

STUDENT HANDBOOK

2008-2009



Pleasant Hills Middle School

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The West Jefferson Hills School District

Educating and Preparing All Students for the Future

This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student No. _____ Homeroom No. _____

WELCOME TO PLEASANT HILLS MIDDLE SCHOOL

We welcome you as a member of our school community. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

Be proud of your school. Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them.

Throughout your life you will be looking toward the future, but you will find yourself thinking of the fun and pleasant experiences you had while at Pleasant Hills Middle School.

MISSION STATEMENT: THE DISTRICT'S STATEMENT OF ITS PURPOSE

Students are the primary focus of the West Jefferson Hills School District where, in partnership with families and community, the mission is to educate and prepare all students to become active, contributing members of society by providing a challenging, innovative, educational program guided by an exceptional staff in a safe, positive, caring environment of excellence.

THE DISTRICT'S ESSENTIAL BELIEFS IN ACHIEVING ITS PURPOSE

- The learning and the educational development of individuals are collaborative efforts involving student, family, school and community.
- High expectations promote high achievement.
- Individuals are responsible for their actions.
- The family is a primary influence and motivator for the student.
- Students are the primary focus of the school system.
- Everyone learns at different rates and in different ways.
- All students have an equal opportunity for an education in which they are encouraged to develop their potential.
- Effective learning takes place in a safe, positive, and caring environment where respect for others is demonstrated.
- Education involves an interdisciplinary process.
- Learning involves acquiring basic academic knowledge, skills, and the ability to analyze, interpret, apply, synthesize, and evaluate.
- Education provides skills to enable all students to participate in a lifelong process of learning in a changing world.
- Quality education includes activities inside and outside of the classroom.
- An effective educational program requires giving an exceptional staff a voice in the educational process and providing them with consistent and planned professional development opportunities.
- Advancements in technologies impact knowledge and education.
- Quality public education is essential for a thriving community and requires shared fiscal responsibility, as well as academic accountability.
- Effective communication among school, family, students, and community is vital throughout the educational process.

STUDENT CODE OF CONDUCT FOR THE WEST JEFFERSON HILLS SCHOOL DISTRICT

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

STUDENT RIGHTS

Students do have rights. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be free from invidious discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process. Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or like to attend, but all school personnel and parents should encourage students to attend at all times.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a

climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in disciplinary cases and cooperate with school staffs should they have knowledge of importance in relation to such cases.
- Dress and groom themselves so as to meet fair standards of safety, health, and common standards of decency.
- Assume that until a rule is waived, altered, or repealed it is in full effect.
- Assist the school staff in running a safe school for all students enrolled therein.
- Be aware and comply with state and local laws.
- Protect and take care of school property.
- Attend school daily, except when excused, and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the course of study prescribed by the state and local school authorities.
- Avoid inaccuracies in student newspapers or publications and avoid indecent or obscene language and topics that incite student unrest.
- Refrain from using disrespectful, indecent, or obscene gestures or language in direct contact with other persons.
- Act in a responsible manner at all school events at our school and when visiting other facilities.

GENERAL CONDITIONS

The provisions of the student code of conduct apply to students any time they are under the proper supervision of school authorities (e.g. extra-curricular, field trips, etc.). Students and parents are requested to review the "Disciplinary Response Structure Levels I-IV" provided to all students at Pleasant Hills Middle School in the packet distributed the first week of school. This packet cites specific examples, procedures, and disciplinary options for various infractions of school rules and regulations.

PLEASANT HILLS MIDDLE SCHOOL: A PLACE TO LEARN AND GROW

If a school district is to be an integrated system from kindergarten through grade 12, then the middle level plays an extremely important role as the link that makes the connection between the elementary and the high school. The importance as a link is perhaps only surpassed by the middle level's role in providing a unique program to meet the needs of all students.

From the developmental nature of students, we know that more physical, emotional, mental, and social changes occur at the middle level than perhaps at any other time in a student's life. You enter middle school as a child and exit as a young adult. The challenge to meet your various needs as an adolescent is a monumental task for the middle level educator as we strive to create a developmental approach to schooling to match the developmental nature of our students.

