



WEST SHORE SCHOOL DISTRICT

STUDENT **AND** PARENT HANDBOOK

INSPIRE • ENGAGE • EMPOWER

WEST SHORE SCHOOL DISTRICT
2023-2024 Parent & Student Handbook

TABLE OF CONTENTS

Attendance & Absences	7
Absentee Call In Program.....	7
Academic Contract (Board Policy 118).....	8
High School.....	8
Arrival/Late Arrival/Early Dismissal	8
Late Arrivals	8
Early Dismissal	8
Afternoon “Pick-ups”	9
High School Early Release Pass System	9
Dentist and Doctor Appointments.....	9
Leaving School Premises	9
Attendance and Tardiness (Board Policy 204).....	9
Compulsory Attendance Laws.....	11
Doctor’s Certificate	11
Truancy.....	11
Withdrawal Procedure	12
Educational Trips (Board Policy 231)	12
General Information	12
Accessibility of Buildings and Transportation Services.....	12
Activities and Athletic Offerings.....	12
Extracurricular and Co-Curricular Activities (Board Policy 122).....	12
Middle and High School Offerings	13
Student Accident Insurance.....	13
Participation in School Activities on or off School Property (Board Policy 232).....	14
Address Changes	14
Moving from the District	14
Automobiles, Bicycles, and Skateboards on School Property (Board Policy 223).....	14
Bicycles/Skateboards.....	14
Driving on School Property	14
High School Transportation Between Schools.....	15
High School Parking Permits	15
Bullying/Cyberbullying and Hazing (Board Policies 249 and 247)	17
Hazing (Board Policy 247).....	17
Harassment of Others.....	18
Ethnic Intimidation.....	18

Cell Phones/Electronic Communication Devices (Board Policy 237)	18
High School Guidelines.....	19
Elementary & Middle School Guidelines	19
Class Rank/Numeric GPA/Academic GPA (Board Policy 214)	20
High School.....	20
Discipline (Board Policy 218).....	20
Level I:.....	21
Level II:.....	22
Level III:.....	23
General Rules.....	25
After School Detention.....	27
Probation	28
Suspension and Expulsion (Board Policy 233).....	28
Discipline of Students with Disabilities (Board Policy 218.3)	29
Disclaimer of Responsibility for Personal Property	29
Dress and Grooming (Board Policy 221)	30
Drug and Alcohol Awareness (Board Policy 227)	30
Guidelines - Procedures and Staff and Student Expectations	32
English Language Development Program.....	33
Emergency Contacts.....	33
ExCEL Virtual Learning Academy	34
Field Trips, Class (Board Policy 121).....	34
Approval of Field Trips	34
Student Participation	35
Student Behavior	35
Chaperones.....	35
Transportation	35
Flex Period	36
High School.....	36
Grading of Student Progress (Board Policy 213)	36
Honor Rolls	37
Middle School Junior Honor Society	37
High School National Honor Society.....	37
Cheating.....	38
Graduation Requirements (Board Policy 217)	38
Homework (Board Policy 130)	39
Identification Cards.....	39
Middle and High School	39
Kindergarten Acceleration Program (KAP).....	39
Latchkey Program	40
Lost and Found	40

Modified Kindergarten	40
Obligations.....	40
Parent-Teacher Conferences	40
Party Invitations	41
Elementary School	41
Pets	41
Physical Education	41
Elementary School	41
Middle and High Schools.....	41
PowerSchool	42
Promotion and Retention (Board Policy 215)	42
Elementary School	42
Middle School	42
High School.....	43
Exceptional Students.....	43
Public Displays of Affection	43
Middle and High Schools.....	43
Publications	43
Releasing Students to Non-Custodial Parents	43
Scheduled Remote Learning Days.....	44
School Pictures.....	44
Six-Day Cycle	44
Student Expression (Board Policy 220).....	44
Student Fundraising (Board Policy 229)	44
Student Records (Board Policy 216)	45
Telephone Security and Use	45
Textbooks	46
Title I Parent and Family Engagement	46
Elementary School	46
Tobacco/Nicotine Products (Board Policy 222).....	46
Toys.....	47
Walking to School	47
Working Papers.....	47
Health Services	47
Administering Student Medication (Board Policy 210)	47
Automatic External Defibrillators	48
Communicable Diseases and Exclusions	48
Dental Program.....	49
Examinations & Screenings.....	49
First Aid.....	49
Illness During School Hours	49
Naloxone.....	50

Nursing Services	50
Suicide Awareness, Prevention, & Response (Board Policy 819)	50
Safety and Security	51
Building & Facility Security	51
Run, Hide, Fight	51
Important information regarding the drills:	52
School Security Personnel.....	52
Searches (Board Policy 226).....	52
Canine Searches.....	53
S.O.S. Hotline - See Something, Say Something.....	53
Safe2Say Something	54
Safe Crisis Management	54
Students and the Police (Board Policy 225).....	54
Terroristic Threats (Board Policy 218.4)	54
Visiting School (Board Policy 907)	55
Volunteer Clearance Policy & Procedures.....	56
Weapons (Board Policy 218.1).....	57
Definitions	58
Reporting Knowledge of a Weapon.....	58
West Shore Stadium Bag Policy	58
Student Services	59
Homebound Instruction.....	59
School Counseling	59
School Psychology Services	59
School Social Work Services	60
Student Assistance.....	60
Students Experiencing Homelessness.....	60
Food Services	61
Breakfast and Lunch Menus.....	61
Free or Reduced Price School Meals.....	61
Meal Prices for 2023-2024	61
Free Meals Through the Community Eligibility Provision (CEP).....	61
Point of Sale Prepay System.....	62
Special Dietary Needs	62
Student Physical Activity and Nutrition Policy (Board Policy 246).....	63
Physical Activity and Nutrition Advisory Council (PANAC).....	63
Technology & Media Services	63
Acceptable Use of Computing Resources and the Internet (Board Policy 815).....	63
Prohibitions	64

Social Media Applications.....	65
Consequences for Inappropriate Use	66
Copyright	66
Safety	66
Approved Online Educational Resources.....	66
District Issued Computing Devices for K-12 Students.....	67
Device Expectations	67
Student Expectations	67
Device Care.....	67
Support & Troubleshooting.....	68
Damage, Loss, Theft.....	68
Student Communication	69
Transportation	69
Bus Laws.....	69
Transportation Exception Requests	70
Kindergarten Student Bus Procedure	70
Rules for School Bus Students	70
General Bus Behavior	70
Reporting a Late Bus or Item Lost on a School Vehicle	71
District Communications.....	71
Automated Phone, Email & Text Messages	71
Annual Notices.....	72
Asbestos Inspections.....	72
Elementary and Secondary Education Act	72
Integrated Pest Management.....	73
Nondiscrimination in School and Classroom Practices (Board Policy 103).....	73
Public Records (Board Policy 801)	73
Use of Student Photos & Interviews.....	74
Weather-Related Closings, Remote Learning Days, Delays, and Early Dismissals.....	74
Switching to Remote Learning	74
Weather-Related Remote Learning Schedules.....	75
Two Hour Delays.....	75
Early Dismissals.....	75
Communication.....	75

2023-2024 SCHOOL CALENDAR AT A GLANCE

CALENDAR HIGHLIGHTS

School Year Begins for Students.....Monday, August 28, 2023
School Year Ends for Students/Work Year Ends for Teachers Friday, June 7, 2024
Graduation Ceremonies at the Farm Show Complex (Cedar Cliff at 3 p.m./Red Land at 6:30 p.m.)..... Friday, June 7, 2024

IMPORTANT DATES FOR STUDENTS AND STAFF

191 Teacher Days / 180 Student Days (183 including Act 80 Days)

Teacher Orientation Days (New Hires Only)*..... August 14, 15, and 16, 2023
Teacher Orientation Day (Second Year Teachers Only)* August 17, 2023
Professional Staff Exchange Day for Summer Academies..... August 18 and 21, 2023
Staff Development.....August 22, 23, and 24, 2023
Staff Development Exchange Day.....August 25, 2023
Labor Day Break..... September 1 and 4, 2023
Remote Learning Day / Staff Development.....September 15, 2023
Remote Learning Day / Staff Development.....October 5, 2023
Staff Development / Act 80 Day.....October 6, 2023
Fall Break.....October 9, 2023
Staff Development / Conference Exchange November 20, 2023
Act 80 Day / Conference Exchange..... November 21, 2023
Thanksgiving Recess..... November 22 through November 27, 2023
Holiday Recess December 22 through January 2, 2024
Remote Learning Day / Staff Development..... January 12, 2024
Staff Development / Act 80 Day..... January 15, 2024
Remote Learning Day / Staff Development..... February 16, 2024
Winter Break February 19, 2024
Remote Learning Day / Staff Development.....March 15, 2024
Spring Break..... March 28 through April 1, 2024
Conference Exchange Day..... April 19, 2024
Remote Learning Day / Staff Development..... May 24, 2024
Memorial Day Break..... May 27, 2024
Early Dismissal / Staff Development (p.m.)..... June 7, 2024
Dismissal Schedule: 11 a.m. - Secondary, Noon - Elementary, No Afternoon Kindergarten

Scheduled Remote Learning Days

September 15, 2023, October 5, 2023, January 12, 2024, February 16, 2024,
March 15, 2024, and May 24, 2024

Make Up Days (if needed)

February 19, 2024, March 28, 2024 and June 7..., 2024**

* An additional orientation day must be met by attending 7.5 hours of meetings during the year.

ADOPTED - 02-16-2023 • REVISED - 07-20-2023

GRADES K-5

Elementary schools utilize trimesters.

Trimester Ends

December 1, 2023
March 8, 2024
June 7, 2024

Report Cards Finalized and Available in PowerSchool

December 14, 2023
March 21, 2024
No later than June 21, 2024

GRADES 6-12

Middle and High Schools utilize four marking periods and two semesters.

Progress Reports Due

September 29, 2023
December 1, 2023
February 12, 2024
April 30, 2024

Quarter/Semester Ends

October 27, 2023
January 12, 2024
March 22, 2024
June 5, 2024

Report Cards Finalized and Available in PowerSchool

November 13, 2023
January 29, 2024
April 8, 2024
No later than June 21, 2024

ATTENDANCE & ABSENCES

Absentee Call In Program

Parents are asked to inform the school each time that their student will be absent. Please call your student's school between 4 p.m. and 9 a.m. to place a message on the answering machine. Your message should include the following information:

- Your Name and Your Student's Name
- Student's Grade and Homeroom Teacher
- Date of Absence and Reason for Absence

Numbers to call for each school:

- | | |
|------------------------------------|---|
| • Cedar Cliff..... 717-920-0322 | • Highland..... 717-901-9715 |
| • Red Land 717-938-6564 | • Hillside..... 717-901-9914 |
| • Allen 717-901-9552 | • Newberry 717-938-9777 |
| • Crossroads 717-938-3599 | • Red Mill 717-938-3795 |
| • New Cumberland..... 717-774-0162 | • Rossmoyne 223-225-9729 |
| • Fairview 717-901-9917 | • Washington Heights 717-761-8040 |
| • Fishing Creek 717-938-6567 | • ExCEL..... 223-225-9747 |

If you do not call, the school will notify you. You must keep in mind that such calls will not be made until after morning attendance is taken and the answering machine messages have been reviewed. This program operates so we know every student who left for school in the morning arrived at school safely.

After you have called the school to report your student as absent for the day you must drop off a paper note to the office or submit an electronic absence note. To submit your note online, follow these steps.

- **Step One:** Sign in to your Parent PowerSchool account at <https://psweb.wssd.k12.pa.us/public/home.html>
Please note, absences can only be submitted on the parent PowerSchool website and cannot be reported through the PowerSchool App or a student's PowerSchool account. If you need assistance creating a PowerSchool account, please contact your student's school.
- **Step Two:** If you have multiple students associated with your account, please be sure to select the student who will be absent and then locate the "Submit Absence" button on the left (it is the fifth button down).
- **Step Three:** Complete the required fields and click the blue Submit button in the lower right corner.

- **Step Four:** Once submitted, a confirmation message will appear across the top of the screen which will include the email address you may use to submit your doctor/dentist note. If your student is sick and a note is not required, no further action is needed. When emailing, please place your student's name in the subject line of the email. Scanned copies of notes are preferred; however, a photograph of the note is acceptable as long as the text is legible. Notes may also be dropped off at the school during regular office hours.

Academic Contract (Board Policy 118)

High School

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.

Arrival/Late Arrival/Early Dismissal

Doors are opened to elementary students at approximately 8:30 a.m. Middle School and High School students should enter after 7:25 a.m. unless prior arrangements have been made with staff and/or when participating in the school breakfast program. Prior to these designated times, teachers are not responsible for students, as they are busy preparing for the day. Parents should not drop off students before doors are opened.

Late Arrivals

There are times when students will be late arriving at school due to an appointment. Please let us know about these appointments via a note or phone call a day prior to the appointment. Upon returning to school, a note from the appointment is required. All students arriving late for school should report to the office, accompanied by parent or guardian, for an admittance slip to class and to be sure they are included in the lunch count.

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 and an excuse from the physician/dentist must be submitted to the office upon the student's return.

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 for an early dismissal will generally not be granted in order for a student to attend counseling, tutoring, or private instructional lessons.

