



**WEST SHORE  
SCHOOL DISTRICT**

**Handbook  
& Activities  
Calendar**

**2008-2009**



MADE IN U.S.A.

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## superintendent's message

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Day one of this shiny bright school year is the beginning of what I hope to be a new and exciting chapter of achievement for the West Shore School District. We are recalibrating our approach to make sure the school year will be an invigorating one for our students, staff, and community. Part of that recalibration involves some changes. One of my first jobs as your home-grown superintendent was to recommend to the school board a few key people for new assignments. I believe this reorganization will greatly strengthen our team.

Also high on my list of responsibilities is to make sure everyone with a stake in the District gets a steady diet of information about what we are doing to make West Shore the best it can be. Many good things are happening daily. You have a tremendously dedicated staff working for you. Everybody who knows anything about Central Pennsylvania talks about the work ethic of the people who live and work here. No group of employees epitomize that more than the over 1,000 individuals who do their best every day to make sure all aspects of the District's responsibilities are carried out seamlessly.

It is easy in the press of everyday to sometimes lose track of the big picture. As many of you know—some of you played key roles in developing it — in 2006 the Board of School Directors adopted a six-year strategic plan for the District. There are seven different goals in the plan, ranging from technology integration to community involvement. One of my responsibilities is to make sure we are on track to accomplish these goals within the stated time frame. To this end, some specific areas of focus for the 2008-2009 school year are:

- establish a new emphasis on communications throughout the district
- continue our work on the district-wide facility plan which includes renovations, additions, new construction, and maintenance throughout the District
- expand our Kindergarten Acceleration Program (KAP) serving selected students from all the elementary schools in need of enhanced literacy and numeracy skills to two additional sites, Fishing Creek and Lower Allen Elementary Schools
- seek to sustain and improve student achievement through the continued comprehensive implementation of the Learning-Focused Schools model.

The calendar/handbook you are holding highlights key school and District activities. It also contains information that you may find helpful throughout the school year including District policies and procedures. I urge you to read the material carefully and discuss key areas of interest with your children. I also encourage you to become actively involved in our school community. We offer extensive opportunities for individuals who are looking to volunteer and work with our students. As you know, education doesn't begin or end at the schoolhouse door. Your involvement is every bit as crucial.

Please feel free to contact me should you have any questions or concerns throughout the year. Working together we can achieve extraordinary things. Have a great year!

Jemry Small, Superintendent of Schools

# district mission, vision, & shared values

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## Mission

The West Shore School District is committed to providing all students with a quality education to prepare them to be responsible and successful citizens.



## Vision

The vision of the West Shore School District is to cultivate an invitational school climate that welcomes the involvement of students, parents, educators, and the community.

Working cooperatively, the school community will nurture lifelong learners to become responsible and successful citizens.

The District embraces a dynamic approach to teaching and learning that fosters continual growth and development.

## Shared Values

**Members of the West Shore School District community share the following values:**

### Student Learning

- We believe all children can learn.
- We believe students must become more responsible for their own learning as each year progresses.
- We believe students must develop the skills to successfully adapt to our changing world.
- We believe learning must occur in an emotionally, physically, and academically safe and supportive environment.

### Professional Practice

- We believe well-trained and motivated educators are key to effective instruction.
- We believe our schools must continually improve to exceed standard expectations.
- We believe our schools must continually evaluate/reevaluate their efforts to ensure individual student needs are being met.
- We believe we must cultivate relationships that foster a welcoming and invitational school climate.

### Relationships Among Members

- We believe quality education requires the total involvement of students, parents, educators, and the community, with a positive teacher/student relationship as a key to empowering each student to realize his/her academic potential.
- We believe education is a lifelong journey which begins in the home and continues through school and beyond.
- We believe the collaboration of ideas and talents leads to and promotes personal and community growth.
- We believe resources must be provided and managed in a fiscally responsible manner.

# dates to remember

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## Important Dates

School Year Begins for Students .....	August 27, 2008
Graduation - Red Land * .....	June 9, 2009
Graduation - Cedar Cliff * / School Year Ends for Students .....	June 10, 2009
Work Year Ends for Teachers .....	June 11, 2009

\* Graduation dates are tentative and, if additional make up days are needed, will be rescheduled at the March 2009 Board meeting.

## School Not in Session on the Following Days

Year II Teacher Orientation Days .....	August 18 and 19, 2008
New Hire Teacher Orientation Days* .....	August 20, 21, and 22, 2008
Staff Development Exchange Day .....	August 25, 2008
Staff Development .....	August 26, 2008
Labor Day Holiday .....	September 1, 2008
Early Dismissal ** .....	October 10, 2008
Staff Development (Contract Exchange Day) .....	October 13, 2008
Staff Development .....	October 31, 2008
Act 80 Day / Parent Conferences / Staff Development .....	November 10, 2008
Parent Conferences / Staff Development .....	November 11, 2008
Parent Conferences for Kindergarten Only .....	November 12, 2008
Thanksgiving Recess .....	November 27, 2008 - December 1, 2008
Early Dismissal ** .....	December 12, 2008
Holiday Recess .....	December 24, 2008 - January 2, 2009
MLK Holiday / Staff Dev. / Act 80 Day (Contract Exchange Day) .....	January 19, 2009
Staff Development / Act 80 Day .....	January 20, 2009
Winter Break .....	February 13, 2009
Presidents' Day .....	February 16, 2009
Early Dismissal ** .....	February 27, 2009
Break .....	March 13, 2009
Spring Recess .....	April 9 and 10, 2009
Parent Conferences / Staff Development .....	April 13, 2009
Early Dismissal ** .....	May 1, 2009
Memorial Day Holiday .....	May 25, 2009
Early Dismissal (Sec. - 11:00 a.m. / Elem. - Noon) / Staff Dev.(p.m.) .....	June 10, 2009
Staff Development (Contract Exchange Day) .....	June 11, 2009

\* A fourth orientation day must be satisfied by working 7.5 hours during the school year with approval of supervisor.

\*\* Early Dismissal times for October 10, December 12, February 27, and May 1 are as follows:  
11:15 a.m. - AM Kindergarten Dismissal and PM Kindergarten Arrival  
12:45 p.m. - Secondary Dismissal  
1:45 p.m. - Elementary Dismissal

Adopted by the Board of School Directors - March 18, 2008

## Make Up Days (if needed)

January 2, 2009
February 13, 2009
March 13, 2009
April 9, 2009
June 11..., 2009

## Report Period Ends

October 30, 2008
January 20, 2009
March 30, 2009
June 10, 2009

## Progress Reports Due

September 26, 2008
December 10, 2009
February 24, 2009
May 4, 2009

## Report Cards Issued

November 7, 2008
January 30, 2009
April 14, 2009
June 23, 2009

## Inclement Weather and Message Line

Not sure if school is open, closed, or dismissing early? Call **938-3179** or check online at

[www.wssd.k12.pa.us](http://www.wssd.k12.pa.us)

# building directory

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## Administration Center for Education (ACE)

507 Fishing Creek Road, P. O. Box 803  
New Cumberland, PA 17070  
Phone: 938-9577 Fax: 938-2779

*From I-83 Exit 36, take Fishing Creek Road west (.1 mile) to Administration Center on right.*

Mrs. Jemry L. Small, Superintendent of Schools  
TBN, Assistant Superintendent  
Mrs. Joan Anderson, Director of Business Affairs  
Dr. Ryan Argot, Director of Federal Programs  
Mr. Russell Burnell, Supervisor of Buildings & Grounds  
Mr. Thomas Burnheimer, Director of Pupil Services  
Mrs. Sarah Farmer, Assistant Coordinator of Special Education  
Miss Crista Foradori, Coordinator of Staff Development & Learning-Focused Schools Literacy Coaches  
Mr. Arnold Fritzius, Director of District Athletics & Student Activities  
Mrs. Rosemary Holecki, Coordinator of Special Education  
Mrs. Tammi Jones, Director of Secondary Education  
Mr. Brian Kocsi, Director of Management & Support Services  
Mrs. Jill Machemer, Curriculum Integration Specialist  
Mr. Anthony McNaughton, Coordinator of Transportation  
Mr. Justin Peart, Assistant Director of Business Affairs & Benefits  
Mrs. Wendy Royer, Director of Elementary Education  
Mr. Brett Sanders, Coordinator of Technology & Media Services  
Mr. Todd Stoltz, Coordinator of Child Accounting & Safety  
Mrs. Suzanne Tabachini, Director of Human Resources

## Cedar Cliff High School (CC)

Mr. Robert L. Savidge, principal  
Carlisle & Warwick Roads, Camp Hill, PA 17011  
Phone: 737-8654

*Located next to Highland Elementary on Carlisle Road off I-83 at Exit 40B. Go west approximately 1/4 mile. School is on left.*

## Red Land High School (RL)

Mrs. Holly W. Sayre, principal  
560 Fishing Creek Road, Lewisberry, PA 17339  
Phone: 938-6561

*Located on Fishing Creek Road off Exit 36 of I-83 just west of Fishing Creek Elementary.*

## Allen Middle School (AL)

Mr. Timothy H. Dorsey, principal  
4225 Gettysburg Road, Camp Hill, PA 17011  
Phone: 901-9552

