



WEST SHORE SCHOOL DISTRICT

Elementary Parent & Student Handbook

2017-2018



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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.

The following pages summarize procedures and select Board policies affecting students and parents. A full copy of the District's Board Policy Manual can be viewed in each school building office and on the District website.

Absences

Board Policy 204

The school law of Pennsylvania requires the regular attendance of all students from eight to 17 years of age. It is not mandatory for a parent to enroll their child in kindergarten. However, once a student is enrolled and has begun classes, they must follow the same attendance guidelines as all other students.

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

Upon returning to school following an absence, the student shall bring a note signed by the parent or guardian giving the date of the absence and the reason for the absence. 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, students with unexcused/unlawful absences will not be permitted make-up privileges; however, the building principal may give consideration to extenuating circumstances beyond the child's control.

Elementary students need to be in attendance prior to 10:15 a.m. in order to be considered present for the morning session. Students who arrive after this time will be considered absent for one-half day. Students who arrive after 1:45 p.m. will be considered absent for the entire day. Students who have early dismissals need to be in attendance until 10:15 a.m. in order

to be considered present for the morning session. They will also need to be in attendance until 1:45 p.m. in order to be considered present for the afternoon session. Accumulated tardiness to school and classes, as well as class cuts, are considered unlawful absence time.

Absentee Call In Program

The elementary schools are concerned about the health and welfare of each of our students. As such, parents are asked to inform the school each time that their child will be absent. Please call your child's school between 4 p.m. and 9 a.m. to place a message on the answering machine.

Your message should include the following information:

- Your Name
- Your Child's Name
- Teacher's Name
- Date of Absence
- Reason for Absence

We expect to receive a call from the parent of every child who is absent. If you do not call prior to 9:00 a.m., the school secretary will attempt to call you either at home or at work. You must keep in mind that such calls will not be made until after morning attendance is taken, and the answering machine messages have been reviewed. This program operates so that we know that every child who left for school in the morning arrived at school safely. This system is a cooperative effort between the school and the home.

Numbers to call for each elementary school:

- Fairview.....901-9917
- Fishing Creek938-6567
- Hillside901-9914
- Highland.....901-9715
- Lower Allen761-8415
- Newberry938-9777
- Red Mill.....938-3795
- Rossmoyne697-8578
- Washington Heights761-8040

Acceptable Use of Computing Resources and the Internet

Board Policy 815

The Board supports the use of the internet, computer, and network resources in the District's instructional and operational programs in order to facilitate learning, teaching and daily

operations through interpersonal communications and access to information, research and collaboration.

The District provides students, staff and other authorized individuals with access to District computers, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board also recognizes, however, the potential for misuse of these resources by students, faculty, and staff. Use of these resources by students, faculty, and staff is considered a privilege which may be denied for inappropriate and/or illegal uses as set forth in this and related policies. Furthermore, violations of the guidelines set forth in this policy or other improper use of these resources may result in disciplinary action in accordance with established disciplinary procedures. Such procedures include but are not limited to possible suspension or expulsion for students, suspension for staff and imposition of the penalties under the PA School Code, including but not limited to termination of employment. Appropriate uses of these resources include instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the District.

Authority

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District is not responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the internet or other network resources.

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 requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

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.

Address Changes

All students transferring within the District, from one building to another, must complete a transfer form at the District's Registration Office located on the first floor at the Administration Center for Education, 507 Fishing Creek Road, Lewisberry. Transfers may be completed by appointment.

It is necessary for parents to show proof of their new residence. Preferred acceptable documentation includes a copy of the lease, deed, or settlement agreement and a valid driver's license with the same address. However, if you do not have a copy of the above-mentioned items, the District will accept a property tax bill, vehicle registration, PennDOT identification card, or military housing letter.

Admission of Kindergarten and First Grade Students

Board Policy 201

Board Policy 201 states that a child who has reached the age of five years before October 1 of the school year shall be admitted to kindergarten, and a child who has reached the age of six years before October 1 of the school year shall be admitted to first grade. There is no exception to this policy.

