



WEST SHORE SCHOOL DISTRICT

MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK

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WEST SHORE SCHOOL DISTRICT
Middle School Parent & Student Handbook

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2021 -2022 SCHOOL CALENDAR AT A GLANCE

Calendar Highlights

School Year Begins for Students	Monday, August 30, 2021
School Year Ends for Students	Friday, June 3, 2022
High School Graduation Ceremonies (same day/different times)	Saturday, June 4, 2022
Work Year Ends for Teachers	Thursday, June 9, 2022

Student Days - 180 (183 including Act 80 Days)

August	2	November	17	February	19	May	21
September	21	December	16	March	22	June	3
October	20	January	20	April	19	Total	180

Teacher Days - 191

Important Dates for Students and Staff

Teacher Orientation Days (Second Year Teachers Only)	August 17 and 18, 2021
Teacher Orientation Days (New Hires Only)*	August 19, 20, and 23, 2021
Staff Development	August 24, 25, and 26, 2021
Staff Development Exchange Day	August 27, 2021
Labor Day Break	September 6, 2021
Remote Learning Day / Staff Development	September 17, 2021
Remote Learning Day / Staff Development	October 8, 2021
Staff Development / Act 80 Day	October 11, 2021
Kindergarten ONLY Parent Conferences	November 19, 2021
Remote Learning Day / Staff Development	November 22, 2021
Parent Conferences / Staff Development / Act 80 Day	November 23, 2021
Thanksgiving Recess	November 24, 25, 26, and 29, 2021
Holiday Recess	December 23-31, 2021
Remote Learning Day / Staff Development	January 14, 2022
Staff Development / Staff Service Exchange Day	January 17, 2022
Remote Learning Day / Staff Development	February 18, 2022
Winter Break	February 21, 2022
Remote Learning Day / Staff Development	March 17, 2022
Winter Recess	March 18, 2022
Spring Break	April 15 and 18, 2022
Remote Learning Day / Staff Development	May 27, 2022
Memorial Day Break	May 30, 2022
Early Dismissal / Staff Development (p.m.)	June 3, 2022
<i>Dismissal Schedule: 11 a.m. - Secondary, Noon - Elementary, No Afternoon Kindergarten</i>	
Staff Development (Contract Exchange Days)	June 6 and 7, 2022

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

** If June 6..., 2022, becomes a student day, the exchange days will move accordingly. Professional staff members are reminded they must be available to work on listed make-up days, including additional work days added to the end of the school year.

Make Up Days

if needed
 February 21, 2022
 March 18, 2022
 April 18, 2022
 June 6..., 2022**

Report Period Ends

October 29, 2021 - 43 days
 January 14, 2022 - 43 days
 March 25, 2022 - 47 days
 June 3, 2022 - 47 days

Progress Reports Due

September 24, 2021
 December 3, 2021
 February 18, 2022
 April 29, 2022

Report Cards Issued

November 15, 2021
 January 31, 2022
 April 11, 2022
 No Later than June 20, 2022

Remote Learning Days

September 17, 2021
 October 8, 2021
 November 22, 2021
 January 14, 2022
 February 18, 2022
 March 17, 2022
 May 27, 2022

ADOPTED 4-15-2021

Middle School Parent & Student Handbook

GENERAL INFORMATION

Academic Program

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

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

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

**PSSA non-proficient students may be scheduled for Academic Workshop.

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

Music Electives

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

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

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

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

Accessibility of Buildings

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 schools are wheelchair accessible.

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.

Asbestos Inspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), during the 1988-1989 school year, the District inspected each school for building materials containing asbestos. The inspection findings and asbestos management plans have been on file in each school's office since that time.

The EPA requires the District to perform inspections of asbestos materials every three years by accredited asbestos inspectors. In addition to these routine inspections, the District's Supervisor of Buildings and Grounds also performs surveillances of all buildings every six months. Results of the reinspections may be viewed during school hours in each building office.

A substantial amount of asbestos has been removed from the buildings. Any remaining asbestos material is in good condition and the District will continue to monitor it as recommended by our asbestos consultant.

Athletic Programs and Student Activities

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

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

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

An activity fee will be charged in order to assist the District with its efforts to continue to provide a robust offering of athletics, fine arts, and other student activities. This fee will be charged to students in grade seven through 12 participating on any District athletic team, all extracurricular music and dramatic performances, and 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).