*Traveling South on Route 15, get off at the Slate Hill Road Exit. Go to the traffic light and turn left on Old Gettysburg Road. School is on the left.*

## Crossroads Middle School (CM)

Dr. David M. Zuilkoski, principal  
535 Fishing Creek Road, Lewisberry, PA 17339  
Phone: 932-1295

*From I-83 Exit 36, take Fishing Creek Road west (.2 mile) to school on right.*

## Lemoyne Middle School (LM)

Mr. Thomas J. Haupt, principal  
701 Market Street, Lemoyne, PA 17043  
Phone: 761-6345

*From I-83 north, take Exit 42 onto 3rd Street. Go to the second traffic light and turn left. Go to 7th Street and turn right. School is on the corner across from the Lemoyne Borough Building.*

## New Cumberland Middle School (NC)

Miss Karen S. Hertzler, principal  
331 Eighth Street, New Cumberland, PA 17070  
Phone: 774-0162

*Located at Ninth Street and Brandt Avenue in New Cumberland. Off of I-83 at Exit 40B, go east on Carlisle Road. Carlisle Road becomes Brandt Avenue after about six (6) blocks. Proceed on Brandt Avenue to Ninth Street.*

## Fairview Elementary (FV)

Miss Julie B. Farrell, principal  
480 Lewisberry Road, New Cumberland, PA 17070  
Phone: 774-2970

*Located on Route 114, Lewisberry Road. From Exit 39A of I-83, go west one (1) mile. School is on the left.*

## Fishing Creek Elementary (FC)

Mrs. Kathleen D. Wagner, principal  
510 Fishing Creek Road, Lewisberry, PA 17339  
Phone: 938-6565

*Located on Fishing Creek Road at Exit 36 of I-83, directly across from the south bound ramp of I-83.*

## Highland Elementary (HG)

Mrs. Joanna L. McIntyre, principal  
1325 Carlisle Road, Camp Hill, PA 17011  
Phone: 901-9860

*Located next to Cedar Cliff on Carlisle Road. Off I-83 at Exit 40B, go west approximately 1/4 mile. School is on the left.*

## Hillside Elementary (HS)

Mrs. Amy M. Rehmeyer, principal  
516 Seventh Street, New Cumberland, PA 17070  
Phone: 774-1321

*Off of I-83 at Exit 40B, go east on Carlisle Road. Carlisle Road becomes Brandt Avenue. Proceed on Brandt Avenue five (5) more blocks to Beacon Hill Road. Turn right on Beacon Hill Road. Go three (3) blocks, school is on the right.*

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### Lower Allen Elementary (LA)

Mrs. Deborah A. Rundall, principal  
4100 Gettysburg Road, Camp Hill, PA 17011  
Phone: 761-8415

*Traveling south on Route 15, exit at Slate Hill Road. Turn left on Slate Hill Road. Go to traffic light and turn right. School is on the left.*

### Mount Zion Elementary (MZ)

Miss Julie B. Farrell, principal  
850 Lewisberry Road, Lewisberry, PA 17339  
Phone: 938-2621

*From I-83 Exit 39A, take Route 114 west approximately four (4) miles. School is located at the intersection of Routes 114 and 382 across from Mount Zion Church.*

### Newberry Elementary (NB)

Mr. Robert G. Detz, principal  
2055 Old Trail Road, Etters, PA 17319  
Phone: 938-2111

*From I-83 Exit 32, take Route 382 west approximately two (2) blocks. School is on the left.*

### Red Mill Elementary (RM)

Mr. Michael H. Zang, principal  
700 Red Mill Road, Etters, PA 17319  
Phone: 938-3778

*From I-83 Exit 33, take Old Trail Road to Cartref Road. South on Cartref to Pleasantview Road to Red Mill Road. Turn right on Red Mill Road to the school on the left.*

### Rossmoyne Elementary (RS)

Mrs. Deborah A. Rundall, principal  
1225 Rossmoyne Road, Mechanicsburg, PA 17055  
Phone: 697-8578

*Traveling south on Route 15, exit at Rossmoyne Road. Go south on Rossmoyne Road approximately 1/2 mile. School is on top of the hill on the left.*

### Washington Heights Elementary (WH)

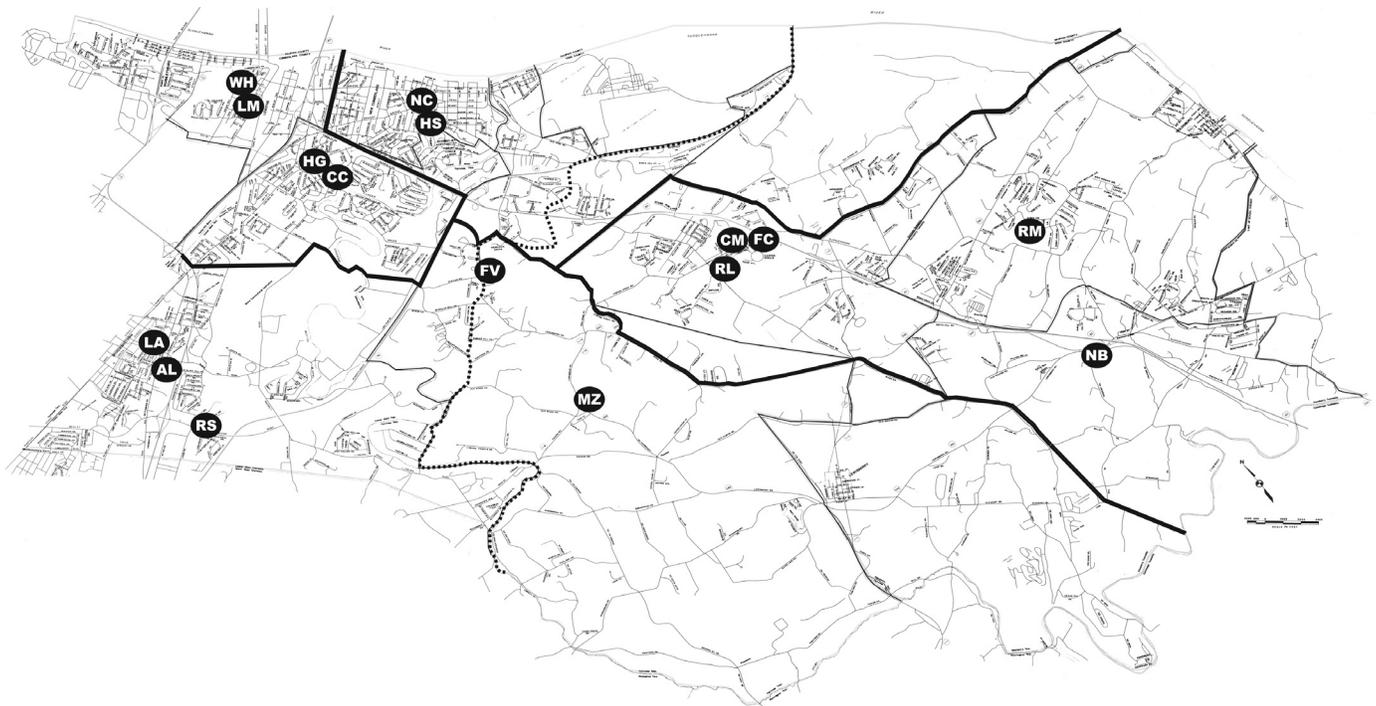
Mrs. Deborah B. Schwager, principal  
531 Walnut Street, Lemoyne, PA 17043  
Phone: 761-8040

*From I-83 north, take Exit 42 onto Third Street. Go to second traffic light, turn left. Go to Seventh Street, turn right. School is up one (1) block on the right.*

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## district map

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# general information

## Accessibility of Buildings

The West Shore School District welcomes students with disabilities. We will attempt to place all students with disabilities in schools close to their homes. Transportation will be provided by the District.

The following schools are accessible to wheelchairs: Fairview, Highland, Hillside, Lower Allen, Mount Zion, Newberry, Red Mill, Rossmoyne, and Washington Heights Elementary Schools; Allen, Crossroads, Lemoyne and New Cumberland Middle Schools; and Cedar Cliff and Red Land High Schools.

## Address Changes

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.

## Asbestos Inspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), during the 1988-89 school year, the West Shore School District inspected each school building for asbestos containing building materials. The inspection findings and the asbestos management plans have been on file in each school's office since that time.

The EPA requires the District to perform reinspections of asbestos materials every three years by accredited asbestos inspectors. Besides these routine inspections, the District's Supervisor of Demographics and Feasibility

also performs surveillances of all buildings every six months. Results of the reinspections may be viewed during school hours in each building office.

A substantial amount of asbestos has been removed from the buildings. Any remaining asbestos materials in the schools are in good condition and the District will continue to manage them in place, as recommended by our asbestos consultant. All buildings constructed after 1988 do not contain asbestos.

## Athletic Programs and Student Activities

A wide array of intramural and 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. Each student must also sign a form at the beginning of each season indicating they received and were informed about the Athletic Code of Conduct.