PHMS recognizes the need for the link and recognizes the need to address the developmental nature of our students. To this end, we aspire to the following beliefs and goals:

BELIEF STATEMENTS

- We believe that interdisciplinary teaming efforts will lead to diverse instructional strategies.
- We believe in exploratory learning experiences that should emphasize interest, decision-making and curricular enrichment.
- We believe in flexible grouping and scheduling.
- We believe in providing learning opportunities for students to grow socially, emotionally and academically.

6th GRADE TEAM GOALS

- Provide activities that facilitate a comfortable transition from elementary to middle school throughout the school year.
- Provide opportunities for students to achieve their academic potential.
- Provide students with interdisciplinary experiences to reinforce information across subject areas.
- Promote positive communication between home and school.

7th GRADE TEAM GOALS

- Provide opportunities for students to improve organizational skills.
- Assist students in developing and implementing problem solving techniques.
- Provide opportunities for students to utilize their skills across all content areas.
- Assist students as they work together to develop and demonstrate appropriate social interaction skills.
- Provide support as students develop respect for individual differences to enhance cooperation toward goals or tasks.

8th GRADE TEAM GOALS

- Foster and develop organizational skills and responsibility through the use of the student agenda.
- Prepare students for the academic transition to the high school.
- Implement and reinforce technology skills to enhance learning.
- Work together in teams to foster a unified, positive, and safe learning environment.
- Encourage, support, and challenge students to achieve higher academic standards.

CURRICULUM SUMMARY

CORE COURSES -- GRADES 6, 7, AND 8

READING
LANGUAGE ARTS
MATH
SOCIAL STUDIES
SCIENCE

Core courses are conducted 5 days a week and are full year courses.

Students are also scheduled for the following special courses:

Art - 9 weeks, 5 days per week

Computer - 9 weeks, 5 days per week

Foreign Language - 9 weeks, 5 days per week
(Grade 6 - Spanish; Grade 7 - French; Grade 8 - Latin)

Family and Consumer Science/Technology Education - 9 weeks, 5 days per week

Music – Full Year 2 or 3 days per week
(Students may select band, chorus, or general music)

Physical Education - full year, 1 or 2 days per week

Health – Full year 1 day per week

ASSEMBLIES

Assemblies are scheduled throughout the school year and are designed to be educational as well as entertaining experiences. They provide an opportunity in school to learn formal audience behavior. Regardless of the type of assembly, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, making noise, whistling, stamping of feet, and booing are discourteous and not permitted.

ATTENDANCE POLICY

Refer to the Student Attendance Policy sent home at the beginning of the school year for the entire updated attendance policy.

Listed below is a summary of various topics from the Attendance Policy.

The purpose of the attendance policy is to promote regular school attendance and to improve the academic achievement of students in the West Jefferson Hills School District. Regular school attendance is a prerequisite for school success. School success correlates highly with regular school attendance. A student's absence from class disrupts the continuity of the learning process and the benefits of regular classroom instruction, which once lost, can never be regained. Supervised classroom learning experiences, continuity of instruction, and personal interaction are essential ingredients in the education process. Participation in planned learning activities under the supervision of school personnel provides valuable personal interaction between students and teachers. Such activities are a vital part of the learning process in any public school.

ATTENDANCE REGULATIONS

Regulations covering absences, make-up work, and tardiness are as follows:

- A. Excused absences - These include absences for 1) Personal illness, 2) Urgent reasons (Serious illness or death in the immediate family), 3) Emergency medical or dental attention, 4) Absences approved in advance by the main office (Educational Vacations), 5) Authorized religious holidays.
- B. Make-Up Work - Students may receive credit for work missed for the above reasons, provided it is made up satisfactorily and within a reasonable time. It is the student's responsibility to contact teachers after an absence to arrange for make-up work or to pick it up in the homework boxes located in the front hall.
- C. Homebound Instruction - In case of prolonged illness of a student, the student's parent should contact the principal to request homebound instruction. Medical approvals are necessary.
- D. Unexcused Absences - Unexcused absences are ones other than those listed under A above.

