

CEDAR CLIFF HIGH SCHOOL | WEST SHORE SCHOOL DISTRICT
Parent & Student Handbook

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High School Bell Schedule

Period 1		7:37 a.m. – 8:37 a.m.	
Period 2		8:41 a.m. – 9:35a.m.	
Period 3		9:39 a.m. – 10:33 a.m.	
1ST LUNCH		2ND LUNCH	3RD LUNCH
Lunch	10:37 a.m. – 11:07 a.m.	Flex	10:37 a.m. – 11:17 a.m.
Period 4	11:11 a.m. – 12:05 p.m.	Lunch	11:21 a.m. – 11:51 a.m.
Flex	12:09 p.m. – 12:49 p.m.	Period 4	11:55 a.m. – 12:49 p.m.
Period 5		12:53p.m. –1:47 p.m.	
Period 6		1:51 p.m. – 2:45 p.m.	

Early Dismissal/2 Hour Delay Bell Schedule

C Schedule (Early Dismissal)		
1	Class	7:37 – 8:03
2	Class	8:07 – 8:33
3	Class	8:37 – 9:03
5	Class	9:07 – 9:33
6	Class	9:37 – 10:03
First Lunch		
	LUNCH	10:07 – 10:37
4	Class	10:41 – 11:11
	Flex	11:15 – 11:45
Second Lunch		
	Flex	10:07 – 10:37
	LUNCH	10:41 – 11:11
4	Class	11:15 – 11:45
Third Lunch		
4	Class	10:07 – 10:37
	Flex	10:41 – 11:11
	LUNCH	11:15 – 11:45

B Schedule (2 Hour Delay)		
1	Class	9:37 – 10:14
2	Class	10:18 – 10:55
3	Class	10:59 – 11:36
First Lunch		
	LUNCH	11:40 – 12:10
4	Class	12:14 – 12:47
	Flex	12:51 – 1:23
Second Lunch		
	Flex	11:40 – 12:12
	LUNCH	12:16 – 12:46
4	Class	12:50 – 1:23
Third Lunch		
4	Class	11:40 – 12:13
	Flex	12:17 – 12:49
	LUNCH	12:53 – 1:23
5	Class	1:27 – 2:04
6	Class	2:08 – 2:45

School Calendar

WEST SHORE SCHOOL DISTRICT School Calendar • 2017-2018

Important Dates

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

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

Student Days - 183 (Including Act 80 Days)

August	7	November	17	February	18	May	22
September	20	December	16	March	20	June	4
October	21	January	22	April	19	Total	183

Teacher Days - 191

School Not in Session on the Following Days

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

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

10:45 a.m.- AM Kindergarten Dismissal and PM Kindergarten Arrival, 11:45 a.m.- Secondary Dismissal, and 12:45 p.m. - Elementary Dismissal

September 29, 2017, November 10, 2017, December 22, 2017, January 12, 2018, February 2, 2018, March 16, 2018, and May 25, 2018

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

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

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

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

High School Parent & Student Handbook

Academic Contract (Board Policy 118)

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

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

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

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

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

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

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

Prohibitions

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

1. Illegal activity.
2. Commercial or for-profit purpose.

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

Social Media Applications

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

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

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

Consequences for Inappropriate Use

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

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

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

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

Copyright

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

Safety

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

Access to the Building

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 individual to a West Shore School District school in accordance with the following procedures:

- Persons desiring to visit a District school are requested to make advanced arrangements with the school office via the front doors of the building they wish to visit.
- Upon arriving on the grounds of a school campus, visitors must report immediately to the school office to register or to conduct their business. The presence of non-registered visitors on a school's campus will be reported to the police.

- Visitors must park in appropriate and designated parking areas. Vehicles parked in a fire zone or other restricted area may be towed at the owner's expense without notice. Vehicles parked in a fire zone may also be ticketed by the local police.
- For the safety and security of our students all visitors are expected to register with the school office.
- Visitors will be required to wear and openly display an authorized and approved District visitor's pass.
- No visitor may confer with a student or meet privately with a student during school hours without the prior approval of the building administration.
- Should an emergency occur during a school day requiring an adult to request a student be called to the school office for a meeting, for the well-being of the student, an administrator must be present during the meeting.
- 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.
- There may be times when the District's school buildings will not be open to visitors because of school security concerns and emergency situations.
- Prior to 7:00 a.m. and after 3:00 p.m., students should not be in the building without a faculty/coach chaperone.

Accessibility of Buildings to the Disabled

The West Shore School District welcomes disabled students. We will attempt to place all disabled students in schools close to their homes. Transportation will be provided by the District. Cedar Cliff and Red Land High Schools are wheelchair accessible.

Anti-Bullying (Board Policy 249)

The West Shore School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the District.

All forms of bullying and cyber bullying by School District students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student over time that has the intent or effect of:

1. Physically, emotionally or mentally harming or intimidating the student.
2. Damaging, extorting or taking a student's personal property by physical force, threat of force, threat of an intimidating nature or by other action designed or which has the effect of intimidating a student into relinquishing personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

In some instances, **bullying** can constitute a violation of either or both state or federal law.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the District by sending or

posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber bullying are unacceptable and, the extent that such actions are disruptive of the educational process of the District, offenders shall be subject to the appropriate discipline. Cyber bullying may also be violations of state and/or federal law. Likewise, retaliation for the making of a complaint of cyber bullying is a violation of this policy.

The terms **bullying** and **cyber bullying** 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 the school day, and/or through the use of a personal computer, cell phone or other communication device.

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 High Schools are available each season in both high school offices and are posted on the District website at www.wssd.k12.pa.us.

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

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

Attendance and Tardiness Policies

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

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

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

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

Secondary students will need to be in attendance for the "equivalent of two instructional periods" in order to be considered present for the a.m. or p.m. session. Students who arrive at school after Period 2 in the morning will be recorded absent for the morning session. With regard to the p.m. session, the same will apply to students arriving at school after Period 4. Students with early dismissals will need to be in attendance for a minimum of two periods for that particular session in order to be considered present for that session.