Every child between the ages of six and 21 is a resident of the District and may attend a public school if they have not received a high school diploma. Every child seeking admission must present legal evidence of birth date and, under regulations of the Pennsylvania Department of Health, children are also required to provide proof they received the following immunizations:

Students in ALL grades will need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis (usually given as DTP or DTaP)
- 4 doses of polio
- 3 doses of hepatitis B
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 2 doses of varicella (chickenpox) or evidence of immunity

Students entering 7th grade need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

Students entering 12th grade need:

- 1 dose of MCV after 16 years of age

Proof of immunization may be provided with any written record showing dates immunizations occurred. Children will not be permitted to attend classes until this information has been received. The regulations are intended to ensure children attending school in the commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases. Students who are not fully immunized will be excluded from school or in some cases, not permitted to begin the school year.

Medical examinations are required upon original entry into school, sixth grade, and ninth grade, as designated in the School Health Act 404. Parents are required to present proof of a physical examination or grant the District permission to conduct a student physical by May 1 of the appropriate calendar year. Documentation of current (within three months of enrollment) negative tuberculosis status for foreign born students and students entering from a foreign country is also required.

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 cyberbullying by District students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

Arrival/Late Arrival/Early Dismissal

All elementary students in the West Shore School District follow the same daily schedule. Doors are opened to students at approximately 8:30 a.m. Prior to this time, teachers are not responsible for students, as they are busy preparing for the day. Parents should not drop off students before 8:30 a.m. Bus riders enter the building when the bell rings at 8:30 a.m.

Late Arrivals

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

signed by the parent explaining the reason for the tardiness is required. Students who arrive after 10:15 a.m. will be marked absent for half a day. Students who leave before 1:45 p.m. will be marked absent for the afternoon.

Early Dismissal

If a student must be excused from school prior to the end of the school day, a note from the parent should be presented to the office before school begins. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. All work missed due to the dismissal must be completed. A student leaving school property must check at the office before departing and an excuse from the physician/dentist must be submitted to the office upon the student's return.

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

Afternoon "Pick-ups"

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

Any student who reports to a teacher or the office that he/she will be picked up after school and has not brought a note from a parent will be sent home via their regular form of transportation. We understand there are cases of emergencies. However, we ask that parents not make a habit of calling the office to arrange pick-ups, due to the possibility of oversights. Your cooperation in this matter is greatly appreciated. Any changes in afternoon dismissal arrangements must be communicated to the office no later than 3 p.m.

Audio Equipment

Students are not permitted to use unauthorized audio equipment in school.

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, Bicycles, and Skateboards on School Property

Board Policy 223

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

Bicycles must be placed in the racks provided. It is important that bicycles be locked. Students will not be permitted access to bicycles during the school day. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. The District is not responsible for damage or theft of bicycles. Skateboards and scooters are not permitted 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 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 or email address. You may unsubscribe from email communication; however, please note that will discontinue all email communication from the District.

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. Breakfast will not be served at the elementary level when there is a two-hour delay.

The cost for breakfast at the elementary 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. Students may use their Point of Sale pre-paid accounts for breakfast.

Building Evacuation

In the event of a school evacuation for any reason other than a Three Mile Island (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. Once the visitor is identified, office staff will electronically open the door. At this point, the visitor will be required to present a valid driver's license or other state-issued identification. The ID will be scanned and an ID badge will be printed. The badge is self-expiring, meaning after 12 hours a red stop sign will appear on the front so it cannot be reused.

Additionally, electronic surveillance devices are used in and around the schools to protect students and staff. Individuals found tampering with surveillance equipment, 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.

It is the intent of District staff members to make parents and community members feel welcome in our schools. However, in light of events that have occurred in schools across the nation, these precautions are being taken in the interest of student safety.

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.

Act 65 Unauthorized Entry, 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 Board Policy 810, Transportation, and District Board Policy 218, Student Discipline. By policy, students who commit serious or repeated infractions of transportation rules and regulations may be suspended from riding District transportation.