WRITTEN EXCUSES

PA School Code also requires that parents submit a written excuse when a child returns to school following every absence. This excuse must state the date(s) absent, reason for absence, and parent signature. If the excuse is not submitted within three (3) school days, the absence is coded as "unexcused".

You are under the age of 17. Therefore, "unexcused" absences are also "unlawful" absences. The School Code requires that school officials file a legal notice with the parent of any student who accumulates three (3) days of "unlawful" absence. If, after filing legal notice, you accumulate more days of "unlawful" absence, charges may be filed against the parent/guardian with a magistrate.

NOTIFICATION OF STUDENT ABSENCES

Parents may be contacted by Pleasant Hills Middle School staff to verify student absences. If you prefer not to be contacted by the school, you may leave a voice mail message by calling 412-655-8680, ext. 7. Please leave your child's name, date of absence and the reason for the absence. Please remember, you must still submit a written excuse when your child returns to school.

EXCESSIVE ABSENTEEISM

If a student has a record of excessive absenteeism (10 or more days in one school year as recommended by the Pennsylvania Department of Education) he/she is required to present a written statement from a licensed health practitioner stating the reason for the absence from school. A student who is required to present such proof must do so for every absence from school or illness. Failure to do so will result in the absence being recorded as unexcused and unlawful under the compulsory attendance laws of Pennsylvania.

TARDINESS

Students must be present in homeroom by 7:55 A.M. or they are marked tardy even if an excuse is presented. If a student arrives late to school, the student must report to the office for a late pass.

Students that are continually tardy to school may be disciplined in the following manner:

4-8 unexcused tardies	1 hour of detention
9-11 unexcused tardies	2 detentions
12-15 unexcused tardies	1 day ISS
16-19 unexcused tardies	2 days ISS or Saturday Detention
20 + unexcused tardies	Required parent conference – further discipline action to be determined.

It is the desire of all at PHMS that students achieve success and prompt attendance assists students towards this goal. Please refer to the District Attendance Policy for additional information regarding tardies to school.

MEDICAL AND DENTAL APPOINTMENTS

A student may be excused for a medical or dental appointment providing the student secures an appointment card from the doctor or presents a written excuse from his/her parent prior to the time of the appointment. These

excuses must be approved by the main office. Before leaving the building, the parent must sign the student out in the main office. Students must also sign in at the main office upon their return to school.

TRUANCY

A student absent without the consent of the student's parent is truant. This is an unexcused absence. Work missed during this absence must be made up but no credit will be given. Repeated truancy may be cause for disciplinary action, suspension, expulsion, or legal action. One is truant if the student 1) leaves school without signing out in the office, 2) leaves school at lunch without a pass, 3) is absent from school without prior permission from parent, 4) is absent from class without permission (skipping), 5) obtains a pass to go to a specific place in school but does not report there, 6) comes to school but does not report to classes.

Parents/Guardians of a habitually truant student who is at least 13 years of age are liable for the truancy and can be fined up to \$300 and court costs.

EDUCATIONAL VACATIONS

Student absences from school resulting from family vacations with educational value typically should not exceed ten (10) school days to be considered excused. Educational vacations will be ruled excused if it is the opinion of the building administrator a vacation does have educational value and the following procedure is followed:

A. The parent obtains an educational form from the building indicating the days to be missed, destination of the trip, and the educational value of the trip.

B. The student obtains an approval form from the building administrator to present to teachers in order to obtain assignments prior to the absence. Teachers will initial the form to indicate that they have met with the student regarding assigned work.

C. All academic work is completed within a time period not exceeding the number of days absent as a result of the trip.

D. Leaving school early for a vacation or trip will not be excused unless an educational vacation form has been submitted and approved prior to the absence.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, and general information for the day are announced over the P.A. system each morning. Pupils responsible for announcements must have their announcements approved by the main office.