Afternoon “Pick-ups”

Any student being picked up from school must bring a note from home designating specifically that he/she will be picked up on a regular basis or on a specific day. Homeroom teachers will forward the note to the office to ensure the student is sent to the proper location. All parents picking up a student must follow the school’s dismissal procedures.

Any student who reports to a teacher or the office that he/she will be picked up after school and has not brought a note from a parent will be sent home via their regular form of transportation. We understand there are cases of emergencies. However, we ask parents not make a habit of calling the office to arrange pick-ups, due to the possibility of oversights. Your cooperation in this matter is greatly appreciated. Any changes in afternoon dismissal arrangements must be communicated to the office no later than 30 minutes before the end of the school day.

High School Early Release Pass System

High School students entering the building after 7:37 a.m. or leaving the school building before 2:45 p.m. must utilize the Swipe Kiosk system located in the front office. Students will swipe in and out at the kiosk with their school issued I.D. Card. This includes students who regularly arrive late and/or leave school early for open campus, co-op, pathway internships, part-time ExCEL Virtual Learning Academy, etc. Additional kiosk stations may be added during the school year and at which time may also be utilized.

Dentist and Doctor Appointments

It is preferred that dental and medical appointments be scheduled during non-school hours; however, if a medical or dental appointment must be made during the school day, a note requesting that the student be excused from school should be presented by the parent. This note should be in the teacher’s hands one day before the appointment. Building principals may require parents/guardians to submit written verification from the doctor’s office that the appointment was kept. Failure to do so within three days may result in the absence being considered unlawful.

Photocopies of notes will not be accepted; an original must be submitted to the school. An electronic signature or other authorized facsimile signature directly from the physician’s, physician assistant’s, or nurse practitioner’s office is acceptable. Parents are asked to refrain from making appointments during testing periods.

Leaving School Premises

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

Attendance and Tardiness (Board Policy 204)

The school law of Pennsylvania requires the regular attendance of all students from six to 18 years of age. It is not mandatory for a parent to enroll their student in kindergarten. However, once a student is enrolled and has begun classes, they must follow the same attendance guidelines as all other students.

The following reasons constitute a legal absence: illness of the student, death in the immediate family, exceptionally urgent reasons affecting the student as determined by the administration, impassable roads as determined by the administration, and educational trip experiences pre-approved by the parent and principal. With prior approval, a maximum of two days in any given school year during a student's freshman and sophomore years and a maximum of six cumulative days over the junior and senior years will be excused for college visitations. All other absences are considered unlawful.

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. Absence excuses and doctor's notes may also be submitted electronically. Visit the school website for a link to the Electronic Absence Submission form.

If an excuse is not furnished within three days after the absence, the building secretary will record the absence as unlawful. After a student has been unlawfully absent for a total of three days during the school year, they are considered truant and an official notice of absence will be mailed to the parents.

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

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, students with unexcused/unlawful absences will not be permitted make-up privileges; however, the building principal may give consideration to extenuating circumstances beyond the student's control. Accumulated tardiness to school and classes, as well as class cuts, are considered unlawful absence time.

Elementary students need to be in attendance prior to 10:45 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 1:30 p.m. will be considered absent for the entire day. Students who have early dismissals need to be in attendance until 10:45 a.m. in order to be considered present for the morning session. They will also need to be in attendance until 1:30 p.m. in order to be considered present for the afternoon session.

Secondary students who arrive late to school but before 9:37 a.m. will be marked as tardy, and students arriving after 9:37 a.m. will be marked absent one-half day (morning). If a student leaves school before 12:45 p.m., he or she will be marked absent one-half day (afternoon). Students arriving after 12:45 p.m. will be marked absent for the full day. Students who wish to participate in an athletic event must arrive to school by 11:00 a.m. that day.

Attendance information is detailed in Board Policy 204. A copy of that policy may be obtained on the District website.

Compulsory Attendance Laws

Penalties for violation of compulsory attendance requirements are set forth in Public School Code and are:

“Every parent, guardian or person in parental control or charge of any student or students of compulsory school age who shall fail to comply with the provisions of this act regarding compulsory attendance shall, on summary conviction by the local District Magistrate, be sentenced to pay a fine, not exceeding three hundred dollars (\$300) for the first offense, five hundred dollars (\$500) for the second and seven hundred fifty (\$750) for the third and subsequent offenses. Parents in default of the payment of such be sentenced to the county jail, perform community service, or any combination thereof.”

Doctor’s Certificate

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

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

Truancy

Truancy is the unlawful absence of compulsory age students from when they begin school or from six to 18 years of age. It is not mandatory for a parent to enroll their student in kindergarten. However, once a student begins kindergarten, he/she will fall under the attendance rules of all other students.

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

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

Withdrawal Procedure

A high school student planning to withdraw from school should discuss the matter with a counselor so the implications of this decision can be carefully reviewed. If a decision to withdraw is ultimately made, the counselor or principal, in consultation with the student's parent, will issue detailed instructions concerning the procedure for withdrawal. It is mandatory for all students who withdraw from school to pay any outstanding financial obligations to the District and return school materials.

Educational Trips (Board Policy 231)

The Board recognizes the value of educational trips which enhance and enrich the school experience for the students of this School District. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences at the expense of the parents or guardians provided that parents/guardians submit the appropriate form (available in school offices and on the Parents tab of the District website) no less than five school days in advance of the proposed trip.

GENERAL INFORMATION

Accessibility of Buildings and Transportation Services

The District welcomes students with disabilities and attempts to place all students in schools close to their homes. Transportation services will be provided by the District in a manner that meets their unique needs and ensures their safety. All West Shore middle and high schools are wheelchair accessible. In addition, the following elementary schools have wheelchair accessibility: Fairview, Highland, Hillside, Newberry, Red Mill, Rossmoyne, and Washington Heights.

Activities and Athletic Offerings

Extracurricular and Co-Curricular Activities (Board Policy 122)

Extracurricular activities include programs sponsored or approved by the Board which are conducted entirely or partly outside the regular school day and are not offered for credit toward graduation. Extracurricular activities are equally available to all students who voluntarily elect to participate and include athletics, clubs, marching band, school plays, and student council.

Co-curricular activities are sponsored by the Board, offered for credit toward graduation, and have mandatory components that require attendance at and participation in activities scheduled

during non-school hours. Co-curricular activities include concert choir/band performances and practices, Junior Reserve Officer Training Corps, and field trips occurring outside the regular school day.

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.

Middle and High School Offerings

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

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

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

An activity fee will be charged in order to assist the District with its efforts to continue to provide a robust offering of athletics, fine arts, and other student activities. This fee will be charged to students in grade 7 through 12 participating on any District athletic team, all extracurricular music and dramatic performances, and Color Guard/Marching Band. Fees do not apply to groups performing specific services for school or community populations such as Student Council and Key Club. Accommodations will be made for students/families experiencing economic hardships as well as for those students who qualify for the Free/Reduced student meal program.

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 while participating in athletic and extracurricular programs offered by the school. The District does not carry medical insurance on students. However, for parents 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.

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

Participation in School Activities on or off School Property (Board Policy 232)

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

Address Changes

All students transferring within the District, from one building to another, must complete a transfer form at the District's Registration Office located on the first floor at the Administration Center for Education, 507 Fishing Creek Road, Lewisberry. Transfers may be completed Monday through Friday by appointment. It is necessary for parents to show proof of their new residence. Preferred acceptable documentation includes a copy of the lease, deed, or settlement agreement and a valid driver's license with the same address. However, if you do not have a copy of the above-mentioned items, the District will accept a property tax bill, PennDOT identification card, or military housing letter.

Moving from the District

Parents of students moving from the District are asked to notify their student's building principal and complete the necessary withdrawal forms with the date they are moving and, if known, the name and address of the new school. If requested, a transfer card will be given to the student to present to his/her new school.

Students enrolling in a home education, private school, or charter school (including cyber charter schools) are not considered withdrawn from the District until their program and acceptance is approved. Students are expected to continue to attend school until notified of their last day as a District student. Students who have been removed from the District attendance rolls, but are not attending an accredited educational program, will be regarded as unlawfully absent. Unlawful absences result in a citation from the District and will be prosecuted by the local magistrate.

Automobiles, Bicycles, and Skateboards on School Property (Board Policy 223)

Bicycles/Skateboards

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

Driving on School Property

Parents who bring their students to school by car are asked to use extreme caution while on school property. Please observe the speed limit. Use only the designated entrances and exits. There are to be no cars parked in the driveways of the school. All parents are asked to park in the parking lot or street to wait for students. Parents and other visitors are asked to stay clear of bus

loading zones during arrival and departure times. All parents are expected to follow building arrival and dismissal procedures.

High School Transportation Between Schools

The District provides bus transportation between schools for those students who take courses at more than one school and does not encourage students to drive to school from home or between schools and does not accept any responsibility for anyone transporting or being transported that way. Students who, through their negligence, miss the approved transportation between schools will be considered unexcused/unlawfully absent from class. An attempt to call parents to transport them to the other school will be made. The school will not be responsible for those students who, through their own negligence, miss courses scheduled at other schools.

High School Parking Permits

A limited quantity of parking permits will be issued for student use during the year. While student parking at the high schools has always been viewed as a privilege that can be revoked for misuse of the privilege or for serious disciplinary violations. Increased enrollment and requests from students for parking permits have necessitated the need to revise parking privileges.

- During the school day, no student may drive or park a vehicle on West Shore School District property without proper authorization from the building administration.
- Only seniors and juniors will be granted the privilege of parking on school property.
- Parking permits will be issued to students needing to travel to and from job and/or placement opportunities during the school day. The remaining tags will be distributed on a first come first serve basis. A waiting list will be established. If a parking tag is permanently revoked, it will be given to the first person on the waiting list.
- While the District does not regulate parking off of school grounds, students are reminded that they are required to comply with township parking regulations.

Procedures to Register a Vehicle - All vehicles must be registered in the office to park on school property. Approved students will be issued a parking tag at a cost of \$20-\$25. Lost tags will be replaced for a fee. If a tag is revoked for any reason, the tag fee will not be refunded.

The student registering the vehicle must provide the following: valid Pennsylvania driver's license, proof of current insurance, vehicle registration, and completed parking application.

Temporary Driving Passes - Several spaces will be reserved for students needing to drive on occasion for a doctor's appointment. A one-day pass will be granted upon submission of a parent note requesting a temporary pass. Students owing obligations, having poor attendance or behavioral concerns will not be granted temporary passes. The one-day pass must be requested the day before the privilege will be granted. The temporary pass must be displayed face up on the dashboard of the car.

Parking Regulations

- All cars must be registered with the building administration by obtaining a registration tag and completing proper forms. Registration tags must be displayed in the vehicle at all times while on school property.
- No cars are to be moved during the day without permission from the administration.
- Students are to use the designated entrances and exits to lots.
- Students are to use designated parking areas.
- Students must observe the designated speed limits while on school property.
- All students should lock their vehicles during the school day.
- No student will be permitted in his/her vehicle during the school day without permission from a building administrator.
- Vehicles not properly registered or parked illegally may be ticketed by the police department.
- School officials reserve the right to inspect vehicles on school property. Students are responsible for the contents of their vehicles.
- Students are not permitted in the parking lots except during the time of arrival and departure from school without permission from the administration.
- Students must exit vehicles immediately upon arrival to school. Loitering is not tolerated.
- Students must obey all Pennsylvania laws while on school property.
- Driving recklessly, exceeding the speed limit, and/or parking illegally, may be reported to the police.
- Violations of these regulations will result in disciplinary actions which may include detention, suspension or parking privileges being suspended or revoked.

Other Regulations Pertaining to Attendance, Behavior and Financial Obligations

- Absences and tardies to school will impact a student's privilege to drive to school. For disciplinary consequences, refer to Absence and Tardiness Policies.
- Parking tags are given to individuals for specific vehicles. No other person but the person for whom the tag has been issued may use the tag.
- Students must realize parking is a privilege that may be revoked for reasons related to a student's disciplinary record. As a provision of Board or Administrative probation, parking privileges are revoked while students are on probation.
- Under the provisions of Board Policy 218 Student Discipline, disciplinary consequences will be imposed for the following reasons:
 - No parking permit displayed
 - Vehicle not registered
 - Unauthorized use of another student's permit
 - Vehicle parked improperly
 - Inappropriate behavior related to vehicle on school property

Bullying/Cyberbullying and Hazing (Board Policies 249 and 247)

The Board is committed to providing a safe, positive learning environment for West Shore School District students. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students. All forms of bullying and cyberbullying by School District students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. Students are encouraged to report bullying or cyberbullying complaints directly to a District employee or through the use of the Bullying Complaint Form (available on the District website).

Bullying shall mean intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

In some instances, bullying can constitute a violation of either or both state or federal law. Bullying, as defined in this policy, includes cyberbullying. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the School District by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate discipline. Cyberbullying may also be violations of state and/or federal law. Likewise, retaliation for the making of a complaint of cyberbullying is a violation of this policy.

The terms bullying and cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct but can include actions taken off of school property, outside of the school day, and/or through the use of a personal computer, cell phone, or other communication device.

Hazing (Board Policy 247)

The purpose of Board Policy 247 is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. No student, parent/guardian, coach, sponsor, advisor, volunteer or District employee shall engage in, condone, or ignore any form of hazing. Students, parents/guardians, coaches, sponsors, advisors, volunteers, and District employees shall be alert to incidents of hazing and shall immediately report such conduct to the building principal.