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

General Bus Behavior

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

Transportation Department Guidelines

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

Care of Students in an Emergency

If an emergency should arise when students are in school, action will be taken to protect the health and safety of each child. The District has multi-hazard plans in place to deal with situations which would require students to be sheltered. Specific plans for each building are found in the school office. Parents/guardians may speak with their child's principal for additional information.

In the event of a general emergency at Three Mile Island (TMI) requiring evacuation of several of the schools in the 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 locations are outside TMI's ten-mile zone. Parents/guardians or authorized persons are to meet their children at these assigned locations. Parents/guardians are urged not to call the schools or attempt to make different arrangements during an emergency. 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/guardians should pick up students there.

Allen Middle School - Students who live inside the ten-mile zone (generally York County and Lisburn area) will be held at school for pick up. Students who live outside the ten-mile zone (generally Cumberland County) will be sent home as soon as buses are available. Parents/guardians may also come to the school to pick up students who live outside the ten-mile zone.

Crossroads & New Cumberland Middle Schools - All students will be evacuated to Christ Community Church. Parents/guardians should pick up students there.

Fairview, Fishing Creek, Newberry, and Red Mill Elementary Schools - All students will be evacuated to Allen Middle School. Parents/guardians should pick up students there.

Hillside Elementary School - All students will be evacuated to Washington Heights Elementary School. Parents/guardians should pick up students there.

Washington Heights, Highland, Lower Allen, and Rossmoyne Elementary Schools - All students will remain at their schools. Parents/guardians should pick up students 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. Proof of identity may consist of a driver's license, passport or other routinely accepted identification. Picture identification is preferred. The child will also be required to verbally identify the individual with whom he or she is to be released.

A student will not be released to another adult during a declared TMI emergency without prior written approval of a parent or guardian, and an appropriate authorization form must be on file at the home school.

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.

Cellular Phones

See Electronic Communication Devices Board Policy 237

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 child be excused from school should be presented by the parent. This note should be in the teacher's hands one day before the appointment. Building principals may require parents/guardians to submit written verification from the doctor's office that the appointment was kept. Failure to do so within three days may result in the absence being considered unlawful.

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

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. This policy, which is to be considered the Student Code of Conduct, sets 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.

Authority

Students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, natural origin, or handicap/disability.

Any student disciplined by a District employee shall have the right to notice of the infraction.

Student Rights

Students, as citizens, have basic rights: the right to an education, the right to free speech, the right to due process, the right to be free from discrimination, to name only a few. Students also have

rights customarily afforded to all human beings, including the right to be treated with dignity.

Students between the ages of eight (unless earlier enrolled in school) and under the age of 17 are subject to compulsory attendance laws. Students 17 years of age or older are not required by law to attend school and do so for reasons which require more individual responsibility than those of students' subject to compulsory attendance laws.

Discipline of Students with Disabilities Board Policy 218.3

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

Authority

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

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

Disclaimer of Responsibility for Personal Property

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

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 the date the student may return to school. It must be presented to the school

within three days of the student's return. Such certification may be required for every absence if/when a student's absences exceed ten percent of the number of days school has been in session.

Failure to present validation may result in the day(s) being declared unlawful. An electronic signature or other authorized facsimile signature directly from the physician's, physician assistant's, or nurse practitioner's office is acceptable. The building principal has the discretion to review each student's absences and base his 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/guardians to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health, safety, or welfare of others.

Authority

The Dress and Grooming may be reviewed annually by the Board to determine the degree of student support as reflected in Delegation of Responsibility (Items #13 and #14).

Delegation of Responsibility

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 exposes 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 - at the elementary level, 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.

Board 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 the policy.

- 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)
- Muscle shirts and/or sleeveless shirts on male students (#4)
- Jewelry which interferes with speaking, hearing, or seeing (#5)
- Spiked jewelry and wallet chains (#5)
- Biker shorts or spandex (#4)
- Bathing suits (#4)
- Kerchiefs or bandanas (#7)
- Roller sneakers (#11)
- Sunglasses (#5)

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.

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.