All posters must advertise school sponsored events and be approved by the Superintendent.

BUS RULES AND REGULATIONS

The safety of all students to and from school is somewhat dependent on an understanding and cooperative effort of parents, students, school bus drivers and school personnel.

The West Jefferson Hills School District buses are equipped with video cameras and the taping of bus trips is in effect to enhance student safety.

Parents are urged to caution their children to obey the following rules:

- Students must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
- Students must be on time at the designated bus stops. Buses cannot wait.
- Students must stay off the roadway at all times while waiting for buses.
- Students must cross in front of the bus when crossing a highway.
- Students must wait until the bus comes to a complete stop before attempting to enter or exit the bus.
- Students must keep their arms and heads inside the bus at all times.
- Students must remain seated at all times when the bus is in motion.
- Any damage to the bus should be reported to the bus driver at once.
- Any student causing a disturbance on the bus may be suspended from riding the bus.
- Any student damaging a bus may be suspended from riding the bus.
- No smoking will be permitted on the bus. Violation of this regulation will result in disciplinary action.
- Students will be picked up and discharged only at their designated bus stop.
- Students may only ride the bus to which they have been assigned by the district. No unassigned students are permitted to ride the bus. **Please do not ask to have your son/daughter ride a bus they are not assigned to, as we are unable to honor those requests.**
- Bus students may not walk home, to doctor's appointments, activities, or another student's home without written permission from a parent. This permission must be submitted to the office for approval on the morning of the request.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of PHMS. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others use.

No food may be taken from the cafeteria. Fast food of any kind cannot be brought into the cafeteria. Students who abuse these or other cafeteria rules will be disciplined accordingly.

COMPUTER/INTERNET POLICY

The computer facilities in the WJHSD are provided for the use of the district's students, staff, and community

members in support of the programs of the district. All users of the facilities are responsible for seeing that these facilities are used in an effective, efficient, ethical, and lawful manner. Violations of this policy are subject to review by the district's administration. Disciplinary actions which may be taken, but not limited to, include: loss of computer use privileges, dismissal from computer-related classes, discipline under the discipline policies of the district, and/or appropriate legal action. The district may require the signature of the user and his/her parent or guardian on the Computer Use Consent Form prior to allowing use of the facilities.

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of the network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.

Responsible use of computers/internet facilities, in accordance with specific district policy guidelines, is expected of all students at PHMS. These guidelines are distributed and explained to students by school faculty.

DRESS DISCIPLINE

PHMS is an educational institution designed to promote serious study and growth. Dress guidelines have been formulated with this concept in mind. While we accept changes in fashion, we also expect our students to use good judgment when choosing clothing to be worn to school. Clothing worn should promote, not hinder, the orderly process of education.

The following clothing is inappropriate for school use:

- clothing/jewelry with metal studs
- tank tops, halter tops, muscle shirts, clothing exposing bare midriffs, low cut jeans
- articles of clothing which make reference to alcohol, drugs, or vulgarity, satanic practice, sexual undertones
- spandex clothing
- hats/sweatbands, bandanas, and outer jackets during school hours
- skirts or shorts too tight
- cut-offs, boxer shorts, or pajama pants

All shorts/skirts should be an appropriate length for school. Any student reporting to school inappropriately dressed will be required to call home for a change of clothing or will be provided school apparel to wear for the remainder of the day.

FIELD TRIPS

Field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program. Students on field trips remain under the supervision and responsibility of the WJHSD Board and are subject to its rules and regulations.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. A fire evacuation plan is posted in each room. You should study the plan and become familiar with it. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in your room will give instructions about exiting the building.

GRADING POLICY

PHMS uses five levels of achievement. These are:

A - Superior attainment of course objectives (90%-100%)

B - Above average attainment of course objectives
(80% - 89.9%)

C - Average attainment of course objectives (70%-79.9%)

D - Below average attainment of course objectives
(60%-69.9%)

F - Performance does not meet minimum standards

To help parents and students keep track of their academic progress, WJHSD utilizes a web based grading program. This program enables up to date monitoring of student progress in all academic classes and daily attendance. Student's parents are assigned a user ID and password to access the online gradebook.