Harassment of Others

The creation of a safe and orderly climate, one which enhances a sense of well-being and security for everyone, is of utmost importance. The administration will not hesitate to cite individuals found harassing others. Please refer to Section 2709-Harassment of the Crimes Code of Pa., listed below, for clarification.

A person commits a summary offense when, with intent to harass, annoy or alarm another person:

1. He strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
2. He follows a person in or about a public place or places; or
3. He engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

Ethnic Intimidation

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

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

Cell Phones/Electronic Communication Devices (Board Policy 237)

Electronic and personal communication devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages text, data, or images; operate online applications; or provide a wireless connection to the Internet.

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites, and other changing areas at any time.

Students are prohibited from using any device to record, transmit, or receive any unauthorized communication during class time.

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

The Board prohibits the use of any electronic devices by any student during instructional times during the school day (from the beginning of first period until the end of last period), which includes homeroom and study halls, except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Student use of electronic devices during non-instructional times, including lunch periods, before school hours, after school hours, on District provided transportation, and between classes, will be determined and regulated by District administration.

High School Guidelines

In high school, students should begin to understand appropriate times for the use of electronic devices. As such, high school student use of electronic devices during non-instructional times, including lunch periods, before school hours, after school hours, and between classes will be permitted by the Administration. High School students must put away devices upon entering the classroom, unless specified by the teacher that devices will be utilized for instructional purposes that class period or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.

High School Consequences for Cell Phone Violations:

- **First Offense:** Teacher assigned consequence (ex. detention/call home/notification to administration)
- **Second Offense and beyond:** Administrative assigned consequence (ex. Detention/call home/WS Restore). Progressive discipline will occur if the behavior continues.

Elementary & Middle School Guidelines

In elementary and middle school, electronic devices/cell phones must be shut down and put away upon entering the building. Electronic devices/cell phones and ear buds may not be utilized in the hallways or at lunch and/or recess. Electronic devices should only be utilized in the classroom when directed by the teacher for instructional purposes.

Elementary & Middle School Consequences for Cell Phone Violations:

- **First Offense:** Teacher takes electronic devices/cell phone and reports it to the office. The incident is logged in the school's behavior management system as a "warning."
- **Second Offense:** Same as first offense plus cell phone restriction for one week (ex. phone kept in office) **OR** after school detention, lunch detention(s), recess detention(s). Consequences will be at Administrator discretion.
- **Third Offense:** Same as the first offense plus one day West Shore Restore at middle school or additional disciplinary action at elementary level. Parent picks up phone at the school. Progressive discipline will occur if the behavior continues.

Class Rank/Numeric GPA/Academic GPA (Board Policy 214)

High School

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.

Discipline (Board Policy 218)

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

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

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

Level I:

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures or interfere with orderly operation of the school. The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Level I Examples (not exclusive):

- Bullying
- Bus misconduct
- Cheating
- Damage to property (unintentional)
- Disrespect or disruptive behavior
- Improper use of District equipment, facilities, and/or resources
- Indecent/Obscene or unsafe behavior
- Late to class/Tardiness
- Lying
- Presence in unauthorized area
- Unacceptable clothing or language
- Use/Possession of personal audio equipment without permission of staff

Intervention(s):

- Staff action
- Referral to administration
- Verification of offense
- Notification to parent/ guardian
- Referral to School Counselor
- Informal hearing
- Log of infraction

Disciplinary Options:

- Behavioral contract
- Detention
- Guidance/Health services
- Loss of make-up privilege and/or credit
- Parental conference
- Rearrangement of seating
- Restitution for damage (replacement/repair of damaged property)

- School/Community service
- Special assignment
- Suspension
- Temporary removal from class
- Verbal reprimand
- Warning
- Withdrawal of privileges

Level II:

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

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

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

Level II Examples (not exclusive):

- Bullying
- Class cut
- Computer vandalism /physical damage to computer resources, purposeful deletion of information stored by others
- Disruption/Threat of disruption or harassment, caused by use of laser device of any type, electronic devices (Pol. 237)
- Extortion
- Failure to serve detention or other disciplinary action
- Fighting
- Forgery of a document
- Harassment
- Indecent/Obscene behavior or possession/use of indecent/obscene material
- Insubordination (failure to follow directives)
- Leaving school property without permission)
- Plagiarism
- Possession/Use of a tobacco product (Pol. 222)
- Solicitation without permission
- Stalking
- Theft

- Truancy
- Vandalism/Destruction of property
- Violation of probation

Intervention(s):

- Staff action
- Referral to administration
- Verification of offense
- Notification to parent/ guardian
- Referral to School Counselor
- Informal hearing
- Police/Agency referral
- Counselor

Disciplinary Options:

- Administrative probation
- Detention
- Expulsion
- Guidance/Health services
- Parental conference
- Police/Agency referral
- Restitution for damage (replacement/repair of damaged property)
- School/Community service
- Alternative Education
- Citation
- Suspension
- Withdrawal of privileges (replacement/repair

Level III:

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

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

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

based on the severity of the offense.

Level III Examples (not exclusive):

- Arson
- Assault – verbal or physical
- Possession/Use of drug or controlled substance, look-alike, alcohol/being under the influence (Pol. 227)
- Possession/Use of weapon or look-alike (Pol. 218.1)
- Selling/Distributing/Trafficking drug or controlled substance, look-alike, alcohol (Pol. 227)
- Threatening/Terroristic statements or actions (Pol. 218.4)
- Unauthorized use of fire alarm system
- Use of computer resources for obscene, threatening, violent or illegal purposes (Pol. 815)
- Use of laser device of any type/electronic device which may pose a danger to the safety of others (Pol. 237)

Intervention(s):

- Staff action
- Referral to administration
- Verification of offense
- Student removal from situation
- Student/Parent/ Guardian conference with administrator
- Informal hearing
- Police/Agency referral
- Board hearing
- Student Assistance Team referral
- Drug/Alcohol evaluation
- Mental health evaluation
- Log of offense

Disciplinary Options:

- Administrative or Board probation
- Expulsion
- Police/Agency referral
- Restitution for damage (replacement/repair of damaged property)
- Suspension
- Withdrawal of privileges
- Alternative Education

- Citation
- School/Community service

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

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

General Rules

- Refrain from profane and vulgar language.
- Conform to regulations of each teacher and the school.
- Be neat and clean in person and clothing.
- Willful or careless abuse or damage to school property is forbidden and will result in vandalism charges and the involved student making restitution for the damages.
- Students writing on or defacing school property inside or outside the building will be subject to action of the Board of Directors and civil authorities, as well as the involved student making restitution for the damages.
- Students who ride buses are required to obey directions of the bus drivers and safety regulations at all times.
- Students shall not ask to use the office phones unless for urgent reasons after securing permission from someone in charge of the office at the time. The office telephone may not be used for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies.
- Students participating in extra-curricular activities shall do the work of that activity during the time allotted to that activity.
- Students shall not be excused from classes for extra-curricular work without consent of a principal.
- Students shall not leave school property after arriving on school property unless it is approved by administration (ie. Senior Open Campus, Co-Op, Pathway Internship, etc.).
- Students shall not play cards in the school or on school property unless it is part of a supervised social event/instructional program.
- Students shall not adjust thermostats, windows or shades without permission of the teacher.
- Students detained after class shall secure a pass form the teacher who detained them.
- Students shall practice safety and consideration of others everywhere.

- o. Parents will be asked to come to school to confer with the principal in chronic cases of discipline, inexcusable or doubtful absences and tardiness.
- p. Students are not permitted anywhere in the building after 3:00 p.m. (except until 4:00 p.m. in the student lounge awaiting transportation home) without faculty supervision. No students are permitted to loiter on school grounds after school.
- q. Students are subject to school discipline for any harassment, vandalism, physical abuse, or other disruptive behavior toward school personnel during non-school time.
- r. All forms of gambling are prohibited.
- s. Students are not permitted to bring to school or use any type of sound reproduction equipment, including pagers, beepers, and cellular phones as per section Sch.1317.1 of Pennsylvania's Public School Code, or outside the guidelines established in Board Policy 237.
- t. Delivery of food/flowers to classes during school hours (7:37-2:45) is not permitted.
- u. Sales activities directed toward service projects for the school are permitted but such activities for parties, picnics, etc. are not permitted.
- v. To control sales activities, all activities must be approved by the administration. Fund raising request forms must be on file in the office.
- w. All student activities shall cease at the high school by 11:00 p.m. When held outside of the high school, activities shall cease not later than 12:00 midnight.
- x. No student shall be transported on trips or activities without written consent of parents.
- y. Adult chaperonage is required for all bus-transported students engaged in travel on school activities. (If automobiles are used to transport students, permission must be received from the administration and forms completed regarding insurance coverage.) It shall be determined in advance that the owner of such an automobile has adequate liability insurance to protect the students and the school.
- z. Use or possession of alcoholic beverages and/or tobacco products is not permitted at school functions nor at functions for which a school facility may be rented.
- aa. Upon entering the building before the start of the school day, students shall go at once to their first period class and remain there unless excused for valid reason by the teacher.
- bb. No student shall be permitted in the auditorium unless accompanied by a teacher or by written permission from a teacher.
- cc. Students must exercise extreme caution and obey posted speed limits when driving on school property. That includes driving in specified parking areas, and while leaving the parking lots. Traffic flow in all parking areas is one way only. Parking shall be in the designated numbered spaces in all parking areas and not along or on streets or driveways. **ALL STUDENTS WHO DRIVE TO SCHOOL MUST PARK ON CAMPUS IN A SPECIFIC DESIGNATED AREA.** All vehicles used by students for transporting themselves and other students to school must be issued and display a District Parking Permit. Students seeking a parking permit will be issued a permit after they sign a parking contract. Students who drive to school in a vehicle without a parking permit and/or park off campus are violating school rules. Vehicles parked on campus without parking permits will be ticketed and/or towed. Vehicles involved in a parking infraction will also be ticketed. Parking permits are

available to all students possessing a legal Pennsylvania driver's license on a first come first served application process by grade level.

- dd. Bicycles must be placed in the racks provided. Bicycles should be locked.
- ee. High Schools have closed lunch periods for underclassmen. All students shall eat in the cafeteria or assigned areas only.
- ff. Students in the building and elsewhere shall not run, push, shove, or otherwise interfere with the orderly flow of traffic in the halls, stairways, bus waiting areas, etc. Students are to refrain from sitting in the hallways. The rights of all students must be respected by all students.
- gg. Staff and students must use courtesy and thoughtfulness so that all may use the facilities with equal opportunity, equal safety, and equal pleasure. If "horseplay" results in damage, those involved must pay for repairs and/or replacement of the damaged items.
- hh. Students that are driven to school must be dropped off on campus. Students must go directly into the building as soon as they enter a school zone. Students may not loiter off school property. For safety purposes, walkers and students that insist on being dropped off outside the school campus must cross all streets by using designated crosswalks. Police will cite any student that does not use the crosswalks. Students that do not report directly to the building after they enter the school zone will be charged with insubordination and disciplined appropriately.
 - ii. Students are not permitted outside of the building unless under teacher supervision. This includes between classes.

After School Detention

Administrative - Detention is assigned by an administrator for infractions of school policies and rules. You will be given at least 24-hour notice to serve the detention. It is your responsibility to contact your principal if you need to change an assigned detention. Twenty-four-hour notice plus a parent note is required to change detention. Three days' notice plus a parent note is required to change Saturday detention.

PM detentions start at 3 p.m. and end at 4 p.m.

Saturday detentions will start at 8:30a.m. and end at 11:30 a.m.

Students in detention bring school work with them to complete. Students may also bring library books with them to detention. Reading magazines, playing games, socializing, eating, sleeping, and drinking are not permitted during detention. Students who arrive late to detention will not be admitted without a signed pass. Students are expected to have a ride arranged prior to detention. First time offenders who fail to attend after school detention will result in two detentions being scheduled. Failure to attend an assigned Saturday morning detention will result in further disciplinary consequences. Visitors are not permitted in detention.

Teacher - Any teacher may assign detention with notice of 24 hours. Detention time and place will be arranged by teacher. Failure to attend will result in further administrative disciplinary consequences.

Probation

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

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

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

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

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

Suspension and Expulsion (Board Policy 233)

By state law, a student may be suspended by an administrator for one to ten days for serious or continuous violations of policy or school rules. If a suspension is to exceed three consecutive days, the student and their parents must be given the opportunity for an informal hearing on the charges. The same principle applies to in-school suspensions that exceed ten days. Formal hearings before the Board must occur before a student may be excluded for eleven or more

consecutive days. Only the Board has the power to exclude a student for more than ten consecutive days.

Student Make-Up of Work During Suspension - Students who have been suspended for disciplinary reasons must make up missed exams and other missed work, and shall be permitted to complete assignments according to the following guidelines:

1. The initiative for making up work must be taken by the student. The faculty assumes no responsibility to inform students of the work missed, the procedures for making it up, etc.
2. All work must be made up within a reasonable length of time. Barring unusual circumstances, all work must be completed within the same length of time as the suspension. For example, a student returning from a three-day suspension has three days to make up the work.
3. Students must consult with staff and schedule all make-up work at a time convenient to staff.
4. Work that is properly made up will be marked, given equitable credit, and entered into the student's records. No credit will be given if the student fails to make up the work.