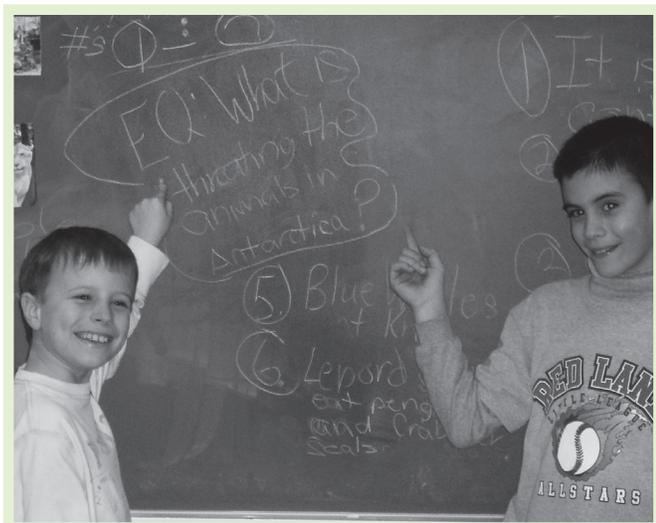
Mid-Penn sports schedules for Cedar Cliff and Red Land High Schools are available each season in both high school offices and are posted on the District web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

Students involved in athletic programs and student activities must maintain academic eligibility in order to fully participate in these programs. In addition, beginning this school year all high school students participating in athletics, extra-curricular activities, and/or securing an on-campus parking permit, must consent to random drug testing. Parents/guardians and students must sign a consent form in order for the student to participate in the activities. Forms are available in the high school offices and on the District website's athletics page at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

## Building Security

For security purposes, all entrances to District school buildings are secured after school begins. Only the main entrance of a building is available for public access during the school day. The main entrances of all buildings are controlled electronically. Visual inspection and proof of identity may be required of an individual before access is granted.

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.



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.

### Care of Students in an Emergency

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 building are within 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 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 Lemoyne Middle School, Cedar Cliff High School, Allen Middle School, and Washington Heights Elementary School. 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 Lemoyne Middle School. Parents should pick their children up there.

**Lemoyne Middle School** - Students who live inside the ten-mile zone will remain at Lemoyne (generally Green Lane Farms, Allendale, Green Lane Manor, and Lemoyne south of Lowther Street). Students who live

outside the ten-mile zone, whether they ride buses or walk, will be sent home as long as it is safe to do so. Parents may also pick them up at Lemoyne Middle School.

**New Cumberland Middle School** - All students will be evacuated to Lemoyne Middle School. Parents should pick them up there.

**Fairview, Fishing Creek, Mt. Zion, 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.

**St. Theresa's** - 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 including use of potassium iodide.

Because of the District's physical location, West Shore School District participates in the Commonwealth of Pennsylvania's potassium iodide (KI) distribution program. The state has made potassium iodide tablets available free of charge to individuals who attend school or work in a District within a ten-mile radius of a nuclear power plant.

Potassium iodide has been approved by the United States Food and Drug Administration for use in providing a layer of protection against thyroid disease, including thyroid cancer, in the event of a release of radioactive iodine. Potassium iodide should be taken at the time of release, or within the first few hours following a radiological release.

Potassium iodide tablets will be available at your child's school should a recommendation be made to take them while school is in session. Distribution through the school system is being given high priority because children are much more sensitive to the ill effects of radioactive iodide than are adults.

Prior written permission must be given to the District by a child's parent or legal guardian before a child will be permitted to take a KI tablet. The decision for a child to take a 130 mg tablet is the free choice of the parent. If a student refuses to take a potassium iodide tablet, even though the child's parent has given consent, no student will be forced to take a tablet. The decision to take a KI tablet is the free choice of the student as well as the parent. Potassium iodide should NOT be taken by anyone who is allergic to iodide or iodine.

### English as a Second Language (ESL)

In compliance with the No Child Left Behind (NCLB) Act, the District offers an English as a Second Language (ESL) program 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 ESL instruction, support in core academic subjects, or monitoring of academic progress. Students in the ESL program are afforded the opportunity to participate in all District programs.

Concerns regarding the ESL program or student issues may be addressed to the building principal. Concerns may be made either verbally or in writing. Upon receipt by the building principal, a resolution must be offered within ten (10) business days of its filing. If the resolution is not satisfactory, the parent/guardian may file their concerns with the Assistant Superintendent's office. If the problem still has not been satisfactorily resolved at this level within five (5) business days, the complaint may be moved to the Superintendent (or her designee) for resolution.

### Food Services

The Food Services Department is operated by Chartwells Dining Services under the direct supervision of District administration. Three Chartwells administrators, a food service director, assistant director and district chef, work with the cafeteria staff who are all District employees.

Healthy changes will continue to be made during the 2008-2009 school year as the District provides balanced choices to meet the nutrition guidelines in the District's recently updated Wellness Policy. More information is available on the Food Services section of the District website.

The District continues to provide a convenient prepay **Point of Sale program**, called **EZschoolpay**. Funds to cover breakfast and lunch may be placed in children's accounts by either sending money to school or by using EZschoolpay.com.

Questions about the food services program may be directed to the Food Services Director at 938-9577. The central office food services secretary handles questions related to the Point of Sale program and the free and reduced program at the same number noted above.

### Integrated Pest Management Policy

The District has followed the recommended Department of Agriculture Integrated Pest Management (IPM) procedures for several years. In the District's management plan, the last step in the control of pests is to use pesticides. There are several steps taken first, such as identification, sealing of cracks, removal of the food source, self-contained bait traps, and many others.

The regulations require at least a seventy-two (72) hour notice before each planned treatment. In the case of an emergency pesticide application, parent(s) or guardian(s) who have requested notification will be contacted by telephone. Any parent or guardian may request such emergency notification by submitting a letter of request to the building principal.

The law requires that pesticides may not be applied within a school building or grounds where students are expected to be present for normal academic instruction or organized activities within seven (7) hours following the application or longer if the pesticide label recommends a longer re-entry time.

Students may not be present in an untreated portion of the school building unless the area being treated has a separate ventilation system and is separated from the untreated portion. Obviously, should an incident require emergency treatment, great care is taken to ensure students will not be exposed to any pesticide treatment.

If parents have any questions about the District's IPM policy, they may contact the Department of Buildings and Grounds at 938-9577.

### Lunch

The District's cafeterias serve a type A lunch as defined by the National School Lunch program and provide an a la carte lunch service as well.

Monthly lunch menus for each level are posted on the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us). All schools use a "cashless" system which requires the deposit of money into the account before the lunch period.

## Modified Kindergarten

A modified kindergarten schedule was developed to address the need for morning kindergarten students to obtain necessary instructional hours when the District calls a two-hour delay.

When a two-hour delay is called, morning kindergarten students arrive at school at 10:45 a.m. with the other elementary students and will remain in school until 12:45 p.m.

A modified kindergarten schedule does not impact afternoon kindergarten students.

## No Child Left Behind

The Elementary and Secondary Education Act: No Child Left Behind (NCLB) Act, signed into legislation in January 2002, was enacted to improve the achievement of students across the country. The Act creates a vastly expanded oversight role for the Department of Education and a host of new requirements for states and districts. In 2014, 100 percent of the nation's public school children are expected to reach proficiency in reading and math.

The act's key points include having all teachers be certified as "highly qualified." According to NCLB, an elementary teacher must hold a bachelor's degree and demonstrate mastery by passing a test in reading, writing, math, and other areas of the curriculum.

Middle and high school teachers must also hold a bachelor's degree and demonstrate competency in the subject area taught by passing the state Praxis test or through completion of an academic major, graduate degree, or comparable casework.

According to NCLB, parents are to be notified at the beginning of each school year that they may request and obtain information from the District about qualifications of staff instructing their children 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 para-professionals and, if so, their qualifications.

## School Day

Kindergarten (A.M.).....	8:45 a.m. - 11:30 a.m.
Kindergarten (P.M.) .....	12:45 p.m. - 3:30 p.m.
Elementary Schools .....	8:45 a.m. - 3:30 p.m.
Middle Schools.....	7:38 a.m. - 2:45 p.m.
High Schools .....	7:37 a.m. - 2:45 p.m.
Modified Kindergarten*.....	10:45 a.m. - 12:45 p.m.

*\* Used when a two-hour delay is called. The modified kindergarten schedule does not impact afternoon kindergarten students.*

## Personal Property Disclaimer

The 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 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.

## Releasing Students to Non-Custodial Parents

Parents/guardians may wish to make it impossible for certain relatives, friends, or non-custodial parents to communicate with or pick up a child at school. 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.

Even if a parent informs the principal that a child is not to leave the building in the custody of the other parent, the principal cannot prevent the other parent from taking the child if that parent has legal access to the child. The principal can inform the custodial parent, if possible, of the arrival of a non-custodial parent at school. If the parent wishes the principal to provide this information, a written request should remain on file.

## S.O.S. Hotline - 932-1840

The West Shore School District has implemented a violence prevention S.O.S. (Save Our Students/Staff) Hotline. The S.O.S. Hotline may be reached by calling 932-1840 or by emailing [soshotline@wssd.k12.pa.us](mailto:soshotline@wssd.k12.pa.us). The purpose of the hotline is to provide students and parents an avenue for anonymously reporting the

possession, use and distribution of drugs and alcohol, or the potential threat of violence against students and/or staff members.