The full text of the District's attendance policies is available in each school and on the District website at www.wssd.k12.pa.us.

Automatic External Defibrillators

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

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

Automobiles on School Property

Driving

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

Parking Regulations

All cars must be registered with the Assistant Principal and registration tags must be appropriately displayed on the vehicle at all times while the vehicle is on school property.

- No cars are to be moved during the day without permission from the office.
- Students are to use the designated entrances and exits to lots.
- Students are to use designated parking areas and to park in the number assigned to them.
- Travel is limited to 10 miles per hour on all drives and in the lot.
- All students must lock their vehicles during the school day.
- No students will be permitted in the vehicles during the school day.
- School officials reserve the right to inspect vehicles on school property. Students are responsible for the contents of their vehicles.
- Students are not permitted in the parking lots except during the time of arrival and departure from school.

- Violation of these restrictions will result in suspension or revocation of parking permits.
- Students must exit vehicle immediately upon arrival to school. Loitering will not be tolerated.

Transportation/Parking Privileges

A student who drives to school must register the automobile or motorcycle with the high school office. Transportation is provided by the West Shore School District for all high school students living two or more miles from the school which they attend. Students are encouraged to use this transportation provided by the District. The West Shore School District also provides bus transportation between schools for those pupils who take courses at more than one school.

A student who is late and/or misses a bus due to personal negligence will be responsible for providing transportation to school from home. Students who, through their negligence, miss the approved transportation between schools will be considered unexcused/unlawfully absent from class. An attempt to call parents to transport them to the other school will be made. The school will not be responsible for those pupils who, through their own negligence, miss courses scheduled at other schools.

The District does not encourage students to drive to school from home or between schools, and does not accept any responsibility for anyone transporting or being transported that way. Students who drive will have to provide a record of parent approval to do so and will be subject to the rules and regulations of the school for driving and parking on school property. Students who drive to school must park in designated areas on school property. Violators may lose their privileges to drive and park on school property. Parking is a privilege. School administration reserves the right to inspect and search vehicles on school property. Students are responsible for the contents of the vehicle.

Bicycles/Skateboards

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

Blackboard Connect

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

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

Breakfast

A breakfast program is operational in all District schools prior to the start of the school day. The program focuses on good nutrition and developing healthy eating habits. Monthly breakfast menus are posted on the District website at www.wssd.k12.pa.us.

Students may use their Point of Sale pre-paid accounts for breakfast. The cost for breakfast at the high school during the 2017-2018 school year will be \$1.60, the price for a reduced breakfast will be \$0.30. The charge for milk will be 0.60.

Bring Your Own Device (BYOD)

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

Building Evacuation

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

Building & Facility Security

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

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

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

Bag Searches

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

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

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

OR

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

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

Bus Laws

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

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

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

Bus Procedures

Rules for School Bus Students

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

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

General Bus Behavior

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

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

Transportation Department Guidelines

- All students assigned to a bus must get on and off the bus at the approved stop unless prior approval is granted by the building administrator.

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

Calendar - Graduation Date

Graduation dates are tentative and, if additional make up days are needed, will be rescheduled at the March 2018 Board meeting.

Cellular Phones

See Electronic and Personal Communication Devices

Cheating

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

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

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

Dentist and Doctor Appointments

It is preferred that dental and medical appointments be scheduled during non-school hours; however, if a medical or dental appointment must be made during the school day, a note requesting that the student be excused from school should be sent by the parent no later than 7:37 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.

Detention

Detention-Administrative

Detention is assigned by an administrator for infractions of school policies and rules. You will be given at least 24-hour notice to serve the detention. **It is your responsibility to contact your principal if you need to change an assigned detention.**

PM detentions start at 2:50 p.m. and end at 3:50 p.m.

Students in detention bring school work with them to complete. Students may also bring library books with them to detention. Reading magazines, playing games, socializing, eating, sleeping, and drinking are not permitted during detention. Students who arrive late to detention will not be admitted without a signed

pass. Students are expected to have a ride arranged prior to detention. Chronic failure to attend detentions may result in further disciplinary consequences. Visitors are not permitted in detention.

Detention-Teacher

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

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
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<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
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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
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<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
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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 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Verification of offense 	<ul style="list-style-type: none"> • Administrative or Board probation • Expulsion

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)	• 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	• Police/Agency referral • Restitution for damage (replacement/repair of damaged property) • Suspension • Withdrawal of privileges • Alternative Education • Citation • School/Community service
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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.

General Rules

- a. Refrain from profane and vulgar language.
- b. Conform to regulations of each teacher and the school.
- c. Be neat and clean in person and clothing.
- d. Willful or careless abuse or damage to school property is forbidden and will result in vandalism charges and the involved student making restitution for the damages.
- e. Students writing on or defacing school property inside or outside the building will be subject to action of the Board of Directors and civil authorities, as well as the involved student making restitution for the damages.
- f. Students who ride buses are required to obey directions of the bus drivers and safety regulations at all times.
- g. Students shall not ask to use the office phones unless for urgent reasons after securing permission from someone in charge of the office at the time. The office telephone may not be used for personal calls, except in emergency situations. Forgetting homework assignments, books, projects, gym uniforms, or athletic team gear, etc. are not considered emergencies.
- h. Students participating in extra-curricular activities shall do the work of that activity during the time allotted to that activity.
- i. Students shall not be excused from classes for extra-curricular work without consent of a principal.

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

- ee. 9th, 10th and 11th grade students have closed lunch periods. All students shall eat in the cafeteria or outside (café) area only. Students must eat lunch at the site where it was purchased. At no time is food or drink to be taken from the cafeteria or lounge area.
- ff. Students in the building and elsewhere shall not run, push, shove, or otherwise interfere with the orderly flow of traffic in the halls, stairways, bus waiting areas, etc. Students are to refrain from sitting in the hallways. The rights of all students must be respected by all students.
- gg. Staff and students must use courtesy and thoughtfulness so that all may use the facilities with equal opportunity, equal safety, and equal pleasure. If “horseplay” results in damage, those involved must pay for repairs and/or replacement of the damaged items.
- hh. Report cards will be withheld from any student until he has made satisfactory settlement for all obligations (lost books and damaged school property, unpaid fees and school equipment not returned, detention assignments not completed, etc.)
- ii. Students that are driven to school must be dropped off on campus. Students must go directly into the building as soon as they enter a school zone. Students may not loiter off school property. For safety purposes, walkers and students that insist on being dropped off outside the school campus must cross all streets by using designated crosswalks. Lower Allen police will cite any student that does not use the crosswalks. Students that do not report directly to the building after they enter the school zone will be charged with insubordination and disciplined appropriately.
- jj. Students are not permitted outside of the building unless under teacher supervision. This includes between classes.

