

WEST SHORE SCHOOL DISTRICT

MIDDLE SCHOOL

**Student  
and Parent  
HANDBOOK**

**2017-2018**



ALLEN • CROSSROADS • NEW CUMBERLAND



WEST SHORE SCHOOL DISTRICT  
**Middle School Parent & Student Handbook**

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### **Bell Schedule**

| <b>Mod</b>         | <b>Grade 6:<br/>All Schools</b> | <b>Grade 7: Allen &amp; Crossroads<br/>Grade 8: New Cumberland</b> | <b>Grade 8: Allen &amp; Crossroads<br/>Grade 7: New Cumberland</b> |
|--------------------|---------------------------------|--|--|
| <b>HR/AA/B/C/O</b> | 7:38 - 8:16 a.m.                | 7:38 - 8:16 a.m.   | 7:38 - 8:16 a.m.   |
| <b>Mod 1</b>       | 8:19 - 9:09 a.m.                | 8:19 - 9:09 a.m.   | 8:19 - 9:09 a.m.   |
| <b>Mod 2</b>       | 9:12 - 10:02 a.m.               | 9:12 - 10:02 a.m.  | 9:12 - 10:02 a.m.  |
| <b>Mod 3</b>       | 10:05 - 10:55 a.m.              | 10:05 - 10:55 a.m.   | 10:05 - 10:55 a.m.   |
| <b>Mod 4</b>       | 10:58 - 11:28 a.m.              | 10:58 - 11:48 a.m.   | 10:58 - 11:48 a.m.   |
| <b>Mod 5</b>       | 11:31 - 12:13 p.m.              | 11:51 - 12:26 p.m.   | 11:51 - 12:21 p.m.   |
| <b>Mod 6</b>       | 12:16 - 12:59 p.m.              | 12:29 - 12:59 p.m.   | 12:24 - 12:59 p.m.   |
| <b>Mod 7</b>       | 1:02 - 1:52 p.m.                | 1:02 - 1:52 p.m.   | 1:02 - 1:52 p.m.   |
| <b>Mod 8</b>       | 1:55 - 2:45 p.m.                | 1:55 - 2:45 p.m.   | 1:55 - 2:45 p.m.   |

### **Early Dismissal Schedule**

Attendance taken during Mod 1 class

|                           |                    |         |
|---------------------------|--------------------|---------|
| <b>Mod 1</b>              | 7:38 - 8:06 a.m.   | 28 min. |
| <b>Mod 2</b>              | 8:09 - 8:36 a.m.   | 27 min. |
| <b>Mod 3</b>              | 8:39 - 9:06 a.m.   | 27 min. |
| <b>Mod 7</b>              | 9:09 - 9:36 a.m.   | 27 min. |
| <b>Mod 8</b>              | 9:39 - 10:06 a.m.  | 27 min. |
| <b>Mod 4</b>              | 10:09 - 10:39 a.m. | 30 min. |
| <b>Mod 5</b>              | 10:42 - 11:12 a.m. | 30 min. |
| <b>Mod 6</b>              | 11:15 - 11:45 a.m. | 30 min. |
| <b>Dismissed to Buses</b> | 11:45 a.m.         |         |

### **2 Hour Delay Schedule**

|              |                    |         |
|--------------|--------------------|---------|
| <b>HR</b>    | 9:38 - 10:06 a.m.  | 28 min. |
| <b>Mod 1</b> | 10:09 - 10:42 a.m. | 33 min. |
| <b>Mod 2</b> | 10:45 - 11:18 a.m. | 33 min. |
| <b>Mod 3</b> | 11:21 - 11:54 a.m. | 33 min. |
| <b>Mod 4</b> | 11:57 - 12:27 p.m. | 30 min. |
| <b>Mod 5</b> | 12:30 - 1:00 p.m.  | 30 min. |
| <b>Mod 6</b> | 1:03 - 1:33 p.m.   | 30 min. |
| <b>Mod 7</b> | 1:36 - 2:09 p.m.   | 33 min. |
| <b>Mod 8</b> | 2:12 - 2:45 p.m.   | 33 min. |

## 2017-2018 School Calendar

### Important Dates

|                                       |                 |
|---------------------------------------|-----------------|
| School Year Begins for Students ..... | August 23, 2017 |
| School Year Ends for Students .....   | June 1, 2018    |
| Graduation* .....                     | June 2, 2018    |
| Work Year Ends for Teachers .....     | June 6, 2018    |

\* Cedar Cliff and Red Land High Schools will hold their commencement ceremonies on the same day. This date is tentative and, if additional make-up days are needed, will be rescheduled at the March 2018 Board meeting.

### Student Days - 183 (Including Act 80 Days)

|           |    |          |    |          |    |              |            |
|-----------|----|----------|----|----------|----|--------------|------------|
| August    | 7  | November | 17 | February | 18 | May          | 22         |
| September | 20 | December | 16 | March    | 20 | June         | 4          |
| October   | 21 | January  | 22 | April    | 19 | <b>Total</b> | <b>183</b> |

### Teacher Days - 191

#### School Not in Session on the Following Days

|   |                                     |
|---|-------------------------------------|
| Teacher Orientation Days (Second Year Teachers Only) .....                                    | August 9 and 10, 2017               |
| Teacher Orientation Days (New Hires Only)** .....   | August 14, 15, and 16, 2017         |
| Staff Development .....   | August 17, 18, and 21, 2017         |
| Staff Development Exchange Day .....  | August 22, 2017                     |
| Labor Day .....   | September 4, 2017                   |
| Fall Break .....  | October 9, 2017                     |
| Staff Development / Act 80 Day .....  | October 27, 2017                    |
| Kindergarten Only - Parent Conferences .....  | November 17, 2017                   |
| Parent Conferences / Staff Development / Act 80 Day .....                                     | November 20, 2017                   |
| Parent Conferences / Staff Development .....  | November 21, 2017                   |
| Thanksgiving Recess .....   | November 22, 23, 24, and 27, 2017   |
| Holiday Recess .....  | December 25, 2017 - January 1, 2018 |
| Martin Luther King, Jr. Day / Staff Development / Act 80 Day .....                            | January 15, 2018                    |
| Winter Break .....  | February 16 and 19, 2018            |
| Spring Recess .....   | March 29, 30, and April 2, 2018     |
| Spring Break .....  | April 27, 2018                      |
| Memorial Day .....  | May 28, 2018                        |
| Early Dismissal - Secondary - 11:00 a.m. / Elementary - Noon / Staff Development (p.m.) ..... | June 1, 2018                        |
| Staff Development (Contract Exchange Days) .....  | June 4 and 5, 2018                  |

### Three-Hour Early Dismissal / Staff Development (p.m.) Days

10:45 a.m.- AM Kindergarten Dismissal and PM Kindergarten Arrival, 11:45 a.m.- Secondary Dismissal, and 12:45 p.m. - Elementary Dismissal  
 September 29, 2017, November 10, 2017, December 22, 2017, January 12, 2018, February 2, 2018,  
 March 16, 2018, and May 25, 2018

| Make-Up Days (if needed) | Report Period Ends       | Progress Reports Due | Report Cards Issued |
|--------------------------|--------------------------|----------------------|---------------------|
| 1. February 16, 2018     | October 26, 2017 45 days | September 22, 2017   | November 10, 2017   |
| 2. March 29, 2018        | January 12, 2018 45 days | December 6, 2017     | January 26, 2018    |
| 3. April 27, 2018        | March 21, 2018 46 days   | February 15, 2018    | April 6, 2018       |
| 4. June 4,...2018***     | June 1, 2018 47 days     | April 26, 2018       | June 15, 2018       |

\*\* A fourth orientation day must be satisfied by attending 7.5 hours of NeTS meetings during the school year.

\*\*\* If necessary, the June 4 and 5, 2018, contract exchange days may be used as make-up days. If June 4..., 2018, becomes a student day, the exchange day(s) will move accordingly. Professional staff members are reminded they must be available to work on listed make-up days, including additional work days added to the end of the school year.

ADOPTED 3-16-2017 | CORRECTED 3-30-17



# Middle School Parent & Student Handbook

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## Absences

The school law of Pennsylvania requires the regular attendance of all students between eight and 17 years of age. The following reasons constitute a legal absence: illness of the student, death in the immediate family, exceptionally urgent reasons that affect the child as determined by the administration, impassable roads as determined by the school administration, and educational trip experiences pre-approved by the parent and the principal. All other absences are considered illegal.

Upon returning to school following an absence, the student shall bring a note signed by the parent or guardian giving the date of the absence and the reason for the absence. A receipt from the office is available upon request when the note is submitted. Requests for receipts for absence notes can also be made to the building principal. If an excuse is not furnished within three days after the absence, the building secretary will record the absence as unlawful. After a student has been unlawfully absent for a total of three days during the school year, they are considered “truant” and an official notice of absence will be mailed to the parents.

Parents who fail to comply with the provisions of the compulsory attendance law may, on summary conviction thereof, be required to pay a fine plus court costs. A student having six or more unlawful absences during the school year is considered “habitually truant” under definitions set forth by the Pennsylvania Department of Education.

In the case of excused absences, the student will be expected to make up assignments or tests that may have been missed and for this purpose will be granted a period of time equal to the length of the absence. As a general policy, unexcused/unlawful absences will not permit make-up privileges; however, the building administrator may give consideration to extenuating circumstances beyond the child's control.

Secondary students will need to be in attendance for the "equivalent of two instructional periods" in order to be considered present for the a.m. or p.m. session. Students who arrive at school after 9:30 am will be recorded absent for one-half day. Students who arrive at school after 11:30 am will be recorded as absent for the whole school day. Students with early dismissals will need to be in attendance for a minimum of two class periods during that part of the school day to be considered present for that session. Accumulated tardiness to school is considered unlawfully absent time.

A student is considered to have perfect attendance if they are in attendance every day and have no absences. Excused tardies and excused early dismissals do not count as absences and would allow a student to be considered for perfect attendance. A student is ineligible for perfect attendance if they have any absences, including half-day absences. Students are also ineligible if they have any “unlawful/unexcused” tardies or “unlawful/unexcused” dismissals. Approved educational trips are specifically considered “excused” absences and therefore, disqualify a student for perfect attendance.

The full text of the District’s attendance policies is available in each school and on the District website at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

## Academic Program

The academic courses for each grade level follow. The number to the right of the academic area indicates the number of meetings per six-day cycle:

| Subject                       | Grade 6 | Grade 7 | Grade 8 |
|-------------------------------|---------|---------|---------|
| Art*                          | 6       | 6       | 6       |
| Computer                      | 3       | 3       | 3       |
| Family and Consumer Sciences* | 0       | 6       | 0       |
| Health                        | 6       | 0       | 6       |
| Language Arts/Reading         | 6       | 6       | 6       |
| Physical Education            | 3       | 3       | 3       |
| Math                          | 6       | 6       | 6       |
| Music*                        | 6       | 6       | 6       |
| Science                       | 6       | 6       | 6       |
| Social Studies                | 6       | 6       | 6       |
| Technology Education*         | 6       | 6       | 6       |
| Flex/WIN/ACT**                | 6       | 6       | 3       |

*\*Art, health, music, technology education, and family and consumer sciences are each offered on a quarterly basis.*

*\*\*PSSA non-proficient students may be scheduled for Academic Workshop and/or remediation during Academic Advisory*

The grade six physical education curriculum includes a swimming and boating unit.

### ***Music Electives – Course Descriptions***

**Band** is designed for the student who already plays a band instrument and wishes to continue study in the middle school. Band rehearsals occur two times per cycle and are arranged so as not to infringe upon academic time. Band is a full year course and is scheduled during the elective period. Students in the band perform several concerts per year both in the evening and during the day. Attendance at concerts is a required part of the course. On occasion, they may also travel to other schools to perform. As part of the band program, students are given lessons during the school day. These are arranged on a rotating basis throughout the year. Each child receives one such lesson per cycle. The program is designed so that a student may choose to be in other musical organizations as well. **Due to the nature of this course, students who sign up for this course are required to remain in the program minimally for a full semester.** Dropping out before the end of the semester is over may result in a failing grade at the end of the semester.

**Chorus** is designed for any student who wishes to be a part of the program and meets the requirements set by the director. Chorus rehearsals occur two times per cycle and are arranged so as not to infringe upon academic time. Chorus is a full year course and is scheduled during the elective period. Students in the chorus perform several concerts per year both in the evening and during the day. Attendance at concerts is a required part of the course. On occasion, they may also travel to other schools to perform. The program is designed so that a student may choose to be in other musical organizations as well. **Due to the nature of this course, students who sign up for this course are required to remain in the program minimally for a full semester.** Dropping out before the end of the semester is over may result in a failing grade at the end of the semester.

**Orchestra** is designed for the student who already plays a band instrument and wishes to continue study in the middle school. Orchestra rehearsals occur two times per cycle and are arranged so as not to infringe upon academic time. Orchestra is a full year course and is scheduled during the elective period. Students in the orchestra perform several concerts per year both in the evening and during the day. Attendance at concerts is a required part of the course. On occasion, they may also travel to other

schools to perform. As part of the orchestra program, students are given group lessons during the school day. These are arranged on a rotating basis throughout the year. Each child receives one such lesson per cycle. The program is designed so that a student may choose to be in other musical organizations as well. Wind players for the orchestra do not need to sign up for orchestra; these students should sign up for band. They would then be selected from the band by the band director and the orchestra director. **Due to the nature of this course, students who sign up for this course are required to remain in the program minimally for a full semester.** Dropping out before the end of the semester is over may result in a failing grade at the end of the semester.