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

In the case of excused absences, the student will be expected to make up assignments or tests that may have been missed and for this purpose will be granted a period of time equal to the length of the absence. As a general policy, students with unexcused/unlawful absences will not be permitted make-up privileges;

however, the building principal may give consideration to extenuating circumstances beyond the child's control.

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 Section 1333 of the Public School Code of 1949 (Amended November 3, 2016) and are:

“Every parent, guardian or person in parental control or charge of any child or children of compulsory school age who shall fail to comply with the provisions of this act regarding compulsory attendance shall, on summary conviction 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.

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. Early dismissals should seldom be requested and be restricted to unavoidable circumstances. Permission is generally not granted for an early dismissal to attend counseling, tutoring, or private lessons.

All work missed due to the dismissal must be completed. A student leaving school property must check in 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.

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 child in kindergarten. However, once a student begins kindergarten, he/she will fall under the attendance rules of all other students.

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

The official notice will outline the penalties which may be imposed by the District Magistrate if there are more unlawful absences. After three unlawful absences, a school administrator or counselor 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 it continues to occur.

Students 15 or older found guilty by the District Magistrate of violating compulsory attendance law(s) may lose driving privileges or have their learner's permit withheld 60 days for each offense.

Dental and Medical Appointments

It is preferred that dental and medical appointments be scheduled during non-school hours; however, if a medical or dental appointment must be made during the school day, a note requesting that the student be excused from school should be sent by the parent no later than 7:37 a.m. the day of the appointment. Students will be required to submit a doctor's excuse upon return to school. Failure to do so within three days may result in the absence being considered unlawful.

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 school closings, always notify your child's school if a contact phone number or email changes.

Please note, if you unsubscribe from email communication, that 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).

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

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

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.

Building Evacuation

In the event of a school evacuation, the evacuation site will be announced when evacuation occurs.

Building & Facility Security

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

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

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

Bag Searches

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

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

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

OR

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

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

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

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.

Cell Phones/Electronic Communication Devices (Board Policy 237)

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

Cell phone use in the school is at the discretion of the building administrators.

Electronic Images and Photographs

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

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

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

- There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- 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.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.
- The conduct causes or has the potential to cause a substantial disruption to the operations of the District, the school environment, or the health, safety, or welfare of District students, staff, or visitors.

Personal Communication Devices

- In addition to the circumstances specifically prohibited and listed above, student use of communication devices shall be prohibited during instructional periods, except when approved by the building principal or designee or as part of a student's individualized educational program. Except under circumstances specifically prohibited and listed above, student use of communication devices during non-instructional periods, such as lunch or recess, shall be permitted, provided that it does not create a substantial disruption to the environment. Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using school district operated and/or sponsored transportation shall be allowed so long as the device is on "silent mode", used with headphones or inaudible in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from the school's principal or assistant principal.
- In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy.
- Non-district owned digital devices approved for curricular use may not be attached to the district network or district computer systems without prior notification and consent of the West Shore School District Technology & Media Services Department.
- The use of all personal communication devices shall be used in conformity with the West Shore School District's Acceptable Use Policy.
- Parents/Guardians must call the school for any emergency situation, rather than attempting to contact their child directly. The school will in turn contact the student in question when appropriate.
- Except for the specific actions prohibited and listed above, students who are participating in after school activities, may be given permission to use cell phones and/or other communication or electronic devices for appropriate communication with a parent or guardian by the coach or activity advisor on a case by case basis.
- Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.
- Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, sporting events, music competitions, and/or other school-sponsored events.
- In the event that another student uses a device owned by another student in violation of this policy both students may be liable for consequences resulting from its use.
- Except as specifically permitted or authorized, if a device is used to transmit or receive any communication during class time, the student will receive disciplinary consequences as outlined in the student handbook and/or Student Discipline Policy 218.
- The District assumes no responsibility under any circumstance whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity.
- Violation of this policy by a student shall result in confiscation of the device and may result in disciplinary action as outlined in the student handbook and/or Student Discipline Policy 218. The confiscated item may not be returned until building-level procedures have been followed and it is determined that the device will be returned.