Whenever possible, students on in-school suspension shall be required to take exams at the same time as their class. Such students shall also be required to keep up their daily class work.

Discipline of Students with Disabilities (Board Policy 218.3)

Students with disabilities who engage in inappropriate behavior, disruptive activities, and/or actions injurious to themselves or others shall be disciplined in accordance with their Individualized Education Program, and/or state and federal regulations.

The District shall comply with provisions of the Individuals with Disabilities Education Act (IDEA), and other federal and state statutes and regulations when disciplining students with disabilities for violations of District policy and school rules and regulations.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. During any period of disciplinary action, the student shall continue to receive a free and appropriate education, in accordance with federal and state law.

Disclaimer of Responsibility for Personal Property

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 student use, but makes no warranty as to their fitness or effectiveness and accepts no liability for their use.

Dress and Grooming (Board Policy 221)

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

The Board has the authority to impose limitations on students' dress in school. While the following list is not intended to be exhaustive, student dress shall not be protected if it:

- Promotes the violation of and/or violates federal, state, or local laws, Board policy or District rules or procedures.
- Is libelous defamatory, obscene, lewd, vulgar, or profane.
- Advocates the use, or advertises the availability, of any substance or material the possession of which may be illegal or which may constitute a direct and substantial danger to the health of students, such as tobacco/nicotine, alcohol or illegal drugs.
- Incites violence, advocates use of force, or threatens serious harm to the school or school community.
- Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety, and order on school property or at school functions.
- Interferes with, or advocates for interference with, the rights of any individual, or the safe and orderly operation of the schools and their programs.

Students are encouraged to take pride in their physical appearance and to select clothing appropriate to the weather and season.

Drug and Alcohol Awareness (Board Policy 227)

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

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

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

The Board is committed to ridding the District and each of its buildings and campuses of controlled substances.

For purposes of this policy, controlled substances shall mean:

- All controlled substances prohibited by law within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act;
- All look-alike drugs;
- All alcoholic beverages;
- Anabolic steroids, or other performance enhancing drugs;
- Any drug paraphernalia;
- All illegal hemp products;
- Volatile solvents or inhalants to include nitrous oxide, glue, and aerosol propellants; or
- Any prescription or non-prescription (over-the-counter) drug except those for which permission for use in school has been granted pursuant to Board Policy.

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

Drug paraphernalia includes equipment, apparatus, and/or gear generally associated with the use/abuse of alcohol, marijuana, opiates, and/or other mood-altering chemicals. Examples may include any device used to measure, deliver, or facilitate the use, sale, or distribution of a controlled substance.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. Under the influence shall not include any consumption or ingestion of medical marijuana off-campus, so long as it is administered and approved consistent with Board Policy 210. Medical marijuana shall mean marijuana for certified medical use as set forth in the Medical Marijuana Act.

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

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

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

- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
- The conduct involves the theft or vandalism of school property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines - Procedures and Staff and Student Expectations

1. Students found to be in violation of the aforesaid rules and regulations with respect to controlled substances as defined above may be suspended by the administration for a period not to exceed ten (10) school days. Thereafter, if recommended by the administration, the Board shall hold a hearing and discipline may be imposed up to and including expulsion. Where an administrator has reasonable grounds to conduct a search of a student's person and/or property for possession of a controlled substance, or has requested the student be given a breathalyzer, blood, or urine screen etc., relevant to use of a controlled substance and has notified the student and the student's parent/guardian (if immediately available) of such requests and the grounds therefore, and the student and/or the parent/guardian refuses to consent to such search or tests, the student may be disciplined for failing to follow an administrative directive with respect to use/possession of a controlled substance. Such discipline may range from a verbal reprimand to referral to the Board for a hearing to determine the appropriate discipline up to and including expulsion.
2. Staff members observing or otherwise becoming aware of student behavior relating to the above stated prohibited activity shall report said behavior to the Administration immediately. Administrators shall report persons suspected of involvement with alcohol or controlled substances, or students who are adjudged to be under the influence as defined by this policy, to the appropriate law enforcement officials immediately.

Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators. No school counselor, school nurse, school psychologist, attendance supervisor, student assistance team member, or administrator who, while in the course of his/her professional duties, has acquired information from a student in confidence while that student is seeking help or assistance with a controlled substance, shall be required by the Board of School Directors to disclose that information in any proceedings against the student.

Staff members suspecting a student of a controlled substance use or abuse shall refer the

suspected student to the Student Assistance Team for assessment and possible intervention. The assessment for possible intervention will be conducted in a manner consistent with Pennsylvania State Student Assistance guidelines. Students refusing intervention, or who fail to follow the rules and regulations established for the Student Assistance Program, may be referred to the Board for disciplinary action.

3. The administration shall report every student violation of the District's drug and alcohol rules to the Board of School Directors on a standard District Incident Report form. Student offenders not scheduled for formal Board hearings, and the parents of these students, shall be notified in writing by the administration. The written communication should state the seriousness of the offense(s), the consequences of further violation of the District's controlled substances rules, the restrictions of probation and other administrative disciplinary consequences imposed, and the referral to the Student Assistance Team if appropriate. A copy of this notification shall be entered into the student's record and maintained there during the student's tenure in the District's schools.
4. Incidents of possession, use, and/or sale of controlled substances as defined in this policy by any person on school property shall be reported to the Office of Safe Schools in the manner required by that office.

English Language Development Program

The District offers an English Language Development Program (ELD) for students in grades K-12 who require such services. Students are identified through various assessments and are placed in programs to address their individual needs. Services may include direct ELD instruction, support in core academic subjects, or monitoring of academic progress. Students in the ELD Program are afforded the opportunity to participate in all District programs. Concerns regarding the ELD Program and/or student issues may be addressed to the building principal either verbally or in writing. If a satisfactory resolution is not achieved through a conference with building administration, concerns may then be filed with the Director of Federal Programs.

Emergency Contacts

At the beginning of each school year, all families are asked to confirm emergency contact information in PowerSchool. The completion of this requested information in its entirety assists District administrators in contacting parents in the event of illness or emergency. It is critical to the everyday operations of the District that this information be completed. The requested information includes mother's and father's names, names of parents' employers, and the parents' daytime phone 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 student's parent or legal guardian.

An emergency is defined as injury at school that may require medical attention, building or grounds evacuation, and the removal and transportation of the student from school in the event of a student's illness. The 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 student released to an individual listed as an emergency contact in a non-emergency situation, it is necessary to include that person's name on a separate letter listing all individuals permitted to pick up or transport the student from school.

A release letter may use the following format.

I authorize the administration of [full name of school] to release my student, [student'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 is required for each school year.

ExCEL Virtual Learning Academy

ExCEL (Expanded Choices for e-Learners) Virtual Learning Academy is a learning option designed to meet the dynamic needs of students who are finding success learning online in a non-traditional setting. ExCEL offers both full-time and blended virtual learning options with flexible pacing and on-site supports to help each student achieve ExCELlence in school and after graduation. For more information, please visit the District website at www.wssd.k12.pa.us/excelacademy.aspx.

Field Trips, Class (Board Policy 121)

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

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

Approval of Field Trips

The approval of most field trips should be at the discretion of the building principal. Key considerations in such a decision are the curriculum, the Field Trip Manual, Guidelines for Volunteers, and Guidelines for Chaperones. Plans for any overnight or out-of-state trips must be approved by the Assistant Superintendent.

Student Participation

- Written permission must be secured from parents of students to participate in any field trips off school property. The permission letters, with tear sheets to be returned by parents, shall be uniform in their content. They shall include the essential facts about the trip (date, time, place, brief itinerary, etc.), a statement about responsibility for safety, a statement about disposition of students who do not take the trip, and a suggested limit for spending money. These permission slips, signed by parents, must be on hand for each student making the trip and should be filed for at least one (1) week following the trip. Signed parent permission slips are not required for intra-district field trips (i.e. Natatorium, concerts, etc.) although parents should be informed of the activity in advance.
- The Consent for Medical Treatment form must be completed and returned to the sponsor for any student permitted to engage in field trips of an extended nature [trips of twelve (12) hours or more and/or overnight trips].
- Students denied permission to go on field trips must come to school for a regular school day and will be placed at the discretion of the building principal.
- The amount of money brought by students from home to spend on the trip should be limited.
- Student participation in field trips shall be subject to the condition of the District's policy on probation.

Student Behavior

All District and building policies/guidelines relative to student discipline and the student code of conduct are in effect for the duration of school-sponsored field trips.

Chaperones

Chaperones who accompany the students should be selected or approved by the building principal, with the number of chaperones to be determined by the size of the group at the discretion of the principal. All chaperones must successfully complete the District's volunteer application process, and the adequacy of chaperonage shall be in compliance with administrative Guidelines for Chaperones. It shall be the principal's responsibility to ensure chaperones are cognizant of their responsibilities, of basic safety and security measures, of procedures to handle accidents, major emergencies, or fatalities, and of parental permission protocol, all as defined in the aforementioned administrative guidelines.

Chaperones are welcome to take photos of their student for their personal use. However, they are asked to respect the privacy and confidentiality of other families, and are urged not to post photographs or videos which clearly identify someone else's student on social media websites.

Transportation

Arrangements for transportation will be made through the building principal. Transportation requiring the use of District vehicles shall be initiated by the field trip sponsor completing the Request for Field Trip Transportation form. This form is to be submitted to the principal who in turn forwards the written request to the District Transportation Office [due in the latter office

seven days prior to the trip]. Upon approval, the Transportation Office will determine the route and provide the driver(s) with the appropriate information, maps, etc. If transportation cannot be provided by the District, the principal shall be notified immediately. District-owned vehicles must be operated by District employees.

In the case of a small group, considered to be ten students or less, teachers may be authorized to drive using private vehicles, subject to the following conditions:

Written permission must be granted by the building principal and filed in the principal's office. The vehicle must be adequately covered by liability and medical payment insurance, as prescribed by state law, and as verified by the building principal. The minimum amount of such coverage is \$35,000.

Flex Period

High School

Flex period is designed as a time to allow high school students to focus on homework, silent reading, studying, tutoring, performance arts, and club activities. Students are to be involved in an academically oriented activity during this time.

Grading of Student Progress (Board Policy 213)

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.

- 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 students 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 secondary students are also included in this policy.

At the end of the marking period/trimester, grades will be accessible in PowerSchool. Please refer to the District calendar for specific dates. Parents are encouraged to view their student's progress throughout the year in PowerSchool.

Honor Rolls

There are three types of honor rolls:

Distinguished Honor Roll	Honor Roll	Citizenship Roll (Middle School Only)
<ul style="list-style-type: none">• 93 average (all subjects)• No grade of 86% or below	<ul style="list-style-type: none">• 86 average (all subjects)• No grade below 77%	<ul style="list-style-type: none">• No N's or U's• No grade below 70%

Middle School Junior Honor Society

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

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

- Eligibility is based upon students earning a cumulative grade point average of 93%.
- Grades counted include all grades beginning the second semester of the 6th grade year and ending at the end of the first quarter in the eighth-grade year.
- No student may qualify who has earned one or more unsatisfactory marks (N or U) in any marking period during the middle school years after second MP of sixth grade.
- Once a student is determined to be academically eligible, a list of students is compiled for review by the faculty of the school.
- Students who are successful to this point will be notified of their initial consideration and will be given materials to submit for additional information regarding service, leadership, and character. Students who do not receive an initial packet may request a reconsideration by contacting the school principal.
- Each student who wishes to be considered must complete the packet of information on time and have it reviewed by the faculty committee.
- Once all steps are successfully completed, finalists will be notified of their success and invited to an induction ceremony where they will be inducted into the West Shore School District JHS.
- Students who are not successful may appeal through the faculty advisor to the faculty review committee for reconsideration.
- Decisions made in review are final.

High School National Honor Society

National Honor Society (NHS) is a national organization that promotes and recognizes character, scholarship, service, and leadership in students. In addition to having the required cumulative GPA, applicants must demonstrate significant accomplishment and/or participation in the four

areas indicated on the application form. Each area is weighted equally in the application process, so it is necessary to have some accomplishments in each area. Students are eligible for election to NHS at the beginning of their junior or senior year based on their school record at the end of tenth or eleventh grade.

Cheating

A student is cheating when a staff member observes a student(s) securing or intending to secure information as well as giving information which will be graded in a manner which is contrary to accepted academic standards. Following an investigation of the incident, the teacher will record the violation in the teacher’s records and will report the incident to the administration, but have the option of taking disciplinary action themselves. The student will receive no credit for the assignment. On the second offense, the incident will be reported to the administration for disciplinary action.

Graduation Requirements (Board Policy 217)

A student who successfully meets all criteria for graduation by the end of the first semester of the senior year is eligible to receive a diploma following the completion of the first semester. For planning purposes, the student will notify the administration at the end of the junior year of the intent to graduate mid senior year. The student will be permitted to attend the regular Commencement Program at the conclusion of the senior year and must notify the administration of this intent at the end of the junior year.

Students who graduate at the end of the first semester of the senior year are no longer considered students and, therefore, are not eligible for services, privileges, and participation in student activities. As such, these students are removed from class rank and will not be considered as valedictorian or salutatorian.