It is possible for students to be involved in more than one music elective at a time.

### **Acceptable Use of Computing Resources and the Internet (Board Policy 815)**

This policy establishes the framework for responsible, considerate, and ethical use of the District's computers, networks, and other technology-related resources by students, staff, and other users. Security and safety procedures are included in accordance with the Children's Internet Protection Act. Safety measures including internet blocking and filtering software are addressed in this policy along with a list of prohibited uses and consequences for inappropriate use of equipment.

Individuals are hereby made aware that any violation of the guidelines included in this policy or their improper use of computer resources or networks could be considered a violation of policy and result in disciplinary action.

The Board declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computer, or network resources, including personal files or any use of the district's internet, computer, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the ISP, local, state, and federal officials in any investigation concerning or related to the misuse of the district's Internet, computer, and network resources.

The Board establishes that the following materials, in addition to those stated in the law, are inappropriate for access by students and staff: Defamatory, lewd, vulgar, profane, threatening, harassing, discriminatory, bullying, terroristic in nature, or otherwise causes or has the potential to cause a substantial disruption to the operations of the District, the school environment, or the health, safety, or welfare of District students, staff, or visitors.

The building administrator, in conjunction with the Assistant Superintendent, shall have the authority to determine inappropriate use. Inappropriate use may include, but is not limited to illegal activity, violation of board policies, accessing, posting, or transmitting profane, obscene, lewd, or pornographic materials, any form of vandalism, hacking network resources, unauthorized access to network accounts, installation of unapproved applications, or bypassing district safety and filtering resources.

#### ***Prohibitions***

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

1. Illegal activity.
2. Commercial or for-profit purpose.
3. Non-work or non-school related work that does not directly impact or enhance a staff member's or student's proficiency with technology and meet an educational purpose for their position or learning in the West Shore School District.

4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs, including child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Access to sexually oriented chat rooms, e-mail exchanges and/or visuals, texts and sounds that are sexually oriented, obscene, pornographic and extremely violent.
19. Accessing the Internet, district computers or other network resources without authorization.
20. Disabling or bypassing the Internet blocking/filtering software without authorization.
21. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
22. Use of unapproved personal computing or storage devices on the West Shore School District Network.
23. Use of Web-based Proxies and/or Anonymizers.

### ***Social Media Applications***

Online communication is critical to students' learning of 21st Century Skills. The use of Social Media Tools and interactive, online applications offer an authentic, real-world opportunity for student learning. Expectations for classroom blogs, wikis, student protected e-mail, podcast projects, or other Web interactive use shall meet the following guidelines:

1. The use of blogs, podcasts, wikis, or other Social Media Applications are considered an extension of the classroom and student learning. Speech that is prohibited in the classroom is also prohibited in all uses of blogs, podcasts, wikis, or other Social Media Applications.
2. Users are expected to utilize safe practices while using blogs, podcasts, wikis, or other Social Media Applications by not posting unapproved personal information on the web including but not limited to last names, personal details, addresses, phone numbers, or personal photographs.
3. All use of blogs, podcasts, wikis, or other Social Media Applications must be approved by the building principal. Approved uses shall be supervised and be under the direction of a district staff member.

### ***Consequences for Inappropriate Use***

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violation; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions, including but not limited to suspensions, expulsions and/or termination of employment shall be consequences for inappropriate use. Inappropriate use shall be defined as including but not limited to the items contained in the Prohibitions section above.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses. Vandalism may also result in the filing of criminal charges, suspension or expulsion from school or termination of employment.

Failure to comply with this policy or inappropriate use of the Internet, West Shore School District computer or network resources, shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### ***Copyright***

The illegal use of copyrighted materials and software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### ***Safety***

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited electronic communication. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, social networking websites,

### **Address Change**

All students transferring within the West Shore School District from school to school must complete a transfer form at the District's Administration Center for Education, 507 Fishing Creek Road, Lewisberry, PA. Transfers are completed on the first floor in the Registration Office, Monday through Friday, 8 a.m. to 4 p.m. Parents must be prepared to show proof of their new residence.

### **Anti-Bullying (Board Policy 249)**

This policy specifically prohibits all forms of bullying (including cyber bullying) by District students and stipulates that any violator of this policy will be subject to appropriate discipline, as outlined in the student discipline policy. Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student over time, that has the objective and subjective effect of:

- Physically, emotionally or mentally harming or intimidating a student.
- Damaging, extorting or taking a student's personal property by physical force, threat of force, threat of an intimidating nature or by other action designed or which has the effect of intimidating a student into relinquishing personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.

- Creating an intimidating or hostile environment of such pervasiveness and severity that it materially and adversely alters a student's educational environment.
- Any student who retaliates against another student for reporting bullying or cyber bullying or for assisting or testifying in the investigation or hearing, may be subject to consequences as defined in the Code of Student Conduct and state and/or federal law.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be the subject of appropriate discipline.

Students are encouraged to report bullying or cyber bullying complaints directly to a District employee or through the use of the Bullying Complaint Form (available on the District website).

The WSSD middle schools have established an Anti-Bullying program for each school to help deter and put a stop to any behavior that makes student feel uncomfortable when in school. There is a database that is kept by the administration for recording cases of bullying or harassment which may from time to time occur. Students who feel they are victims of harassment should report their concern to their teacher, first. The teacher will intervene. If it cannot be handled at that level, the complaint will be turned over to the counselor or administration to address. Initially, a warning may be all that is needed. However, if the problem persists, the individual who is causing the problem may be subject to serious consequences. We encourage students to help other students if they see harassment or bullying by 1. telling a teacher, 2. telling the counselor, 3. telling a parent or a principal. **Just don't let it happen.** You can do something very important, just by telling an adult.

#### ***Warning Signs Your Child Is Being Bullied***

- Sudden decreased interest in school
- Sudden decrease in quality of school work
- Seems happy on weekends, but unhappy or tense on Sundays
- Frequent illness (headaches, stomachache, and pains)
- Talks about avoiding different areas of the school
- Talks about being teased, picked on, etc.

#### ***Warning Signs Your Child Is a Bully***

- Enjoys feeling powerful and in control
- Seeks to dominate and/or manipulate others
- Seems to derive satisfaction or pleasure from others' fear, discomfort, or pain
- Has little or no empathy for others
- Gets excited when conflicts arise between others and stays cool during own conflicts

If you have any of these signs keep a log and contact your school personnel. Together we can help squash bullying and strive to be bully free!

## **Athletic Programs and Student Activities**

A wide array of interscholastic sports activities, as well as a diverse student activities program is available to District students. The District is a member of the Mid-Penn Conference of the PIAA and, as such, offers those sports programs that are in the Mid-Penn Conference. Students who wish to participate in interscholastic sports must comply with PIAA permission cards, eligibility requirements and requirements of a physical. They must also sign a form at the beginning of each season indicating they received and were informed about the Athletic Code of Conduct.

Mid-Penn sports schedules for Cedar Cliff and Red Land are available each season in both high school offices and are posted on the District website.

Students involved in athletic programs and student activities must maintain academic eligibility in order to fully participate in these programs. Students involved in athletic programs and student activities must also clear any obligations which have been recorded in the office in order to participate in these programs.

An activity fee will be charged in order to assist the District with its efforts to continue to provide a robust offering of athletics, fine arts, and other student activities. This fee will be charged to students in grade seven through 12 participating on any District athletic team, all extracurricular music and dramatic performances, and other clubs/student activities such as Color Guard, Debate, JROTC, Science Olympiad, TSA, etc. Fees do not apply to groups performing specific services for school or community populations such as Student Council and Key Club. Accommodations will be made for students/families experiencing economic hardships as well as for those students who qualify for the Free/Reduced student meal program.

## **Attendance (Board Policy 204)**

This policy outlines general procedures relating to student absence. Additional attendance procedures for students of compulsory school age are also addressed. Juniors and seniors will be granted excused absences for up to five cumulative days over the junior and senior years to attend college visitations with prior approval.

## **Audio Equipment**

Students are not permitted to use audio equipment in school to include, but not limited to, discman, personal radios, MP3's, and iPods unless permission is granted. Audio equipment may be taken and returned to the parents. The West Shore School District is not responsible for lost or stolen property.

## **Automatic External Defibrillators**

In partnership with the West Shore Foundation, the District has placed one or more Automatic External Defibrillators (AEDs) in each school. The AEDs provide emergency assistance in the case of unexpected cardiovascular distress and are located in positions readily accessible during potential crisis events.

If you see someone in physical distress, please do not hesitate to contact emergency medical services, building administration, and use the AED if it is medically needed.

## **Automobiles on School Property**

Parents who bring their children to school by car are asked to use extreme caution while on school property. Please observe the 15-mile speed limit. Use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. All parents are asked to park in the parking lot or street to wait for children. Parents and other visitors are asked to stay clear of bus loading zones during arrival and departure times. All parents are expected to follow building arrival and dismissal procedures.

## **Backpacks**

As both a health and safety concern, carrying backpacks throughout the school day is NOT permitted. There are sufficient locker breaks to permit students to get the materials/books needed for their classes. Students may carry **small** purses for essential personal reasons. Backpacks may be brought into the building, placed in the student locker, and retrieved at the close of the school day.

## **Bicycles/Skateboards**

Bicycles must be placed in the racks provided. It is important that bicycles be locked. Students will not be permitted access to bicycles during the school day. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. The District is not responsible for damage or theft of bicycles. **Skateboards and scooters are not permitted to be ridden on District property. Skating is not permitted on District property. Skateboards are not permitted on district transportation.**

## **Blackboard Connect**

The Blackboard Connect system enables District and building administrators to record, schedule, send, and track personalized voice and electronic messages to varying groups of students and staff or, if necessary, the entire District in minutes. In addition to using this system in emergency situations, building administration will send messages of importance to their specific school community.

The numbers that are called by the Blackboard Connect system are extracted from our student database. It becomes extremely important that you contact your child's school if you change any of your home, work, or cell phone numbers.

## **Breakfast**

A breakfast program is operational in all District schools prior to the start of the school day. The program focuses on good nutrition and developing healthy eating habits. Monthly breakfast menus are posted on the District website. Students may use their Point of Sale pre-paid accounts for breakfast. The cost for breakfast at the middle school during the 2017-2018 school year will be \$1.60, the price for a reduced breakfast will be \$0.30. The charge for milk will be \$0.60.

## **Bring Your Own Device**

District students and staff now have the availability of a Wi-Fi network allowing students to use personal devices to support instruction, provided they have the approval of the classroom teacher. Access to the Wi-Fi network requires a valid District network username and password. Use of the District provided Wi-Fi network is subject to policies 815: Acceptable Use of Computer Resources and the Internet, and 237: Electronic and Personal Communication Devices.

## **Building Evacuation**

In the event a school would be required to be evacuated for a reason other than a TMI emergency, the evacuation site will be announced when the evacuation occurs.

## **Building & Facility Security**

As a school district, the safety and welfare of our students and staff is our highest priority. For security purposes, all entrances to school buildings are secured after the school day begins.

Visitors must use the main entrance to the building where they will be identified by video and/or audio and proof of identity may be requested. Once the visitor is identified, office staff will electronically open the door. At this point, the visitor will be required to show identification, sign in to the building, and obtain a visitor's identification badge.



Electronic surveillance devices are used in and around the schools at all times to protect students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law. Additionally, individuals exhibiting disorderly conduct or refusing to follow District rules while on school property are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.

### ***Bag Searches***

In order to maintain a safe environment for all members of the West Shore community, we have decided to take additional security measures at the West Shore Stadium and other District events as applicable. Following the District's Bag Policy, in addition to visual inspections, all guests to the West Shore Stadium will be subject to a bag check before entering.

To expedite entry into the stadium, visitors are strongly encouraged not to bring any bags with them; however, one of the following will be permitted for each adult/child with a ticket to the event:

- One clear bag per person. No larger than 12" x 6" x 12". A one-gallon clear freezer bag (Ziploc or similar) is acceptable as meeting this requirement.

OR

- One small clutch bag or purse no larger than 6.5" x 4.5", with or without a strap.

Strollers, walkers and other medical necessary items will be allowed in subject to a detailed search. With this new policy, the Athletics Department encourages guests to allow appropriate time to go through the bag search process prior to the start of any scheduled pre-game activities. Gates at the West Shore Stadium open 1.5 hours prior to the start of each home game.

### **Bus Laws**

It is very important that all motor vehicle operators know these laws and abide by them. Traffic must stop when a school bus is stopped with red signal lights flashing on a highway or traffic way. The word traffic way applies to privately maintained roads. An example may be roadways in an apartment complex.

Additionally, traffic must stop in all directions at an intersection if a school bus is stopped with its red signal lights flashing.

It is a misdemeanor of the third degree if an individual enters a school bus without prior authorization of the driver or a school official with the intent to commit a crime or disrupt or interfere with the driver. It is also a violation of this law if individuals refuse to disembark after being ordered to do so by the driver.

### **Bus Procedures**

#### ***Rules for School Bus Students***

To assist transportation drivers in carrying out their responsibilities for the conduct and safety of their passengers, the District hereby gives District drivers authority to apply all District rules and regulations. Student passengers who refuse to cooperate with the driver will be disciplined in accordance with District policies, No. 810, Transportation, and No. 218, Student Discipline. By policy, students who commit serious or repeated infractions of transportation rules and regulations may be suspended from riding District transportation.

The school's responsibility extends to the bus stop. Appropriate action will be taken by the principal regarding improper behavior. To aid the drivers in maintaining discipline on the buses, the District has installed video/audio camera equipment on buses. Video/audio tapes may be used in disciplinary hearings.