- The prohibitions contained in this policy shall not apply to any student for whom the use of specifically-named devices have been approved by the building administration provided that the devices are used in precisely the manner authorized.
- Except as provided below, unauthorized use or possession of laser pointers, cellular telephones, telephone paging devices, electronic, personal communication devices or other technology designed to transmit or receive an electronic signal will result in a minimum of the following, depending upon the severity of the offense - confiscation of the device and parent contact for a first offense, and for a second or subsequent offense, confiscation of the device and disciplinary consequence as appropriate per the student handbook and/or Student Discipline Policy 218.

Exceptions

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

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

The building principal or his or her designee shall exercise discretion when deciding whether to grant approval of such requests and shall act in accordance with federal and state law such as laws governing accommodation of disabilities.

Discipline (Board Policy 218)

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

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

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

Level I:

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom

procedures or interfere with orderly operation of the school.

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

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Bullying • Bus misconduct • Cheating • Damage to property (unintentional) • Disrespect • Disruptive behavior • Improper use of District equipment, facilities, and/or resources • Indecent/Obscene behavior • Late to class • Lying • Possession of laser device of any type, electronic device, without permission of school staff (Pol. 237) • Presence in unauthorized area • Tardiness • Unacceptable clothing • Unacceptable language • Unsafe behavior • Use/Possession of personal audio equipment without permission of staff 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Verification of offense • Notification to parent/guardian • Referral to School Counselor • Informal hearing • Log of infraction 	<ul style="list-style-type: none"> • 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.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none">• 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 (Pol. 248)• 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	<ul style="list-style-type: none">• Staff action• Referral to administration• Verification of offense• Notification to parent/guardian• Referral to School Counselor• Informal hearing• Police/Agency referral Counselor	<ul style="list-style-type: none">• 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.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none">• 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)	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 an exceptional student, the District recognizes and must determine the behavioral manifestation of the student's disability and the need for instructional intervention. Discipline issues concerning special education students must be dealt with in accordance with state and federal regulations.

Discipline of Students with Disabilities (Board Policy 218.3)

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

Dress and Grooming (Board Policy 221)

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

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

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

7. Students may wear hats or head coverings to and from school, but not while school is in session. Any request for an exception based on religious beliefs should be submitted to the building principal. Hair restraints may be worn during school to hold hair safely in place.
8. Tops will not expose the mid-section of the body. Spaghetti straps, as well as completely bare shoulders, are not acceptable. Sleeveless clothing is permitted as long as undergarments are not shown and they comply with dress code provision #4. Also, tops of shirts must be cut modestly.
9. Shorts and skirts of mid-thigh length or longer may be worn during the school year.
10. Students must wear safe footwear which will not mark or damage school property.
11. Gloves or outerwear coats are not to be worn in the school unless permitted by the teacher due to the temperature in the classroom.
12. Student Councils at the secondary schools will aid in the acceptance and understanding of the policy by promoting self-policing among the student body.

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

- Clothing which hangs from the body and/or may drag on the floor. Such items include baggy pants that hang below the waist and expose undergarments.
- Jewelry which interferes with speaking, hearing, or seeing
- Spiked jewelry and wallet chains
- Biker shorts or spandex
- Bathing suits
- Kerchiefs or bandanas
- Roller sneakers
- Sunglasses

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:

1. All controlled substances prohibited by law within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act;
2. All look-alike drugs;

3. All alcoholic beverages;
4. Anabolic steroids, or other performance enhancing drugs;
5. Any drug paraphernalia;
6. All illegal hemp products;
7. Volatile solvents or inhalants to include nitrous oxide, glue, and aerosol propellants; or
8. 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:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. 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.
4. 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.
5. The conduct involves the theft or vandalism of school property.
6. 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.

Educational Trips (Board Policy 231)

The Board recognizes the value of educational trips which enhance and enrich the school experience for the children 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.

Elementary and Secondary Education Act (ESEA)

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

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

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

Emergency Contacts

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

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

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

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

A release letter may use the following format.

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

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

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

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:

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

Evacuation Drills

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

ExCEL Virtual Learning Academy

ExCEL (Expanded Choices for e-Learners) Virtual Learning Academy is a K-12 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.

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. They are marked by student participation in the process of initiation, planning, organizing, and execution. 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.

Field Trips, Class (Board Policy 121)

As a part of the educational program of the schools, students may be taken on field trips requiring bus transportation. Such trips are made only with the permission of the parents. When such trips are taken, or

being planned, permission slips will be sent home to be signed by the parents. Written permission must be secured from parents of students to participate in field trips. Students and parents are advised that all District and building guidelines and policies apply while students are on a field trip. Students who do not return a properly signed permission slip will not be permitted to go on field trips. All students not making the trip should report to school at the regular time.