Discipline of Students with Disabilities (Board Policy 218.3)

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

Disclaimer of Responsibility for Personal Property

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

Doctor’s Certificate

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

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

Dress and Grooming (Board Policy 221)

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

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

1. Students are responsible for keeping themselves, their hair, and their clothing clean.
2. Length and style of hair, clothing, or jewelry will be regulated to eliminate any health or safety hazards, and to prevent any disruption of the educational process. Students with long hair may be required to wear restraining devices in certain situations such as technology education labs, science labs, home economics, physical education, and athletic contests.
3. Clothing displaying profanity, obscene pictures, gestures, or words, drug or alcohol use, alcohol or tobacco products, weapons, or sexual innuendoes is not acceptable.
4. Clothing which is tight or revealing that tends to disrupt the educational process is not acceptable. No clothing may purposely expose undergarments.
5. Clothing or jewelry that creates, or may permit to create, danger or disruption to the school community is prohibited. Suggestive clothing is disruptive to the educational process and will not be permitted. Likewise, jewelry which may pose a danger to the student or others will not be permitted.
6. It is against school policy for any individual to harass another on the basis of race, religion, ethnic background, gender, sexual orientation, age, disability, or national origin. Clothing which creates a substantial disruption of school work, classes, events or activities, or interferes with the rights of others, is prohibited.
7. Males and females may wear hats or head coverings to and from school, but not while school is in session. Hair restraints may be worn during school to hold hair safely in place.
8. Tops will not expose the mid-section of the body. Spaghetti straps, as well as completely bare shoulders, are not acceptable. Sleeveless clothing is permitted as long as undergarments are not shown and they comply with dress code provision #4. Also, tops of shirts must be cut modestly.
9. Wearing of Shorts
 - a. Secondary - Shorts of mid-thigh length or longer may be worn during the school year with consideration given to temperature and weather conditions.
 - b. Elementary - Shorts of mid-thigh length or longer may be worn during the school year from March 20 through and including October 22, providing the weather is appropriate for such attire.
10. Females may wear skirts of mid-thigh length or longer.
11. Students must wear safe footwear which will not mark or damage school property.
12. Gloves or outerwear coats are not to be worn in the school unless permitted by the teacher due to the temperature in the classroom.
13. A list, giving specific examples of inappropriate clothing, will be provided and updated annually each summer by a committee comprised of staff and students representing middle and high school. The list will be published in each building's "Student Handbook" as an easily understood quick reference to those items deemed inappropriate as a result of this policy.
14. Student Councils at the secondary schools will aid in the acceptance and understanding of the policy by promoting self-policing among the student body.

Policy 221 **Dress and Grooming** provides for yearly identification of examples of inappropriate clothing as per guidelines established in this policy. This list may be revised, based on changes in styles of dress. **The clothing items noted below are considered inappropriate and not permitted to be worn in**

school. This is not an all-inclusive list as the administration maintains the right to determine articles of clothing that may be disruptive to the educational process. The number in parenthesis after each item refers to numbered guidelines in Policy 221.

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

Driver Education

The classroom phase of driver education is offered to all sophomores. The District does not offer behind-the-wheel instruction.

Drug Awareness (Board Policy 227)

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

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

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

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

Definitions:

For purposes of this policy, controlled substances shall mean:

- all dangerous controlled substances prohibited by law within the meaning of the Controlled Substance, Drug, Device and Cosmetic Act
- all look-alike drugs
- all alcoholic beverages
- anabolic steroids
- any drug paraphernalia

- all legal or illegal hemp products
- volatile solvents or inhalants to include glue and aerosol propellants
- any prescription, patent drug, or caffeine except those for which permission for use in school has been granted pursuant to Board Policy

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

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

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

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

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

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

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

The full text of the District's drug awareness policy is available in each school and on the District website at www.wssd.k12.pa.us.

Early Dismissal

If a student must be excused from school prior to 2:45 p.m., a note from the parent should be presented at the office before 7:37 a.m. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. All work missed due to the dismissal must be completed. A student leaving school property must check in at the office before departing. An excuse from the physician/dentist is expected when the student returns to school. Failure to do so may result in the absence being considered unlawful/unexcused and/or the student will be subject to disciplinary actions.

Students need to be in attendance for two instructional periods to be considered present for the a.m. or p.m. session. Students who arrive at school after Mod 2 in the morning will be recorded absent for the morning session. Students who leave before Mod 3 will be recorded as absent for the p.m. session.

Students will not be released to the custody of a person other than the parent or guardian unless permission is granted by the parent.

Educational Trips (Board Policy 231)

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

- Parents shall submit the appropriate form no less than five school days in advance of the proposed trip.
- The principal will notify the parent in a timely manner regarding approval or disapproval of the proposed trip.
- There must be a correlation to the student's curriculum.
- The cumulative number of days for educational trips shall not exceed five per child.
- The student is required to make up missed assignments. A report must be submitted within five school days of the student's return.
- Approved trips will be recorded as excused absences and will not be considered for perfect attendance.
- Educational trips are not approved during standardized testing, mid-term, and final examinations.

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

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

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

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

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

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

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

Electronic and Personal Communication Devices (Board Policy 237)

Electronic and personal communication devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smart phones, and laptop computers, as well as any new technology developed with similar capabilities.