Prevention

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

The District will inform students about the potential physical and psychological dangers of the improper use of alcohol, controlled substances, stimulants, and depressants. Units of instruction to this effect shall be incorporated into required courses for students at every appropriate grade level. Values clarification experiences concerning the use and sale or delivery of alcohol, controlled substances, stimulants, and depressants shall be made available to students as they develop relative values. Students will also be given the opportunity to participate in Student Assistance Team activities.

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.

Authority

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.

Educational Trips

Board Policy 231

The Board recognizes the value of educational trips which enhance and enrich the school experience for the children of this District. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences at the expense of the parents or guardians

provided that the following procedure is followed in requesting and granting permission for such trips/experiences.

Authority

There may be occasions during the school year when educational trips and tours are scheduled that are not school sponsored. Such activities during the school term require a written request from the parent/guardian. The Assistant Superintendent, or designee, will appraise the value of the trip, provided the trip is at parental/guardian expense and that the pupil participants are subject to direction and supervision by adult persons acceptable to the parents or guardian of the pupils concerned and to the Assistant Superintendent, or designee.

Eligibility for Attendance of Nonresidents

Board Policy 202

The Board shall operate the schools of this District for the benefit of resident children and those other children eligible for attendance. Over the past many school years, requests by residents for affidavit SC 1302 admissions to the District for students whose parents reside in other school districts has continued to increase. The District is eager to offer a quality education to all students who are entitled under the law to attend school within the West Shore School District’s boundaries. District officials feel a strong obligation to identify and reject those students for schooling whose circumstances do not entitle them to an education at the expense of West Shore taxpayers.

The Board, therefore, reserves the right to verify the residency of any student and to require a sworn West Shore Resident Questionnaire, Parent Questionnaire, and a West Shore School District Affidavit be completed for the student, prior to admission, who resides with a person other than his/her natural parent or legal guardian.

Electronic Communication Devices

Board Policy 237

The Board recognizes that the school environment should be safe and secure for employees, students, and visitors. The Board also recognizes the need to provide access to technological resources.

Definition

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

Authority

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.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the West Shore School District’s electronic device policy by publishing such policy in handbooks and building newsletters.

Elementary and Secondary Education Act

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

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

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

Emergency Contacts

At the beginning of each school year, materials are distributed to all students to confirm emergency contact information. The completion of this requested information in its entirety assists District administrators in contacting parents in the event of illness or emergency.

It is critical to the everyday operations of the District that this information be completed. The requested information includes mother’s and father’s names, names of parents’ employers, and the parents’ daytime phone numbers. Parents are also asked to list, in priority order, up to three (3) adults who may act in the absence of the parent in an emergency if the building principal is unable to contact the child’s parent or legal guardian.

An emergency is defined as injury at school that may require medical attention, building or grounds evacuation, and the removal and transportation of the child from school in the event of a student’s illness. The principal or school nurse will act in the absence of the parent if an accident or illness requires emergency transportation to a hospital or medical facility.

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

A release letter may use the following format.

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

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

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

English Language Development Program

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

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

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 so as not to interfere with emergency personnel. Class groups shall stay together in these assembly areas to enable teachers to check class rosters. A signal will indicate when students are to return to the building.

Field Trips, Class

Board Policy 121

An approved field trip is considered an integral part of the school curriculum. A field trip is a valid learning device, a research technique, a gathering of first-hand experience and knowledge, a collection of primary source material. It is a valued part of a planned unit of study and becomes one of the learning

experiences of the unit. As such, it is usually scheduled at the proper time to coincide with the planned unit the trip will implement. Properly planned field trips should result in:

- The development of each student's self-discovery of the student's relationship to the immediate society and to the world.
- The fullest use of outside educational offices, businesses, and cultural opportunities for the benefit of each student.
- The opportunity to explore areas of specialization within selected fields.
- The implementation of activities which reflect the changing needs of society.
- The awareness of all human activities which are a part of the student's heritage.