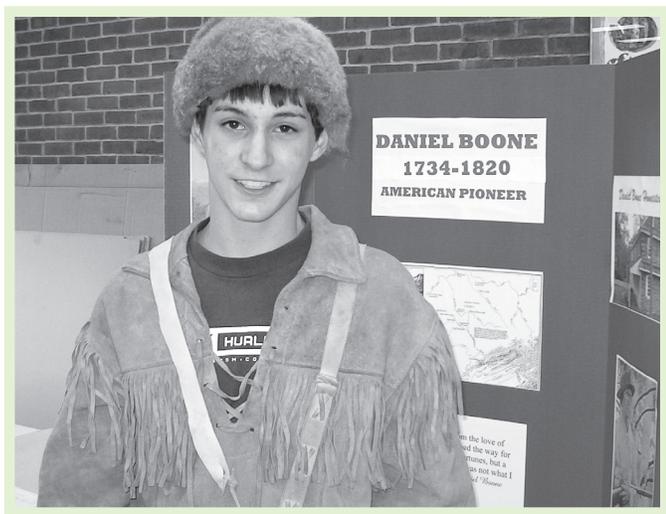
Students and parents are encouraged to speak with a teacher, counselor, or administrator regarding any concern they may have. However, when an individual feels a face-to-face discussion may not be a viable option, telephone or email contact with the S.O.S. Hotline is certainly appropriate.

Anyone may report a problem using either S.O.S. Hotline in whatever format he/she feels is appropriate. The following points may be of assistance in making a report: describe what is going to happen, when it will happen, name of the individual responsible, school, grade, and home address of the individual if known. The more information contained in a report the easier it is for officials to stop a potential threat of violence. It is not necessary for the caller to give his/her name, but it may be done if the caller feels a private conversation will be of value.

### School Closing-Weather Related

If serious weather conditions necessitate the closing of school, notice of such closing will be broadcast by local radio and television stations. School closings and early dismissals are also posted on the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) and can be heard on the inclement weather and message line by calling 938-3179. In the event of a two-hour delay, there will be no morning Kindergarten Acceleration Program (KAP).

The District has developed a procedure for early dismissals due to inclement weather or other emergencies. Under this plan, secondary children will be the first to be transported home. Building principals will send home more specific information. Students should be counseled in advance how to seek shelter and supervision if a return to home is made during the absence of parents.



### Six-Day Cycle

Classes are scheduled on a cyclical, numerical basis (1, 2, 3, 4, 5, 6). The first day of school will be Day 1; the second day, Day 2, to be followed by Day 3, Day 4, Day 5, and Day 6. The seventh day of school will follow as Day 1. This pattern continues throughout the school year. In the event of a school closing, cycle days will be shifted accordingly.

### Student Accident Insurance

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or to students participating in athletic and extracurricular programs offered by the school.

Except for students on the football rosters of Cedar Cliff and Red Land High Schools, the West Shore School District DOES NOT carry medical insurance on students. However, for parents who do not have their own medical insurance coverage or who may wish to supplement their medical insurance plan, the District does provide the opportunity to purchase a group medical insurance plan. This plan provides medical coverage on a school-time basis or on a 24-hour basis and is usually purchased at the beginning of the school year. Parents may wish to consider this option in addition to any medical/hospital coverage they may have.

Ambulance fees and medical costs resulting from accidental injury to students in the course of attendance at school or to students participating in athletic (except football) and extracurricular programs of the school should be submitted to parents' medical/hospital provider(s).

### Telephone Security

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

### Transportation

The District provides transportation to and from school for students based on the state approved guidelines for reimbursement. Those guidelines indicate that elementary students who live 1.5 or more miles from the school and middle and high school students who live 2 or more miles from their schools are eligible to ride District transportation. Eligible students are assigned to a specific bus and a specific bus stop. Bus assignments are posted at each school and on the District website approximately two weeks prior to the start of each school year.

A parent request to change a bus stop must be submitted to the building principal on the appropriate form. The principal will forward this request to the Transportation Department where a final decision is made regarding each request. Parents are notified in writing as to the approval or disapproval of the request. While the District will make every effort to accommodate requests for bus stop changes due primarily to babysitting arrangements, parents are advised that a student may not be assigned to two different buses.

Students are to be at their assigned bus stops at least five minutes prior to the time assigned for that stop. Rules and guidelines for riding school buses and vans are published in each building's student handbook.

Students who do not abide by these rules will be reported to the principal on a Bus Incident Report. Based on the severity and number of offenses, the principal will assign a disciplinary consequence to the student, which could include a suspension of bus riding privileges.

### **Use of Student Photos & Interviews**

Individual and/or group interviews, photographs, or videotapes of West Shore School District students may be taken during the school year for use by the District in various publications or for training and review purposes as well as by reporters from local newspapers and television stations for publicity purposes.

This publicity provides the community with information about various school programs and achievements. The District provides opportunities for positive media publicity by arranging for reporters or photographers to interview and/or photograph students.

If a parent prefers their child's photograph not appear in any of these publications and that the child should not be interviewed for publicity purposes, he/she should notify the child's building principal in writing.

### **Visiting School**

Parents of children in our schools and other interested citizens are always welcome to visit us. All such visitors must register in the school office. Permission in advance must be secured from the principal if the purpose is to observe a classroom session. The best procedure is to arrange such a visitation with the principal in advance since there are days when the giving of examinations, special tests, medical or dental examinations, etc., may make the observation impractical. 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. Parents are urged not to bring siblings when visiting schools.

Small children tend to be a distracting influence, and their presence usually makes it impossible to observe a normal classroom situation.

### **Volunteer Procedures**

The West Shore School District welcomes and encourages volunteers and school helpers in its schools and classrooms. For everyone's protection, all volunteers will be screened prior to having contact with students.

The principal, or designee, shall verify the identity of any person desiring to serve as a volunteer or school helper. This verification process shall include, but may not be limited to, the individual presenting a valid Pennsylvania driver's license or other valid picture identification document. A volunteer's name will be processed through the Pennsylvania State Police Megan's Law website to clear the individual as not being a registered sex offender.

Registered sexual offenders are prohibited from volunteering in a school within the West Shore School District. Pennsylvania legislators have determined that public safety is enhanced by making information regarding registered sex offenders available to the public. The knowledge of whether a person is a registered sex offender may be a significant factor in protecting students and staff members from potential harm. Pennsylvania law permits individuals to be screened as sexual offenders through the use of the internet. Internet technology will be used by West Shore administrators to identify sex offenders and assist the District in undertaking appropriate proactive precautions to avoid placing students and staff members at potential risk. The information obtained by screening potential volunteers and school helpers is intended solely as a means of public protection.

The District's administration is fully aware that the listing for Megan's Law does not include every individual who has ever committed a sex offense in Pennsylvania. Therefore, Act 34 and Act 151 clearances may also be required if events warrant a more exhaustive search.

A volunteer must complete a Vital Statistic Information Form and Clearance Certificate. A volunteer's basic Vital Statistic Information Sheet and Clearance Certificate will be processed and documented by the building principal before the volunteer may provide services to students.

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 receive a tuberculosis screening. 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 be subject to fingerprinting.

Parents and volunteers chaperoning overnight trips such as those taken by athletic teams, school bands, and world language clubs will be required to complete a Vital Statistic Information and Clearance Certificate form and obtain Act 34 and 151 clearance certificates.

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

## student services

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### Admission to School

#### See Board Policy 201

District policy states that a child who has reached the age of five (5) years before October 1 of the school year shall be admitted to kindergarten, and a child who has reached the age of six (6) years before October 1 of the school year shall be admitted to first grade. Early admission exceptions may be granted under certain conditions. Direct all requests for early admission to the Department of Pupil Services on or before May 1 of each year. Students will be screened individually. No exceptions will be made for students turning five after November 30.

Every child who is between the ages of six and twenty-one, is a resident of the District, and has not received a high school diploma, may attend the public schools. Every child seeking admission to the public schools must present legal evidence of birth date.

Under regulations of the Pennsylvania Department of Health, all children are also required to provide proof of having received the following immunizations prior to entrance:

- 3 doses of DPT, TD or DT vaccine (for protection against tetanus (lockjaw), and diphtheria).
- 3 doses of oral polio vaccine (OPV) or 4 doses of Salk polio vaccine (IPV).
- 2 doses of live attenuated measles vaccine or a blood test showing immunity. (The first dose must be administered on or after the first birthday.)
- 1 dose of live attenuated rubella (German measles) vaccine or a blood test showing immunity.
- 1 dose of live attenuated mumps vaccine or a signed statement from a physician stating the child has had the disease.

These additional immunizations are required for specific grades:

- Hepatitis series for students entering K-7.
- Fourth dose of tetanus/diphtheria given after their fourth birthday for students entering K-6.
- Evidence of varicella (chicken pox) immunity for students entering kindergarten and seventh grade.
- Documentation of current (within three months of enrollment) negative tuberculosis status for foreign born students and students entering from a foreign country.