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

Electronic Images and Photographs

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

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

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

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

Personal Communication Devices

1. In addition to the circumstances specifically prohibited and listed above, student use of communication devices shall be prohibited during instructional periods, except when approved by the building principal or designee or as part of a student's individualized educational program. Except under circumstances specifically prohibited and listed above, student use of communication devices during non-instructional periods, such as lunch or recess, shall be permitted, provided that it does not create a substantial disruption to the environment. Except under circumstances specifically prohibited and listed above, student use of communication devices while being transported using school district operated and/or sponsored transportation shall be allowed so long as the device is on "silent mode", used with headphones or inaudible in order to text message, play games, privately play music (i.e., with earphones) or for other similar purposes. No other use of a cell phone or communication device will be permitted, including the taking of photographs and/or for audio and/or video recording and/or other use specifically prohibited and listed above. When use of a communication device is permitted, all ringers or audible devices must be turned off or disabled. Should students have any questions regarding the appropriateness of use, they must first seek guidance/permission from the school's principal or assistant principal.
2. In addition to the list of prohibited uses above, the use of any communication device is prohibited in locker rooms, health suites, lavatories, and/or any other area where an individual would have a reasonable expectation of privacy.
3. Non-district owned digital devices approved for curricular use may not be attached to the district network or district computer systems without prior notification and consent of the West Shore School District Technology & Media Services Department.
4. The use of all personal communication devices shall be used in conformity with the West Shore School District's Acceptable Use Policy #815.
5. Parents/Guardians must call the school for any emergency situation, rather than attempting to contact their child directly. The school will in turn contact the student in question when appropriate.
6. Except for the specific actions prohibited and listed above, students who are participating in after school activities, may be given permission to use cell phones and/or other communication or electronic devices for appropriate communication with a parent or guardian by the coach or activity advisor on a case by case basis.
7. Each of the above prohibitions remains in effect during any emergency drill or actual emergency. Furthermore, any student using a cell phone or other electronic or personal communication device while on school district property or while using school district operated and/or sponsored transportation during an emergency may have the device confiscated by school district personnel.
8. Each of the above prohibitions remains in effect during all off-campus activities, such as field trips, sporting events, music competitions, and/or other school-sponsored events.
9. In the event that another student uses a device owned by another student in violation of this policy both students may be liable for consequences resulting from its use.
10. Except as specifically permitted or authorized, if a device is used to transmit or receive any communication during class time, the student will receive disciplinary consequences as outlined in the student handbook and/or Student Discipline Policy 218.
11. The District assumes no responsibility under any circumstance whatsoever for the loss, destruction, misuse, or theft of any electronic or personal communication device that is brought to school at any time or to any school-sponsored activity.
12. Violation of this policy by a student shall result in confiscation of the device and may result in disciplinary action as outlined in the student handbook and/or Student Discipline Policy 218. The confiscated item may not be returned until building-level procedures have been followed and it is determined that the device will be returned.

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

Exceptions

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

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

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

Electronic Surveillance

Electronic surveillance devices are being used within the schools to protect students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.

Elementary and Secondary Education Act (ESEA)

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

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

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

Eligibility for Attendance of Nonresidents (Board Policy 202)

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

Emergency Contacts

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

The requested information includes mother and father's names, name of parents' employers, and the parents' daytime telephone numbers. Parents are also asked to list, in priority order, threat 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.

Emergency Medications

Inhalers and other emergency medications, including self-testing devices, may be carried on a student's person if a doctor's statement ordering such a need is provided to the school nurse or building principal.

English Language Development Program

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

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

Ethnic Intimidation

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

2710-Ethnic Intimidation

- a. Offense defined - A person commits the offense of ethnic intimidation if, with malicious intention toward the race, color, religion or national origin of another individual or groups of individuals, he 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 the fire alarm rings students should follow the assigned route which will take them far enough from the building to preclude any interference 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. Secondary students are required to take book bags, backpacks, and purses with them if evacuation is required.

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 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.

Flex Period

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

Grade Level Promotion

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

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

All 22 credits must be earned prior to graduation to participate in graduation ceremonies.

Grading System (Board Policy 213)

Student grades may be accessed in PowerSchool. The grading system used is as follows:

93 - 100 %	Excellent
86 - 92%	Good
77 - 85%	Average
70 - 76%	Poor, but Passing
Below 70%	Failure
I	Incomplete
NG	Not Graded

“I” will be changed to a failure unless work required is “made-up” within a reasonable time, which is usually the same number of days a student has not been in school.

A factor of 1.06 will be used to compute the grade for all Honors and Advanced Placement courses in the curriculum and Dual Enrollment Courses to reflect the additional time and/or difficulty and expectations required in these courses. A factor of 1.01 will be used to compute the grade for most Level I Courses. The grade recorded on the report card is the actual earned grade, not the weighted grade value. Weighted value calculation is used for determination of grade point average, not for honor roll calculations.

Report cards and grades are issued to students at the end of each nine-week period. Report cards are to be taken home by the student and given to the parent or guardian.

Final examinations will be given in selected courses. Final examinations will be counted as weighing 1/7 of the final course grade. The formula for computing final grades follows:

Semester Course with Final Exam

$$1. \frac{1\text{st m.p. grade} + 2\text{nd m.p. grade}}{2} = \text{Total 1}$$

$$2. \text{Total 1} \times 6 = \text{Total 2}$$

$$3. \frac{\text{Total 2} + \text{final exam grade}}{7} = \text{Final Average}$$

Graduation Requirements (Board Policy 217)

To receive a diploma a student must meet the following criteria:

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

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

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

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

Guidance Services

The guidance offices are located on the ground level near the main office. Each grade level has a grade counselor who is glad to help a student at any time.

Students are encouraged to avail themselves of the guidance department services to assist them in planning for the years following graduation. The guidance department has information available in the following areas:

1. Interpretation on courses of study.
2. Vocational information.
3. College information (catalogues, tests, scholarships, computer programs etc.).
4. Military information.
5. Evaluation of the student's high school credits to determine if the requirements for graduation are being met.
6. Individual counseling.
7. Group counseling.

Hall Passes

Upon leaving their assigned classroom, **students are required to have a written hall pass at all times.**

Harassment of Others

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

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

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

Head Coverings

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

Health Examinations (Board Policy 209)

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

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

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

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

The full text of the District's health examinations policy is available in each school and on the District website at www.wssd.k12.pa.us.