### ***General Bus Behavior***

1. Be at your approved bus stop at least five minutes prior to the designated time of that bus stop.
2. Remain at least ten feet back until the bus comes to a complete stop when boarding, and move immediately away from the bus at least ten feet after getting off the bus.
3. Always cross in front of the bus after looking both ways, and do not touch the crossing arm.
4. Sit properly in your assigned seat, facing front at all times.
5. Under no circumstances are you to stand up or move from your seat while the bus is in motion.
6. No yelling or shouting while on the bus.
7. Keep your hands and feet to yourself and refrain from hitting others or throwing objects.
8. No eating on the bus without prior permission of a chaperone or driver.
9. Keep all parts of the body inside the bus at all times.
10. Do not tamper with or use the emergency door unless directed to do so by the driver.
11. Be respectful of other students, the driver and persons in view of the bus.
12. Be cooperative and follow directives given by the driver.
13. Bus Video Cameras (Board Policy 810.1)

All West Shore School District buses include video and audio camera capability. Use of the video/audio will include reviewing students' behavior. The video/audio camera will potentially be used during regular trips to and from home and school as well as during special trips for athletics, natatorium visits and other special events or curricular field trips. Determination of when the cameras will be used and who views the tapes will be a West Shore School District administrative decision. The District plans to use the cameras as well as other observational methods to create the highest levels of safety possible for bus riders.

### ***Transportation Department Guidelines***

- All students assigned to a bus must get on and off the bus at the approved stop unless prior approval is granted by the building administrator.
- Changes in bus stops are approved by the building administrator and the transportation department based on a request submitted on the appropriate form and meeting the criteria established for changing a bus stop.
- Inappropriate student behavior on the bus will be reported to the building administrator by the bus driver on the District Bus Referral Form.
- Based on the severity and number of offenses, the building administrator will assign a disciplinary consequence to the student which could include a suspension of bus privileges.
- Students are not permitted to take the following items on school buses/vans: skateboards, scooters, live animals, or large instruments or projects that cannot be held on the student's lap.

### **Cellular Phones**

See Electronic and Personal Communication Devices

### **Extracurricular and Co-Curricular Activities (Board Policy 122)**

This policy reflects the District philosophy that extracurricular and co-curricular activities are offered for the purpose of helping to provide students with a well-rounded educational experience. However, extracurricular activities do not contribute to credit for graduation.

**Extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside of the regular school day; are marked by student participation in the process of initiation, planning, organizing, and execution; are equally available to all students who voluntarily elect to participate, but are not offered for credit toward graduation. Examples of activities that are considered extracurricular activities include, but are not limited to, athletics, clubs, marching band, school plays, and student council.

Co-curricular activities are those activities that are sponsored by the Board, are offered for credit toward graduation, and have required components of their programs that require attendance at and participation in activities scheduled during non-school hours. Examples of activities that are considered co-curricular activities include, but are not limited to, concert choir and concert band performances and practices during non-school hours, Junior Reserved Officer Training Corps, and non-school hours field trips.

Elementary and Middle school activities are not to be scheduled after 6 p.m. on Wednesday evenings. Provisions for exceptions to allow school activities on Wednesday nights, especially at the high school level, are also noted in this policy.

### **Conferences**

Most teaching teams have time in their schedules when they will be available to meet with parents. Feel free to call the school if you wish to meet with your child's teacher(s). The team members will also call parents when there is a need. A close relationship between school and parents is desirable.

### **Dentist and Doctor Appointments**

It is preferred that dental and medical appointments be scheduled during non-school hours; however, if a medical or dental appointment must be made during the school day, a note requesting that the student be excused from school should be sent by the parent no later than 7:38 a.m. the day of the appointment. Students will be required to submit a doctor's excuse upon return to school. Failure to do so within three days may result in the absence being considered unlawful. Also see early dismissal section for procedures.

### **Discipline (Board Policy 218)**

In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules is also essential. The policy serves as the student Code of Conduct, setting forth the rules for social interaction in the West Shore School District and is intended to offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and the discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students have certain responsibilities regardless of age, including regular attendance, conscientious efforts in the classroom, and compliance with school rules, regulations, and expectations. Students also have the responsibility to make positive contributions to the school climate. No student has the right to interfere with the educational process of any other person. Students are expected to be courteous, cooperative, and respectful of the rights of other persons in the educational process. An individual student's rights end when that student's actions detract from the rights of other persons.

A list of disciplinary infractions, interventions, and disciplinary options, while not all inclusive, is noted below to assist students to achieve a good understanding of prohibited behavior. Disciplinary infractions are delineated into three levels. Each successive level is considered to be of a more serious nature. The failure of a student to meet the behavioral expectations of the District will result in an appropriate form of disciplinary action. Possible interventions and disciplinary options are specified for each level.

**Level I:**

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures or interfere with orderly operation of the school.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

| Examples (not exclusive)  | Intervention(s)   | Disciplinary Options  |
|---|---|---|
| <ul style="list-style-type: none"><li>• Bullying</li><li>• Bus misconduct</li><li>• Cheating</li><li>• Damage to property (unintentional)</li><li>• Disrespect</li><li>• Disruptive behavior</li><li>• Improper use of District equipment, facilities, and/or resources</li><li>• Indecent/Obscene behavior</li><li>• Late to class</li><li>• Lying</li><li>• Possession of laser device of any type, electronic device, without permission of school staff (Pol. 237)</li><li>• Presence in unauthorized area</li><li>• Tardiness</li><li>• Unacceptable clothing</li><li>• Unacceptable language</li><li>• Unsafe behavior</li><li>• Use/Possession of personal audio equipment without permission of staff</li></ul> | <ul style="list-style-type: none"><li>• Staff action</li><li>• Referral to administration</li><li>• Verification of offense</li><li>• Notification to parent/guardian</li><li>• Referral to School Counselor</li><li>• Informal hearing</li><li>• Log of infraction</li></ul> | <ul style="list-style-type: none"><li>• Behavioral contract</li><li>• Detention</li><li>• Guidance/Health services</li><li>• Loss of make-up privilege and/or credit</li><li>• Parental conference</li><li>• Rearrangement of seating</li><li>• Restitution for damage (replacement/repair of damaged property)</li><li>• School/Community service</li><li>• Special assignment</li><li>• Suspension</li><li>• Temporary removal from class</li><li>• Verbal reprimand</li><li>• Warning</li><li>• Withdrawal of privileges</li></ul> |

**Level II:**

Acts whose frequency or seriousness disrupt the learning climate of the school. Acts which may constitute a threat to the health, safety, property and/or welfare of students and/or staff.

Level II infractions may require the intervention of outside agencies, including the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

| Examples (not exclusive)   | Intervention(s)  | Disciplinary Options  |
|--|--|---|
| <ul style="list-style-type: none"><li>• Bullying</li><li>• Class cut</li><li>• Computer vandalism /physical damage to computer resources, purposeful deletion of information stored by others</li><li>• Disruption/Threat of disruption or harassment, caused by use of laser device of any type, electronic devices (Pol. 237)</li><li>• Extortion</li><li>• Failure to serve detention or other disciplinary action</li><li>• Fighting</li><li>• Forgery of a document</li><li>• Harassment (Pol. 248)</li><li>• Indecent/Obscene behavior or possession/use of indecent/obscene material</li><li>• Insubordination (failure to follow directives)</li><li>• Leaving school property without permission)</li><li>• Plagiarism</li><li>• Possession/Use of a tobacco product (Pol. 222)</li><li>• Solicitation without permission</li><li>• Stalking</li><li>• Theft</li><li>• Truancy</li><li>• Vandalism/Destruction of property</li><li>• Violation of probation</li></ul> | <ul style="list-style-type: none"><li>• Staff action</li><li>• Referral to administration</li><li>• Verification of offense</li><li>• Notification to parent/guardian</li><li>• Referral to School Counselor</li><li>• Informal hearing</li><li>• Police/Agency referral Counselor</li></ul> | <ul style="list-style-type: none"><li>• Administrative probation</li><li>• Detention</li><li>• Expulsion</li><li>• Guidance/Health services</li><li>• Parental conference</li><li>• Police/Agency referral</li><li>• Restitution for damage (replacement/repair of damaged property)</li><li>• School/Community service</li><li>• Alternative Education</li><li>• Citation</li><li>• Suspension</li><li>• Withdrawal of privileges (replacement/repair)</li></ul> |

**Level III:**

Acts which result in violent actions directed toward another person, destruction of property, or which pose a clear and present threat to the health, safety, and/or welfare of others in the school.

Level III infractions are in violation of laws or regulations established by various government agencies, and will involve the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

| Examples (not exclusive)  | Intervention(s)   | Disciplinary Options   |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Arson</li> <li>• Assault – verbal or physical</li> <li>• Possession/Use of drug or controlled substance, look-alike, alcohol/being under the influence (Pol. 227)</li> <li>• Possession/Use of weapon or look-alike (Pol. 218.1)</li> <li>• Selling/Distributing/ Trafficking drug or controlled substance, look-alike, alcohol (Pol. 227)</li> <li>• Threatening/Terroristic statements or actions (Pol. 218.4)</li> <li>• Unauthorized use of fire alarm system</li> <li>• Use of computer resources for obscene, threatening, violent or illegal purposes (Pol. 815)</li> <li>• Use of laser device of any type/electronic device which may pose a danger to the safety of others (Pol. 237)</li> </ul> | <ul style="list-style-type: none"> <li>• Staff action</li> <li>• Referral to administration</li> <li>• Verification of offense</li> <li>• Student removal from situation</li> <li>• Student/Parent/ Guardian conference with administrator</li> <li>• Informal hearing</li> <li>• Police/Agency referral</li> <li>• Board hearing</li> <li>• Student Assistance Team referral</li> <li>• Drug/Alcohol evaluation</li> <li>• Mental health evaluation</li> <li>• Log of offense</li> </ul> | <ul style="list-style-type: none"> <li>• Administrative or Board probation</li> <li>• Expulsion</li> <li>• Police/Agency referral</li> <li>• Restitution for damage (replacement/repair of damaged property)</li> <li>• Suspension</li> <li>• Withdrawal of privileges</li> <li>• Alternative Education</li> <li>• Citation</li> <li>• School/Community service</li> </ul> |

It is the responsibility of the building administrator(s) to utilize an appropriate disciplinary option to achieve desired changes in student behavior. It is understood that a student will be verbally assigned any disciplinary actions and the parent will be notified of this action in a written and timely fashion. The administration will maintain student discipline files.

In response to the inappropriate behavior of an exceptional student, the District recognizes and must determine the behavioral manifestation of the student's disability and the need for instructional intervention. Discipline issues concerning special education students must be dealt with in accordance with state and federal regulations.

### **Discipline of Students with Disabilities (Board Policy 218.3)**

Discipline procedures and consequences for students with disabilities are the same as those of regular education students unless the student's IEP provides for an exception.

### **Disclaimer of Responsibility for Personal Property**

The West Shore School District is not responsible for personal articles brought onto school property or to school activities held off school property, whether or not the articles are used in school activities. The District offers lockers, coat racks, and other facilities for storage of personal articles of students and guests but does not assume any liability for articles stored in the facilities. The District may supply locks for use by students but makes no warranty as to their fitness or effectiveness and accepts no liability for their use.

### **Doctor's Certificate**

It may be necessary to present an original written statement or doctor's certificate from an attending physician, physician assistant, or nurse practitioner to the office for three or more consecutive days of absence. Such certification shall indicate that the student was seen by the physician, physician assistant, or nurse practitioner, indicate the date of the visit, and date the student may return to school. It must be presented to the school within three days of the student's return to school. Such certification may also be required for every absence if and when a student's absences exceed ten percent of the number of days school has been in session.

Failure to present validation may result in the day(s) being declared unlawful. An electronic signature or other authorized facsimile signature directly from the physician's, physician assistant's, or nurse practitioner's office is acceptable. The building Principal has the discretion to review each student's absences and base his or her decision on the student's attendance history.

### **Dress and Grooming (Board Policy 221)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the school or the health, safety, or welfare of others.

Students are encouraged to take pride in their physical appearance and to select clothing which is complimentary to them and appropriate to the weather and season. When students come to school inappropriately dressed, as determined by the administration, the faculty and administration will take steps to correct the situation. Such correction will include a change of the clothing found to be inappropriate. The following specific dress and grooming provisions will apply:

1. Students are responsible for keeping themselves, their hair, and their clothing clean.
2. Length and style of hair, clothing, or jewelry will be regulated to eliminate any health or safety hazards, and to prevent any disruption of the educational process. Students with long hair may be required to wear restraining devices in certain situations such as technology education labs, science labs, home economics, physical education, and athletic contests.
3. Clothing displaying profanity, obscene pictures, gestures, or words, drug or alcohol use, alcohol or tobacco products, weapons, or sexual innuendoes is not acceptable.
4. Clothing which is tight or revealing that tends to disrupt the educational process is not acceptable. No clothing may purposely expose undergarments.
5. Clothing or jewelry that creates, or may permit to create, danger or disruption to the school community is prohibited. Suggestive clothing is disruptive to the educational process and will not be permitted. Likewise, jewelry which may pose a danger to the student or others will not be permitted.
6. It is against school policy for any individual to harass another on the basis of race, religion, ethnic background, gender, sexual orientation, age, disability, or national origin. Clothing which creates a substantial disruption of school work, classes, events or activities, or interferes with the rights of others, is prohibited.