In order to receive a diploma, the following credits must be earned:

Curriculum Area	Planned Courses	Credits
English	4	4.00
Social Studies	3	3.00
Science	3	3.00
Mathematics	3	3.00
Health/Phys. Ed.	3	1.25
**Electives	Variable	7.75
TOTAL		22.00

- Graduation requirements for special education students may be based on each student’s Individualized Education Plan (IEP). An eligible student may graduate if he/she satisfies all of the District’s graduation requirements or if his/her IEP team determines that the student has satisfied the IEP goals to the extent necessary for graduation. As part of the IEP, a transition plan will be developed for each eligible student age 14 or older, if appropriate.

- The transition plan will comply with all applicable state and federal regulations and statutes.
- With regard to the graduation requirements, exceptional students are entitled to graduate if the goals and objectives of the IEP have been met or if the student is no longer in need of special education.

Homework (Board Policy 130)

Homework should provide practice, previewing, and reinforcement of skills presented by the teacher; broaden areas of interest through enrichment; provide opportunities for parents/guardians to know what their student is studying; and encourage parent/guardian and student interaction.

As students mature, the types of homework assignments and the time needed to complete them should also increase. Teacher teams should coordinate assignments so homework does not exceed 60 minutes per day at the elementary level, 90 minutes per day at the middle school level, and 120 minutes at the high school level. For purposes of computing grades, homework assignments are considered only one of several contributing factors.

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

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

Identification Cards

Middle and High School

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

Kindergarten Acceleration Program (KAP)

The District's Kindergarten Acceleration Program (KAP) is an extended-day kindergarten program which provides students with the opportunity to preview information and build on their prior knowledge, increase background information, and acquire the vocabulary necessary to understand new concepts and skills. Student progress reports will be shared three times a year for students enrolled in KAP.

Latchkey Program

Before and after school care is available in each of the District's elementary schools through Best Friends Daycare, LLC. If interested in enrolling, please contact Best Friends Daycare at (717) 774-3923.

The latchkey program will be open before school from 6:30 a.m. to 8:30 a.m. and after school from 3:30 p.m. to 6:00 p.m. Alternate care may also be offered on scheduled school day closings, emergency related closings, early dismissals, and two-hour delays. Please consult with the day care providers for specific information about alternate care.

Lost and Found

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

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 announced, morning kindergarten students arrive at school at 10:45 a.m. with their fellow elementary students and remain in school until 12:45 p.m. The modified schedule does not impact afternoon kindergarten.

Obligations

Obligations include lost or damaged items related to academic supplies (library books/fines, textbooks, lab equipment, computers, chargers, etc.), school meal balances, unreturned athletic equipment, disciplinary actions (detentions, suspensions, etc.), property damage, and other financial obligations the student has incurred.

Students and their family are responsible for the satisfactory settlement of all obligations. Notification of obligations will be given to the student throughout the school year.

Students with outstanding obligations may not be permitted to participate in activities (i.e., homecoming dance, prom tickets, class events) and will not be issued a parking pass. Athletes with obligations will be prohibited from participating in their sport(s).

Parent-Teacher Conferences

Conferences are held so parents and teachers may evaluate together the progress the student has made. Sharing responsibilities, working together, and exchanging valuable information is helpful to the teacher and parent, as well as the student. Conferences for the purpose of discussing a school problem can be held at the close of the school day, or during the school day by appointment. Classes cannot be interrupted for this purpose. Parents wishing to discuss a

problem with a teacher should call in advance either the teacher or the school office and arrange a time that will be mutually agreeable. If the parent and teacher cannot solve the problem, an appointment should be made with the principal for a conference.

Party Invitations

Elementary School

Invitations to private parties (ex. birthday parties) may not be passed out at school unless all students in the class are invited to attend. Schools/teachers cannot give out phone numbers, addresses, or email addresses for students for any reason, including party invitations.

Pets

For health and safety reasons, pets are not permitted on school grounds. This includes our playground area and while waiting to pick up students. Pre-approval from the principal is necessary for any special instructional purposes. This approval will be based on the educational value, and more importantly, on the safety and health concerns of those involved.

Physical Education

Elementary School

The District's physical education program for elementary students includes swimming instruction at the West Shore School District Natatorium located at Red Land High School. Students in second and fourth grade participate in the "Learn to Swim Program" during the school year. Swimming schedules will be provided by your student's school.

No standard uniform is specified or required. For safety's sake, students must wear sneakers during class activities. Sneakers must be properly laced and tied. Slides or slip-on shoes that do not cover the heel are unacceptable. During inclement weather when boots are worn, please remember to bring a pair of sneakers for Physical Education (PE).

If your student needs to be excused from physical education class, send a doctor's note which specifies the reason and duration of non-participation. In the event a doctor's note cannot be secured, a letter from the parent should accompany the student to class. Keep in mind, if your student is excused from physical education class, he/she will not be participating in the same types of activities at recess.

Middle and High Schools

All students in the secondary schools will be required to take physical education unless excused by a physician's certificate. In order that there may be uniformity of dress in the physical education classes, a gym suit may be required by the physical education department. For safety's sake, students must wear sneakers during class activities. Sneakers must be properly laced and tied. Students are strongly encouraged to place any clothing or other items of value in a locked gym locker during each physical education class or practice. Each year locks for gym lockers are sold to students new to the building. Locker use is subject to Board Policy 226.

PowerSchool

Our District's student information system, PowerSchool, offers you an opportunity to have online access to information regarding your student. The only prerequisites for access to PowerSchool are a computer with internet access and a PowerSchool login and password. With an active account, you will be able to see your student's class schedule, attendance, demographics (address, phone number, etc.), class grades, and failing progress reports. In order to set up an account, please contact your student's school.

Promotion and Retention (Board Policy 215)

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

Elementary School

- Responsible decisions concerning the promotion of a student must be made on a variety of academic and social grounds. Retention should be chosen only as a last resort and, when selected, the curriculum must be restructured and enriched to meet the student's needs.
- Most students should not spend more than seven years in kindergarten through fifth grade.
- School personnel will convey to parents what placement will be in the best educational interest of the student. Decisions regarding retention should 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 student's placement.
- No student may be retained in a grade without exhausting school resources. Promotion or retention decisions regarding students with disabilities shall be made in accordance with state and federal laws.
- When retention is considered, parents shall be notified in writing concerning the final decision before the close of the school year except in the case of exceptional students.

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.
- Eligibility for promotion for students enrolled in special education shall be based upon the student's educational need and shall be defined in the student's IEP.

High School

Students attending the high school are required to sign up for six credits per year. To be promoted from one grade level to the next, students must earn the following credits:

- Five credits to move from freshman to sophomore status
- Ten credits to move from sophomore to junior status
- 16 credits to move from junior to senior status (credits must be earned prior to the senior year)

Exceptional Students

- Graduation requirements for special education students may be based on each student's Individualized Education Plan (IEP). An eligible student may graduate if he/she satisfies all of the District's graduation requirements or if his/her IEP team determines that the student has satisfied the IEP goals to the extent necessary for graduation. As part of the IEP, a transition plan will be developed for each eligible student age 14 or older, if appropriate.
- The transition plan will comply with all applicable state and federal regulations and statutes.
- With regard to the graduation requirements, exceptional students are entitled to graduate if the goals and objectives of the IEP have been met or if the student is no longer in need of special education.

Public Displays of Affection

Middle and High Schools

Students are reminded that school is a public place and proper decorum must be exhibited at all times. As such, physical displays of affection are unacceptable. Inappropriate displays of affection are subject to appropriate disciplinary consequences depending on the severity of the action.

Publications

The creation, manufacture, or dissemination of any booklet, pamphlet, magazine, periodical or other publication in or on the premises of the West Shore School District is prohibited without prior approval by the administration for approval five school days before the intended distribution. A copy of the proposed publication or a copy of the format of the proposed publication shall be submitted to the administration. Should the publication be intended for one building, it shall be submitted through the building principal. Approval of a periodical shall continue in force until withdrawn or otherwise noted.

Releasing Students to Non-Custodial Parents

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

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

Scheduled Remote Learning Days

There are scheduled days during the school year when students will work a half day from home. Student work may be completed on the remote learning day, or anytime over the weekend/vacation, and submitted the next day school is in session.

School Pictures

For yearly school records, each student will have his/her picture taken whether or not the picture packet is purchased. More information will be sent home with your student prior to picture day.

Six-Day Cycle

All schools in the West Shore School District use a six-day cycle for scheduling. Starting with the first day of school, days will be called Day 1, Day 2, Day 3, Day 4, Day 5, and Day 6. This pattern will keep repeating throughout the school year. In the event school is canceled due to inclement weather, or there is a scheduled school holiday, the next school day will be the next number in the six-day cycle.

Six-day cycles allow more flexibility in scheduling and prevent students from missing certain classes on holidays that fall on the same day of the week. Cycle day numbers are printed on activities calendar and posted on the online calendar available on the District website.

Student Expression (Board Policy 220)

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/or incite violence. Rules have been established for the distribution of materials that are not in violation of this policy.

Student Fundraising (Board Policy 229)

The Board acknowledges that the solicitation of funds from and by students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the school program. If properly organized and directed, fundraising activities by students can produce a desirable learning outcome by providing opportunities for nurturing responsibility, school spirit, and a general feeling of cooperation in a common cause. At the same time, an unmanaged solicitation campaign or too many sales campaigns by students, especially on a door-to-door campaign, can create a negative effect on school-community relations.

For purposes of this policy student fundraising shall include the solicitation and collection of money by students for any purpose and shall include the collection of money in exchange for goods or services.

Student Records (Board Policy 216)

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

- Inspect and review student information.
- Seek to amend educational records.
- 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 available from the Department of Student Services.
- Contact the building principal or the Department of Student Services to obtain the name of the individual considered to be the "custodian" of their student's records at the building level.
- Appeal any issue concerning the development, maintenance, and storage of student records through the following line of authority: teacher, principal, Director of Student Services, Superintendent, and Board of School Directors.

Parents desiring access to their student's records may contact the building principal. Students may review permanent record information without parent permission, but must have such permission in writing to inspect restricted data unless they qualify as an eligible student. The record review process for students and parents is explained in greater detail in Board Policy 216.

Telephone Security and Use

The telephones within the schools of the West Shore School District have the capability of caller identification (ID) and customer operated tracing. Threatening or harassing calls will be reported to the telephone companies and the local police department. Threatening or harassing telephone calls will be prosecuted in the courts by the District's administration to the fullest extent of the law. Additionally, the office telephone may not be used by students for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies. Students who need to make emergency calls must request permission from the office staff to do so. All calls must be made from the office.

Teachers or students will not be called from classes to the telephone. Parents should not call the school to talk to their students unless it is an emergency. If a message must be given to a student, it may be given to the secretary answering the telephone who will, in turn, see that the message reaches the student.

Textbooks

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

Title I Parent and Family Engagement

Elementary School

There needs to be a strong commitment from the home, the school, and the student to make learning successful. West Shore School District is committed to supporting the home efforts in education. The District has a parent/school compact. It is the compact used for our students who receive instructional support through Title 1 services in the elementary buildings. Parents of Title I schools may request a copy of the Parent and Family Engagement Policy.

Tobacco/Nicotine Products (Board Policy 222)

The Board recognizes that the use of tobacco, nicotine, and nicotine delivery products (ex. Juuls and other electronic cigarettes) presents a health hazard which can have serious consequences both for the user and for the nonuser and the safety and environment of the schools; therefore, they are of concern to the Board. The purpose of this policy is to prohibit student possession, use, purchase, and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

State law provides that a student who possesses, uses, purchases, or sells tobacco in a school building, a school bus, vans, and vehicles that are owned, leased, or controlled by the District, or on school property commits a summary offense. The law provides that the District shall initiate prosecution against the student for such an offense. Upon conviction, the student is subject to a fine for the benefit of the District, plus court costs, or to be admitted to an adjudication alternative program. With prior approval by building administration, a student found guilty of violating this policy may complete a smoking cessation program in lieu of a citation being issued. Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action. Disciplinary consequences are also imposed by the school administration.

Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include not only tobacco, but also vaping products such as Juuls and other electronic cigarettes (e-cigarettes). Please refer to Policy 222 for additional information of what tobacco products are encompassed under this policy.

Toys

Toys or other items that may distract a student from learning should remain at home.

Walking to School

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

Working Papers

All students between the ages of 14 and 17 are required by Pennsylvania School Law to secure an employment certificate, known as "Working Papers," before they may begin to work.

Working papers will be issued at the high school office for all students residing in the West Shore School District. When seeking working papers, the student should always bring with him/her a birth certificate and must be accompanied by a parent or guardian. This is the starting point for all applications.

HEALTH SERVICES

Administering Student Medication (Board Policy 210)

District personnel are prohibited from providing or administering medication to students except as authorized by doctors or other certified medical personnel. Parents/guardians, 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 student. The school will cooperate when parents place the responsibility for taking medicine with their student. When parents cannot come to school and students are too young to assume responsibility for taking medication, the school, insofar as the requirements listed, will cooperate in the dispensing of medication.

Written parental consent for the administration of medication to a student is required for each episode of illness, each medication order, and once every school year for a chronic condition. The signed, written statement authorizing action should include:

- Student's name
- Date
- Diagnosis
- Family doctor's name
- Name of the medication(s)
- Medication in the original, labeled container (pharmacies will provide extra containers upon request)
- Dosage and the time interval

Medication to be taken during school hours must be delivered by a parent or other responsible adult directly to the school nurse, secretary, or principal. Students are not permitted to be in possession of medication. As such, medications should not be sent to school with students or placed in the student's possession with directions to the school staff.