Hazing (Board Policy 247)

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

Homework (Board Policy 130)

Progressively, secondary homework assignments require greater independent responsibility for students to demonstrate their learning progress. Reports, term papers, projects, and other tasks may require step-by-step assignments toward the completion of the final product. As a general rule, high school students may expect 120 minutes of homework daily. This may vary depending on the individual student's selection of courses. Some Advanced Placement (AP) and Honors courses require additional outside readings and writings. Participation in extracurricular activities does not negate responsibility to complete assignments. When assigning homework, teachers should be aware of major school-sponsored evening activities and use their own good judgment.

Whenever possible, secondary students will be given assignments several days before the due date so they have an opportunity to balance their homework load with other activities.

Students, who are out of school due to illness or some other excused absence more than three days, may request homework through the guidance office. Students, additionally, may request homework anytime they are absent. Please provide the staff with a 24-hour notice. Students and parents may also contact teachers directly through email or teacher webpages.

The full text of the District's homework policy is available in each school.

Honor Rolls

Honor roll lists will be announced following the close of each marking period. Each marking period will produce its own honor roll. The honor roll is not cumulative. Those students, who have attained an average of 86% in all subjects and have maintained a minimum of 77% in all courses, shall constitute the honor roll.

Those who have attained an average of 93% in all subjects shall constitute the distinguished honor group. No students will have distinguished honor status if a minimum of 86% is not maintained in all courses.

No students will have honor or distinguished honor status if any course is failed for that marking period.

Illness During School Hours

Students who become ill during the school day must report to the school nurse. Students having to leave school during the day must have the approval of the nurse or administration before leaving school. Students who fail to adhere to this procedure will receive disciplinary consequences and be counted as unlawful/unexcused.

Keystone Exams

The Keystone Exams are end-of-course assessments designed to determine proficiency in the subject areas of Algebra, Biology, and Literature. They are typically taken as an end-of-course examination in two modules, comprised of both multiple choice and constructed response items. Any student taking a Keystone related course must take the exams. Juniors who previously completed a Keystone Exam with a score lower than proficiency will be required to retake the Exam.

Leaving School Premises

Students shall not leave the school premises without consent of the administration. Students who willfully leave the school campus after arriving in the morning and/or during the regular school hours will be disciplined accordingly. The full text of district attendance policies is available in school and on the Internet.

Library Policies and Procedures

Hours

The library is open from 7:25 a.m. until 3:00 p.m.

Check-Out Materials

	Circulation Period	Fines (per school day)
Books and Magazines (back issues)	2 weeks	\$.10
Reference Books	overnight	\$.50

The circulation of reference materials is subject to librarian approval. Overnight materials must be returned by 7:37 a.m. Flex period and circulation privileges cease until all Library obligations have been cleared. Students must bring their ID cards to sign out materials.

Interlibrary Loans

Books may be borrowed without charge through the statewide ACCESS PENNSYLVANIA program. Students may search the ACCESS PA database on the library computers. Overdue interlibrary loan materials will result in the loss of the library privileges.

Loss of Materials

Students will be charged the current price for lost books.

Theft or Defacement of Materials

Students will be held responsible for the full replacement cost of defaced or stolen materials. In addition, they will lose their access to the library from flex, lunch, or on a research pass. Willful destruction of school property will be treated according to district policy.

Flex Time Use

Students who desire to use the library during flex periods must sign up in the library before 7:37 a.m.

Lunch

Students who want to use library during lunch first need administrative approval and must spend the entire lunch period in the library.

Research Passes

Classroom teachers may issue a pass to a student working on a class project requiring Library resources.

Locker Search (Board Policy 226)

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

- Lockers may be periodically and randomly inspected and searched by officers, agents, and employees of the District, and illegal or unsanitary materials shall be seized and may be used as evidence against the student in disciplinary and other proceedings.
- Lockers are the property of the West Shore School District. As such, they may be opened for a variety of administrative reasons. No student permission is necessary to enter a locker and the locker is not to be considered private property of the student. Locker privileges may be withdrawn if the privilege is abused.

- Lockers are not places of privacy for the belongings of the students, and students should not expect that their lockers or the contents thereof will be kept private from the District. To the contrary, the Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. The Board further authorizes the use of canine "sniff" searches or other detection devices of lockers to identify lockers that should be opened to be searched.

Lockers

The use of personal locks is not allowed. Each student will be provided a lock on their hallway locker. A lock for Phys. Ed lockers will be available for purchase in the office. Students will be responsible for remembering their own combinations. It is advised that students refrain from sharing lock combinations. **Only locks obtained through the school may be used on lockers.** Locks which were not obtained from the school may be cut off by school staff without advance notice.

Lockers should be kept in good order and locked at all times. Responsibility for the contents of the student's locker rests with the student. All lockers are the property of the West Shore School District and are loaned for student convenience during the school year.

The school is NOT responsible for books, personal items in lockers.

Students must use the locker assigned to them. If a student opts not to use their assigned locker, they are still responsible for the locker and its contents throughout the course of the school year. It is suggested the locker be secured with a school lock.

Lost and Found

Lost and found items will be located by the bus lobby. Lost articles may be claimed there. Articles unclaimed after a reasonable period will not be retained.

Meal Prices (2017-2018)

The District participates in the National School Breakfast and Lunch Programs and must comply with requirements of the *Healthy, Hunger Free Kids Act*. The school breakfast and lunch program, operated by Sodexo Quality of Life Services, focuses on good nutrition and developing healthy eating habits. Menus are posted on the District's website at www.wssd.k12.pa.us.

Secondary Lunch = \$2.75 and \$3.10	Reduced Price Lunch = \$0.40
Secondary Breakfast = \$1.60	Reduced Price Breakfast = \$0.30
Milk = \$0.60	

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

Medications (Board Policy 210)

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

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

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Election to membership in the National Honor Society is intended to honor those students who have demonstrated outstanding contributions in the areas of scholarship, service, leadership, and character.