7. Males and females may wear hats or head coverings to and from school, but not while school is in session. Hair restraints may be worn during school to hold hair safely in place.
8. Tops will not expose the mid-section of the body. Spaghetti straps, as well as completely bare shoulders, are not acceptable. Sleeveless clothing is permitted as long as undergarments are not shown and they comply with dress code provision #4. Also, tops of shirts must be cut modestly.
9. Wearing of Shorts
  - a. Secondary - Shorts of mid-thigh length or longer may be worn during the school year with consideration given to temperature and weather conditions.
  - b. Elementary - Shorts of mid-thigh length or longer may be worn during the school year from March 20 through and including October 22, providing the weather is appropriate for such attire.
10. Females may wear skirts of mid-thigh length or longer.
11. Students must wear safe footwear which will not mark or damage school property.
12. Gloves or outerwear coats are not to be worn in the school unless permitted by the teacher due to the temperature in the classroom.
13. A list, giving specific examples of inappropriate clothing, will be provided and updated annually each summer by a committee comprised of staff and students representing middle and high school. The list will be published in each building's "Student Handbook" as an easily understood quick reference to those items deemed inappropriate as a result of this policy.
14. Student Councils at the secondary schools will aid in the acceptance and understanding of the policy by promoting self-policing among the student body.

Policy 221 **Dress and Grooming** provides for yearly identification of examples of inappropriate clothing as per guidelines established in this policy. This list may be revised, based on changes in styles of dress. **The clothing items noted below are considered inappropriate and not permitted to be worn in school.** This is not an all-inclusive list as the administration maintains the right to determine articles of clothing that may be disruptive to the educational process. The number in parenthesis after each item refers to numbered guidelines in Policy 221.

1. Clothing which hangs from the body and/or may drag on the floor. Such items include baggy pants that hang below the waist and expose undergarments (#4)
2. Muscle shirts and/or sleeveless shirts on male students (#4)
3. Jewelry which interferes with speaking, hearing or seeing (#5)
4. Spiked jewelry and wallet chains (#5)
5. Biker shorts or spandex (#4)
6. Bathing suits (#4)
7. Kerchiefs or bandanas (#7)
8. Roller sneakers (#11)
9. Sunglasses (#5)

### **Drink Containers**

Water bottles or other type of drink containers are not allowed to be carried throughout the day. If there is a medical need to carry a water bottle this need should be addressed with an administrator.



## **Drug Awareness (Board Policy 227)**

The West Shore School Board recognizes that students who abuse controlled substances place themselves in a high-risk category for serious problems that have legal, physical, and social implications for the student and the entire school community. This policy and its associated guidelines are an effort to respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population.

The District will work through curriculum and classroom activities, administrative and faculty effort, and disciplinary procedures to prevent, and intervene in the abuse of controlled substances by students.

The District shall strive to inform students about the potential physical and psychological dangers of the improper use of alcohol, controlled substances, stimulants, and depressants. Units of instruction to this effect shall be incorporated into required courses for students of every appropriate grade level.

The Board is committed to ridding the District and each of its buildings and campuses of controlled substances. That goal will be accomplished by using whatever legal means are necessary including but not limited to the use of search and seizure, drug dogs, school community and student informants, undercover officers, and notification of law enforcement agencies concerning suspected drug activities.

### ***Definitions:***

For purposes of this policy, controlled substances shall mean:

- all dangerous controlled substances prohibited by law within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act
- all look-alike drugs
- all alcoholic beverages
- anabolic steroids
- any drug paraphernalia
- all legal or illegal hemp products
- volatile solvents or inhalants to include glue and aerosol propellants
- any prescription, patent drug, or caffeine except those for which permission for use in school has been granted pursuant to Board Policy

***Look-alike drugs*** include any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking, or packaging to any controlled substance.

***Drug paraphernalia*** includes equipment, apparatus, and/or gear generally associated with the use/abuse of alcohol, narcotic drugs, and mood-altering chemicals. Examples may include items such as "pot pipes," cigarette rolling papers, roach clips, weighing scales, and any other device used to measure, deliver, or facilitate the use, sale, or distribution of a controlled substance.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances as defined above during school hours, on school property including buildings, grounds and buses, and at any school sponsored event.

A student shall be deemed to be ***under the influence*** if there is reasonable suspicion that there has been recent use of a controlled substance.

Students found to be in violation of the aforesaid rules and regulations with respect to controlled substances as defined above shall be immediately suspended by the administration for a period not to exceed ten school days. Thereafter, if recommended by the administration, the Board shall hold a hearing and discipline may be imposed up to and including expulsion.

Where an administrator has reasonable grounds to conduct a search of a student's person and/or property for possession of drugs or has requested a student to perform certain observation tests including, but not limited to, walking a straight line, reciting a tongue-twister, standing on one foot, or has requested the student be given a breathalyzer, blood, or urine screen etc., relevant to use of drugs.

Staff members observing or otherwise becoming aware of student behavior relating to the above stated prohibited activity shall report said activity to the Administration immediately. Administrators shall report persons suspected of involvement with alcohol or controlled substances, or students who are adjudged to be under the influence as defined by this policy, to the appropriate law enforcement officials immediately. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators. No guidance counselor, school nurse, school psychologist, attendance supervisor, Student Assistance Team member, or administrator who, while in the course of his/her professional duties, has acquired information from a student in confidence while that student is seeking drug or alcohol help or assistance, shall be required by the Board of School Directors to disclose that information in any proceedings against the student.

The full text of the District's drug awareness policy is available in each school and on the District website.

### **Early Dismissal**

If a student must be excused from school prior to 2:45 p.m., a note from the parent should be presented at the office before 7:38 a.m. It is understood that early excusal should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. All work missed due to the dismissal must be completed. A student leaving school property must check in at the office before departing. An excuse from the physician/dentist is expected when the student returns to school. Failure to do so may result in the absence being considered unlawful.

Students who arrive at school after 9:30 a.m. in the morning will be recorded absent for the morning session. Students who leave before 12:45 p.m. will be recorded as absent for the p.m. session.

Students will not be released to the custody of a person other than the parent or guardian unless permission is granted by the parent. A valid picture identification card must be presented before the student will be released.

### **Educational Trips (Board Policy 231)**

The West Shore School District recognizes that trips by students during the school year can have significant educational value if planned properly. The following factors will be considered for administrative approval of the trip:

- Parents shall submit the appropriate form no less than five school days in advance of the proposed trip.
- The principal will notify the parent in a timely manner regarding approval or disapproval of the proposed trip.
- There must be a correlation to the student's curriculum.
- The cumulative number of days for educational trips shall not exceed five per child.
- The student is required to make up missed assignments. A report must be submitted within five school days of the student's return.

- Approved trips will be recorded as excused absences and will not be considered for perfect attendance.
- Educational trips are not approved during standardized testing, mid-term, and final examinations.

The basis for approving a request for an educational trip shall be its direct relevance to the needs of the students, and whether or not the request coincides with the recognized date for the activity, for example, "Take Your Daughter/Son to Work Day." The ease with which the same trip could be made at times other than during the school year or day will also be considered.

Certain specific categories of trips will not be approved as educational trips. Examples follow:

- Shopping, hunting, fishing, visits to relatives, etc.
- Events or places which could be visited outside of school time because they are nearby and/or scheduled for substantial hours beyond the school day.
- Trips to educational sites for which a previous request has been approved.
- Trips of more than five school days duration will be recorded as unlawful or unexcused absences and will be subject to the Attendance Policy 204.
- Accompanying the family to locate a new home or school due to a planned move.
- Trips taking place during the time period in which District testing, state assessments, or final examinations are being administered, except at the discretion of the building administration with final approval by the assistant superintendent.

In addition, student absence guidelines for Policy 204 will be considered in the approval/disapproval of such requests.

One educational trip form, which includes the names of all children participating in the trip, should be submitted per family regardless of the schools attended. It is recommended the form be submitted to the school of the youngest child. Should the family disregard a principal's decision to disapprove a trip request, then the absence(s) will be marked as unlawful.

When a request for an educational trip has been denied at the building level, the parent may submit a written request to the building principal to review the issue. This request, accompanied by a recommendation, will be forwarded to the Assistant Superintendent for review.

Parents wishing to have their children excused to participate in competitions of various kinds, i.e., athletics, arts, academics, etc., may apply for permission using the same form as for other educational trips. The same factors will enter into the final decision as are indicated elsewhere in this policy. Trips to educational sites that were previously approved may be approved if there is evidence of continued skill development in the activity. Copies of the full text of the District's family educational trip policy are available in each school.

### **Electronic and Personal Communication Devices (Board Policy 237)**

Electronic and personal communication 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 connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

It is the intention of the Board to limit the use of electronic and personal communication devices and to prohibit the possession of laser pointers and its attachments by students on school property, on buses and other vehicles provided by the District and at school-sponsored activities.

### ***Electronic Images and Photographs***

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing is prohibited. The term “inappropriate” shall refer to any image or photograph, the dissemination of which could or does result in substantial disruption to the functioning of the school.

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

Student conduct as defined above shall also be subject to discipline and prohibited if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.
4. The conduct causes or has the potential to cause a substantial disruption to the operations of the District, the school environment, or the health, safety, or welfare of District students, staff, or visitors.

### ***Personal Communication Devices***

1. In addition to the circumstances specifically prohibited and listed above, student use of communication devices shall be prohibited during instructional periods, except when approved by the building principal or designee or as part of a student's individualized educational program. Except under circumstances specifically prohibited and listed above, student use of communication devices during non-instructional periods, such as lunch or recess, shall be permitted, provided that it does not create a substantial disruption to the environment. Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using school district operated and/or sponsored transportation shall be allowed so long as the device is on “silent mode”, used with headphones or inaudible in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from the school's principal or assistant principal.
2. In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy.
3. Non-district owned digital devices approved for curricular use may not be attached to the district network or district computer systems without prior notification and consent of the West Shore School District Technology & Media Services Department.
4. The use of all personal communication devices shall be used in conformity with the West Shore School District's Acceptable Use Policy.

5. Parents/Guardians must call the school for any emergency situation, rather than attempting to contact their child directly. The school will in turn contact the student in question when appropriate.
6. Except for the specific actions prohibited and listed above, students who are participating in after school activities, may be given permission to use cell phones and/or other communication or electronic devices for appropriate communication with a parent or guardian by the coach or activity advisor on a case by case basis.
7. Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.
8. Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, sporting events, music competitions, and/or other school-sponsored events.
9. In the event that another student uses a device owned by another student in violation of this policy both students may be liable for consequences resulting from its use.
10. Except as specifically permitted or authorized, if a device is used to transmit or receive any communication during class time, the student will receive disciplinary consequences as outlined in the student handbook and/or Student Discipline Policy 218.
11. The District assumes no responsibility under any circumstance whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity.
12. Violation of this policy by a student shall result in confiscation of the device and may result in disciplinary action as outlined in the student handbook and/or Student Discipline Policy 218. The confiscated item may not be returned until building-level procedures have been followed and it is determined that the device will be returned.
13. The prohibitions contained in this policy shall not apply to any student for whom the use of specifically-named devices have been approved by the building administration provided that the devices are used in precisely the manner authorized.
14. Except as provided below, unauthorized use or possession of laser pointers, cellular telephones, telephone paging devices, electronic, personal communication devices or other technology designed to transmit or receive an electronic signal will result in a minimum of the following, depending upon the severity of the offense:
  - a. Confiscation of the device and parent contact for a first offense.
  - b. For a second or subsequent offense, confiscation of the device and disciplinary consequence as appropriate per the student handbook and/or Student Discipline Policy 218.

### **Exceptions**

The building administrator may grant approval for possession and use of an electronic or personal communication device including telephone pagers/beepers by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP) or Protected Handicap Service Agreement.
3. Classroom or instructional-related activities.
4. Use by a student who is a member of a volunteer fire company, ambulance or rescue squad.
5. A student who has a need for an electronic or communication device due to his/her own medical condition or the medical condition of an immediate family member.
6. Other reasons determined appropriate by the building principal.

The building principal or his or her designee shall exercise discretion when deciding whether to grant approval of such requests and shall act in accordance with federal and state law such as laws governing accommodation of disabilities. For situations that do not involve IEP or Section 504 accommodation, requests for exemption from this policy must be in writing and signed by the student's parent(s). The District also reserves the right to request a verified and signed statement from either the treating physician or volunteer fire, ambulance, or rescue squad supervisor attesting to the need for a beeper.

### **Elementary and Secondary Education Act (ESEA)**

According to ESEA, parents have the right to be notified at the beginning of each school year that they may request and obtain information from the school district about qualifications of staff instructing their child including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate degree certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Complaints alleging violations of law in the District's administration of ESEA education programs must be filed with the Assistant Superintendent as a written, signed statement that identifies: the alleged ESEA violation, facts supporting the alleged violation, and supporting documentation, such as information on discussions, correspondence or meetings with the District regarding the complaint.

### **Eligibility for Attendance of Nonresidents (Board Policy 202)**

This policy states the right of the District to limit enrollment to residents of the District and outlines the procedures for guardianship application. It also outlines the procedures for the annual establishment of affidavit status. Registration of a student in District schools is limited to the child's natural parent or court appointed guardian.

### **Emergency Contacts**

At the beginning of each school year, materials are distributed to all students enrolled within the District to confirm emergency contact information. The completion of this requested information assists District administrators in contacting parents in the event of a child's illness or school emergency and it is critical to the operations of the District that this information be completed in its entirety.

The requested information includes mother and father's names, name of parents' employers, and the parents' daytime telephone numbers. Parents are also asked to list, in priority order, at least two adults that may act in the absence of the parent in an emergency if the building principal is unable to contact the child's parent or legal guardian.