Proof of immunization may be provided by any written record showing dates immunizations were received. Children will not be permitted to attend classes until this information has been submitted to the school.

Parents of students are also required to present proof of a physical examination, or grant the District permission to conduct a student physical by May 1 of the appropriate calendar year upon original entry to the District, upon entering grade 6, and upon entering grade 9.

### Central Registration for New Students

All new enrollments or registrations for West Shore School District students are to be completed at the District's Administration Center for Education, 507 Fishing Creek Road, Lewisberry, PA.

Student registrations are completed on the first floor in the Registration Office. Hours for student registration are 8 a.m. until 4 p.m., Monday through Friday. **Students who register before 11:30 a.m. and do not need special programming can usually start school the next school day.**

All new registrations must be completed by the natural parent or legal guardian of the student being enrolled. Persons who are not the natural parent(s) or legal guardian(s) who wish to register children should contact the Registration Office at 938-9577 prior to registering to determine eligibility.

### Cooperative Education Programs

Senior students who wish to spend a half-day in a skill training activity in the community may apply for cooperative education.

Classroom instruction begins in eleventh grade and is followed by job-site placement in a student's senior year. Students receive credit for time spent in job training and are paid by the employer.

## 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 illness or school emergency. It is critical to the everyday operations of the District that this information be completed in its entirety.

The requested information includes mother and father's names, names of parents' employers, and the parents' daytime telephone numbers. Parents are also asked to list, in priority order, up to three (3) adults who 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 [full name of school] 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.

## Homebound Instruction

Homebound instruction is provided for pupils who are unable to attend school because of extended illness or health condition. This service permits a teacher to come into the home, hospital, or other established area, because of security issues, to instruct the child for five (5) hours of individualized instruction each week (basic courses only-reading, math, science, social studies, and/or language arts) at no cost to the parents.

A child who will be absent from school for more than three weeks is eligible for homebound instruction. If this service is needed, contact the child's principal. The guidance counselor may also be contacted in the middle or high schools. A child receiving homebound instruction must submit a new doctor's note every thirty (30) days documenting the need for homebound services.

## Moving from the District

Parents of children moving from the District are asked to notify their child's building principal and complete the necessary withdrawal forms, which include the date the children are moving and the name and address of the new school (if known). If requested, a transfer card will be given to the pupil to present to the new school.

## Psychological Services

The primary role of the school psychologist is to assess and identify students needing some form of special programming or support services.

A formal evaluation takes place in order to determine if diagnostic recommendations are consistent with state and federal regulations. A psychologist also makes recommendations to instructional staff members that may enhance a student's overall development.

## Residency

A school age child is entitled to attend a public school in the child's district of residence. A child's district of residence is that in which the parents or the guardian resides. When the parents reside in different school districts due to separation, divorce or other reason, the



child may attend school in the district of residence of the parent with whom the child lives for a majority of the time.

The following requirements must be met to be considered a resident of West Shore School District and enroll a child in a District school:

- An individual pays the following personal taxes: Act 511 per capita tax, Act 679 per capita tax, earned income tax, and real estate taxes if a land owner.
- An individual who moves into the West Shore School District prior to the taxable year, and currently resides in the District, who receives a tax notice from his/her previous place of residence, shall pay the current personal school taxes to the West Shore School District. No exonerations shall be allowed even though he/she has a receipt showing payment of personal school taxes at his/her previous place of residence.
- An individual claiming Dual Residence - An individual who has his/her domicile in the West Shore School District but has voting residence elsewhere (i.e., Commonwealth employee), shall pay his/her personal school taxes to West Shore School District. His/her receipted West Shore School District personal tax notice may be presented to avoid payment of a similar tax at his/her voting residence.
- Simply owning a property within the West Shore School District does not make an individual a resident. A resident must actually live within the District's boundaries.



## Social Work Services

The District wants to ensure children attend school in accordance with the state's compulsory attendance laws. The social worker's role is more than that of the traditional truant officers since it often involves developing a close working relationship with several social service agencies. Investigation of child abuse is another social work responsibility.

The Coordinator of Child Accounting and Safety monitors attendance records, reviews guardianship requests, and coordinates truancy hearings.

## Student Records

Parents or guardians have the right to access their child's records. They may:

- Inspect and review student information.
- Seek amendments to inaccurate and/or misleading information.
- Consent to disclosure of personally identifiable information except to the extent authorized by law.
- File a complaint with the Department of Education for alleged failure of the District to comply with the Family Educational Rights and Privacy Act.
- Inspect a full copy of the District's Records Policy in the Department of Pupil Services located in the Administration Center, 507 Fishing Creek Road, Lewisberry, PA.
- Contact the building principal or the Department of Pupil Services (938-9577) to obtain the name of the individual considered to be the "keeper of the records" in their child's school.
- Appeal any issue concerning the development, maintenance, and storage of student records through the following line of authority: teacher, principal, Director of Pupil Services, Superintendent, and Board of School Directors.

Parents desiring access to their child's records may contact the building principal. Parents of special education students may also contact the Coordinator of Special Education.

Students may review permanent record information without parent permission, but must have such permission in writing to impact restricted data unless they qualify as an eligible student.

The record review process for students and parents is detailed in Board Policy 216. A copy of that policy may be obtained on District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

## Student Assistance

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

As school administrators and staff are confronted with instances of student alcohol, drug, and mental health issues, their abilities to respond to these situations are affected by three factors:

- Vague or conflicting laws and legal interpretations.
- Ambiguity over the rights and responsibilities of students, staff, and parents.
- A common, unwarranted feeling that little can be done to handle or prevent drug/alcohol 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. This 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 substance use problems. Schools, 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.

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 and representatives of outside agencies who are especially trained to work with these students.

## Supplementary Instructional Support

The following programs and services are available to students as appropriate within required eligibility: Alternative Educational Program, Dual Enrollment, English as a Second Language, Instructional Support Team, Response to Intervention (RtI), Title I, Vocational Education.

## attendance & absences

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The school law of Pennsylvania requires the regular attendance of all students between eight (8) and seventeen (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 student or parent 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 (3) days after the absence, the secretary will record the absence as an illegal absence. After a student has been illegally absent for a total of three (3) days during the school year, an official notice 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 three or more unlawful absences during the school year is considered habitually truant under definitions set forth by the PA 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.

Elementary students will need to be in attendance prior to 10:15 a.m. in order to be considered present for the morning session. Students who arrive after this time will be considered absent for one-half day. Students who arrive after 1:45 p.m. will be considered absent for the whole school day. Students who have early dismissals will need to be in attendance until 10:15 a.m. in order to be considered present for the morning session. They will also need to be in attendance until 1:45 p.m. in order to be considered present for the afternoon session. Accumulated tardiness to school and classes, as well as class cuts, are considered unlawfully absent time.

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 Block 1 will be recorded absent for one-half day. Students who arrive at school after block 3 will be recorded as absent for the whole day. Students with early dismissals will need to be in attendance for a minimum of one block during that part of the school day to be considered present for that session.

### **Compulsory Attendance Laws**

Penalties for violation of compulsory attendance requirements are set forth in Section 1333 of The public School Code of 1949 (Amended by Act 29 of 1995) and are:

*“Every parent, guardian or person in parental control or charge of any child or children of compulsory school age who shall fail to comply with the provisions of this act regarding compulsory attendance shall, on summary conviction thereof, be sentenced to pay a fine, for the benefit of the District in which such offending person resides, not exceeding three hundred dollars (\$300) per offense, and in default of the payment of such be sentenced to the county jail, perform community service, or any combination thereof.”*

Students above the compulsory attendance age while not subject to arrest, are subject to the same attendance procedures and consequences to include a zero (0) in school work and disciplinary consequences for unexcused absences.

### **Doctor’s Certificate**

It will be necessary to present an original written statement or doctor’s certificate from an attending physician to the office for three (3) or more consecutive days of absence. Such certification shall indicate that the student was seen by the physician, indicate the date of the visit and date the student may return to school. It must be presented to the school within three (3) 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 10 percent of the number of days school has been in session.

Failure to present validation may result in the day(s) being declared unlawful. Facsimile or photocopies of notes will not be accepted, an original must be submitted to the school.

### **Early Dismissal**

If a student must be excused from school prior to the end of the school day, a note from the parent should be presented to the office before school begins. It is

understood that early dismissals 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 at the office before departing. An excuse from the physician/dentist must be submitted to the office upon the return of the student.

Students will not be released to the custody of a person other than the parent or guardian unless written permission is granted by the parent. Permission will generally not be granted for early dismissal in order for a student to attend counseling, tutoring, or private instructional lessons.

### **Tuancy**

Any student’s absence from school without permission of parent or guardian 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 from school for a student of compulsory attendance age. The school code requires written notification to parents of the student’s first three (3) days of unlawful absence. The “Official Notice” outlines the days determined by the administration to be unlawful absences and further notifies parents, guardians, or persons in a parental relationship with the student of the penalties for continued unlawful absences.

Penalties for parents who violate compulsory attendance law(s) include: payment of fines up to \$300 per school day plus payment of court costs, or sentencing to complete an approved parenting education course, or sentencing to perform community service.