All prescription medications must be accompanied by doctor's orders. Non-prescription drugs will be given to students for a maximum of three days without a doctor's order. If the health of the student may be impaired if the medication is forgotten or given early/late, parents should keep the student at home or be personally responsible for administering the medication at the prescribed times. Medication order and request forms are available on the District website on the Health Services page or may be obtained from the school nurse.

School employees who dispense medication keep a log in which the administration of any medication, student's name, date and time the medication was administered, and quantity of medication given is recorded in ink. The administration of medication by school employees is limited to oral medications except in cases where the parents and primary medical care provider, through special orders, have authorized emergency injections or other modes of delivery as appropriate. Students may be permitted to carry and self-administer emergency medication with the written approval of the student's primary care provider, parent and the certified school nurse.

The school's role in this policy is one of cooperation with the parent, primary medical care provider, 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 by students if a primary medical care provider's statement ordering such is provided to the school nurse or building principal.

Automatic External Defibrillators

The District has placed one or more Automatic External Defibrillators (AEDs) in each school. The AEDs provide emergency assistance in the case of unexpected cardiovascular distress and are located in positions readily accessible during potential crisis events. If you see someone in physical distress, please do not hesitate to contact emergency medical services, building administration, and use the AED if it is medically needed.

Communicable Diseases and Exclusions

Students should be kept at home if they have a fever over 100 degrees Fahrenheit, a cold, rash, or suspected communicable diseases. Students are advised to remain at home until they have recovered and are fever free for 24 hours without fever reducing medication. Students presenting unusual symptoms or possible communicable illness may be excluded from school by the school nurse and an administrator.

If this occurs, parents will be asked to secure medical services for the student and to provide a note from the student's medical provider stating they may return to school.

Dental Program

The District's dental hygienist performs a role similar to 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 examines each student's teeth during elementary and middle school and may refer students to a dentist or other specialist for further examination or treatment.

Examinations & Screenings

The state School Code makes provisions for compulsory physical examinations of public school students. The District is on a modified state program schedule which requires compulsory physical examinations to be completed in 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 eligible students free of charge by the District's physician and nurse practitioners.

Parents usually prefer to have the mandatory physical examinations completed by their family practitioner. Forms are available from the school nurse for that purpose and can also be downloaded from the District website on the Health Services page. Additional information about compulsory physical examinations can be found in the Admission to School section and in Board Policy 209 available on the District website.

Vision screenings are conducted in kindergarten through second, fourth through sixth, and eighth through eleventh grade. Hearing screenings are conducted in kindergarten through third, seventh, and tenth grade. Physical problems discovered or suspected during a screening/examination are reported in writing to parents. It is important for the student's welfare that all remedial health deficits are corrected by a family physician/specialist and that the referral form, completed by the provider, is returned to the school nurse.

First Aid

If a minor accident occurs during the school day, first aid will be administered by school staff. Parents 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, they are asked to direct a written request to the principal each year.

Illness During School Hours

Students who become ill during the school day must report to the school nurse. While we will never keep a student from using their personal cell phone to contact a parent, please know that unless the nurse is the one sending the student home, that absence is unexcused. If students are ill, they should go see the nurse who will make the determination as to whether or not the student needs to go home that day and arrange pick up with the parent/guardian. Should the school be unable to reach a parent/guardian, the emergency contact person noted on the emergency contact sheet will be called. It is very important that the emergency contact sheet be kept up to date.

Health services are provided to students by state licensed nurses. The school nurse is available to assess illness or injury which occurs during the school day. Matters pertaining to illnesses, suspicious rashes, and injuries which occurred at home, etc. will be referred to, and are often best handled by, the student's health care provider.

Naloxone

As a means of enhancing the health and safety of its students, staff, and visitors, the District has doses of the opioid antagonist Naloxone, the medication used to treat a narcotic overdose in an emergency situation, available in its buildings.

The certified school nurse assigned to each building is a licensed health care professional who will supervise building-level administration of Naloxone. In consultation with the school nurse, administration shall identify appropriate employees to be trained in the use of Naloxone. Training will include recognizing opioid related overdoses, how to administer Naloxone, and when/how to properly seek medical attention.

Any incident involving a student found to be under the influence of an opioid while on District property, at a school-sponsored activity, or being transported to/from school or a school-sponsored activity on District provided transportation, regardless of whether or not Naloxone is administered, shall be subject to the conditions outlined in Board Policies 218 Student Discipline and 227 Drug and Alcohol Awareness. These include, but are not limited to, referral to the District's Student Assistance Program.

Nursing Services

Duties of the school nurse include instruction for students and staff in such areas as hygiene, nutrition, physical development, various diseases, safety, and first aid procedures. Certified school nurses also create emergency health care plans and coordinate the care of those students with chronic health conditions. Nurses screen students registering for kindergarten and refer vision, hearing, or other physical problems to the appropriate specialists.

Suicide Awareness, Prevention, & Response (Board Policy 819)

The District is committed to protecting the health, safety and welfare of its students and school community. The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and their entire school community are significant. This policy supports federal, state, and local efforts to provide education on youth suicide awareness and prevention; maintain a safe school environment, establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

As a means of preventing suicide as well as identifying students in need of additional supports for mental health issues, the District may offer mental health screenings using a variety of online

screening tools. Referrals, with parent/guardian consent, may be made to outside agencies based on results obtained.

Parents will be notified in advance of screenings and provided with directions for opting out of this service.

All District employees and contracted services, including but not limited to secretaries/aides, coaches, bus drivers, custodians/maintenance, and food services workers, receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

SAFETY AND SECURITY

Building & Facility Security

The District is committed to providing a safe and secure learning environment for all of our students and staff. As a school district, the safety and welfare of our students and staff is our highest priority. While nothing is ever fail-safe, we believe the following precautions work to provide a safe environment for our students:

- All building doors are locked during the school day. Visitors are permitted to enter the buildings after identifying themselves and their purpose to the office personnel. While this may at times seem like an inconvenience, it is essential that we know every person who enters our schools' doors.
- All staff members are required to wear identification badges to ensure that they are easily identifiable. Visitors must also sign in at the office and wear a visitor's identification badge/sticker.
- District and building administrators are visible in schools and at extracurricular events.
- A team of teachers and administrators at each building are trained in Safe Crisis Management.
- The District conducts Risk and Vulnerability Assessments to determine areas of needed safety improvement.
- We ask staff to be vigilant in monitoring guests as they walk the halls of our buildings; staff are instructed that, in the event they observe someone without a District-authorized identification, they are to question the individual's presence and escort them back to the office.

Run, Hide, Fight

Run, Hide, Fight is an intruder response plan where staff and students assess the situation and respond on which option is best. As the name implies, if a violent intruder comes into a school, the response could be to run to a safe place, or hide in a locked area, or attempt to stop the intruder as a last resort with items found in the school.

As part of our ongoing efforts, the District holds drills throughout the school year which includes practicing the hide portion of Run, Hide, Fight and age-appropriate training.

Important information regarding the drills:

- The goal of any drill is to improve our ability to protect students. While students and staff are aware the drills will be occurring, specifics about the date and time are not shared so we can better evaluate our emergency preparedness plans and improve our response skills.
- At the elementary level, staff discuss Run, Hide, Fight with students.
- At the middle schools and high schools, students watch the YouTube video SAUSD Run Hide Fight (Middle School), which highlights all three elements of the Run, Hide, Fight approach.
- In all schools, the drill begins with the announcement "This is a drill. This is a drill. This is a drill." and ends with the announcement "The drill is now over. Resume normal operations."

School Security Personnel

Beginning with the 2023-2024 school year, in addition to the School Security Guards at our secondary schools, a School Resource Officer will be assigned to each high school.

School Security Personnel have undergone rigorous training, including specialized programs focusing on school safety, conflict resolution, and de-escalation techniques. They also serve as a mentors, providing guidance and support to students, and can actively participate in educational programs on topics such as bullying prevention, drug awareness, and personal safety.

In addition to emergency response training, our School Security Personnel also successfully completed training on safety issues relevant to school-age students and skills to create and maintain positive and influential relationships with our diverse student body.

Searches (Board Policy 226)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interest in protecting and preserving the health, safety, and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Searches may include the use of hand held security devices such as wands or other similar devices.

The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. Building administration may delegate responsibility for generalized searches to building staff.

Canine Searches

Canine searches are a preventative measure that reflects our commitment to eliminating drugs and other controlled substances from our schools. During the search, students and staff will be placed on a non-emergency lockdown and access to/from campus will be limited.

Typically searches consist of canine units, under the control of their police officer handlers, sniffing common areas, such as hallways, lockers, and parking lots, to identify the presence of illicit substances. The searches are non-invasive and do not involve physical contact with students.

In addition to any criminal charges filed by the police, anyone found to be in possession of prohibited items during the search will face disciplinary consequences. The District's policy is not to release specific discipline information following a search.

S.O.S. Hotline - See Something, Say Something

Since 2001, the District has utilized a violence prevention S.O.S. (Save Our Students/Staff) Hotline.

The hotline may be reached by calling 717-932-1840 or emailing soshotline@wssd.k12.pa.us. Messages left on either S.O.S. Hotline are checked each morning and throughout each school day.

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 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.

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.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late.

There are three ways to submit an anonymous tip:

- Call the tipline: 1-844-SAF2SAY (1-844-723-2729)
- Use the website: <https://www.safe2saypa.org>
- Use the mobile app available in iOS and Android stores

Answers to frequently asked questions can be found on the Safe2SaySomething website at <https://www.safe2saypa.org>

Safe Crisis Management

In the event a student jeopardizes the safety of himself or others by his behavior, there is a select group of trained professionals equipped to address the situation utilizing Safe Crisis Management techniques. These techniques have the student's safety as the primary objective.

Students and the Police (Board Policy 225)

Permission can be granted by the Administration for police to interview 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/designee is present throughout the proceedings.

Terroristic Threats (Board Policy 218.4)

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

Terroristic threat shall mean a threat communicated either directly or indirectly to:

- Commit any crime of violence or to terrorize another;
- Cause terror with reckless disregard of the risk of causing such terror or inconvenience.

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

This policy applies to on-campus and/or off-campus communications, including but not limited to, social media content or messages posted using private devices after school hours. For purposes of this policy, the subjective intent, motivation, or purpose of the student is not relevant in

determining whether the student's actions constitute a terroristic threat as defined herein. It shall be no defense to a violation of this Policy that the student was joking when s/he communicated the threat.

District reserves the right to obtain repayment or restitution from the student and/or the student's parents/guardians for any direct or indirect costs to the District that resulted from the student's violation of this policy. Violation of this policy will result in discipline up to and including expulsion or exclusion from school, consistent with and subject to the Student Code of Conduct and applicable Board Policy.

In the case of students with disabilities, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act and follow Board policy.

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

Visiting School (Board Policy 907)

The District has the authority to prohibit entry of any person and may limit visitors to designated areas or limit the number of visitors when necessary to protect the health and safety of students, staff, and the public. Additionally, there may be times when schools will not be open to visitors because of school security concerns and emergency situations.

To ensure order in the schools and to protect students and employees, the following guidelines have been established.

- Students are not permitted to bring friends, house guests, etc., to school during the regular school day without the prior permission of the building principal. Any permission to do so for extraordinary reasons must have prior approval of an administrator at least one day in advance.
- Persons wishing to visit a school should make arrangements in advance with the school office in that building. Permission must be secured at least 48 hours in advance from the principal (or the Department of Special Education), if the purpose of a school visit is to observe a classroom session.
- Small students tend to be a distracting influence, and their presence usually makes it impossible to observe a normal classroom situation. We ask that visitors do not bring siblings or other young students to school visits.
- For security purposes, all entrances to District buildings are secured during school hours of operation. Only the main entrance of a building that is monitored and capable of controlling visitor entry may be used when visiting a school.
- Upon arrival, visitors must park in designated parking areas, sign in/out at the school's main office, and provide a valid driver's license or other state-issued identification. The ID will be scanned and a visitor's badge will be printed. If a visitor refuses, or is unable, to present a

valid form of ID to the building office when checking in, the visitor must be escorted at all times during their visit.

- All visitors will be required to wear and openly display the District issued visitor's pass during the time they are in the school. The badge is self-expiring, meaning after 12 hours a red stop sign will appear on the front so it cannot be reused.
- No visitor may confer with a student in school, or have direct contact with a student, without the approval of the building administration or designee.
- Parents and visitors to our schools and school-related events are welcome to take photos of their student for their personal use. However, guests are asked to respect the privacy and confidentiality of other families and are urged not to post photographs or videos which clearly identify someone else's student on social media websites.
- Electronic surveillance devices are being used within the schools to protect students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.
- The presence of a non-registered visitor will be reported to the police and the visitor will be asked to leave.

To protect the health and safety of students, staff, and the school community, visitors are expected to follow these established guidelines. 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.

Volunteer Clearance Policy & Procedures

The District welcomes and encourages volunteers in its schools, classrooms and as part of extracurricular activities. For the safety of students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so.