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

Grading of Student Progress (Board Policy 213)

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.

Gum/Candy/Food/Drink

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

Homeless Students

The District must ensure students who are homeless have access to the same educational programs and services provided to other District students. Students determined to be homeless 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.

Homeless students are generally defined as individuals lacking a fixed, regular, and adequate night time residence. If a student or parent believes they meet any of these conditions, they should contact their school counselor immediately.

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 child is studying; and encourage parent/guardian and child 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 90 minutes per day. For purposes of computing grades, homework assignments are considered only one of several contributing factors.

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

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

Honor Rolls

There are three types of honor rolls:

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

Identification Cards

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

Integrated Pest Management

The District has followed the Department of Agriculture's recommended Integrated Pest Management (IPM) procedures for several years. In the District's management plan, the last step in the control of pests is to use pesticides. There are several steps taken first, such as identification, sealing of cracks, removal of the food source, self-contained bait traps, etc. The regulations require at least a seventy-two (72) hour notice before each planned 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.

The law requires pesticides are not 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.

Students may not be present in an untreated portion of the school unless the area being treated has a separate ventilation system. Should an incident require emergency treatment; great care is taken to ensure students will not be exposed to pesticides.

Questions about the District's IPM policy, should be directed to the Department of Buildings and Grounds at 717-938-9577.

Interscholastic Athletic Programs and Student Activities

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

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

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

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

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

Leaving School Premises

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

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

Lost and Found

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

Moving from the District

Parents of children moving from the District are asked to notify their child's building principal and complete the necessary withdrawal forms 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.

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.

Obligations

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

Opening Exercises

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

Participation in School Affairs (Board Policy 232)

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

Physical Education

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

PowerSchool

Our District's student information system, PowerSchool, offers you an opportunity to have online access to information regarding your child. 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. Secondary teachers have access to an integrated grade book that will automatically post assignments to the PowerSchool parent portal. This means you will see all of your child's grades at one time, in one place. In order to set up an account, please contact your child's school.

Probation

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

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

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

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

Promotion and Retention (Board Policy 215)

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

Middle School - Retention decisions are made by the teacher team in cooperation with the guidance department, the administration, and the parents using multiple criteria as a guide. Students who fail the equivalent of two major subjects based on the weighted value of courses are generally not promoted. 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.

Public Displays of Affection

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.

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.

Remote Learning Days

There are 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.

Releasing Students to Non-Custodial Parents

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

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

Reporting and Grading (Board Policy 213)

At the end of the marking period, grades will be accessible in PowerSchool. Please refer to the District calendar for specific dates. Additionally, interim reports will be sent to parents midway through the marking period. Parents are encouraged to view their child's progress throughout the year in Schoology and PowerSchool.

Major subjects

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

All students will receive percentage grades in all subjects.

Grading Key

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

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

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

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

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>

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.

Social Activities

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

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)

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

Student Records (Board Policy 216)

Parents or guardians have the right to access their child'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 Pupil Services.
- Contact the building principal or the Department of Pupil Services to obtain the name of the individual considered to be the "custodian" of their child'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 Pupil Services, Superintendent, and Board of School Directors.

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

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.

Students and the Police (Board Policy 225)

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

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.

Team Teaching

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

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

Telephone Security

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

Telephone Use

The office telephone may not be used by pupils for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies. Students who need to make emergency calls must request permission from the office staff to do so. All calls must be made from the office.

Terroristic Threats (Board Policy 218.4)

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

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

1. Commit any crime of violence or to terrorize another;
2. 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.

Textbooks

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

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 pupil 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 pupil for such an offense. Upon conviction, the pupil 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.

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. A parent request to change a bus stop must be 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 childcare arrangements, parents are advised a student may not be assigned to multiple bus stops.

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.

Unlawful Harassment (Board Policy 248)

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

Students, District employees, or any third parties, such as parents/guardians, independent contractors, and volunteers ("third parties") shall not harass or intimidate another student or employee through any method, including, but not limited to, derogatory statements, slurs, or wearing of items depicting prejudice or hatred based on race, color, age, creed, ancestry, religion, sex, gender, gender identity, sexual orientation, marital status, pregnancy, national origin, or disability.