Report cards are issued at the end of each nine- week session. Letter grades are used to designate a pupil's progress. Parents must sign these reports and return them to school.

Student deficiency reports may be sent anytime during marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Parents are encouraged to acknowledge the receipt of these notices.

Report Card Comments:

1. Outstanding Effort
2. Commendable Work Ethic
3. Cooperative/Positive Attitude
4. Actively Participates in Class
5. Shows Recent Improvement
6. Makes Good Use of Ability
7. Course Requirements Not Met
8. Homework/Projects Not Complete
9. Poor Classroom Performance
10. Low Test/Quiz Scores
11. Effort/Motivation Lacking
12. Inappropriate Behavior
13. Absences Limiting Class Performance

GUIDANCE

The purpose of guidance services is to help students in social, emotional, educational, vocational, and personal development. The counselor is in the guidance office daily during school hours. Conferences with students receive first consideration of the counselor's time and are

scheduled whenever necessary. The counselor will assist the student:

- in recommending materials to improve study habits
- in planning schedules and school programs
- in making realistic curriculum selections and suitable plans for the future
- in offering aid in problems of adjustment--listen to students and discuss problems

HALL PASSES

Students are not permitted in the halls during class periods unless they have a hall pass from an authorized staff person. Any student arriving without a pass will be considered late to class. Once a student has accumulated two unexcused late to class notices they may be assigned after school detention.

HEALTH SERVICES

Health service is available to students for accidents and illness occurring only in school.

If a student becomes ill, with the permission of the student's class teacher, the student should report to the nurse. If the nurse is not on duty, the student should report to the main office. Parents will be called and asked to come for students too ill to remain in school. Students must never leave the building without permission.

HOMEWORK UPDATE WITH INTERNET INFORMATION

Students and/or parents can access homework assignments daily after 3:00 PM by visiting WJHSD.net, clicking on PHMS, go to student resources, click on homework, then choose your child's team. Worksheets necessary to complete assignments can be picked up in the homework boxes located in the front hall after 3:00 P.M. for each day of absence.

INTERSCHOLASTIC SPORTS

Opportunities for participation in interscholastic sports begin at PHMS in the 7th grade. Students may choose to participate in the following activities: Football, Basketball, Track, Volleyball, Cross Country, Cheerleading, and Wrestling. Each sport has specific guidelines which students will be advised of as needed. Students who choose to become involved in interscholastic sports should be aware that they must maintain academic and attendance eligibility to participate. Students must be in school by 10:42 A.M. the day of the event to be eligible to participate. Also, students who are absent from school are not permitted to participate in after-school practice or games. Students who may be assigned to detention or suspension are also ineligible to participate on those dates.

INTRAMURALS

The intramural program is a vital part of the middle school. It meets most mornings of the school week. We hope that all students in Grades 6, 7, and 8 will become participants. Students' physical education teachers will give details about the program during the first week of school.

LIBRARY

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day and for a short time before and after school. Fines are charged for materials that are not returned.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that the locker is locked at all times. Get materials from your locker for your morning classes when you arrive in the morning, and materials needed for afternoon classes after the lunch period. Students may visit their locker while going from their class to the cafeteria for lunch or from the cafeteria to their assigned afternoon class. Students may not visit lockers during the three minute travel time between classes. The administration of PHMS has the right to search a student's locker when there is reasonable suspicion that it is being used for purposes other than storage of school materials.

Keep your combination a secret. Friends will come and go but your locker combination will remain the same. Protect your possessions by keeping your combination private. Students who choose to give their locker combinations to others do so at their own risk.

MEDICATION

Students are not permitted to carry medication to school. This is for the protection of your child's health.

Administration of medication is a responsibility the school district views with considerable concern. Due to this policy for medication, we will not be able to administer non-prescription medication sent from home such as aspirin, Tylenol, cough syrups, cold tablets, etc.