The District's volunteer procedures meet, and in some respects exceed, the requirements of the Student Protective Services Act of 2014. This Act requires that any returning volunteer or prospective volunteer:

- Present themselves at any district school building or the District Administration building with a government issued photo identification card. The ID card will be logged into the District's School Gate Guardian system, which checks the volunteer's information against several state databases.
- If volunteering for the first time, provide the District with an original Act 34 PA Criminal History Record Check (PA State Police) and an Act 151 PA Student Abuse History Certification which are less than five years old at time of submission.
- In addition to the above, prospective volunteers who have not lived in Pennsylvania continuously for the past ten (10) years at the time of application must also provide an Act 114 FBI Criminal History Clearance (fingerprint) obtained at the prospective volunteer's expense until such time as the volunteer lives continuously in Pennsylvania for ten (10) years. Those

prospective volunteers who have lived in Pennsylvania continuously for the past ten (10) years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would prohibit selection as a volunteer.

- Provide the District with a Tuberculous (TB) test that is less than ninety (90) days old at the time of presentation. A TB test is not required to be repeated provided at least one occurrence of volunteer occurs during a school year. A break in volunteering will require a new TB test.

Clearances must be renewed every sixty (60) months. The District reserves the right to require additional information as part of the volunteer application process.

The first time registering as a volunteer and annually thereafter, a volunteer will be asked to provide a signed Volunteer Affirmation form. Signature on this form affirms that the volunteer is in compliance with state volunteer regulations AND has read and understands the District's Guidelines for Volunteers, which includes important information regarding the volunteer's responsibility as a Mandated Reporter of suspected student abuse and the procedures for reporting any such suspicion. The Volunteer Affirmation form and District's Guidelines for Volunteers are available for download on the District website under the Community tab.

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

Any badge, label, or sticker indicating volunteer status must be worn and visible while in the act of volunteering. The Visiting School section of this handbook outlines procedures for persons wishing to visit a school building.

Weapons (Board Policy 218.1)

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

The possession and/or use of a weapon in the buildings of, on the grounds of, at school-sponsored activities of, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the West Shore School District, is a serious violation of the rules and regulations of the District.

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

Definitions

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

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

Reporting Knowledge of a Weapon

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

West Shore Stadium Bag Policy

In order to maintain a safe environment for all members of the West Shore community, we have decided to take additional security measures at the West Shore Stadium and other District events as applicable.

Following the District's Bag Policy, in addition to visual inspections, all guests to the West Shore Stadium will be subject to a bag check before entering.

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

- One clear bag per person. No larger than 12" x 6" x 12".
A one-gallon clear freezer bag (Ziploc or similar) is acceptable as meeting this requirement.
OR
- One small clutch bag or purse no larger than 6.5" x 4.5", with or without a strap.

Strollers, walkers and other medical necessary items will be allowed in subject to a detailed

search. The Athletics Department encourages guests to allow appropriate time to go through the bag search process prior to the start of any scheduled pre-game activities. Gates at the West Shore Stadium open 1.5 hours prior to the start of each home game.

STUDENT SERVICES

Homebound Instruction

A student who will be absent from school for more than three weeks, due to an extended illness or health condition, is eligible for homebound instruction. This service permits a teacher to come into the home, hospital, or other established area for up to five hours of individualized instruction each week. Instruction is provided in core courses only (reading, math, science, social studies, world language and/or language arts) at no cost to the family.

If homebound instruction is needed, contact the student's school counselor. A student receiving homebound instruction must submit a new doctor's note every 30 days documenting the need for these services. Requests for homebound instruction for reasons related to mental health issues must be prescribed by a psychiatrist.

School Counseling

The role of the counselor is to support the academic, social-emotional, and college/career readiness needs of all students. School counselors consult with students, teachers, nurses, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students. School counselors are also available for parent conferences whenever needed.

The school 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 school 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.

School counselors often refer students and their parents to other sources of assistance and then serve as a liaison to such agencies as social services, probation, and mental health. The school counselor can also help a student plan for life beyond high school.

The services of a school counselor are available to all District students and can be secured by contacting the counselor directly or by notifying the student's teacher or building principal.

School Psychology Services

The primary role of the school psychologist is to lead the multi-disciplinary evaluation process for students presenting academic and/or behavioral concerns. A more involved formal evaluation may take 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.

School Social Work Services

The District provides Social Work Services to assist students and families with accessing community-based services as a way of meeting their basic needs, including food, clothing, shelter, and medical care. In addition, the District social workers have been instrumental in working with families to ensure students attend school on a regular basis. For more information, parents may contact their student's school counselor.

Student Assistance

Student Assistance is a way to identify students experiencing academic challenges due to mental health or drug and alcohol concerns. 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 Student Assistance program is the Student Assistance Team. This group of school personnel and outside agency representatives are specially trained to work with high-risk students.

Students Experiencing Homelessness

Students determined to be experiencing homelessness have specific rights including free school meals and consideration for remaining in the school the student was attending at the time he or she became homeless. Homelessness is generally defined as lacking a fixed, regular and adequate night time residence. Other conditions include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations
- Living in emergency, transitional or domestic violence shelters
- Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary night time residence
- Living as runaway students, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason

If a student/parent believes they meet any of these conditions, they should contact their school counselor. District staff who suspect a family meets these definitions should share information with the school counselor, building administration or the District liaison.

FOOD SERVICES

The District participates in the National School Breakfast and Lunch Programs and in order for meals to qualify for the free or reduced price meals program, they must be compliant with the *Healthy, Hunger Free Kids Act*. More information about specific meal requirements can be found on the USDA's Food and Nutrition Service website and are displayed in each of the school cafeterias.

Breakfast and Lunch Menus

The school breakfast and lunch program is operated by Sodexo Quality of Life Services. Menus and nutritional information are linked to from the District's website under the Food Services department page.

Free or Reduced Price School Meals

Families who have students attending a public school may apply online for free or reduced price school meals through the Commonwealth of Pennsylvania Access to Social Services (COMPASS) website at www.compass.state.pa.us or through the District's Point of Sale prepay system (see information below). Families may also use a paper "Household Meal Benefit Application." If you apply online, a paper application does not need to be submitted.

COMPASS allows Pennsylvanians to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Students' Health Insurance Program (CHIP), etc. Families may use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time.

Please note, families are responsible for the full cost of meals until their application has been approved. Students participating in the free or reduced price meals program may purchase a la carte items at the regular price if they have funds available in their student account.

Meal Prices for 2023-2024

Elementary Lunch = \$3.25

Elementary Breakfast = FREE

Secondary Lunch = \$3.35 and \$3.70

Secondary Breakfast = FREE

Reduced Price Lunch = \$0.40

Reduced Price Breakfast = FREE

Adult Lunch = \$4.73

Adult Breakfast = \$2.65

Free Meals Through the Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) of the National School Lunch Program allows schools in low-income areas to provide meals at no cost to families. For the 2023-2024 school year, six District schools qualify for participation. All students attending these schools, regardless of their family's economic status, will receive lunch for free.

- Elementary Schools - Highland, Hillside, Newberry, Rossmoyne, and Washington Heights
- Middle School - New Cumberland

Point of Sale Prepay System

All District schools are using LINQ Connect (formerly known as TITAN), a Point of Sale prepay system, for student breakfasts and lunches. This system allows parents to monitor their student's account balance, view meal purchases, and make online payments using Visa, Mastercard, American Express, or Discover. There is no charge to monitor student account information; however, a convenience fee will be charged when LINQ Connect is used to add funds to a student's meal account. The District does not receive these convenience fees.

Parents who choose to utilize LINQ Connect's website portal to deposit funds will need a valid email address and the student's identification number. Each student in the District has an identification number regardless of whether or not they have made a prior purchase in the cafeteria. This number can be found by logging into PowerSchool online (the number is not available in the mobile app). The student's ten-digit identification number appears in the upper right corner of the Grades and Attendance screen.

If parents prefer not to use the online service to deposit funds, money may be added to student accounts by sending cash or checks made payable to "West Shore Cafeteria Fund" to school with students. Cash payment for meals will continue to be accepted at schools. All cash/checks must be deposited in the student's account. Unfortunately, monies cannot be accepted by the cashier at lunch time.

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure adequate funds are available for their student(s) to purchase school breakfasts, lunches, and a la carte items. Through LINQ Connect, parents can set their account to notify them via email when their student's account balance is low. Automated calls from the District informing parents of a low balance are also made when the student's balance drops below \$5 and when the balance drops into the negative. If the negative balance exceeds \$25, the family will be contacted to discuss circumstances. While students with a negative balance will not be permitted to purchase a la carte items, the District will continue to serve students breakfast and lunch when their accounts have insufficient funds.

Questions about the meal program may be directed to the Food Services office, 717-938-9577. Additional information may also be found on the District website and in Board Policies 246: Student Physical Activity & Nutrition and 808: Food Services.

Special Dietary Needs

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

With regard to substitutions for milk, per the United States Department of Agriculture’s ruling 73 FR 52903 Fluid Milk Substitutions in the School Nutrition Program, “Water or juice can no longer be offered as a fluid milk substitute for a student with medical or special dietary needs.” Accordingly, the District can no longer substitute juice or water for students with milk intolerance or a non-disabling milk allergy. This ruling does not apply to students with a disability, as documented by a licensed physician on the Medical Plan of Care. For students who have a non-disabling milk intolerance or milk allergy, parents may send a milk substitute with their student or their student can purchase water or juice a la carte. Parents may also provide a supplement such as Lactaid, to be administered by the school nurse prior to the student’s lunch. Supplements will require a medical care provider’s prescription stating the name of the medication, dose, and administration directions.

If you currently have a Medical Plan of Care on file with the school nurse, a new form is not required. However, parents must annually notify the school nurse that the plan of care has not changed. Please feel free to contact the school nurse or Food Services Department with questions.

Student Physical Activity and Nutrition Policy (Board Policy 246)

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

Physical Activity and Nutrition Advisory Council (PANAC)

The Physical Activity and Nutrition Advisory Council (PANAC) meets on a periodic basis throughout the year to discuss ways in which the District can develop, implement, and support nutrition and active lifestyles for its students.

TECHNOLOGY & MEDIA SERVICES

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

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

Individuals are hereby made aware that any violation of the guidelines included in this policy or

their improper use of computer resources or networks could be considered a violation of policy and result in disciplinary action.

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

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

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

Prohibitions

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

1. Illegal activity.
2. Commercial or for-profit purpose.
3. Non-work or non-school related work that does not directly impact or enhance a staff member's or student's proficiency with technology and meet an educational purpose for their position or learning in the West Shore School District.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

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

Social Media Applications

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

- The use of blogs, podcasts, wikis, or other Social Media Applications are considered an extension of the classroom and student learning. Speech that is prohibited in the classroom is also prohibited in all uses of blogs, podcasts, wikis, or other Social Media Applications.
- Users are expected to utilize safe practices while using blogs, podcasts, wikis, or other Social Media Applications by not posting unapproved personal information on the web including but not limited to last names, personal details, addresses, phone numbers, or personal photographs.

- All use of blogs, podcasts, wikis, or other Social Media Applications must be approved by the building principal. Approved uses shall be supervised and be under the direction of a district staff member.

Consequences for Inappropriate Use

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

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

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

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

Copyright

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

Safety

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

Approved Online Educational Resources

The District provides various educational content to students in digital form. Where student accounts are necessary, the District ensures that all content selected has been reviewed by District personnel and determined to be compliant with the Students's Online Protection and Privacy Act (COPPA).

To view a current list of the District's approved online educational resources, please visit the District website: <https://www.wssd.k12.pa.us/ApprovedOnlineEducationalResources.aspx>

District Issued Computing Devices for K-12 Students

All students will receive a District owned device for their use at school and at home. In general, all kindergarten through fourth grade students will receive an iPad and fifth through twelfth grade students will receive a Chromebook. There may be instances when students are supplied with a different device based on their educational needs. Students will keep their District-owned device over the summer months, and until they graduate, move out of the school district, or it is replaced by the District with a different device.

Device Expectations

- To ensure they can complete assignments outside the school day, students should take their device home each day and bring the device back fully charged for the next school day.
- While at school, students should bring their device with them to each class or secure it in a locked locker. Students are responsible for their device and should never leave it unattended or unsecured.
- Students are permitted to decorate the exterior of their device using school appropriate skins, stickers, or other decorations. Personalization must be removable, may not interfere with the working condition of the device, and must not cover the District asset tag/label. Please do not paint the outside of your device or use stickers on any part of the inside of your device.

Student Expectations

- While using District devices students must adhere to Board Policy 815 (Acceptable Use of Computing Resources and the Internet) available on the District website.
- Students are expected to conduct themselves as good digital citizens whether using their device for educational or non-educational purposes.
- There is no expectation of privacy while using District devices.
- All District devices come equipped with internet filtering protocols and/or software tools designed to keep students safe while using the internet. Although rigorous, these filtering systems are not foolproof and do not eliminate the need for parent/guardian internet safety conversations and supervision.

Device Care

Cleaning instructions for Chromebooks, iPads, and MacBooks

- Turn off the device.
- Wet a microfiber cloth with clean, room temperature water. Damp disinfecting wipes may also be used. However, please make sure to wring out cloths and wipes so they are not dripping.
- Wipe the screen, trackpad, keyboard, and case to remove dirt and germs.

- Leave the device alone until any residual moisture has evaporated.