Students age 13 and older who violate compulsory attendance laws subject themselves to payment of fines up to \$300 per school day plus payment of court costs, or sentencing to perform community service, or confinement to a juvenile detention facility. Students age 13 to 17 convicted of violating the compulsory attendance law will also automatically lose driving privilege, or have their learner’s permit application withheld for ninety (90) days upon conviction for their first offense of truancy and up to 180 days for a second offense. Compulsory attendance begins with the child’s first day of first grade, but no later than age 8, and ceases upon the child’s 17th birthday.

### **Withdrawal Procedure**

A student planning to withdraw from school should discuss the matter with a counselor so the implications of this decision can be carefully reviewed. If the final decision to withdraw is made in consultation with the child’s parent, the counselor or principal will issue detailed instructions concerning the procedure for withdrawal. Before finally leaving school, the student shall have met all obligations and shall have returned all school materials.

# guidance

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## Counselors

The services of guidance counselors are available to all students in all West Shore schools. Counselors consult with pupils, teachers, nurses, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students.

Counselors are available for parent conferences whenever needed. The counselor's services can be secured by contacting the counselor, the child's teacher, or the building principal. The role of the counselor is to support a student in overcoming or adjusting to his or her academic, social, and personal problems.

The counselor's priority is not to react to a crisis, but attempt to prepare the student in advance to avoid or deal with issues that precede problems. To accomplish this, the counselor provides a wide variety of services including individual and group counseling, testing, maintaining information resources, consulting with teachers and parents, and conducting research on student needs.

Counselors often refer a student and his or her parents to other sources of assistance and then serve as a liaison to such agencies as social services, probation, and mental health. The counselor will also help a student plan educational or vocational futures.

# health services

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## Administering Student Medication

All District personnel are prohibited from providing or administering medication to pupils except as authorized by doctors, parents, or guardians. Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their child. The school will cooperate where parents place the responsibility for taking medicine with their child.

When parents cannot come to school and children are too young to assume responsibility for taking medication, the school, insofar as the requirements listed, will cooperate in the dispensing of medication to students.

Written parental consent for the administration of medication to a pupil is required for each episode of illness, for each medication order, and once every school year for a chronic condition.

The signed, written statement authorizing the action shall include:

- Student's name
- Date
- Diagnosis
- Family doctor's name
- Name of the medication(s)
- Dosage and the time interval

Non-prescription drugs will be given to students for a maximum of three (3) days without a doctor's order. Prescription drugs must always be accompanied by doctor's orders. If the health of the child may be substantially impaired if the medication is forgotten or administered early/late, parents should keep the child at home or be personally responsible for administering the medication at the prescribed times. Medication order and request forms are available on District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) on the health services page.

Medication to be taken during school hours must be delivered by the parent or a responsible adult directly to the school nurse, secretary, or principal. It should be delivered in the original, labeled container.

At the elementary and middle school levels, medications should not to be sent to school on the person or property of the student with directions to the school staff. Students are not permitted to keep medication on their person or in their lockers.

School employees who administer medication keep a log in which it is recorded, in ink, the administration of any medication including the student's name, date and time the medication was administered, and quantity of medication given. The administering of medication by school employees is limited to oral medications except in cases where the parents and doctor, through special orders, have authorized emergency injections. The school's role in this policy is one of cooperation with the parent, doctor, and student; however, the responsibility for the administration of medication taken at school is that of the parent and student. 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.

## Communicable Diseases

Persons ill with colds, fevers, rashes, or suspected communicable diseases shall remain out of school until they are without fever and have recovered. The family physician should be the health advisor.



### **Dental Program**

Under the dental program, the dental hygienist performs much the same role as the nurse in relation to the dental health of the student. Most of the hygienist's duties are performed in a classroom setting where instruction on brushing and flossing teeth, nutrition, dental development, and other areas of good dental care are presented.

The hygienist will examine a student's teeth during the elementary and middle school years and may refer students to a dentist or other specialist for further examination or treatment.

Fluoride tablets are available to children whose homes are not serviced by fluoridated water. Permission forms are available for those who would like their children to receive tablets. The Pennsylvania-American Water Company has fluoridated water.

### **Exclusions**

Children presenting unusual symptoms of illness may be excluded from school by an administrator and parents requested to secure medical services for the child.

### **First Aid**

The school attempts to provide an environment in which children will be safe from accidents. If a minor accident occurs, first aid will be administered by school personnel. The parent will be notified in case of serious accidents or serious illness. If a parent wishes to be notified of any/all injuries which occur in school, the parent is asked to direct a written request to the building principal each year. No care beyond first aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given by the school.

### **Immunizations**

Parents are required by Pennsylvania law to protect their children by immunization against measles, German measles, diphtheria, tetanus, polio, mumps, hepatitis B, and varicella (chicken pox). Immunity should be maintained by repeated booster inoculations.

### **Medical Services**

Health services are provided to students by a staff of nurses. Matters pertaining to suspicious rashes, injuries which occurred at home, etc., are better handled by the child's health care provider since a school nurse may not be available.

Medical examinations are required upon original entry into school, in grade 6, and grade 9 as designated in the School Health Act 404. Appointments for these examinations are scheduled in advance, and parents are strongly urged to be present. Ideally, required examinations are done by the family doctor and at the parent's request. The necessary physician form will be furnished upon request and is also sent with the final report cards in fifth and eighth grades. This form can also be downloaded from the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) on the health services page.

Vision screenings are conducted in kindergarten, first, second, fourth through sixth, and eighth through eleventh grade. Hearing screenings are conducted in kindergarten, first through third, seventh, and tenth grade. Physical problems discovered or suspected during a screening/examination are reported in writing to parents.

It is very important for the child's welfare that all remedial defects are corrected by a family physician/specialist and that the referral form, completed by provider is returned to the school nurse.

### **Nursing Services**

While the school nurse may provide direct care for a student suffering illness or injury during the school day, that is not the primary focus. The nurse monitors a student's health and development through the school career. Nurses are alert to developing health problems and may help prevent these problems from becoming serious health concerns.

The nurse also provides instruction in health-related topics such as cardiopulmonary resuscitation, nutrition, maturation, and first aid. The nurse is an important resource for students, staff, and parents to utilize.

### **Physical Examinations**

The state School Code makes provisions for compulsory physical examinations of public school students at

kindergarten, sixth grade, ninth grade, or upon original entry to school.

The District is on a modified state program schedule which requires compulsory physical examinations to be completed at kindergarten, sixth grade, ninth grade, or upon original entry. Because of the District's use of a modified health plan, physical examinations are made available to all students free of charge by the District's physician and nurse practitioners.

If parents prefer to have the mandatory physical examinations of their children completed at their own expense, forms are available from the school nurse for that purpose and can also be downloaded from the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us) on the health services page.

Parents of students are required to present proof of a physical examination or grant the District permission to conduct a student physical examination by May 1 of the appropriate calendar year upon original entry to the District, upon entering sixth grade, and upon entering ninth grade.

## special education

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Educational programs (itinerant, supplemental, or full-time) are available in the District or by contract with support agencies for students with a disability.

The following categories are included:

**Autistic Support** - For students identified as autistic.

**Blind or Visually Impaired Support** - For students who are blind or visually impaired.

**Deaf or Hearing Impaired Support** - For students who are deaf or hearing impaired.

**Emotional Support** - For students whose primary need is for emotional support.

**Gifted Support** - For students who are gifted.

**Learning Support** - For students whose primary need is academic learning.

**Life Skills Support** - For students whose primary focus is functional skills for independent living.

**Multi-Disabilities Support** - For students who are multi-handicapped.

**Physical Support** - For students who are physically disabled.

**Speech and Language Support** - For students who are speech and language impaired.

## Assurance Statement for Protected Students with Handicaps

In compliance with state and federal law, the District will provide appropriate services and accommodations to each protected student with a handicap without discrimination or cost to the student or family.

The appropriate related aids, services, and accommodations will also be offered in order to provide equal opportunities to participate in, and obtain the benefits of, the District's programs and extracurricular activities to the maximum extent of the student's abilities.

To qualify as a protected student with a handicap, the child must be of school age, with a physical or mental disability which substantially limits or prohibits participation in, or access to, any aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible/exceptional students (or those seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Department of Special Education, 938-9577.

## Early Intervention for Preschoolers

Early intervention programs and services are available for preschool children beginning at three (3) years through the age established by the District for beginning first grade.

Early intervention is focused on preschool children who are thought to have problems in learning, communication, behavior, sensory functions (vision and hearing), and other areas of development, such as play and socialization.

To determine if a child is eligible for services, a referral may be made to the District or Capital Area Intermediate Unit (CAIU). The child will be evaluated by a team of professionals with the parents' participation to determine if special needs exist.

Early intervention programs/services are available at no cost to parents from the CAIU.

To find out more about the early intervention program or to make a referral, contact the Department of Special Education, 938-9577.