An emergency will be defined as injury at school that may require medical attention, building or grounds evacuation, and the removal and transportation of the child from school in the event of a student's illness. The building principal or school nurse will act in the absence of the parent if an accident or illness requires emergency transportation to a hospital or medical facility. A student will be released to an individual listed as an emergency contact only when an emergency exists.

If a parent would like his or her child released to an individual listed as an emergency contact in a non-emergency situation, it will be necessary to include that person's name on a separate letter listing all individuals permitted to pick up or transport the child from school.

A release letter may use the following format.

I authorize the administration of [school name] to release my child, [child's formal name and date of birth], to the following individual(s) during or after the school day: [Full name and address of individual(s)].

Respectfully,  
[Formal name of parent(s) / date]

Release letters will be honored through the end of a current school year. A new letter will be required each new school year.

### **English Language Development Program**

The District offers an English Language Development Program (ELD) for students in grades K-12 who require such services. Students are identified through various assessments and are placed in programs to address their individual needs. Services may include direct ELD instruction, support in core academic subjects, or monitoring of academic progress. Students in the ELD Program are afforded the opportunity to participate in all District programs.

Concerns regarding the ELD Program and/or student issues may be addressed to the building principal either verbally or in writing. Upon receipt by the building principal, a resolution must be offered within ten business days of its filing. If the resolution is not satisfactory, concerns may then be filed with the Assistant Superintendent's office. If the problem still has not been satisfactorily resolved at this level within five business days, the complaint may be moved to the Superintendent (or his designee) for resolution.

### **Ethnic Intimidation**

The responsibility of each individual functioning in any society, including our school society, is to interact toward each other with mutual respect and, at minimum, in a manner which is non-threatening and intimidating. Our administration will cite individuals who are found intimidating, threatening, or maliciously making remarks toward the race, religion or national origin of another. Please refer to section 2710 of the **Crimes Code of Pa.**, listed below, for clarification:

#### ***2710-Ethnic Intimidation***

- a. Offense defined - A person commits the offense of ethnic intimidation if, with malicious intention toward the race, color, religion or national origin of another individual or groups of individuals, he/she commits an offense under any other provision of this article or under Chapter 33 (relating to arson, criminal mischief and other property destruction) exclusive of section 3307 (relating to institutional vandalism) or under section 3503 (relating to criminal trespass) or under section 5504 (relating to harassment by communication or address) with respect to one or more members of such group or to their property.
- b. Grading - An offense under this section shall be classified as a misdemeanor of the third degree if the other offense is classified as a summary offense. Otherwise, an offense under this section shall be classified one degree higher in the classification specified in section 106 (relating to classes of offenses) than the classification of the other offense.
- c. Definition - As used in this section "malicious intention" means the intention to commit any act, the commission of which is a necessary element of any offense referred to in subsection (a) motivated by hatred toward the race, color, religion or national origin of another individual or group of individuals.

## **Evacuation Drills**

All students should proceed quickly, quietly, and in an orderly fashion during evacuation of the building. Fire exits are indicated in each room, and there is an assigned route for leaving the building. When a fire alarm rings, students should follow the assigned route which will take them far enough from the building so as not to interfere with emergency personnel. Class groups shall stay together in these assembly areas to enable teachers to check class rosters. A signal will indicate when students are to return to the building.

## **Field Trips, Class (Board Policy 121)**

As a part of the educational program of the schools, students may be taken on field trips requiring bus transportation. Such trips are made only with the permission of the parents. When such trips are taken, or being planned, permission slips will be sent home to be signed by the parents. Written permission must be secured from parents of students to participate in field trips. Students and parents are advised that all District and building guidelines and policies apply while students are on a field trip. Students who do not return a properly signed permission slip will not be permitted to go on field trips. All students not making the trip should report to school at the regular time.

Walking trips within the area of school and bus trips to various sites and other activities within the District are a part of the curriculum. Such trips will be taken without parental consent. All field trips are supervised by staff. At the discretion of the building administration, students with frequent behavioral concerns may not be permitted to attend the field trip.

## **Grading of Student Progress (Board Policy 213)**

This policy addresses the District's guidelines regarding the assessment of each student's educational progress. The cornerstone of this policy is the Board's recognition that a system of grading student achievement can assist the student, teachers, and parents to better assess the student's progress toward personal educational goals. Other important policy statements include:

- Grading shall be a system of measuring and recording student progress and achievement which enables the student, parents, and teachers to assess the student's strengths and needs, assist in planning an educational and vocational future for the student, and determine where remedial work or enrichment is required.
- Students with disabilities shall be included in the District's assessment system with appropriate accommodations when necessary.
- The Board directs that the instructional program of this District include a system of grading for all pupils which is consistent with the educational goals of the District and the regulations of the State Board of Education.

Honor and Distinguished Honor Roll criteria for the middle school and high school are also included.

## **Gum/Candy/Food/Drink**

The District subscribes to and supports the healthy foods initiative and discourages the consumption of low nutritional value foods in school. This includes candy, gum, drinks, and snacks. Students are not permitted to chew gum, or eat candy or any other food products without prior administrative approval.

## **Head Coverings**

Students may wear hats or head coverings to and from school, but not while school is in session. Any request for an exception based on religious beliefs should be submitted to the building principal. Hair restraints may be worn during school to hold hair safely in place.



### **Health Examinations (Board Policy 209)**

In compliance with the School Code, the Board shall require that students of this District submit to health and dental examinations in order to:

- Protect the school community from the spread of communicable disease.
- Ensure that the student's participation in health, safety, and physical education courses meets his/her individual needs.
- Ensure that the learning potential of each child is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, while in sixth grade, and in ninth grade. These examinations will be conducted by a nurse practitioner or the school physician. A private examination conducted at the parent's request and at their expense will be accepted in lieu of the school examination.

The District will accept reports of privately conducted physical and dental examinations completed within one year prior to a student's entry into the grade where an exam is required. The individual student records of health examinations shall be maintained as a confidential record subject to statute and the policies of this District.

The full text of the District's health examinations policy is available in each school and on the District website.

### **Homebound Instruction (Board Policy 117)**

The Board of School Directors provides individual instruction pursuant to rules of the State Board of Education to students confined to home or hospital for physical disability, illness, or injury. The policy outlines students' eligibility, the maximum services available, conditions under which instruction may be withheld, etc.

### **Hazing (Board Policy 247)**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. No student, parent/guardian, coach, sponsor, advisor, volunteer or District employee shall engage in, condone, or ignore any form of hazing. Students, parents/guardians, coaches, sponsors, advisors, volunteers, and District employees shall be alert to incidents of hazing and shall immediately report such conduct to the building principal.

### **Homework (Board Policy 130)**

As students mature, the types of homework assignments and the time needed to complete them should also increase. Teacher teams should coordinate assignments so homework does not exceed 90 minutes per day. For purposes of computing grades, homework assignments are considered only one of several contributing factors.

Parents may help by providing a quiet and well-lighted area for study which is available to them on a regular basis. Study will be most effective if a regular schedule is established and adhered to, regardless of other activities. When a student is absent, parents are encouraged to contact the school to obtain missed homework assignments.

Copies of the full text of the District's homework policy are available in each school.

## **Honor Rolls**

There are three types of honor rolls:

| <b><i>Distinguished Honor Roll</i></b>   | <b><i>Honor Roll</i></b>   | <b><i>Citizenship Roll</i></b>   |
|--|--|--|
| <ul style="list-style-type: none"><li>• 93 average (all subjects)</li><li>• No grade of 85% or below</li></ul> | <ul style="list-style-type: none"><li>• 86 average (all subjects)</li><li>• No grade of 76% or below</li></ul> | <ul style="list-style-type: none"><li>• No N's or U's</li><li>• No grade of 69% or below</li></ul> |

## **Identification Cards**

Each student is provided with an identification card after their photographs have been taken for the school year. Students are required to carry their card and must be used when paying for their lunches through the Point of Sale program. If a card is lost, the District will give the first replacement card free, but will charge \$3.00 for any additional replacement cards. Students should notify the office when a replacement card is needed.

## **Illness During School Hours**

Students who become ill during the school day must report to the school nurse. Students should not call their parents to come pick them up without first visiting the nurses' office. Students leaving the school during the school day must have the approval of the nurse or administration before leaving school.

## **Interscholastic Athletic Programs and Student Activities**

Seventh and eighth grade students will be permitted to participate in ninth grade interscholastic football, wrestling at the high school level.

In addition, middle school students may participate on the junior high basketball, track and field, cross-country field hockey, and girls' volleyball in grades seven and eight. (Certain individuals may be eligible to participate as a member of the ninth-grade team at the high school level. Such "promotion" requires District and parental consent.)

All students who participate in the interscholastic program will be expected to sign a form at the beginning of each season indicating they received and were informed of the Athletic Code of Conduct. Students must also meet eligibility requirements as outlined in the District Athletic Manual.

Certain eighth grade individuals may be eligible to participate as members of the extra-curricular high school music program. Such "promotion" requires District and parental consent and must be initiated by the child's teacher.

Students involved in athletic programs and student activities must maintain academic eligibility in order to fully participate in these programs.

## **Intramurals**

An intramural athletic program will be conducted after school. All sixth, seventh, and eighth grade students are invited to participate. Questions regarding intramurals should be addressed to the assistant principal. Transportation is not provided for after-school activities.

## **Leaving School Premises**

Students shall not leave the school premises without consent of the administration. Students who willfully leave the school campus during the regular school hours will be suspended.

The full text of the District's attendance policies is available in each school and on the District website.

### **Lockers (Board Policy 226)**

The school district provides lockers and cabinets for students to store books, clothing, school materials, and other personal property. The District considers the storage of weapons, drugs, or unsanitary materials in lockers to constitute a health, safety, and welfare concern to the school and its students. This policy notifies students and parents that:

- Lockers may be periodically and randomly searched by officers, agents and employees of the district and illegal or unsanitary materials shall be seized and may be used as evidence against the student in disciplinary and other proceedings.
- Lockers are the property of the West Shore School District. As such, they may be opened for a variety of administrative reasons. No student permission is necessary to enter a locker and the locker IS NOT to be considered the private property of the student. Locker privileges may be withdrawn if the privilege is abused.
- Lockers are not places of privacy for the belongings of the students, and students should not expect that their lockers or the contents thereof will be kept private from the District. To the contrary, the Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. The Board further authorizes the use of canine "sniff" searches or other detection devices of lockers to identify lockers that should be opened to be searched.
- Decals/stickers are not permitted to be placed inside or outside of the lockers.
- It is strongly recommended that you DO NOT share your locker combination with anyone else. Once you have given your combination to others, your personal items are no longer secure in your locker.
- Students are NOT permitted to share lockers with one another. **Each student is assigned a locker and is to use only the assigned locker.**

### **Lost and Found**

Lost items such as jewelry, wallets, cameras or smaller type items are stored in the office. Students should return found items to the designated lost and found collection area. Students who have lost items should check in the cafeteria during lunch or school office before or after school. Articles unclaimed after a reasonable period will not be retained.

### **Magazine Sales/Fundraising Activities**

A magazine sale drive is permitted with the provision that the profits realized be used for student activities or student benefit.

### **Meal Prices (2017-2018)**

The District participates in the National School Breakfast and Lunch Programs and must comply with requirements of the *Healthy, Hunger Free Kids Act*. The school breakfast and lunch program, operated by Sodexo Quality of Life Services, focuses on good nutrition and developing healthy eating habits. Menus are posted on the District's website.

Secondary Lunch = \$2.75 and \$3.10  
Secondary Breakfast = \$1.60  
Milk = \$0.60

Reduced Price Lunch = \$0.40  
Reduced Price Breakfast = \$0.30

Parents may make arrangements to eat lunch with their child in the cafeteria. Please contact the office before 8:00 a.m. if you plan to purchase a lunch. Adult lunches cost \$3.85 or \$4.15 and may be paid for when entering the cafeteria.

### **Medications (Board Policy 210)**

Although the District's administration strongly recommends medication be administered in the home, the administration realizes the health of some children requires they receive medication while at school. In such cases, school nurses are responsible for any administration of medication during the school day.

Medications should not be sent to school with students or in the student's property with directions to the school staff. Students are not permitted to be in possession of medication. Guidelines for administering both prescription and non-prescription medications are outlined in this policy.

### **Medicine Administration Policy**

No medicine either prescription or over the counter may be administered to a student by any member of the school staff without the proper authorization by both the doctor and the parent. If a child has an illness that requires the administration of any medication the parent must obtain a Medicine Administration Card from the school, which must be filled out by the doctor and signed by both the doctor and the parent. The **medicine must be brought to school by the parent or legal guardian** and given to the nurse, the principal, or the secretary in the original container along with the signed card. Inhalers and other emergency medications, including self-testing devices, may be carried on a student's person if a doctor's statement ordering such a need is provided to the school nurse or building principal.

Children who bring medicine (prescription or over the counter) to school on the bus or on their person, will have it confiscated and held until picked up by the parent or legal guardian. Additionally, student found in possession of such medication will receive an in-school suspension for a first offense. If it continues consequences will increase. Special circumstances should be discussed with the school nurse or the principal prior to any medicine being brought to school by the child. Medicine is defined to include such items as inhalers, hypodermic needles, Tylenol, aspirin, antibiotics, cough medicine, allergy medication, etc. If you are not sure, call the school. Student requiring cough drops must bring a note from a parent, along with the cough drops, to the school office/nurse as soon as they arrive at school for approval.

