival

It is required that a note, signed by the parents, is handed into the office for any student who arrives late to school or needs to be dismissed early from school.

Leaving School: Students are not permitted to leave the school grounds during the school day without permission from the principal. Doctor appointments, dental appointments and court appearances constitute valid reasons for leaving school early. Other cases will be evaluated on an individual basis by the principal.

Educational Trips/Non School Sponsored

Pre-approval from the principal/superintendent is mandatory. You may pick up forms at the school office and have the form submitted one week before the trip. 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.

Electronic Devices

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/iPads/iPhones, MP3 players, DVD players, handheld game consoles, cell phone, smart phones, tablets, 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 will not be liable for the loss, damage, or misuse of any electronic device (Policy 237).

Prohibited Electronic Device Use:

1. Use of electronic devices is prohibited during class time unless 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/texting a parent/guardian to take them home due to illness.
4. The possession of laser pointers and attachments is prohibited.
5. Recording classes by video or sound is prohibited.
6. Use of electronic devices in any manner that violates board policy is prohibited.

Limited Electronic Device Use

1. The cafeteria and hallways are designated as an electronic device use area during scheduled breakfast times. The cafeteria is designated as an electronic device use 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 appropriate 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 and 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.

Off Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the 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.
2. The student is a member of an extracurricular activity and has been notified that off campus conduct could result in exclusion from such activities.
3. 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 could violate the code of student conduct if conducted in school.
4. the conduct involves the theft or vandalism of school property.
5. there is otherwise a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school sponsored activity.

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 parent or guardian.

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 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 and 3:30 pm on school days.

Exemptions

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

- Health, safety, or emergency reasons
- An individualized education plan (IEP)
- Classroom or instructional related activities
- 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.

- Student is a member of a volunteer fire company, ambulance, or rescue squad

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- Student has a need due to the medical condition of an immediate family member
 - Other reasons determined appropriate by the building principal

Emergency Fire/Tornado Drills

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

Severe weather drills will be scheduled periodically. Students will be directed by staff during these drills.

Field Trips-School Sponsored

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 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 school 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. Participation may be denied for the following reasons:

- Any student that is assigned ISS or OSS as a disciplinary consequence may be denied participation in any school sponsored field trip or activity (including but not limited to off campus trips, field days, Sports Days, or any special event taking place during all or part of the regular school day) if the offense occurred within 45 days of the school sponsored trip or activity.
- Any student failing 3 or more classes on the Friday before a school sponsored field trip/activity may be denied participation in a field trip/activity.
- The building principal will make the final determination as to whether any student may or may not participate in any school trips/activities for violation of the policies or for any other safety, disciplinary, or academic concerns.

Fundraising and Activities Fund

The board prohibits the collection of money by a student for personal benefit in school buildings, on school property, or at any school sponsored activity. District students are not obligated to conduct door to door sales for fundraising activities. Collection of money by approved school organizations may be permitted by the building principal per Wattsburg School Board Policy 229.

Grading

WAMS follows the below grading scale:

A 93%-100%

B 85% - 92%

C 77% - 84%

D 70% - 76%

F Below 70%

All classes will receive a percentage grade.

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

Gym

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

Hall Passes

1. Passes are to be used for all student movement in the building except for 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. If 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 & Sexual Harassment

Harassment/Sexual Harassment/Title IX Sexual Harassment Policy –It is the policy of the district to maintain an environment for learning and working that is free from harassment, sexual harassment, and Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The WASD's Title IX Coordinator is:

Mrs. Rebecca Kelley, Assistant to the Superintendent

814-824-3400 ext. 4532

Becca.Kelley@wattsburg.org

10782 Wattsburg Road

Erie, PA 16509

The District's Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and the associated Attachment 2 "Discrimination Complaint Procedures" and Attachment 3 "Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints" are set forth in full on the District's website and can be

accessed at: www.wattsburg.org by navigating to the **Board of Education** section and selecting **Board Policies**.

Definitions

“*Discrimination*” shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

“*Harassment*” is a form of discrimination based on the protected classifications listed above consisting 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 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 abuse 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 service, activities or opportunities offered by the district or school.

It shall be a violation of this policy to harass a student or district employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing, or otherwise disseminating or obscene, pornographic, lewd, sexually explicit, or nude images, photographs or video content of another student may be considered harassment.