## Instructional Support Team (IST)

The District conducts comprehensive screening activities as a first step in the identification of any student who may need specific instructional support and/or special education programs and services. This screening includes, but is not limited to, the following activities:

- Communicating with parents concerning their child's needs and abilities and encouraging them to participate in finding ways to meet specified needs;
- Assessing the degree of need for students for whom assistance is requested;
- Recommending specific instructional support services to meet the needs of students;
- Providing specific instructional support services as recommended;
- Reviewing, within required time lines, the student's progress to ensure the instructional support services provided meet the established performance criteria.

## Multidisciplinary Evaluation and Individualized Education Program

If the student continues to experience difficulty in the classroom, a multidisciplinary evaluation (MRE) may be requested by a member of the Instructional Support Team (IST) or in writing by the parent. This evaluation process includes evaluation and observation of the student by a team of professionals including the parent(s). Following the evaluation and within prescribed time lines, an evaluation report is prepared. This report is used by a team of professionals including the parent(s) in making recommendations to develop a plan to meet the student's identified educational needs (IEP). For further information or answers to questions regarding the evaluation process, contact the Department of Special Education, 938-9577.

## standardized testing

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A major source of information relating to a student's academic progress and the effectiveness of the student's instructional program is determined by the results of the District's standardized testing. Tests are administered to measure achievement, mental ability, readiness, career interest, and competency for graduation.

There are many uses for test results. Test scores are never considered to be the only factor when decisions are made concerning a student's placement, promotion, or performance. Teacher observations, grades, and other types of information are used by staff members

along with test results to make informed and objective judgments. Some of the common uses of test results include grouping students for instruction, screening for placement in special programs, career planning, curriculum evaluation, and graduation.

The District's standardized testing program does not include the teacher-made tests used to establish classroom grades or teacher-made tests used as final examinations. The standardized testing program does not include college entry tests or armed forces aptitude tests in which results are applied outside of the school setting. It consists only of those tests which have a broad application for the goals and objectives of the educational program in the District.

The following tests are currently in use by the District:

### Achievement Battery

The most commonly administered test in the District is the achievement battery. Terra Nova, the approved achievement tests for the District, are given to students in grade two. Major subject areas testing achievement include reading, mathematics, language arts, science, and social studies. Results of these tests are analyzed in great detail and reported to students, parents, teachers, and the Board of Education. The major purposes of such tests are to determine student strengths and weaknesses for instruction, to evaluate the curriculum, and to provide additional information to teachers in screening students for special education services.

### Career Inventories

Two instruments are used at the high schools to help students plan their future careers. The California Occupational Preference System measures student interest in different career fields, and the Hall Occupational Orientation Inventory assesses a student's attitude toward the type of job setting in which the student would be most satisfied. Generally, both tests are administered in tenth grade.

### Mental Ability Tests

The potential of a student to accomplish academic work is measured by mental abilities tests. The InView Test, published by McGraw-Hill, is used in grades two, four, and six. When a child's mental ability test results are compared to the student's achievement test results, information is gained concerning the student's appropriate instructional level and in determining if a student is working to maximum potential. The Kauffman Intelligence Test (KBit) is an ability test used to screen students for gifted and special needs classes. This test may be used to help establish if there is a need for more in-depth psychological testing.

# community involvement

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## Junior Achievement

Members of the business community are encouraged to volunteer their time to present Junior Achievement lessons in K-5 classrooms across the District. Sixth graders across the District participate in Junior Achievement's Exchange City program.

The purpose of Junior Achievement is to educate and inspire young people to value free enterprise, business, and economics to improve the quality of their lives. At each grade level, volunteers present a series of five lessons, with all teaching materials and lesson guides provided by Junior Achievement at no cost to the District.

Interested individuals may email Mrs. Jennifer Mummert, counselor, at [jmummert@wssd.k12.pa.us](mailto:jmummert@wssd.k12.pa.us).

## Partners in Education

The Partners in Education program enables members of the business community to establish partnerships with one or more schools within the District. Business leaders become involved in numerous school initiatives, sharing their expertise with students and modeling for classes the factors necessary to be successful in the business world.

Currently, over 90 businesses are actively involved in the PIE program. These partnerships take many forms and are tailored to the specific needs, interests, and talents of those individuals involved. No two partnerships are alike, but each has as its goal to enhance students' educational experiences. Interested individuals may contact the District at 938-9577.

## Superintendent's Coffees & SPARC Meetings

The Superintendent holds quarterly morning coffees for parents and community residents to provide an avenue for district administrators to provide updates on various district programs/initiatives and respond to questions/concerns. The coffees are held at rotating schools throughout the year. Each coffee includes discussion on a particular District program or service. Programs vary each quarter. More information may be found on the District web site or through school newsletters. Specific dates are noted on the District calendar.

The Superintendent also has a Superintendent and Parents Education Committee (SPARC) which meets quarterly in the evening. Each meeting has designated segments for District updates, member issues/questions, and a program. Program topics are

selected by the committee. Each school has a selected SPARC representative, and there are also community at-large representatives. Individuals who are interested in becoming SPARC members may contact the Superintendent's office at 938-9577.

## West Shore Foundation

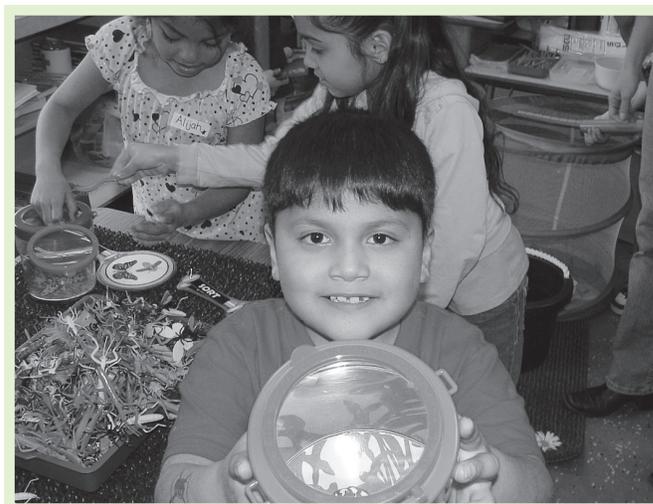
The West Shore Foundation is a district-wide, non-profit organization focused on projects that unify and involve students, faculty, and the community, while generating benefits towards enhancement of the quality of student life in the West Shore School District. Both academically- and athletically-oriented projects are promoted.

The Foundation sponsors the Academic Bowl competitions at the elementary and middle school levels, the annual AV Expo, scholarships to graduating seniors at both high schools, cultural events for students and residents, leadership incentive grants to students, and summer enrichment camps for elementary and middle school students.

Foundation meetings are held at the Administration Center for Education every other month during the school year. Meeting dates are noted on the District calendar. Parents and community members are encouraged to attend and become actively involved.

## Other Volunteer Opportunities

Numerous avenues exist within each school for parents to participate in the educational process. PTO groups are thriving in all District elementary schools, coordinating activities that promote the involvement of all school families. At the secondary schools, principal advisory groups or involved parent groups function effectively. Volunteer opportunities abound in every school and parents are strongly encouraged to take an active role in school life.



## **board policy summaries**

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The following pages summarize selected Board policies and procedures affecting students and parents.

A full copy of the West Shore School District's Board Policy Manual is available in each school building and on the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

### **Academic Contract**

#### **Policy 118**

This policy outlines procedures for students to extend the learning experience begun in the classroom, develop judgment and self-reliance in the conduct of their own learning experience, and relate the school world to the world of work. Specific procedures and requirements address students participating in experiences outside the school and beyond the school day to include participation in the Capital Area School for the Arts.

### **Admission of Kindergarten and First Grade Students**

#### **Policy 201**

This policy outlines specific requirements for admission to the West Shore School District. Immunization and physical examination prerequisites are addressed. Early admission provisions are also noted.

### **Attendance**

#### **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 (5) cumulative days over the junior and senior years to attend college visitations with prior approval.

### **Class Rank/Numeric GPA/Academic GPA**

#### **Policy 214**

This policy explains the District position in determining class rank and grade point average for students in grades 9-12. Class rank and grade point average inform students and parents of relative academic placement among student peers at the same grade level.

### **Co-Curricular Activities**

#### **Policy 122**

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

Co-curricular activities include, but are not limited, to intramurals, selected music activities, and clubs. All students have equal access to participation in co-curricular activities. Extracurricular 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.

### **Discipline of Students with Disabilities**

#### **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.

### **Dress and Grooming**

#### **Policy 221**

At all building levels, clothing displaying profanity, inappropriate pictures, gestures, or words, drug use, alcohol, tobacco products, weapons, or sexual innuendoes is not acceptable along with clothing that is too tight or too revealing.

This policy also covers the appropriateness of clothing types, etc., inside and outside the building, plus the time frame for the wearing of shorts at the elementary level.

### **Drug Awareness**

#### **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. This policy broadly defines controlled substances and outlines procedures for identification and prosecution/consequences for student offenders.

Controlled substances include the following:

- All dangerous controlled substances prohibited by law within the language of the Controlled Substance, Drug, Device, and Cosmetic Act.
- All look-alike drugs, alcoholic beverages, anabolic steroids, and legal or illegal hemp products.
- Any drug paraphernalia.
- 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.

For information on the District's Random Drug Testing program, please refer to Policy 227.1 on page 25.