Helpful Tips

- DO rinse your clean cloth regularly
- DO clean the top, bottom, screen, trackpad, and keyboard
- DON'T use a dripping-wet cloth. Any water that runs into the gap between the screen and where the edge of the device meets, or in the keyboard area can potentially damage the computer.
- DON'T spray water or cleaner directly on the device or power supply.

Support & Troubleshooting

In the event you encounter an issue with your device, please visit the District's technology page for helpful information and support:

<https://www.wssd.k12.pa.us/iPadandChromebookSupport.aspx>

Damage, Loss, Theft

If the device is damaged, the District will fix it or send it out for repair. Depending on the severity of the issue a replacement or loaner device will be issued to the student. Under no circumstances should the student or anyone else attempt to fix a damaged device. District provided devices are the property of the West Shore School District and District personnel will oversee all repairs. In the event a family is responsible for reimbursement due to damage or a lost device/charger a financial obligation will be assigned to the student in accordance with Board Policy 224: Care of School Property.

Accidental Damage to Devices

- First Incident: Reimbursement is waived
- Subsequent Incident(s): a financial obligation will be assigned to the student for the actual repair or replacement cost.

Intentional/Negligent Damage or Loss to Devices

- In the event the device is damaged or lost, the device will be repaired or replaced and returned to the student. If the school determines the loss or damage was caused by an intentional or negligent act a financial obligation will be assigned to the student for the actual repair or replacement cost.

Stolen Devices

- If the device is stolen a police report must be filed by a parent/guardian and a copy submitted to the building (elementary school main office or secondary school library). A new device will be issued to the student as long as this procedure is followed.

Lost Chargers

- In the event the charger is lost a financial obligation will be assigned to the student for the replacement cost.

Stolen Chargers

- If the charger is stolen a police report must be filed by a parent/guardian and a copy submitted to the building (elementary school main office or secondary school library). A new charger, free of charge, will be issued to the student as long as this procedure is followed.

Student Communication

To allow collaboration between students, teachers, and outside educational resources (such as colleges, technical schools, community educational partners, etc.) students have the following access to school district email accounts.

- **Elementary School:** Students do not have access to district email accounts. Please note, some District programs may require email access to be enabled, in these limited situations email access may be enabled for a technical or educational purpose. In lieu of email, elementary students may communicate with their teachers via Seesaw.
- **Middle School:** Access is limited to student-to-student emails, student to staff emails, and student to an approved list of educational accounts. Students should follow proper email composition and etiquette guidelines. Students may also communicate with their teachers via Schoology messaging.
- **High School:** Students are able to email student to student, student to staff, and individuals outside the District without restrictions. The open lines of communications for high school students are to accommodate their need to communicate with colleges, universities, trade schools, and internship sponsors. Students should follow proper email composition and etiquette guidelines. Students may also communicate with their teachers via Schoology messaging.

All middle and high school student to student emails will be archived for one school year (July 1-June 30). All student to District staff emails will be archived for two years from the date they are sent.

Middle and high school parents can access their student's email account and view their sent and received messages. Each student's username and password can be found in PowerSchool by selecting the "@Student Email" link on the left-side navigation bar.

TRANSPORTATION

The Transportation Department is dedicated to ensuring students arrive to and from school safely and on time. Eligible students are assigned a specific bus and bus stop.

Bus Laws

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

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

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

Transportation Exception Requests

Students must be picked up and dropped off at their assigned bus stop(s) unless a parent request to change their bus stop has been submitted to the building principal using a Transportation Exception form (available on the District website). The principal will forward this request to the Transportation Department where a final decision will be made. Parents will be notified by mail or email as to the approval or disapproval of the request. While the District makes every effort to accommodate requests for bus stop changes due primarily to student care arrangements, parents are advised a student may not be assigned to multiple bus stops.

Kindergarten Student Bus Procedure

To ensure the safety of our kindergarten students, if a parent or responsible guardian is not waiting at the bus stop when the student is to be dropped off, the bus driver will not allow them to get off the bus. The kindergarten student will be returned to school and parents contacted.

Rules for School Bus Students

To assist transportation drivers in carrying out their responsibilities for the conduct and safety of their passengers, the District hereby gives District drivers authority to apply all District rules and regulations. Student passengers who refuse to cooperate with the driver will be disciplined in accordance with District Board Policy 810, Transportation, and District Board Policy 218, Student Discipline. By policy, students who commit serious or repeated infractions of transportation rules and regulations may be suspended from riding District transportation.

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

General Bus Behavior

- Be at your approved bus stop at least five minutes prior to the designated time of that bus stop.
- Remain at least 10 feet back until the bus comes to a complete stop when boarding, and move immediately away from the bus at least 10 feet after getting off the bus.
- Always cross in front of the bus after looking both ways, and do not touch the crossing arm.
- Sit properly in your assigned seat, facing front at all times.

- Under no circumstances are you to stand up or move from your seat while the bus is in motion.
- No yelling or shouting while on the bus.
- Keep your hands and feet to yourself and refrain from hitting others or throwing objects.
- No eating on the bus without prior permission of a chaperone or driver.
- Keep all parts of the body inside the bus at all times.
- Do not tamper with or use the emergency door unless directed to do so by the driver.
- Be respectful of other students, the driver, and persons in view of the bus.
- Be cooperative and follow directives given by the driver.

Reporting a Late Bus or Item Lost on a School Vehicle

Families are reminded that if a bus is late or has not arrived within an acceptable time frame to call the District's transportation provider First Student at 717-938-8788. This contact number puts parents in direct contact with First Student staff who can radio a driver to inquire as to their whereabouts. Please do not call your student's school or the District main office as a first option. Contacting First Student will yield an immediate or faster response. Items lost on a school bus or other school vehicle should also be reported to First Student at 717-938-8788.

Board Policies 810 and 810.1 pertain to transportation issues. Policy 810.1 indicates that video cameras are placed on school buses to ensure that student behavior is consistent with the established bus rules. A notice is posted on each District bus notifying riders they are subject to video/audio surveillance. Both of these policies may be obtained on the District website.

DISTRICT COMMUNICATIONS

Automated Phone, Email & Text Messages

The District uses an automated phone, email, and text message system for general information calls as well as delay/cancelation and emergency notifications.

Parents/guardians do not need to sign up for notifications; the system will pull contact information directly from PowerSchool. However, in order to make sure you receive emergency notifications, including weather-related schedule changes, always notify your student's school if a contact phone number or email changes. Please note, if you unsubscribe from email communication, this will discontinue all email communication from the District.

In addition to the mass notifications, the District will also communicate to families and community members using our webpage and social media accounts (twitter, facebook, and instagram).

Annual Notices

Numerous federal laws require school districts to provide students, parents, and/or the public with notices. A few of these notices are included below. To review the complete listing of Annual Notices, please visit <https://www.wssd.k12.pa.us/AnnualNotifications.aspx>.

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 District performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school's administrative office since that time.

The EPA requires the District to perform re-inspections of the asbestos materials every three years by accredited asbestos inspectors. Besides routine inspections on a regular basis, the District's Supervisor of Buildings & Grounds also performs six month surveillances of the asbestos materials.

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 any asbestos.

Results of the re-inspections are in the management plan on file in the school's office. They may be viewed during office hours.

Elementary and Secondary Education Act

According to the Elementary and Secondary Education Act (ESEA), parents have the right to be notified at the beginning of each school year that they may request and obtain information from the school district about qualifications of staff instructing their student 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 student is provided services by paraprofessionals and, if so, their qualifications.

Complaints alleging violations of law in the District's administration of ESEA education programs must be filed with the Assistant Superintendent as a written, signed statement that identifies: the alleged ESEA violation, facts supporting the alleged violation, and supporting documentation,

such as information on discussions, correspondence or meetings with the District regarding the complaint.

Integrated Pest Management

The District has adopted an Integrated Pest Management (IPM) program for managing insects, rodents, and weeds. Our foremost goal is to protect students and keep them safe from pesticide exposure. The term "pesticide" includes insecticides, herbicides, pesticides, or fungicides. Only after trying non-chemical and the least toxic means to control a pest problem will pesticide use be deemed necessary.

The regulations require at least a 72 hour notice before each planned treatment. Should an incident require emergency treatment, great care is taken to ensure that students will not be exposed to any pesticide treatment. In the case of an emergency pesticide application, parents/guardians who have requested notification will be contacted by phone. Any parent or guardian may request such notification by submitting a letter of request to the building principal. Exemptions to these notifications include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

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 hours following the application or longer if the pesticide label recommends a longer re-entry time.

If you have any questions about the District's IPM policy, please contact the Director of Buildings and Grounds at the administration office.

Nondiscrimination in School and Classroom Practices (Board Policy 103)

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

Public Records (Board Policy 801)

The Right-to-Know Law requires the District to provide many records available by request for duplication. Residents seeking information under the Right-to-Know Law may download the District request form and schedule of fees from the District website or they may pick up these materials at the Administration Center for Education.

Use of Student Photos & Interviews

During the school year, there may be times when District staff would like to photograph students and/or their work to highlight their achievements. Those photographs may then appear in District and/or school publications, websites, or social media sites (ex. twitter, facebook, instagram).

On occasion, schools may be visited by the news media (usually local television stations and newspapers) to photograph or audio/videotape students. Those interviews may then be shared by the news media in print, on television, over the radio, or on the internet. In these instances, the student's full name may be published along with the student's image/achievement.

If parents or guardians do not wish to have their student photographed, videotaped, or interviewed in these ways, they are asked to notify their student's principal in writing.

In addition, through partnerships with local colleges and universities, the District pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities. The District only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted once the student teacher and his/her supervisor have finished reviewing it for the course assignment.

Parents should contact the District's Director of Communications or their student's building principal with questions or concerns regarding the use of student photos or student work.

Weather-Related Closings, Remote Learning Days, Delays, and Early Dismissals

When deciding whether to switch to remote learning, delay classes, or dismiss school early, there are multiple factors to be considered, but always at the forefront of our decision-making process is the safety of our students and District staff members.

Switching to Remote Learning

Unless there is an announcement, assume school is in session, in-person, as usual. Typically, a decision to close schools and switch to remote learning is made prior to 5:45 a.m. or when at all possible, the evening before. However, there have been cases where the weather worsened during the morning hours, and a decision was made slightly later than the 5:45 a.m. goal.

In addition to avoiding the risks associated with students, families, and staff traveling on the roads, we believe the best and least disruptive way to provide continuous learning in the event of inclement weather is to shift to remote learning when weather or other conditions necessitate a school closing.

When a weather-related remote learning day is used, it is not necessary to make-up the student day later in the school year. Make-up days are still built into the school calendar to be used should internet, power, or other circumstances make it necessary to cancel all classes on a given day.

Weather-Related Remote Learning Schedules

On weather-related remote learning days, students will follow a modified schedule with teacher-led, online classes. Zoom links will be provided by teachers via Seesaw/Schoology and the modified schedule to be used will be emailed to families and posted on the District website.

Two Hour Delays

If the decision is made to call a two-hour delay, schools will open two hours after normal start times, and buses will run two hours later than normal route times.

Kindergarten students will follow a modified schedule during a two-hour delay, with morning kindergarten held from 10:45 a.m.-12:45 p.m. and afternoon kindergarten from 12:45-3:30 p.m. Breakfast will not be available at the elementary level following a delayed start to the school day.

Please note, there may be cases where the weather worsens during the morning hours, and a decision is made to switch to remote learning with classes beginning at 9:30 a.m. for all grade levels. In these instances, a decision to switch to remote learning will be made no later than 7:30 a.m.

Early Dismissals

On days when it is necessary to dismiss school early, middle and high schools will dismiss first. To the best of our ability, we will provide families with as much advance notice as possible to plan for student care and to mitigate the impact of lost instructional time for students. However, it is important for families to be prepared, so please make sure your student understands when you expect them to return home, or to the home of a trusted neighbor, in the event of an early dismissal.

Communication

Once a decision has been made, we will use several communication avenues to notify parents, students, and staff as quickly as possible.

Automated Phone and Text Message System - Notification will be sent to all home telephone numbers, cell phone numbers, work numbers, and e-mail addresses. A text message will also be sent to parents who have opted-in to the service. If you have not received phone calls or text messages from the District this school year, please contact your student's school to ensure the District has your correct contact information.

District Website - Closing information will always be posted on the opening page of the West Shore School District website.

Social Media – Information will be shared on the District’s twitter, facebook, and instagram accounts. You can follow these pages by searching for the account @WestShoreSD.

Please note, due to the time needed for our automated system to process email and phone messages, there may be some instances in which the information is available via text and on social media before you receive a call or email from the District.



West Shore SCHOOL DISTRICT

INSPIRE • ENGAGE • EMPOWER

Our Pledge

**We are committed to
providing students
with inspiring
and relevant experiences
so they may live
meaningful, purposeful,
and impactful lives.**

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The West Shore School District will provide to all persons equal access to all categories of employment in this District, regardless of race, age, color, creed, religion, sex, gender, gender identity, sexual orientation, ancestry, genetic information, marital status, pregnancy, national origin, handicap/disability, or differently-abled status, in accordance with state and federal laws governing educational and vocational programs and in its recruitment and employment practices. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. Inquiries concerning the application of Title VII, Title IX, Section 504, the ADA, and the implementing regulations may be referred to the Director of Human Resources, 507 Fishing Creek Road, P.O. Box 803, New Cumberland, PA 17070-0803, telephone 717-938-9577.

UPDATED JULY 2023