“*Title IX Sexual Harassment*” - means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking.
 - a. *Dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the

victim and where the existence of such a relationship is determined by the following factors:

- i. Length of relationship.
Type of relationship.
 - ii. Frequency of interaction between the persons involved in the relationship.
- b. *Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- c. *Sexual assault* means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- d. *Stalking*, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
- i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Violations of this **Harassment/Sexual Harassment/Title IX Sexual Harassment Policy**, as set forth more fully in Board Policy 103 "Discrimination/Title IX Sexual Harassment Affecting Students" and associated Attachments 2 and 3, including acts of retaliation as described in the policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This Policy prohibits individuals from knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 of Policy 103 and during other grievance or

hearing processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for expulsion.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation and Grievance Procedure:

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination, or retaliation to promptly report such incidents to the building principal or the Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or the Title IX Coordinator.

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 or Title IX Coordinator, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed. A copy of this Report Form can be accessed on the district's website at: www.wattsburg.org and through the building principal or the Title IX Coordinator.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as defined by Title IX. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the District's Discrimination Complaint Procedures (Attachment 2 to Policy 103) or if the reported circumstances

meet the definition of Title IX sexual harassment and shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints (Attachment 3 to Policy 103). Those procedures are lengthy, and copies of the procedures are not reproduced in full in the Student Handbook but can be accessed on the district's website at: www.wattsburg.org and/or hard copies are available in the building principal's office and through the Title IX Coordinator.

Hazing

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

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. Exposer to the elements.
 4. Forced consumption of any food, liquor, drug, or other substance.
 5. Any other forced physical 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 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 investigate 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 reversal of permission for the 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.

Health Services

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

All students will receive a form in homeroom to have a parent or guardian fill out at the beginning of the year. On the form the parent will indicate pertinent information for the school nurse to use in case of emergency or other health related problems.

Accident or injury during school hours: The student is to report the accident or injury to the nurse. An accident report is completed, and a parent or guardian is notified as to the nature of the accident or injury. This includes ALL injuries received because of participation in any sport or other extra-curricular activity under the direction of the school.

Taking any medication during school hours is to be done in the nurse's office. There are special medication forms available in the nurse's office for the physician who is prescribing the medication to complete and return to the nurse. This keeps the nurse informed of health problems students are having. It also helps the nurse in the event a student on medication might develop an allergic reaction to the first dose of medication. Please remember, the nurse can give effective health care only when she is informed of all health-related information concerning the students. Please refer to board policy number 210 and 210.1 (asthma inhaler guidelines) for exact rules and regulations regarding medications both prescribed and over the counter.

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

State Law requires all sixth-grade students to have a physical. The school will provide a physician for this purpose at will not be paid by the district. A report of the physical must be sent to the school nurse by the physician.

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

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.

Act 195 Epinephrine

A 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 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.

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, which include the following conditions:

- 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, transitional or domestic violent shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as 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.

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- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Every reasonable effort will be made to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. For more information, please see School Board Policy #251. You may also contact, Assistant to the Superintendent, at 814.824.3400 ext. 4532.

Homework Requests

The office will try to secure homework for students who are out of school due to illness. Please make arrangements for homework to be picked up. Homework will be provided that have been suspended three or more days (OSS) per parent request.

Honor Roll

Students who are on the Honor Roll or Faculty Honor Roll each grading period are given a certificate of achievement and will be recognized throughout the school year. Student grades will be used to determine Honor Roll and Faculty Honor Roll. Honor Roll and Faculty Honor Roll will be calculated by averaging the percentage graded earned for ALL classes taken. A student must have an overall average of 85% - 92% to receive Honor Roll and an overall average of 93% or higher to receive Faculty Honor Roll. Any percentage under 84% in any class will negate the student from making Honor Roll and any percentage under 92% in any class will negate the student from making Faculty Honor Roll.

Incomplete Grades

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

incomplete at the end of the year, the teacher will give a grade based on work that was completed that marking period.

Lockers

Locker assignments, for 7th and 8th grade students, are made by the principal through the office. Your locker assignment will be on your schedule. Students are not to change lockers or share lockers with other students. Doing so could lead to a disciplinary action. Lockers are the property of the school district.