## Educational Trips

### Policy 231

The Board recognizes the value of educational trips, provided a link or correlation is made with the student's curriculum. This policy outlines the types of trips that are permitted, the procedures for requesting trip approval, and the circumstances for which trips are not approved. Approved trips are recorded as excused absences and will not be considered for perfect attendance recognition. Conversely, trips not approved are counted as unlawful or unexcused and subject to attendance regulations noted in Policy 204.

## Electronic Communication Devices

### Policy 237

This policy defines the types of electronic communication devices that are prohibited and outlines procedures for exceptions to the policy. Essentially, laser pointers, cell phones, paging devices, beepers, and all other devices designed to receive or send an electronic signal are prohibited.

## Eligibility for Attendance of Nonresidents

### 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.

## Field Trips

### Policy 121

A field trip is a valid learning device, a research technique, a gathering of firsthand experience and knowledge, and a collection of primary source material. As a valued part of a planned unit of study, it becomes one of the learning experiences of the unit.

This policy provides guidelines and procedures for field trips. Students are expected to abide by all District and building guidelines while on a field trip. The policy also references world language study tours.

## Grading of Student Progress

### 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.

## Graduation Requirements

### Policy 217

This policy highlights the following areas:

- Graduation Requirements
- Special Education Graduation Requirements
- Dual Enrollment
- Early Admission Procedures to Approved Post-Secondary Schools
- Early Admission Procedures to Trade or Technical Schools
- Granting and Accepting Credit
- Awarding Diplomas

## Health Examinations

### Policy 209

This policy houses a clearly defined statement of the Board requirements for student health and dental examinations.

The following items are defined within this policy:

- The school years when such examinations will be conducted.
- Procedure for notification of the examination.
- Procedure for exceptions to a medical examination.
- Expectations for health officials and teachers as they relate to students who deviate from normal growth and development, or where school examinations reveal conditions requiring health or dental care.

## Homebound Instruction

### 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.

## Homework

### Policy 130

Homework should reinforce school learning by providing practice activities and other activities designed to expand the application of knowledge and skills. Homework also fosters the development of student independence, self discipline, and good work habits. In addition to types of homework being listed, there are general guidelines for elementary, middle, and high school to include average daily time to be spent on homework.

## Locker Search

### Policy 226

The 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.

This policy notifies students and parents that:

- Lockers may be periodically and randomly inspected and 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 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 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 health, safety and welfare 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.

## Medications

### 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. All medication must be brought to the school nurse immediately upon entering the building. Guidelines for administering both prescription and non-prescription medications are outlined in this policy.

## Nondiscrimination in School and Classroom Practices

### Policy 103

The policy of this District is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of age, race, color, creed, religion, sex, sexual orientation, ancestry, national origin, or handicap/disability.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities.

## Participation in School Affairs

### 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. Essentially, with limited room for exceptions, middle or elementary school activities or events shall not be scheduled after 6 p.m. on Wednesdays, as noted in Policy 122. A few options exist at the high school level.

## Promotion and Retention

### 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:

**Elementary School** - Decisions regarding retention will be reached cooperatively among all persons connected with the situation (teachers, principal, parents, and counselor). However, the principal retains the final right to make decisions regarding the child's placement.

**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.

**High School** - To graduate and receive a diploma, students must earn the required credits and complete a graduation project.

**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 Records

### Policy 801

The Right to Know Act requires the District to make certain records available by request for viewing or duplicating by the public. Contained within this policy are procedural guidelines for requesting public records, possible District responses to requests, and the appeals process available if access to records is denied. The District form and schedule of fees for copies of a public record are also outlined.

## Pupils-Suspension and Expulsion

### Policy 233

By state law, a student may be suspended by an administrator for one (1) to ten (10) days for serious or continuous violations of policy or school rules.

If a suspension is to exceed three (3) consecutive days, the student and parents must be given the opportunity for an informal hearing on the charges being brought against the student. The same principle applies to in-school suspensions that exceed three (3) days. Formal

hearings before the School Board must occur before a student may be excluded from school for eleven (11) or more consecutive days.

Only the Board has the power to exclude a student for more than ten (10) consecutive days. The Board may expel a student permanently for serious or repeated violations of school policy. If the student is under seventeen (17), and his/her parents provide a written affidavit indicating they cannot provide an alternate form of education, the District, after thirty (30) days, must assume responsibility for the student's education.

## Random Drug Testing

### Policy 227.1

Beginning with the 2008-09 school year, all high school students participating in athletics, extra-curricular activities, and/or securing an on-campus parking permit, must consent to random drug testing. Parents/guardians and students must sign a consent form to participate in the activities. Forms are available in the high school offices and on the District website's athletics page at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

This policy outlines the procedures for testing. The policy also addresses the ramifications of positive test results which include:

- First positive test - 30 calendar day exclusion from extracurricular activities/parking permit. This exclusion may be reduced to 0 calendar days if the student participates and complies with recommendations made by counseling service.
- Second positive test - 365 calendar day exclusion from extracurricular activities/parking permit.
- Third positive test - Exclusion from extracurricular activities/parking permit for the rest of his/her high school career.

If a student refuses a test, it will be considered a positive test and subject to the above exclusions.

## School Visitors

### Policy 907

This policy outlines procedures for persons wishing to visit a school with an emphasis on maintaining the safety and security of staff and students in the building.

Such procedures require all visitors to wear and openly display an authorized District visitor's pass during the time they are in the school. Use of electronically controlled entrances and surveillance devices are also addressed in the policy.

## Student Discipline

### Policy 218

This policy contains general guidelines and procedures to address student behavior and disciplinary consequences. Unacceptable student behaviors are categorized under three different levels depending on the severity of the offense. Disciplinary consequences are also imposed based on the severity of the offense and the student's discipline record. There is also information on student probation in this policy. To that end, this policy outlines the following topics:

- Student rights and responsibilities as they apply to the educational setting.
- Definition of terms commonly used in disciplinary situations.
- Guidelines for student conduct. This section outlines levels of disciplinary violations and provides various options for the discipline based on the severity of the offense. The list is not intended to be all inclusive.
- Corporal punishment limitations.
- Defines harassment/bullying and outlines investigative and disciplinary procedures.
- Student probation restrictions and procedures.

Levels of offenses and possible consequences depending upon the severity of the offenses are outlined in the building student handbooks.

## Student Expression

### 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 Fund Raising

### 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 fund raising 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, see policy for a complete listing of conditions.

## Student Records

### 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 thirty (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 violative of 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.

## Students and the Police

### 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.

## Threats

### Policy 218.4

The Board recognizes the danger that verbal or written threats or threatening acts or actions by students present to the health, safety, welfare, and well-being of District students, staff, and community. This policy defines threats and outlines procedures and disciplinary action for violation of the policy.

## Tobacco Products

### Policy 222

This policy reflects the District's position that use and possession of tobacco products in schools, on grounds, on school buses or other vehicles transporting students is prohibited. The policy defines tobacco products as a lighted or unlighted cigarette, cigar, pipe or other smoking product, and smokeless tobacco in any form. State law

provides that a pupil who possesses or uses tobacco in a school, school bus, or on school property commits a summary offense. Additionally, the state law provides the District with the ability to initiate prosecution against the pupil for the offense. Upon conviction, the pupil is subject to a \$50 fine for the benefit of the District, to pay court costs, or to be admitted to an adjudication alternative.

## Transportation

### Policy 810

The District owns and operates transportation services to transport eligible students to and from school as well as approved extra-curricular activities. Elementary students who live more than 1.5 miles from their schools, and secondary students who live more than two miles from their schools are eligible for transportation.

Policy 810 indicates the administration has established bus rules, guidelines, and disciplinary procedures for appropriate student behavior and safety on District provided transportation. Bus rules are noted in building student handbooks. For violation of bus rules, depending on the severity of the offense and number of offenses, the principal shall impose disciplinary consequences that can include suspension of bus riding privileges. School buses may have video cameras in operation while students are transported.

## Unlawful Harassment Policy for Students

### Policy 248

The goal of this policy is to maintain a learning environment free from all types of unlawful harassment. This policy provides a clear definition of unlawful harassment, outlines the process for reporting incidents of sexual harassment, specifies a sequence of procedures for administrators to follow during their investigation of sexual harassment complaints, and defines the written disposition of each and every complaint.

## Use of Bicycles, Skateboards, & Motor Vehicles

### 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.

Bicycle and motor vehicle transportation to and from school is allowed in accordance with District rules,

permission of the building principal, and the assumption of responsibility by parents and students. Student parking must adhere to the specific rules of the District and/or school guidelines.

## Use of Computing and Networked Information Resources

### 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.

## Video Monitors on Buses

### Policy 801.1

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 surveillance. Audio is not recorded.

## Weapons-Pupil

### Policy 218.1

The District recognizes that the possession of weapons or look-alikes on school property is a criminal offense in Pennsylvania. This policy defines weapons and the possession of weapons. It stipulates that a student knowing about another student who may have a weapon and failing to report such information to school officials constitutes a violation of the weapons policy. Disciplinary action for violation of the policy is also outlined.

## Wellness Policy

### 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.