### **Nondiscrimination in School and Classroom Practices (Board Policy 103)**

The policy of the District is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability. The District shall provide to all students, without discrimination, course offerings, counseling, assistance, athletics, and extracurricular activities.

### **Obligations**

Students are responsible for the satisfactory settlement of costs associated with lost or damaged items which were the responsibility of the student. Students are advised that they are charged actual textbook cost if a textbook is lost or not returned. Notification of all obligations will be given to the student before the date that report cards are issued. Obligations include such things, but not limited to, payment for lost textbooks, excessive printing in the computer labs, lunch vouchers, library fines/lost books, damages to textbooks, lost physical education locks, lost elevator keys, property damage costs, etc.

### **Opening Exercises**

At the start of the day, each student may salute the flag and recite the Pledge of Allegiance during opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony.

### **Physical Activity and Nutrition Advisory Council (PANAC)**

The Physical Activity and Nutrition Advisory Council (PANAC) meets on a periodic basis throughout the year to discuss ways in which the WSSD can develop, implement, and support nutrition and active lifestyles for its students. To view and learn more about the District's Wellness Policy and Nutritional Standards please visit the District website.

### **Participation in School Affairs (Board Policy 232)**

The Board believes that students should participate in school activities as part of their educational development. Students participating in school functions on or off school property are subject to the rules and regulations of the school and the West Shore School District.

### **Perfect Attendance**

A student is considered to have perfect attendance if they are in attendance every day and have no absences. Excused tardies and excused early dismissals do not count as absences and would allow a student to be considered for perfect attendance. A student is ineligible for perfect attendance if they have any absences, including half-day absences. Students are also ineligible if they have any "unlawful/unexcused" tardies or "unlawful/unexcused" dismissals. Approved educational trips are specifically considered "excused" absences and therefore, disqualify a student for perfect attendance.

### **Physical Education**

A standard uniform is required and is available from the physical education department. For safety's sake, students must wear sneakers during class activities. Sneakers must be properly laced and tied.

### **Point of Sale Program**

All District schools are using a Point of Sale prepay system for student breakfasts and lunches. This system ([k12paymentcenter.com](http://k12paymentcenter.com)) allows parents to monitor student account information, including meal transactions for up to 45 days, and make online payments using Visa, Mastercard, American Express, or Discover into a secured account for each student, accessible by their student number. If parents prefer not to use the online service to deposit funds, money may be added to student accounts by sending cash or checks made payable to "West Shore Cafeteria Fund" to school with students. Cash payment for meals will continue to be accepted at schools. All cash/checks must be deposited in the student's account. Unfortunately, monies cannot be accepted by the cashier at lunch time.

The District provides parents with information about the free and reduced meal program on an annual basis through its website, in school offices, and on materials sent home with students. The accounts for students approved for free meals are automatically credited with sufficient funds for a daily breakfast and lunch.

All students will be informed when they have a negative balance. Additionally, automated calls informing parents of the low balance are usually made one time per week when the student's balance drops below \$5.00 and twice per week if the balance drops into the negative. While students with a negative balance will not be permitted to purchase a la carte items, the District will permit students to charge breakfast and lunch when their accounts have insufficient funds.

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure adequate funds are available for their student(s) to purchase school breakfasts, lunches, and a la carte items. If the negative balance exceeds \$25.00, the building principal will contact the parents/guardians to discuss circumstances.

Parents can check the account balance, deposit money into the account electronically, and set email notifications to alert them of low balances at [k12paymentcenter.com](http://k12paymentcenter.com). Parents are charged a nominal fee

for depositing funds electronically, but there is no fee for checking the account balance. Questions about the Point of Sale program may be directed to the Food Services office, 938-9577.

### **PowerSchool**

Parents are given the opportunity to have electronic access to the academic progress, attendance history and other information regarding your child. If you are the parent of an incoming sixth grader, all that will be required is a computer with an Internet connection and a PowerSchool Account. With a username and password, you will be able to see your son/daughter's class schedule, attendance, demographics (address, phone number, etc.), and class grades. Please continue to visit the teacher web pages for updates to homework, class projects, news, etc. In order **to set up an account**, you must **visit the school** and provide **government-issued photo identification**. We will make a copy of the identification and set up your account. If you had an account last year, there is no need to sign up again. Your account information and passwords will remain the same.

### **Probation**

Probation may be imposed by either the administration or the Board as part of the consequences or disciplinary action for students who violate Policy 218. As part of the rehabilitation process designed to modify student behavior, probation is intended to provide close monitoring of student performance and assistance as may be needed to help the student reach established goals. There is a loss of certain student privileges associated with probation, including being restricted from participation in student activities to include the athletic program.

A student on administrative and/or Board probation shall be suspended from:

1. Appearing or representing his/her school before a school or public audience. This suspension includes but shall not be limited to student participation as:
2. A member of an interscholastic athletic team
3. A graduating senior in recognition/commencement ceremonies
4. A member of the cast of any dramatic production
5. A member of a musical performing group (band, chorus, etc.). Students enrolled in credit courses involving any of the above activities shall not be excluded from activities of the course other than public performances. Students on probation who are involved in extracurricular activities which are not part of courses for credit shall not be permitted to practice these activities during the probationary period. Examples: interscholastic athletics and dramatic productions.
6. Serving as an usher or guide
7. Holding or executing the duties of any office in any school organization
8. Attending any school dance, party, or other social event
9. Parking an automobile on school property
10. Exercising any privileges awarded to students on an honor basis
11. Participating in school trips which are not course requirements
12. Participating in clubs

A student on administrative probation will generally be suspended from items 1-8 above. At the discretion of building administration, this suspension may be waived as outlined in the Probation Action Plan.

Students on probation must petition the Administration and/or Board to have their probation removed as appropriate and delineated in Board Policy.

### **Promotion and Retention (Board Policy 215)**

This policy outlines the roles and responsibilities of parents and school personnel in matters related to the educational settings most appropriate to meet students' needs at the various stages of their growth. Important policy statements at each level include:

**Middle School** - Retention decisions are made by the teacher team in cooperation with the guidance department, the administration, and the parents using multiple criteria as a guide. Students who fail the equivalent of two major subjects based on the weighted value of courses are generally not promoted. Special Education - Eligibility for graduation for students enrolled in special education shall be based upon the student's educational need and shall be defined in the student's IEP and graduation plan. The right to request that information will not be provided to military recruiting officers.

### **Public Displays of Affection**

Acts publicly displaying affection are unacceptable during school hours and activities. These acts include, but are not limited to, holding hands, kissing, hugging, walking with arms around one another's waist, and/or walking arm in arm. Students will be disciplined for such actions.

### **Pupils - Suspension and Expulsion (Board Policy 233)**

SECTION 1318 of the School Code provides that:

1. Principals may temporarily suspend any student on account of disobedience or misconduct.
2. The principal shall promptly notify the Superintendent of Schools concerning the suspension of a student.
3. The Board may suspend a student for such time as it may determine or may permanently expel him/her.
4. Such hearings, suspensions, or expulsions may be delegated to a duly authorized committee of the Board.
5. Students are not allowed to participate in any school activity during their suspension (West Shore School District rule).

In order to provide an atmosphere conducive to learning and to ensure the safety and welfare of students and staff, the School District reaffirms a discipline policy as follows:

- Students who are tardy or absent from school illegally or found cutting classes may be subject to suspension and parents may be subject to fines.
- Students found guilty of unprovoked attacks upon other students or a staff member may be subject to suspension or expulsion from school.
- Students found guilty of offenses against teachers such as abusive language or assumption of a threatening demeanor are subjected to suspension or expulsion.

### **Records (Board Policy 216)**

Policy 216 provides for the annual notice of rights of parents and eligible (18 years of age or older) students regarding a student's education records. These rights are as follows:

- The right to inspect and review the student's education record within 30 days of the District's receipt of the request for access.



- The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the student.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the District discloses certain materials without prior consent.
- The right to refuse to permit the designation of any or all of the categories of directory information.

### **Releasing Students to Non-Custodial Parents**

The business of the District is to educate children and not to preside over domestic disputes. It is, therefore, up to parents and the judicial system to see that custody and visitation orders are obeyed. If there are any court ordered custody orders in effect, the District should be provided a copy of the most recent order so we can assist in ensuring students are released to the proper custodial parent/guardian.

If a parent/guardian does not want a relative, friend, or non-custodial parent to communicate with or pick up a child at school, this needs to be communicated with the principal in writing. However, it is important to note, if an individual has legal access to the child, the principal cannot prevent them from interacting with them at school.

### **Reporting and Grading (Board Policy 213)**

Report cards will be issued four times per year. Interim reports will be sent to parents midway through the marking period. Parents are encouraged to view their child's progress in PowerSchool.

#### ***Major subjects***

Mathematics, science, language arts, and social studies are considered major subjects.

All students will receive percentage grades in all subjects.

#### ***Grading Key***

|           |                       |
|-----------|-----------------------|
| 93 - 100% | Excellent (A)         |
| 86 - 92%  | Good (B)              |
| 77 - 85%  | Average (C)           |
| 70 - 76%  | Poor, but Passing (D) |
| Below 70% | Failure               |
| I         | Incomplete            |
| NG        | Not Graded            |
| NP/P      | No Pass/Pass          |

Incomplete grades may be recorded in certain circumstances. In these cases, work must be finished within a reasonable amount of time so a grade can be recorded. An incomplete grade disqualifies students from Honor Roll or Distinguished Honor Roll status.

Teacher comments and social behavior grades of Outstanding, Satisfactory, Needs Improvement, or Unsatisfactory are given by teachers to assist parents in understanding their child's performance.

Parents are encouraged to call the school and speak directly with teachers about their concerns.



## **School Visitors**

The Board welcomes and encourages visits to the District's schools by parents, family members, adult residents of the community, and interested educators. To ensure order in the District's schools, it is necessary to establish guidelines governing school visits.

The Superintendent or designee has the authority to prohibit the entry of any person to a school in the District. The following procedures will be implemented:

- Persons wishing to visit a school should make arrangements in advance with the school office of that building. Permission must be secured at least 48 hours in advance from the principal (or the Director of Special Education), if the purpose of a school visit is to observe a classroom session.
- The principal shall have the authority to refuse permission to observe a certain class if he/she believes such a visitation would be detrimental to the program of the school. We ask that parents do not bring siblings or other young children to school visits. Small children tend to be a distracting influence, and their presence usually makes it impossible to observe a normal classroom situation.
- Upon arriving on the grounds of a school campus, visitors must park in designated parking areas and register at the school office to conduct their business.
- All visitors will be required to wear and openly display an authorized District visitor's pass during the time they are in the school. Such passes will be provided at the main office and must be returned to the office immediately prior to the visitor leaving the school's campus.
- No visitor may confer with a student in school without the approval of the building administration.
- Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.

The presence of a non-registered visitor on a school's campus will be reported to the police, and the visitor will be asked to leave. There may be times when the District's school building will not be open to visitors because of school security concerns and emergency situations.

As a condition of visiting a classroom, parents/guardians of students currently or potentially assigned to a classroom who arrange for a classroom visitation shall agree to the following confidentiality and security requirements:

- Parents/Guardians will sign-in at the main office, obtain a visitor badge, and follow all building security procedures.
- Parents/Guardians will not disclose confidential or private information about other students to any non-essential personnel or member of the community.
- Parents/Guardians will not access or view any information or student records other than what is deemed necessary by West Shore School District personnel.
- Parents/Guardians will not discuss or put into written form, any confidential and/or private information in an area where unauthorized individuals may hear or be able to read such information (e.g. hallways, cafeteria, playground, classrooms, etc.), even if specifics such as a student's name, are not used.
- Parents/Guardians will not make any unauthorized transmissions, copies, or alterations to any confidential or protected information.
- Parents/Guardians will not take photographs or audio or video recordings during classroom visitations.

## **Social Activities**

To maintain the philosophy of the middle school, social activities will be geared to the 11-14 year old. Each grade may have socials which might include games, films, and other fun activities for this age group. **Please note: Social activities provided by the school such as dances and socials are subject to eligibility requirements.** Also, tickets will be available for purchase during lunch time during the week before the dance and must be purchased in advance. There will be no ticket sales at the door.

## **Special Dietary Needs**

Students needing dietary accommodations, including requests for milk substitutions, must have a completed and signed Medical Plan of Care form on file with the Food Services Department and the school nurse to receive specified substitutions and necessary accommodations. The Medical Plan of Care form is available on the Food Services Department page of the District website or may be obtained from the school nurse. Notes from physicians will no longer satisfy the state requirement to document the disability of a student.

With regard to substitutions for milk, per the United States Department of Agriculture's ruling 73 FR 52903 Fluid Milk Substitutions in the School Nutrition Program, "Water or juice can no longer be offered as a fluid milk substitute for a student with medical or special dietary needs." Accordingly, the District can no longer substitute juice or water for students with milk intolerance or a non-disabling milk allergy. This ruling does not apply to students with a disability, as documented by a licensed physician on the Medical Plan of Care.

For students who have a non-disabling milk intolerance or milk allergy, parents may send a milk substitute with their child or their child can purchase water or juice a la carte. Parents may also provide a supplement such as Lactaid, to be administered by the school nurse prior to the child's lunch. Supplements will require a medical care provider's prescription stating the name of the medication, dose, and administration directions. If you currently have a Medical Plan of Care on file with the school nurse, a new form is not required. However, parents must annually notify the school nurse that the plan of care has not changed. Please feel free to contact the school nurse or Food Services Department with questions.

## **Student Assistance**

Student Assistance Teams help students and families with drug, alcohol, and mental health problems.