Guidelines and By-laws for Cedar Cliff High School - (Revised May 1999)

A. Election of Members

1. Students are eligible for election to NHS at the beginning of their junior or senior year based on their school record at the end of 10th or 11th grade.
2. Initial consideration is given to those students who have maintained a cumulative GPA of 93% (92.5) or higher without rounding.
3. Academically eligible students are notified of their initial consideration by their counselor and given materials to submit additional information for verification of leadership and service.
4. A list of academically eligible students is submitted to the entire faculty to recommend or not recommend on the basis of leadership and character.
5. Faculty members who do not recommend must indicate their reasons for objection. This information will be seen and reviewed by the Faculty Council only. The names of teachers not recommending will be kept confidential.
6. Students will not be eliminated from election on the basis of one or two teachers not recommending unless the circumstances are serious enough to warrant this (e.g. cheating).
7. Information regarding why a student is eliminated on the basis of faculty recommendation must be submitted to the principal along with the names of the rejected students.
8. Faculty Council will review all pertinent information on eligible students and elect students on the basis of their academic record, leadership, character, and service.
 - a. The advisors will investigate any "not recommended" situations and report findings to the Faculty Council.
 - b. All information will be reviewed by the Faculty Council and additional information may be requested by the Council.
 - c. Point value sheets for activities will be reviewed by the Faculty Council and appropriate points assigned.
9. Students must earn the minimum number of points as indicated below based on grade level.
End of Grade 10 - 6 points
End of Grade 11 - 8 points
10. Point information, submitted by eligible students, must be validated by an individual responsible for that category or area.
11. Students who are not elected to NHS will be notified by the principal or designee.
 - a. Students may request a review of information considered for membership.
 - b. The review will be made by the Faculty Council to determine if a procedural error was made.
 - c. The Faculty Council may request additional information.
12. Election to membership will occur at the fall Induction Ceremony.

B. Service Projects

1. All members must participate in at least one NHS Chapter Project per year to be determined by the membership with approval of the advisers.
2. Each member must select and participate in an individual service project each year. Projects must have the approval of an adviser.
3. Each member must complete 20 validated service hours per semester.

C. Review of Membership

1. Advisers must verify the minimum 93% average with counselors and notify any members who have dropped below the average that they are on probation for that current marking period.

2. Students who fail to improve their average at the end of the probationary period will have their records reviewed by the Faculty Council for possible dismissal.
3. Any dismissal action will be by majority vote of the Faculty Council, and the dismissed student will be notified by the principal or designee.
4. Any violations of the NHS Code of Conduct will be reviewed by the Faculty Council for possible disciplinary action that may include dismissal.
5. Once a member has been dismissed from NHS, that student is no longer eligible to be a member.
6. Failure to participate in a chapter project or individual service hours is grounds for probation and dismissal.

Activity Point System

School Activities

Student Council	1
Class Advisory (RL).....	1
Clubs	1
Library Assistant.....	1
Central Treasury.....	1
Student Task Force	1
Youth in Gov't.....	.5
Model U.N.5
Capitol Classroom5

Varsity Debate	1
Novice.....	1
Speech Team	1
District.....	5
State	5
Mock Trial	1

Drama (per production)

Play Cast	1
Student Director	1
Stage Crew	1
Pit Orchestra	1

Sports

Athletic Team Member.....	1
Athletic Team Manager.....	1
Cheerleader (per season).....	1
Intramurals.....	5

Music

Marching Band/Front.....	1
Jazz Band.....	1
District Band/Chorus5
County Band/Chorus5
Reg. & State Band/Chorus5
Ensembles/Octet5
County Orchestra5
District Orchestra.....	.5
Reg. & State Orchestra5
Indoor Guard	1

Special Awards/Honors

Scholastic Gold Key.....	5
Certificate of Merit.....	5
Science Fair.....	5
Academic Contest Award	5
Academic Honor Society	5
National Merit Certificate	5
Hugh O'Brien	5
PA Boys/Girls State	5
Farm Show Award	5
Other (Be specific).....	5

Community

Service (40 hrs.).....	1
4-H Club	1
Volunteer Fire/Ambulance	1
Organized Community Team ..	1
Other (Be specific).....	.5
Babysitting (20 hrs.)	1

Religious

Scouts.....	1
Choir	1
Youth Fellowship (20 hrs.).....	1
Assistants in Religious Service.....	1

Officer/Captain

Any Qualifying Organization5
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Nondiscrimination in School and Classroom Practices (Board Policy 103)

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

Nurse's Office

The services of a school nurse practitioner are available during the school day. A pass from your teacher is required to report to the nurse. Do not report to the nurse between classes. Emergencies will be cared for at any time of the day and do not require a pass.

Obligations

Whether from late library books, lost textbooks, borrowed equipment, missed detention or other situation students have a responsibility to meet their financial and time commitments. Students who have outstanding obligations will not be issued parking passes, will be prohibited from attending homecoming and prom activities, and will be prevented from participating in extracurricular activities. Athletes with obligations will be prohibited from participating in their sport(s).

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 at www.wssd.k12.pa.us.

Parking Regulations

A limited quantity of parking permits will be issued for student use during the year. While student parking at the high schools has always been viewed as a **privilege** that can be revoked for misuse of the privilege or for serious disciplinary violations, it had previously been open to any students with a driver's license who drive to school even on occasion. Increased enrollment and requests from students for parking permits have necessitated the need to revise parking privileges.

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

Procedures to Register a Vehicle

All vehicles must be registered in the office to park on school property. Approved students will be issued a parking tag at a cost of \$20.00. Lost tags will be replaced for a fee of \$20.00. If a tag is revoked for any reason, the tag fee will not be refunded.

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

Temporary Driving Passes

Several spaces will be reserved for students needing to drive on occasion for a doctor's appointment. A one day pass will be granted upon submission of a parent note requesting a temporary pass. Students owing obligations, having poor attendance or behavioral concerns will not be granted temporary passes.

The one day pass must be requested the day before the privilege will be granted. The temporary pass must be displayed on the rearview mirror.