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

12.14 Searches (PA Code)

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

Office Information

The WAMS office is staffed every day from 7am to 3:45 pm.

If you need to reach the WAMS office, please call 814-824-3400. As soon as you hear the "Welcome" immediately dial ext. 4560. Calls will not go directly to a classroom between the hours of 7:30am and 2:45 pm. If you want to reach a teacher, you may dial their extension directly after school hours.

Parent Teacher Association

The Wattsburg Area Middle School Parent Teacher Association is an organization of parents concerned with helping our school. Every parent is invited to this group. Regular meetings are held once a month to discuss activities they can provide as well as other activities/field trips they can sponsor.

Report Cards

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

Report cards will be sent home with students at the end of each marking period. Final report cards will be mailed home.

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| November 2, 2022 | End of 1 st Marking Period |
| January 19, 2023 | End of 2 nd Marking Period/1 st Semester |
| March 29, 2023 | End of 3 rd Marking Period |
| June 9, 2023 | End of 4 th Marking Period |

School Counselor

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

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

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

1. Coordinating I.E.P. (Individual Education Programs) process and conferences, special education and gifted.
2. Working with students who have problems; personal and academic.
3. Academic screenings for students.
4. Work with teachers and students with classroom behavior problems.

5. Communicates with outside agencies.
6. Coordinates the scheduling process.

School Resource Officer

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.^[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:^[29]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
2. Develop and educate students in crime prevention and safety.
3. Train students in conflict resolution, restorative justice, and crime awareness.
4. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
5. Develop or expand community justice initiatives for students.
6. Other duties as agreed upon between the district and municipal agency.

Searches

School administrators are hereby authorized to:

1. Conduct routine searches of student lockers and desks.
2. Conduct thorough searches of students and their possessions, in the presence of a witness, in any case of suspected possession, use, or distribution of unauthorized substances.
3. Confiscate an unauthorized substance or material of questionable purpose.

4. Search and seizure authorization are extended to professional school employees during school sponsored activities or when an administrator is unavailable.

Smoking/Vaping

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

1. *First Offense*: Out of school or in school suspension for a period of three days or until a parent conference is held. Parents shall be apprised of the penalties for subsequent violations.
2. *Second Offense*: Out of school or in school suspension for a period of six days or until a parent conference is completed.
3. *Third Offense*: Out of school or in school suspension for a period of up to ten days.
4. *Fourth Offense*: Out of school or in school suspension for a period of up to ten days. Students shall be required to attend a smoking cessation class prescribed by the administration. In lieu of the smoking cessation class, proceed to fifth offense disciplinary procedure.
5. *Fifth Offense*: Out of school suspension until a hearing before the board of education can be scheduled for possible expulsion.

Policies 222, 323 and 904 contain a new, comprehensive definition for the term "tobacco product,"

which now incorporates vaping products, including the product marketed as Juul and other types of

electronic cigarettes. Terminology was updated throughout the policies to reflect the new comprehensive definition of tobacco products.

The term tobacco product is also defined in the law to exclude a device that is sold by a licensed dispensary in compliance with the Medical Marijuana Act. While this exclusion is spelled out in the policy based on the definitions in the law, the policy

contains language clarifying that federal law requires school entities to maintain a drug-free environment, at which marijuana of any kind is prohibited.

Policy 222 addressing students refers districts to the PA Department of Health guidance issued on medical marijuana in schools and states that possession of any form of medical marijuana by students at any time on school property or during school activities on school property is prohibited.

The policies prohibit the possession, use, purchase or sale of tobacco and vaping products by students. Employees and members of the public attending school events or using school facilities may possess tobacco or vaping products if they are of legal age but use or sale of such products is prohibited on school property. Students who violate Policy 222 will be subject to prosecution initiated by the school entity and, if convicted, will be required to pay a fine, plus court costs, or the court may admit the student to an adjudication alternative in lieu of imposing the fine.