One of the most important principles of dealing with alcohol, drugs, and mental health issues in schools today is to start small and build on successful experiences. That is what Student Assistance does. Anyone involved with students must be aware that positive steps can be taken to help reduce the number of students who develop problems due to substance use. Schools, in cooperation with parents, students, and community, can make a difference.

As part of the Student Assistance process, it is important for school officials to review current methods of responding to student alcohol, drug, and mental health issues. Staff members should be concerned that school policies are legally sound, school staff are properly prepared, and school based prevention/intervention programs are underway.

Members of the Student Assistance Team may also be involved in any situation where a student is expressing suicidal thoughts or intentions of self-harm. In these situations, the District may develop a safety plan to support the student and the student's family.

Student Assistance is a way to identify high risk students who are having school-related problems because of alcohol/drug use or who are at risk of suicide or other mental health problems. It is also a method for intervening and referring students to appropriate community services. It is not a treatment program; rather, it is a systematic process which makes it possible for school personnel to identify

students having problems and refer them for help. The heart of the program is the Student Assistance Team, which is a core group of school personnel who are specially trained to work with these students.

For more information about Student Assistance and the District's policy on suicide awareness, prevention, and response, parents/students may speak with the guidance counselor or the building principal. Additional information is also found on the website.

### **Student Expression (Board Policy 220)**

This policy addresses the District's policy regarding the right of students to express themselves in word and symbol and to distribute materials as part of that expression within the limitations of the policy. The Board does reserve the right to designate and prohibit student expression which is not protected because the rights of others are violated. Such violation of rights includes those which libel a specific person, advocate the use of materials that constitute a danger to the health of students, are obscene, and incite violence. Rules have been established for the distribution of materials that are not in violation of this policy.

### **Student Fundraising (Board Policy 229)**

This policy addresses the District's policy regarding the raising of funds by students. The policy emphasizes that the health, safety, and security of students are to be paramount during fundraising activities. The Board prohibits the collection of money in school or on school property or at any school sponsored event for personal benefit. The policy itemizes conditions which permit the sale of items. To ensure policy compliance, please review the fundraising guidelines found on the District's website.

### **Student Make-Up of Work After Suspension**

Students who have been suspended for disciplinary reasons may make up assessments and other work missed according to the following guidelines:

1. The student shall take the initiative for making up work.
2. Work must be made up within a reasonable length of time. Barring unusual circumstances, all work is to be completed within the same length of time as the suspension.
3. Students must consult with staff and schedule all make-up work at a time convenient to staff.
4. Work that is properly made up will be marked, given equitable credit, and entered into the student's record. No credit will be given if the student fails to make up the work within the same length of time as the suspension.
5. Whenever possible, students on in-school suspension shall be required to take assessments at the same time as their class. Such students will also be required to maintain their daily class work.

### **Students and the Police (Board Policy 225)**

Permission can be granted by the Administration for police to interrogate or arrest a student at school after a determination is made on the need for such request. In both instances, attempts are made to inform the parents, and the principal is present throughout the proceedings.

### **Student Registration Sheet**

The District office and each school maintain a database of student contact information, emergency contact information, and photo consent permission for each student. Parents are requested to complete a new registration verification form at the start of each school year to verify this information is accurate. All revisions to this information should be communicated to the school, including new addresses, employment changes, new home, work, or cell telephone numbers.

## **Tardiness**

Tardy students will report to the office immediately upon entry to school. Excessive tardiness will result in disciplinary action. Tardiness which extends beyond 9:30 a.m. will be considered an unlawful absence unless the child is deemed to be ill. Excessive tardiness due to illness may result in having to provide doctor's notes for tardiness.

After three recorded tardies, disciplinary action may be taken. Students who are late due to a medical or dental appointment must present a note from the doctor's office. If no written doctor's confirmation is provided, it will be recorded as an "unexcused" tardy. During the school day students have three minutes of passing time between classes. Many students are late going from class to class because they are socializing with their friends rather than getting to where they need to go. Please urge your child to get to class on time.

## **Team Teaching**

The concept of team teaching involves two or more teachers who work together to teach a group of students. Teaming provides the following:

1. The formation of instructional teams of teachers to teach the basic core subjects (language arts, mathematics, science, and social studies). Primarily basic subject teams shall consist of teachers of several subjects: mathematics, language arts, social studies, and science, or any combination of these.
2. A program to teach the encore subjects (music, art, family and consumer science, technology education, health/physical education, and computer education).
3. An instructional program to include, a counselor, special education, and others to support the instructional teams.
4. Additional support services to include a nurse, psychologists, program supervisors, and instructional advisors.

## **Technology Education / Family & Consumer Science / Music / Art**

Students will have an exploratory experience in technology education, family & consumer science, music, and art. The purpose of the program is to expose the students to a variety of topics in each area. Technology education requires a fee to cover the cost of materials.

## **Telephone Security**

The telephones within the schools of the West Shore School District have the capability of caller identification (ID) and customer operated tracing. Threatening or harassing calls will be immediately reported to the telephone companies and the local police department. Threatening or harassing telephone calls will be prosecuted in the courts by the District's administration to the fullest extent of the law.

## **Telephone Use**

The office telephone may not be used by pupils for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies.

Students who need to make emergency calls must request permission from the office staff to do so. All calls must be made from the office.

## **Terroristic Threats (Board Policy 218.4)**

The Board recognizes the danger that terroristic threats by students present to the health, safety, welfare, and well-being of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

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

Prohibited Acts: The Board prohibits any District student from communicating terroristic threats directed at any student, employee, Board member, community member, or property owned, leased, or being used by the District. It shall be a violation of this policy for any student to knowingly, recklessly, negligently, or intentionally make a verbal or written terroristic threat to another student, staff member, or to school property, or to make such a threat by means of computer, telephone, electronic mail, Internet, facsimile, text, or similar transmission. It shall also be a violation of this policy for any student to knowingly, recklessly, negligently, or intentionally act in a way that is threatening or which causes, may cause, is likely to cause, or is intended to cause danger to another person or persons; evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Violation of this policy will result in discipline up to and including expulsion or exclusion from school, consistent with and subject to the Student Code of Conduct and applicable Board Policy.

Staff members and students are responsible for informing the building principal regarding any information or knowledge of a possible or actual terroristic threat. The principal shall immediately begin an investigation of the allegations. Failure to so report terroristic threats may result in disciplinary action.

If the principal determines that a threat has been made, he or she will immediately notify the superintendent, or designee, and a determination will be made regarding the steps to be taken to ensure the safety of students and staff members in the building.

If the principal determines that a terroristic threat has been made and determines the identity of the individual making the threat, he/she shall immediately suspend the student. In order to return to school, a suspended student may be required to submit competent and credible medical and/or psychological/psychiatric evidence that the student does not pose a risk or harm to others.

The principal and/or superintendent may recommend expulsion of the student or other disciplinary action. If a student is expelled for violation of this policy, the Board may require, prior to readmission, competent and credible medical and/or psychological/psychiatric evidence that the student does not pose a risk or harm to others.

In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the Safe Schools Memorandum of Understanding with local law enforcement and Board policies.

## **Textbooks**

Textbooks for courses are on loan to the student. At the beginning of the year, the teacher will record the book number and its condition. Until the book is returned to the teacher, the student is responsible for the textbook. At the end of the course, the number and the conditions of the book are checked with the teachers' record. If the book is lost, damaged, or unduly worn, the student must pay the cost of the replacement or repair of the damages. Teachers may require that students keep a book cover on all textbooks to avoid unusual wear. **Please note: Book socks are prohibited as book covers.** Textbooks are the property of the District.

### **Third Party Equipment**

The use of non-district purchased computing and/or electronic resources including but not limited to printers, computers and hand-held devices in conjunction with District resources is prohibited without consent of the Technology and Media Services Department. All requests should arise through the building principal.

### **TMI Information**

If an emergency should arise when students are in school, action will be taken to protect the health and safety of each child. The District has plans in place to deal with fire, bomb threat, explosion, hazardous materials spill, earthquake, aircraft accident, severe weather, and other situations which would require students to be sheltered. Specific plans for each school are found in the building. Parents should speak with their child's principal for additional information before an emergency occurs.

In the event of a general emergency at Three Mile Island (TMI) requiring evacuation of several of the schools in the West Shore School District, students will be bused directly to those sites designated as evacuation centers. The evacuation centers are Allen Middle School, Cedar Cliff High School, Washington Heights Elementary School, and the Christ Community Church (1201 Slate Hill Road, Camp Hill). All of these schools are outside TMI's ten-mile zone. Parents or authorized persons are to meet their children at these assigned schools. Parents are urged not to call the schools or attempt to make different arrangements. This will only create confusion.

In case of an emergency at TMI, the following plan will be utilized. In the event a school would be evacuated for a reason other than a TMI emergency, the evacuation site will be announced when the evacuation occurs.

- Cedar Cliff High School - Students who live inside the ten-mile zone will remain at Cedar Cliff. Students who live outside the ten-mile zone will be sent home.
- Red Land High School - All students will be evacuated to Cedar Cliff High School by bus. Parents should pick them up there.
- Allen Middle School - Students who live inside the ten-mile zone (Generally York County and Lisburn area) will be held at school for parents to pick up. Students who live outside the ten-mile zone (generally Cumberland County) will be sent home as soon as buses are available. Parents may also come to the school to pick up students who live outside the ten-mile zone.
- Crossroads Middle School - All students will be evacuated to the Christ Community Church. Parents should pick their children up there.
- New Cumberland Middle School - All students will be evacuated to the Christ Community Church. Parents should pick them up there.
- Fairview, Fishing Creek, Newberry, and Red Mill Elementary Schools - All students will be evacuated to Allen Middle School. Parents should plan to pick them up there.
- Hillside Elementary School - All students will be evacuated to Washington Heights Elementary School. Parents should pick them up there.
- Saint Theresa School - All students will be evacuated to Washington Heights Elementary School. Parents should pick them up there.
- Washington Heights, Highland, Lower Allen, and Rossmoyne Elementary Schools - All students will remain at their schools. Parents should pick them up there.

Parents and authorized persons who are coming to pick up students at the evacuation sites will need to

provide positive identification and sign a register at the pick-up point before a student is released. Identification may consist of a driver's license, social security card, etc.

The best protective action in a radiation emergency continues to be evacuation. Therefore, the District requests parents cooperate in attempting to pick up their children from school only after the children have been evacuated to a school outside the ten-mile area. Should such an emergency occur in the greater Harrisburg/York area, the media will broadcast official recommendations to the public for protective actions.

### **Tobacco Products (Board Policy 222)**

The Board Policy prohibits the use and/or possession of tobacco products or smokeless tobacco in any of the buildings of the West Shore School District, on school buses, or any vehicle that transports students. **Further, the use and/or possession of tobacco products, smokeless tobacco, and e-cigarettes (as well as related technology) on school grounds of the West Shore School District is prohibited at all times.**

State law provides that a student who possesses or uses tobacco in a school building, a school bus, or on school property commits a summary offense. The law provides the District with the ability to initiate prosecution against the student for such an offense. Upon conviction, the student is subject to a fine of \$50.00 for the benefit of the District, to pay court costs, or to be admitted to an adjudication alternative.

Disciplinary consequences are also imposed by the school administration.

### **Transportation Video and Audio Recording (Board Policy 810.1)**

Parents are advised that video cameras are placed on school buses to ensure that students' behavior is consistent with the established bus rules. A notice is placed in the front of each District bus notifying riders they are subject to video/audio surveillance.

### **Truancy**

Any student's absence from school without permission of parent or guardian for lawful reasons will result in disciplinary action. No make-up privileges will be permitted. All work missed due to truancy will receive a zero grade.

Truancy is the unlawful absence of compulsory age students from when they begin school or from eight to 17 years of age. It is not mandatory for a parent to enroll their child in kindergarten. However, once a student begins kindergarten, he/she will fall under the attendance rules of all other students.

The Pennsylvania School Code mandates that when a student reaches three unlawful absences they be deemed "truant." It is then the responsibility of the school where the child attends to send an official notice to the parent or legal guardian outlining the days of unlawful absences.

The official notice will outline the penalties which may be imposed by the District Magistrate if there are more unlawful absences. After three unlawful absences, a school administrator or counselor will also schedule an Attendance Improvement Conference with the student and parent or legal guardian to discuss why the student is missing school and a course of action if it continues to occur.

Truancy charges may be filed for students who arrive to school late.

### **Unlawful Harassment (Board Policy 248)**

It is the policy of the West Shore School District to maintain a learning and working environment for students that is free from all forms of discrimination, including unlawful harassment. No student of the District should be subjected to unsolicited and unwelcome overtures or conduct, either verbal, written, graphic, or physical.



Students shall not harass or intimidate another student or employee through derogatory statements, slurs, or wearing of items depicting prejudice or hatred based on race, color, ancestry, religion, sex, sexual orientation, national origin, age, or disability.

The term “unlawful harassment” is defined below. For purposes of this Policy, “unlawful harassment” does not mean merely offensive expression or discourtesy. The West Shore School District recognizes that students have the right to express opinions, ideas and beliefs, as long as such expression is not lewd or profane, substantially disruptive of school operations, does not interfere with the rights of others, and does not encourage or promote illegal drug use.

Unlawful harassment lowers morale and is damaging to the educational environment; it also is illegal pursuant to Titles VII and IX of the Civil Rights Act of 1964 and the Pennsylvania Human Relations Act. Therefore, the District will treat unlawful harassment like any other form of student misconduct, and it will not be tolerated.