Parking Regulations

- All cars must be registered with the building administration by obtaining a registration tag and completing proper forms. Registration tags must be displayed in the vehicle at all times while on school property.
- No cars are to be moved during the day without permission from the administration.
- Students are to use the designated entrances and exits to lots.
- Students are to use designated parking areas.
- Travel is limited to 10 miles per hour while on school property.
- All students should lock their vehicles during the school day.
- No student will be permitted in his/her vehicle during the school day without permission from a building administrator.
- Vehicles not properly registered or parked illegally may be ticketed by Lower Allen Police Department.
- School officials reserve the right to inspect vehicles on school property. Students are responsible for the contents of their vehicles.
- Students are not permitted in the parking lots except during the time of arrival and departure from school without permission from the administration.
- Students must exit vehicles immediately upon arrival to school. Loitering is not tolerated.
- Students must obey all Pennsylvania laws while on school property.
- Driving recklessly, exceeding the speed limit of 10 mph, and/or parking illegally, may be reported to the police.
- Violations of these regulations will result in disciplinary actions which may include detention, suspension or parking privileges being suspended or revoked.

Other Regulations Pertaining to Attendance, Behavior and Financial Obligations

- Absences and tardies to school will impact a student's privilege to drive to school. For disciplinary consequences, refer to Absence and Tardiness Policies.
- Parking tags are given to individuals for specific vehicles. No other person but the person for whom the tag has been issued may use the tag.
- Students must realize parking is a privilege that may be revoked for reasons related to a student's disciplinary record. As a provision of Board or Administrative probation, parking privileges are revoked while students are on probation.

- Under the provisions of Board Policy 218 Student Discipline, disciplinary consequences will be imposed for the following reasons:
 - No parking permit displayed
 - Vehicle not registered
 - Unauthorized use of another student's permit
 - Vehicle parked improperly
 - Inappropriate behavior related to vehicle on school property
- Students receiving suspension, in school or out of school, will lose parking privileges as noted below:
 - First suspension – five days loss of parking privilege
 - Second suspension – ten days loss of parking privilege
 - Third suspension – loss of privilege for remainder of the school year
- Students receiving Saturday morning detention will lose parking privileges as noted below:
 - Two Saturday morning detentions – five school days loss of parking privilege
 - Three Saturday morning detentions – ten school days loss of parking privilege
 - Four Saturday morning detentions – loss of privilege for remainder of the school year
- School financial obligations must be cleared to receive or retain a parking permit.

Participation in School Affairs (Board Policy 232)

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

Permanent Passes to Leave Property

Students who regularly leave school early (Co-op, Senior Project, etc.) must carry a laminated I.D. Card issued by the school showing the time of departure and purpose. This card must be shown to any staff member who asks why a student is leaving the building. Students who lose their cards must pay \$20.00 to the office for a new one to be issued. Students entering the building during the school day must do so through the main office door and checking in with the office staff.

Physical Education

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

Point of Sale Program

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

will continue to be accepted at schools. All cash/checks must be deposited in the student's account. Unfortunately, monies cannot be accepted by the cashier at lunch time.

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

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

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

Parents can check the account balance, deposit money into the account electronically, and set email notifications to alert them of low balances at k12paymentcenter.com. Parents are charged a nominal fee for depositing funds electronically, but there is no fee for checking the account balance. Questions about the Point of Sale program may be directed to the Food Services office, 938-9577.

PowerSchool

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. Please continue to visit the teacher web pages for updates to homework, class projects, news, etc. In order **to set up an account**, you must **visit the school** and provide a **government-issued photo identification**. We will make a copy of the identification and set up your account.

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.

Pupils - Suspension and Expulsion (Board Policy 233)

SECTION 1318 of the School Code provides that:

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

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

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

Student Make-Up of Work after Suspension

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

1. The student shall take the initiative for making up work.

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

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.

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.

Publications

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

Recycling

The Pennsylvania Department of Education requires school districts to participate in recycling efforts. As such, the District recycles glass, aluminum, plastic, and paper products. Trash and recycling containers are located throughout the building and grounds for student, staff, and community use. Students are expected to follow local and school policy with regard to recycling. Classrooms have blue recycling containers for plastic. Hallways have trash cans and plastic recycling containers with small round openings. The cafeteria has large red barrels for plastic recycling. Plastic containers should be empty and lids should be removed before placing the bottles in the recycling container. Green recycling containers located in all classrooms are for paper products. Please comply with our recycling efforts for the benefit of all.

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.

Safe Crisis Management

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

School Visitors

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

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

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

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

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

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

- Parents/Guardians will not make any unauthorized transmissions, copies, or alterations to any confidential or protected information.
- Parents/Guardians will not take photographs or audio or video recordings during classroom visitations.

Special Dietary Needs

Students needing dietary accommodations, including requests for milk substitutions, must have a Medical Plan of Care form fully completed and signed by the child's physician and parent on file with Food Services Department and the school nurse to receive specified substitutions and necessary accommodations. The Medical Plan of Care form is available under the Food Services Department section on the District website or through the school nurse. Notes from physicians will no longer satisfy the requirement to document the disability of a student.

With regard to substitutions for fluid 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." We can no longer substitute juice or water as we have in the past 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/guardians may send a milk substitute with their child or their child can purchase plain water or juice a la carte. Parents/guardians may also bring medication such as Lactaid in to the nurse who can administer it to your child prior to his/her lunch period. Lactaid, or any other medication, will require a physician'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 Service Department with any questions.

Student Assistance

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

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

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

Student Assistance is a way to identify high risk students who are having school-related problems because of alcohol/drug use or who are at risk of suicide or other mental health problems. It is also a method for intervening and referring students to appropriate community services. It is not a treatment program; rather, it is a systematic process which makes it possible for school personnel to identify students having problems and refer them for help. The heart of the program is the Student Assistance Team, which is a core group of school personnel who are specially trained to work with these students.

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

Student Expression (Board Policy 220)

This policy addresses the District's policy regarding the right of students to express themselves in word and symbol and to distribute materials as part of that expression within the limitations of the policy.