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

In Board Policy 248, the District outlines its system to address, investigate, and resolve complaints involving unlawful harassment of students.

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 child photographed, videotaped, or interviewed in these ways, they are asked to notify their child’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 their child’s building principal with questions or concerns regarding the use of student photos, work, or recordings by student teachers.

Visiting School

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

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

- Persons wishing to visit a school should make arrangements in advance with the school office of that building. Permission must be secured at least 48 hours in advance from the principal (or the Director of Special Education), if the purpose of a school visit is to observe a classroom session.
- The principal shall have the authority to refuse permission to observe a certain class if he/she believes such a visitation would be detrimental to the program of the school. We ask that parents do not bring siblings or other young children to school visits. Small children tend to be a distracting influence, and their presence usually makes it impossible to observe a normal classroom situation.
- Upon arriving on the grounds of a school campus, visitors must park in designated parking areas and register at the school office to conduct their business.

- Visitors are required to present a valid driver's license or other state-issued identification. The ID will be scanned and an ID badge will be printed. The badge is self-expiring, meaning after 12 hours a red stop sign will appear on the front so it cannot be reused.
- All visitors will be required to wear and openly display an authorized District visitor's pass during the time they are in the school.
- No visitor may confer with a student in school without the approval of the building administration.
- Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.

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

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

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

Volunteer Clearance Policy & Procedures

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

The West Shore School District Volunteer procedures meet, and in some cases exceed, the requirements of the Child 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 Child 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 child 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 child for their personal use. However, guests are asked to respect the privacy and confidentiality of other families, and are urged not to post photographs or videos which clearly identify someone else's child on social media websites.

Any badge, label, or sticker indicating volunteer status must be worn and be visible while in the act of volunteering.

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

Walking to School

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

Weapons (Board Policy 218.1)

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

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

Students found to be in violation of the aforesaid rules and regulations regarding the possession and/or use of weapons 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.

Weather-Related School Closings, Delays, and Early Dismissals

Unless there is an announcement, assume school is in session as usual. Typically, a decision to transition to a remote learning day or close schools 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 5:45 a.m.

In the event of a school closing, the six-day schedule will not skip days. For example, if school is closed on cycle day 1, when students return to school it will be cycle day 1.

Two Hour Delays

If the decision is made to start later, 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/KAP held from 10:45 a.m.-12:45 p.m. and afternoon kindergarten/KAP from 12:45-3:30 p.m.

Early Dismissals

On days when it is necessary to dismiss school early, middle and high schools will dismiss first. Families will be provided with as much advance notice as possible to plan for childcare and to mitigate the impact of lost instructional time for students.

Communication

Once a decision has been made, the District 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 are not receiving phone calls or text messages from the District, please contact your child'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 at www.wssd.k12.pa.us.
- **Social Media** - Information will be shared on the District's twitter, facebook, and instagram accounts. You can follow these pages @WestShoreSD. Please note, due to the time needed for our automated

system to process messages, there may be some instances in which the information is available on social media before you receive a call, email, or text from the District.

- **Other** - Details will also be available on the District weather message line (717-938-3179) and reported to local radio and television stations.

West Shore School District Junior Honor Society

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

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

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

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 child. The school will cooperate when parents place the responsibility for taking medicine with their child. When parents cannot come to school and children are too young to assume responsibility for taking medication, the school, insofar as the requirements listed, will cooperate in the dispensing of medication.

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 child may be impaired if the medication is forgotten or given early/late, parents should keep the child at home or be personally responsible for administering the medication at the prescribed times. Medication order and request forms are available on 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. Children 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 child and to provide a note from the child'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 child'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 and she 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 child's health care provider.

Naloxone

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

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.

STUDENT SERVICES

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.

Homebound Instruction

A child 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 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 child's principal or school counselor. A child 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.

Psychological 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 Counseling

The role of the counselor is to support students in overcoming or adjusting to academic, social, and personal problems. 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 child's teacher or building principal.

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, shelter, and medical care. In addition, the District social worker has been instrumental in working with families to ensure students attend school on a regular basis. For more information, parents may contact their child's school counselor.

Student Assistance

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

FOOD SERVICES

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

Free or Reduced Price School Meals

Families who have children attending a public school may apply for free or reduced price school meals through the Commonwealth of Pennsylvania Access to Social Services (COMPASS). COMPASS allows

Pennsylvanian's to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's 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.