Medication can only be given when:

- Written instructions are provided to the nurse by the physician.
- Medication is in a properly labeled container with student's name, dosage, time, etc.
- Parent's written permission is complete. Forms for this purpose are available from the school nurse.

Your pharmacist may provide a split portion of the medication in a separate labeled bottle for the school. Ask your pharmacist when having a prescription filled.

RESTROOMS

Students may use the restrooms before and after school, between class periods only when necessary, or at the end of the lunch period. Students are expected to keep the restrooms clean at all times. Do not loiter or smoke there, write on the walls, or damage the facilities in any way. If feeling ill, secure permission to report to the school nurse.

SKATEBOARDING, BICYCLE RIDING, ROLLER SKATING

School district property is posted that there is to be no skateboarding, bicycle riding, and/or roller skating on school district property. This regulation also includes scooters and roller blades.

STUDENT COUNCIL

Student council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-respect among its members and the entire student body.

STUDENT DISCIPLINE

Refer to the Student Discipline Policy distributed at the beginning of each school year.

SURVEILLANCE CAMERAS

The West Jefferson Hills School District has completed the installation of surveillance cameras inside and outside Pleasant Hills Middle School. The surveillance cameras will provide safety for our students, staff and property of the School District. The action was recommended by the Administration and approved by the School Board.

TELEPHONES/PAGERS

Students are not permitted to use the office telephone to make personal arrangements. We do not interrupt the school program to have students come to the telephone. The office will accept only emergency-type messages to relay to students. Students must have a pass to use the phone between classes.

If you wish to speak to a teacher, you may leave a message on the teacher's voice mail and she/he will return your call. Interrupting class hamper's valuable instruction time.

Students are not permitted to use cell phones and/or pagers in school during the school day. Cell phones, if brought to school, are to be turned off and left in the student's locker.

TITLE IX

It is the policy of the WJHSD not to discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

For information about your rights or grievance procedures, contact the Title IX Coordinator, or the Section 504 Coordinator, at 412-655-8450 or at WJHSD, 835 Old Clairton Road, Jefferson Hills, PA 15025

VALUABLES

Students, not the school, are responsible for their personal property. Students should not bring personal items or large amount of money to school. If a student has lost a personal item he/she may check in the lost and found which is located in the lobby of the school. Students are reminded to use their school lockers for all materials.

VISITORS

All visitors must register in the office. A visitor's pass will be issued to qualified visitors. Visitors who do not register are trespassing on school grounds.

WALKERS

The development of a respect for property and the rights of others is a prime aim of education. Students should take care not to trespass or destroy property. Students should walk on the left facing traffic at all times. "Short cuts" through private property should not be taken. All students are expected to go directly home after school unless otherwise directed by their parent.

Walkers exit PHMS by using the exits near rooms 102 or 120 on the first floor. Students are not permitted to use the main lobby entrance to exit the school at dismissal. This exit is for use by bus students only.

Walking students should time their arrival to PHMS no earlier than 7:25 A.M. Students who arrive before this time are to remain in the main lobby until the tone sounds at 7:30 A.M. when they can report to their homeroom.

WITHDRAWAL FROM SCHOOL

If a student is moving to another school district, the student must first obtain a "Withdrawal Form" from the guidance secretary, at least two days prior to their last day. She will instruct the student as to withdrawal procedures.

2008-2009 SCHOOL CALENDAR

August 26	First Day for Students
September 1	Labor Day
September 2	PHMS Open House
October 13	In-service day (no classes)
November 25	Conference evening
November 26	Conference morning (no classes)
November 27-28	Thanksgiving Recess
December 1	Thanksgiving Recess
December 24-31	Christmas Recess
January 1-2	New Year Day
January 16	½ p.m. Act 80 Day (no p.m. classes)
January 19	Martin Luther King Day
February 16	President's Day
March 16	In-service day (no classes)
April 8-14	Spring recess
May 14	In-service day
May 15	School picnic (district closed)
May 25	Memorial Day
May 29	½ p.m. Act 80 Day (no p.m. classes)
June 10	Last day for students