The Board does reserve the right to designate and prohibit student expression which is not protected because the rights of others are violated. Such violation of rights includes those which libel a specific person, advocate the use of materials that constitute a danger to the health of students, are obscene, and incite violence. Rules have been established for the distribution of materials that are not in violation of this policy.

Student Fundraising (Board Policy 229)

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

Student Records (Board Policy 216)

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

- The right to inspect and review the student's education record within 30 days of the District's receipt of the request for access
- The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the student
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the District discloses certain materials without prior consent
- The right to refuse to permit the designation of any or all of the categories of directory information

Students and the Police (Board Policy 225)

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

Summer School

Students wishing to attend the West Shore School District Summer School must maintain a 50% or higher semester grade in the course they plan to attend in Summer School. Exceptions to this rule must be approved by the administration.

Tardiness

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

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 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.

Terroristic Threats (Board Policy 218.4)

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

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

Prohibited Acts

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

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

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

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

If the principal determines that a terroristic threat has been made and determines the identity of the individual making the threat, he/she shall immediately suspend the student. In order to return to school, a

suspended student may be required to submit competent and credible medical and/or psychological/psychiatric evidence that the student does not pose a risk or harm to others.

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

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

Third Party Equipment

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

TMI Information

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

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

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

- Cedar Cliff High School - Students who live inside the ten-mile zone will remain at Cedar Cliff. Students who live outside the ten-mile zone will be sent home.
- Red Land High School - All students will be evacuated to Cedar Cliff High School by bus. Parents should pick them up there.
- Allen Middle School - Students who live inside the ten-mile zone (Generally York County and Lisburn area) will be held at school for parents to pick up. Students who live outside the ten-mile zone (generally Cumberland County) will be sent home as soon as buses are available. Parents may also come to the school to pick up students who live outside the ten-mile zone.
- Crossroads Middle School - All students will be evacuated to the Christ Community Church. Parents should pick their children up there.
- New Cumberland Middle School - All students will be evacuated to the Christ Community Church. Parents should pick them up there.

- Fairview, Fishing Creek, Newberry, and Red Mill Elementary Schools - All students will be evacuated to Allen Middle School. Parents should plan to pick them up there.
- Hillside Elementary School - All students will be evacuated to Washington Heights Elementary School. Parents should pick them up there.
- Saint Theresa School - All students will be evacuated to Washington Heights Elementary School. Parents should pick them up there.
- Washington Heights, Highland, Lower Allen, and Rossmoyne Elementary Schools - All students will remain at their schools. Parents should pick them up there.

Parents and authorized persons who are coming to pick up students at the evacuation sites will need to provide positive identification and sign a register at the pick-up point before a student is released. Identification may consist of a driver's license, social security card, etc.

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

Tobacco Products (Board Policy 222)

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

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

Disciplinary consequences are also imposed by the school administration.

Transportation

Transportation is provided by the West Shore School District for all high school students living two or more miles from the school which they attend. The West Shore School District also provides bus transportation between schools for those students who take courses at more than one school. Students are encouraged to use this transportation provided by the District.

A student who is late and/or misses a bus due to personal negligence will be responsible for providing transportation to school from home. Students who, through their negligence, miss the approved transportation between schools will generally be sent home, or parents will be called to transport them to the other school or home.

The school will not be responsible for those students who, through their own negligence, miss courses scheduled at other schools.

The District does not encourage students to drive to school from home or between schools and does not accept any responsibility for anyone transporting or being transported that way. Students who drive will have to provide a record of parent approval to do so and will be subject to the rules and regulations of the school for driving and parking on school property. Violators may lose their privileges to drive and park on school property.

Truancy

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

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

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

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

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.

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

Unlawful Harassment (Board Policy 248)

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

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

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

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

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

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

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

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

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

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

Enforcement

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

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

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

Procedures

Step One – Reporting

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

Step Two – Investigation

1. Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Director of Human Resources (or designee) and begin an investigation. If the building

principal is the subject of the complaint or is unable to conduct the investigation, the Director of Human Resources will designate an administrator to conduct the investigation.

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

Step Three – Investigative Report

1. In all cases, the results of the investigation shall be reported in writing to Director of Human Resources and the Superintendent of Schools (or designee) within ten days, unless additional time is required to complete the investigation. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
2. Complainants and the accused shall be notified of the final disposition/action taken by the District, subject to the confidentiality limitations of state and federal law.
3. Complainants and the accused, as well as those employees involved in the investigation, shall keep the nature of the accusation and final disposition/action taken by the District to be confidential within the limitations of state and federal law.

Step Four – District Action

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

Video Use in Student Teaching

In partnership with local colleges and universities, West Shore School District pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities. This video is used for self-reflection and to critique and improve their educational practices. Therefore, every effort is made to focus solely on the student teacher and to avoid the recording of our students. If it is not possible to completely exclude our students, the student teacher will work to avoid facial appearance and recognition of our students. West Shore School District only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted from the recording device once the student teacher and supervisor have finished using the video for the course assignment. Please contact the building principal if you have any concerns regarding the student teacher's use of video in the classroom.

Visitors

Students are not permitted to bring friends, house guests, etc., to school during the regular school day without the prior permission of the building principal. Any permission to do so for extraordinary reasons must have prior approval of an administrator at least one day in advance.

Volunteer Procedures

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

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

Other requirements are outlined in the *Guidelines for Volunteers* which can be accessed on the District website at www.wssd.k12.pa.us.

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

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

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

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

Walking to School

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

Weapons (Board Policy 218.1)

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

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

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

Definitions

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

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

Reporting Knowledge of a Weapon

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

Wellness Policy (Board Policy 246)

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

Working Papers

Any student under eighteen years of age and having the promise of a job must be issued an employment certificate, sometimes called a "working permit," before being employed in any occupation.

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

WEST SHORE SCHOOL DISTRICT
HIGH SCHOOL STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

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

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

PLEASE PRINT CLEARLY

Student's Full Name: _____

Classroom Teacher: _____ Grade: _____

Parent/Guardian Name: _____

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

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

Student Signature

Date

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

Parent/Guardian Signature

Date

Return signed form to your child's classroom teacher by August 30, 2017