Student Speech & Off Campus Conduct

In accordance with School Board Policy 218, The Code of Student Conduct applies to student behavior that occurs at other times and places ("off-campus") when:

1. Conduct **involves, threatens, or makes more likely violence, use of force or other serious harm directed at students, staff, or the school environment;**
2. **The** conduct materially and substantially disrupts **or interferes with** the school **environment or the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions;**
3. **The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;**
4. The conduct involves the theft or vandalism of school property; **or**
5. The proximity, timing, **or motive for** the conduct **in question or other factors pertaining to the conduct** otherwise **establish** a direct **connection** to attendance at school, **to the school community,** or **to** a school-sponsored activity. **This would include,** for example, **but not be limited to,** **conduct** that would violate the Code of Student Conduct if **it occurred** in school **that is committed in furtherance of a plan** made **or agreed to** in school, **or acts of vandalism directed at the property of school staff because of their status as school staff.**

Student Conduct at Events

Student responsibilities also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that off-campus conduct could result in exclusion from such activities.
3. 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.
4. The conduct involves the theft or vandalism of school property.
5. There is otherwise a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activity.

Special Education & Gifted Services

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

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

- Full scale or composite IQ score of 130 or higher on an individually administered IQ test.

or any combination of the following criteria:

1. 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.
2. As observed or measured rate of acquisition/retention of new academic content or skills that reflect gifted ability.
3. 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.
4. 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.
5. Documented, observed, validated, or assessed evidence that intervening factors such as English as a Second Language, disabilities defined in 34 CFR 300.8 (relating to child with a disability), gender or race bias, or socio/cultural deprivation are masking gifted abilities.

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

Wattsburg Area School District will provide PDE with all required gifted information and/or reports related to students, personnel, and program elements.

Special Education Annual Notice

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

Every school has a screening and evaluation process to identify students who may require Special Education Services. If parents or guardians think their child might need Special Education Services or that the child may have a developmental

delay, they can refer their child by contacting the principal of the school which the child attends, the school district Central Administration Office, or the Northwest Tri-County Intermediate Unit. Screenings and evaluations occur throughout the year and 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.

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- 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, homelessness, 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

Student Assistance Program

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

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

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

SAP Phone Numbers that may be helpful:

- Crisis Services: 456-2014, 1-800-300-9558,
- Pyramid: 456-2203,
- Erie Hotline: 453-5656,
- Millcreek Community Hospital: 864-4031,
- Domestic Violence Hotline: 1-800-333-9766,
- SAFE Line: 456-SAFE,
- Crime Victim Center: 455-9414,
- Highmark Caring Place: (866)-212-4673

Student Dances/Closed Activity Rules

School dances are organized by the administration for grades 7 and 8 and one special dance after school for grades 5 and 6. Attendance is a privilege. Students

referred to the office for disciplinary reasons prior to the dance may not be permitted to attend. All school rules apply at dances.

Summer Program

The summer program will be offered for those students who do not demonstrate mastery at a rate of 70% or higher in the core subjects for up to two (2) classes. Students who fail three (3) or more core subjects will not be eligible for the summer program and the child's schedule will reflect study skill classes. The summer program is contingent upon enrollment and payment is the responsibility of the parent/guardian. Payment plans can be negotiated through building administration with the understanding that if payment is not made, the student will accrue a debt that must be paid before the student graduates.

Technology/Internet Safety and Use Agreements

INTERNET USE AGREEMENT

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

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

Telephone Use

A phone is provided at the front office for students to make outside phone calls when necessary. This is a privilege and will be monitored by the administration.

Textbooks

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

Unwanted and Unacceptable Items

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

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

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

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

Visitors on School Property

Visitors must report to the main office and sign in upon entering and leaving the building, additionally all visitors will be registered into the Raptor system. Raptor 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.

Weapons

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

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

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

Dangerous weapon means loaded firearm, firearm, replica firearm, knuckles, butterfly knife, chains, clubs, throwing star, switch blade knife, or other knife, any type of explosive device or any other article that is commonly used or is designed to inflict bodily harm.

Weapon means an article that is not per se a dangerous weapon which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to belts, combs, pencils, files, compasses, and scissors.

Replica firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm. For further clarification regarding weapons please refer to Wattsburg Area School board policy number 218 and 218.1

Wattsburg Area School District Policies

It should be noted that all Wattsburg Area School District policies are not noted in this handbook. To view all policies please visit:

<http://www.wattsburg.org/BoardPolicies.aspx> or go to the Wattsburg Area School District website, click on Board of Education, and click on Board Policies.

Complete copies of Wattsburg Area School District Policies can also be attained by the contacting the middle school office at 824-3400 extension 4560.