To apply for free or reduced price school meals online, visit the COMPASS website at www.compass.state.pa.us. You may also use the paper "Household Meal Benefit Application" if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application. Please note, families are responsible for the full cost of meals until their application has been approved.

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 posters in each of the school cafeterias or on the USDA's Food and Nutrition Service website. 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 2021-2022

Until further notice, all students are eligible to receive breakfast and lunch for free this school year. Prices below would be charged if a student wished to purchase an additional, second meal only.

- Elementary Lunch = \$3.15
- Elementary Breakfast = \$1.85
- Secondary Lunch = \$3.25 and \$3.60
- Secondary Breakfast = \$1.85
- Reduced Price Lunch = \$0.40
- Reduced Price Breakfast = \$0.30

Parents may eat lunch with their child in the cafeteria. Please contact the office before 8:00 a.m. if you plan to purchase a lunch. Regular adult lunches cost \$4.35 or \$4.65 and may be paid for when entering the cafeteria. The adult lunch price may be higher for holiday meals and may require additional notice.

Point of Sale Program

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

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

Parents/Guardians are responsible for all charges on their student's account and are encouraged to frequently check the account balance to ensure adequate funds are available for their student(s) to purchase school breakfasts, lunches, and a la carte items. If the negative balance exceeds \$25.00, the building principal will contact the parents/guardians to discuss circumstances. Parents can check the account balance, deposit money into the account electronically, and set email notifications to alert them of low balances at k12paymentcenter.com. Parents are charged a nominal fee for depositing funds electronically, but there is no fee for checking the account balance. Questions about the Point of Sale program may be directed to the Food Services office, 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 child or their child can purchase water or juice a la carte. Parents may also provide a supplement such as Lactaid, to be administered by the school nurse prior to the child's lunch. Supplements will require a medical care provider's prescription stating the name of the medication, dose, and administration directions.

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

Wellness Policy (Board Policy 246)

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

Physical Activity and Nutrition Advisory Council (PANAC)

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

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 Children's Internet Protection Act. Safety measures including internet blocking and filtering software are addressed in this policy along with a list of prohibited uses and consequences for inappropriate use of equipment.

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

The Board declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything

they create, store, send, receive or display on or over the district's Internet, computer, or network resources, including personal files or any use of the district's internet, computer, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor file server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the ISP, local, state, and federal officials in any investigation concerning or related to the misuse of the district's Internet, computer, and network resources.

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

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

Prohibitions

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

1. Illegal activity.
2. Commercial or for-profit purpose.
3. Non-work or non-school related work that does not directly impact or enhance a staff member's or student's proficiency with technology and meet an educational purpose for their position or learning in the West Shore School District.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing, or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs, including child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Access to sexually oriented chat rooms, e-mail exchanges and/or visuals, texts and sounds that are sexually oriented, obscene, pornographic and extremely violent.
19. Accessing the Internet, district computers or other network resources without authorization.
20. Disabling or bypassing the Internet blocking/filtering software without authorization.

21. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
22. Use of unapproved personal computing or storage devices on the West Shore School District Network.
23. Use of Web-based Proxies and/or Anonymizers.

Social Media Applications

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

24. 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.
25. 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.
26. All use of blogs, podcasts, wikis, or other Social Media Applications must be approved by the building principal. Approved uses shall be supervised and be under the direction of a district staff member.

Consequences for Inappropriate Use

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

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

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

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

Copyright

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

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited electronic communication. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such

immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, 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 Children'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 second grade students will receive an iPad and third 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.

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 clothes 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/TechnologyMedia.aspx>

If you're still unable to resolve your issue, refer to the options below:

- **Hardware:** In case of device hardware issues during the school year, elementary students should go to the main office and secondary students should see their librarian to complete a Device Repair Form. For students attending virtually please communicate with your teacher.
- **Software:** In case of software/classroom applications or website issues please see the teacher of that course for assistance. In the event that a teacher cannot resolve the issue, they will submit a helpdesk ticket to receive assistance from the Technology and Media Services Department.

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.

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 lost or damaged, the device will be repaired/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 E-Mail

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.
- **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.
- **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 is to accommodate their need to communicate with colleges, universities, trade schools, and internship sponsors. Students should follow proper email composition and etiquette guidelines.

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 is available in PowerSchool by selecting the "@Student Email" link on the left-side navigation bar.



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 MAY 2021