The District shall annually inform students, staff, parents/guardians, independent contractors, and volunteers that unlawful harassment will not be tolerated.

Unlawful harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion, or genetic information when such conduct: 1) is sufficiently severe, persistent, or pervasive that it affects a student's educational performance or creates an intimidating, threatening, or abusive school environment; 2) denies a student of the benefits of opportunities offered by the school district; 3) substantially disrupts a student's participation in school activities; 4) contains lewd, vulgar, or profane expression; or 5) creates a hostile or abusive environment of such pervasiveness and severity that it materially and adversely alters a student's educational environment.

**Ethnic harassment** includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that substantially interferes with a student's educational environment, including school work, classes, events or activities, or interferes with the rights of others.

**Sexual harassment** shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when made by any student to another student or employee when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment.

**Sexual harassment** as defined above may include, but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's education; sexual flirtations; graphic or suggestive comments about an individual's dress or body; jokes; pin-ups; calendars; objects; graffiti; or innuendoes.

### ***Enforcement***



The District will investigate alleged unlawful harassment claims and effectively remedy them when an allegation is determined to be valid. Each student shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

The District will enforce disciplinary action against any student who violates this Policy. Students may be subject to discipline up to and including expulsion. Such disciplinary action applies equally to any other form of unlawful harassment.

The District also recognizes that false accusations of unlawful harassment can have serious effects on innocent people. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of unlawful harassment.

### ***Procedures***

#### **Step One – Reporting**

1. Any student who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a District employee. The student may use the Unlawful Harassment Complaint Form or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints.
2. 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.
3. If the building principal is the subject of a complaint, the student or employee shall report the incident directly to the Director of Human Resources (or Superintendent's designee).
4. Filing of a complaint or otherwise reporting unlawful harassment will not reflect upon the individual's status nor will it affect future grades or work assignments.

#### **Step Two – Investigation**

1. Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Director of Human Resources (or designee) and begin an investigation. If the building principal is the subject of the complaint or is unable to conduct the investigation, the Director of Human Resources will designate an administrator to conduct the investigation.
2. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.
3. Where appropriate, police, or the District solicitor should be involved. If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal shall inform law enforcement authorities about the incident.
4. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded unless the District's investigation or a particular step in the investigative process would directly impede an ongoing criminal investigation.
5. Should a delay in the investigation be necessary due to an ongoing criminal investigation, the District shall take appropriate steps in the interim to provide for the safety of the alleged victim(s) and the school community as well as the avoidance of possible retaliation.
6. All students and employees involved in such an investigation shall maintain strict confidentiality.

#### **Step Three – Investigative Report**

1. In all cases, the results of the investigation shall be reported in writing to Director of Human Resources and the Superintendent of Schools (or designee) within ten days, unless additional time is required to complete the investigation. The report shall include a summary of the

investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

2. Complainants and the accused shall be notified of the final disposition/action taken by the District, subject to the confidentiality limitations of state and federal law.
3. Complainants and the accused, as well as those employees involved in the investigation, shall keep the nature of the accusation and final disposition/action taken by the District to be confidential within the limitations of state and federal law.

#### **Step Four – District Action**

1. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant in writing.
2. Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, District procedures, and state and federal laws. Potential disciplinary actions include, but are not limited to, detention, suspension, expulsion, and/or referral to law enforcement.
3. If the investigation is inconclusive, the report shall so state. The Superintendent of Schools and/or the building principal may, in his/her discretion, require nondisciplinary educational activities to be conducted as a result of an inconclusive investigation.
4. If there is a conclusion that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, then the Superintendent of Schools and/or the building principal may impose appropriate discipline on the complainant, subject to limitations of law and consistent with the Student Code of Conduct. In addition, if it is concluded that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent of Schools and/or the building principal may impose appropriate discipline on the accused, subject to limitations of law and consistent with the Student Code of Conduct.

#### **Use of Bicycles, Skateboards, and Motor Vehicles (Board Policy 223)**

Skateboard use on District property is expressly prohibited. Violators will be punished to the fullest extent of the laws governing trespass and vandalism. Approved vehicles as detailed in the Motor Vehicle Code will be permitted in accordance with the rules of the District, provided that such students are licensed drivers. While scooters may be ridden to and from school, students must carry scooters on and off school property. All other motorized vehicles are prohibited on District property.

#### **Video Use in Student Teaching**

In partnership with local colleges and universities, West Shore School District pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities. This video is used for self-reflection and to critique and improve their educational practices. Therefore, every effort is made to focus solely on the student teacher and to avoid the recording of our students. If it is not possible to completely exclude our students, the student teacher will work to avoid facial appearance and recognition of our students.

West Shore School District only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted from the recording device once the student teacher and supervisor have finished using the video for the course assignment. Please contact the building principal if you have any concerns regarding the student teacher's use of video in the classroom.

#### **Volunteer Procedures**

The West Shore School District welcomes and encourages volunteers in its schools, classrooms, and as part of extracurricular activities. For the safety of District students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so. Effective July 1, 2015, the West Shore School District has revised its volunteer screening process to meet the requirements of the Child Protective Services Act of 2014. This Act requires that any **returning** volunteer or prospective volunteer:

- Provide the District with an original **Act 34 Criminal History Records Check** and an **Act 151 Child Abuse History Clearance** (Pennsylvania Department of Education version), obtained at the prospective volunteer's expense that is less than one year old at the time of submission.
- Prospective volunteers who have not lived in Pennsylvania continuously for the past ten years at the time of application must provide an **Act 114 FBI Criminal History Clearance** obtained at the prospective volunteer's expense. Those prospective volunteers who have lived in Pennsylvania continuously for the past ten years at the time of request must sign a disclaimer affirming that there are no charges in other states that would prohibit selection as a volunteer.
- Clearances must be renewed every 36 months. The District reserves the right to require additional information as part of the volunteer application process.

Other requirements are outlined in the *Guidelines for Volunteers* which can be accessed on the District website at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

A volunteer with more than incidental contact with students and staff members (more than one exposure across more than one day) will also be required to provide evidence of a tuberculosis test that is less than 90 days old at the time of the submission. A volunteer must be documented free from tuberculosis before serving as a volunteer or school helper. A tuberculosis screening will not be required each year for a volunteer, once completed, if service to the school or District is continuous. Volunteers working more than one day a week may also be subject to fingerprinting.

The District requires that no volunteer or helper may work with a child within a school building outside the line of sight of the staff member to which the child is assigned.

Volunteers to our schools and school-related events are welcome to take photos of their child for their personal use. However, guests are asked to respect the privacy and confidentiality of other families, and are urged not to post photographs or videos which clearly identify someone else's child on social media websites.

Board Policy 907 outlines safety and security procedures for persons wishing to visit a school building.

### **Walking to School**

Students should realize the importance of walking on the pavement, staying out of the streets, keeping off lawn areas, and crossing streets at patrol-protected or other designated crossings. Skateboards are not permitted on school property nor are to be ridden to school. Walkers are accountable for violations of school rules while walking to and from school.

### **Weapons (Board Policy 218.1)**

Possession and/or use of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession and/or use of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community.

The possession and/or use of a weapon in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary

educational institution of the West Shore School District, is a serious violation of the rules and regulations of the District.

Students found to be in violation of the aforesaid rules and regulations regarding the possession and/or use of weapons shall be immediately suspended for a period not to exceed ten school days or until such time as the Board of School Directors conducts a hearing on the matter. The Board may permanently expel a student for violating the weapons policy.

### ***Definitions***

**Possession** - an individual possesses a weapon in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercises exclusive control (for example, a vehicle or locker) while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

**Weapon** - As used in this policy, the term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, BB gun, ammunition, firework, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Objects not normally considered a weapon might constitute a weapon under this policy if they are used to cause bodily injury, threaten bodily injury, or be used for destruction of property. The term weapon also shall include objects which have the appearance or characteristics of weapons as defined above, including look-alike or replica weapons which are not necessarily operable.

### ***Reporting Knowledge of a Weapon***

It is also a violation of the weapons policy for students to know about another student or individual having a weapon in school and failing to report this information to the office. Students must report such information as soon as they learn of it. This information, to the extent possible, will be kept confidential. Failure to report knowledge of a weapon will result in disciplinary action depending upon the circumstances and seriousness of the incident.

### **Wellness Policy (Board Policy 246)**

This policy outlines guidelines in the areas of nutrition, nutrition education, physical activity, physical education, and other school based activities including the food services program and fundraising projects. The policy also refers to the District's Nutritional Standards for Competitive Foods that provide guidelines for a la carte foods and beverages, vending, fundraising, classroom parties and foods from home. Details regarding the policy and the standards may be found on the District website.

### **West Shore School District Junior Honor Society**

Each Middle School in West Shore School District recognizes students who have demonstrated consistent academic excellence. Students in 8th grade are eligible for election into the WSSD Junior Honor Society at the end of the first marking period. There are several steps and requirements:

The first steps in the selection process begin in the 2nd marking period of the eighth-grade year.

1. Eligibility is based upon students earning a cumulative grade point average of 93%.
2. Grades counted include all grades beginning the **second semester** of the 6th grade year and ending at the end of the **first quarter** in the eighth-grade year.
3. No student may qualify who has earned one or more unsatisfactory marks (N or U) in **any** marking period during the middle school years after second MP of sixth grade.
4. Once a student is determined to be academically eligible, a list of students is compiled for review by the faculty of the school.

5. Students who are successful to this point will be notified of their initial consideration and will be given materials to submit for additional information regarding service, leadership, and character. Students who do not receive an initial packet may request a reconsideration by contacting the school principal.
6. Each student who wishes to be considered must complete the packet of information on time and have it reviewed by the faculty committee.
7. Once all steps are successfully completed, finalists will be notified of their success and invited to an induction ceremony where they will be inducted into the WSSD JHS.
8. Students who are not successful may appeal through the faculty advisor to the faculty review committee for reconsideration.
9. Decisions made in review are final.



WEST SHORE SCHOOL DISTRICT  
**MIDDLE SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

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It is important that parents and students are both aware of the rules, policies, and procedures set forth by the West Shore School District.

The student handbook is published annually in order to inform parents and students of the school's expectations of students and their rights and responsibilities as citizens of the school community. We are requiring that all families return this form acknowledging the handbook has been read.

PLEASE PRINT CLEARLY

Student's Full Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

I have received a copy of the 2017-2018 student handbook and the highlights of its contents have been explained to me. I further understand that additional explanation of any item in the handbook may be received from the school's administration upon request.

Further, I understand that anytime I miss a day of school a note must be turned into the office within 3 school days of the absence in order for it to be considered excused.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

We have read and discussed the student handbook and agree to follow the rules, policies, and procedures set forth herein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***Return signed form to your child's homeroom teacher by Friday, September 8, 2017.***





# Building Directory

## Administration Center for Education

507 Fishing Creek Road, P. O. Box 803  
New Cumberland, PA 17070  
Phone: 938-9577  
Twitter @WestShoreSD  
Facebook @WestShoreSD  
Instagram @WestShoreSD

**Dr. Todd Stoltz**  
Superintendent of Schools

**Dr. Jamie Whye**  
Assistant Superintendent

**Dr. Ryan Argot**  
Director of Federal Programs

**Mr. Adam Bergens**  
Supervisor of Buildings & Grounds

**Mr. Thomas Burnheimer**  
Director of Pupil Services

**Mr. Christopher Champion**  
Coordinator of Instructional Technology

**Mrs. Rhonda Fourhman**  
Coordinator of Community Relations

**Mr. David Harrison**  
Director of Elementary Education

**Dr. Tammi Jones**  
Director of Secondary Education

**Mr. Kyle Kok**  
Supervisor of Transportation

**Mr. Thomas Ryan**  
Coordinator of Safety & Student Attendance

**Dr. Geraldine Ryan-Washington**  
Director of Special Education

**Mr. Brett Sanders**  
Director of Operations and Planning

**Mrs. Melinda Stuck**  
Director of Business Affairs

**Mrs. Suzanne Tabachini**  
Director of Human Resources

**Mr. Steven Vogelsong**  
Coordinator of Technology & Media Services

## Allen Middle School

**Mr. Brian Granger**, Principal  
**Ms. Lyndsey Mulholland**, Assistant Principal

4225 Gettysburg Road  
Camp Hill, PA 17011  
Phone: 901-9552  
Twitter @AllenMustangs

## Crossroads Middle School

**Mr. Christopher Konieczny**, Principal  
**Mrs. Tracy Dominick**, Assistant Principal

535 Fishing Creek Road  
Lewisberry, PA 17339  
Phone: 932-1295  
Twitter @CM\_Lightning

## New Cumberland Middle School

**Mrs. Melissa Herbert**, Principal  
**Mr. Tyler Gensler**, Assistant Principal

331 Eighth Street  
New Cumberland, PA 17070  
Phone: 774-0162  
Twitter @NCMS\_Tigers



# **WEST SHORE SCHOOL DISTRICT**

## **Board of School Directors**

Ronald L. Candioto, Jr., President

Judith A. Crocenzi, Vice President

Thomas C. Falvo, D.O.

Brian K. Guistwhite

Frank J. Kambic

Sheri D. Moyer

Abigail A. Tierney

Christopher D. Weidenhammer

Kelli C. Williamson

## **Non-Members**

Ryan E. Argot, Ed.D., Secretary

Melinda L. Stuck, Treasurer

Michael W. King, Esq., Solicitor

## **Administration**

Todd B. Stoltz, Ed.D., Superintendent

Jamie A. Whye, Ed.D., Assistant Superintendent

The West Shore School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070-0803, telephone (717) 938-9577.