Approval of Field Trips

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

Pupil Participation

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

Pupil Behavior

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

Chaperones

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

Transportation

Arrangements for transportation will be made through the building principal. Transportation requiring the use of District vehicles shall be initiated by the field trip sponsor completing the *Request for Field Trip Transportation* form. This form is to be submitted to the principal who in turn forwards the written request to the District Transportation Office [due in the latter office seven days prior to the trip]. Upon approval, the Transportation Office will determine the route and provide the driver(s) with the appropriate information, maps, etc. If transportation cannot be provided by the District, the principal shall be notified immediately. District-owned vehicles must be operated by District employees.

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

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

Fluoride Tablets

As a service to parents and students, the District provides fluoride tablets to students whose homes are not serviced by fluoridated water. Dentists often recommend fluoride tablets to help prevent cavities. Permission forms are sent home with students for those families who would like their children to receive tablets.

Food Services

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

Monthly breakfast/lunch menus are posted on the District website and sent home with students at the elementary level. A breakfast program is operated in all District schools prior to the start of the school day. For those who carry lunch, milk is available.

Parents/guardians may also make arrangements to eat breakfast/lunch with their child in the cafeteria. Please contact the office before 9:00 a.m. if you plan to purchase a lunch. Adult breakfasts cost \$2.10 and adult lunches cost \$3.85 or \$4.15. Except when reservations are required, parents/guardians meals may be paid for when entering the cafeteria.

Point of Sale Program

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

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. Additional information may also be found on the District website and in Board Policy 246: Student Wellness.

Free or Reduced Price School Meals

Families who have children attending a public school district may apply for free or reduced price school meals through the Commonwealth of Pennsylvania Access to Social Services (COMPASS). COMPASS allows Pennsylvanians to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc. Families may use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time. To apply for free or reduced price school meals online, visit the COMPASS website at www.compass.state.pa.us. You may also use the paper "Household Meal Benefit Application" if you prefer. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application. Please note, families are responsible for the full cost of meals until their application has been approved.

In order for meals to qualify for the free or reduced price meals program, they must be compliant with the Healthy, Hunger Free Kids Act. More information about specific meal requirements can be found on posters in each of the school cafeterias or on the USDA's Food and Nutrition Service website. Students participating in the free or reduced price meals program may purchase a la carte items at the regular price if they have funds available in their student account.

Grading of Student Progress

Board Policy 213

The Board recognizes that a system of grading student achievement can assist the student, teachers, and parents/guardians to better assess the student's progress toward personal educational goals.

Definition

Grading shall be a system of measuring and recording student progress and achievement which enables the student, parents/guardians, and teachers to:

1. Assess the student's strengths and needs.
2. Assist in planning an educational and vocational future for the student in the areas of the greatest potential for success.
3. Determine where remedial work or enrichment is required.

Authority

Such grades shall measure the student's progress against his/her own potential for achievement. Students with disabilities shall be included in the District's assessment system with appropriate accommodations when necessary.

The Board directs that the instructional program of this District include a system of grading for all pupils which is consistent with the educational goals of the District and the regulations of the State Board of Education. The grading system to be used at each grade level is defined in subsequent sections of this policy.

Delegation of Responsibility

The Superintendent shall develop procedures for grading which ensure the following:

1. Each student should know what outcomes and achievements are expected at the outset of any course of study.
2. Methods of grading shall be appropriate to the course of study, the developmental level, and the maturity of students.
3. Students shall be encouraged to evaluate their own achievements and to have input into their assessment process.
4. All grading systems are subject to continual review and, as necessary, revision.

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:

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

Homebound Instruction

Board Policy 117

Pursuant to rules of the State Board of Education, the Board shall provide individual instruction to students confined to home or hospital for physical disability, illness, or injury, or when such confinement is prescribed by a medical doctor or psychiatrist. Parents of students subject to compulsory attendance requirements are required to notify the District should a student require a period of homebound instruction.

Eligibility

Applications for individual instruction shall certify the nature of the illness, injury or disability, the probable duration of the confinement that the instruction is being prescribed for the student. Homebound instruction must be approved by the Superintendent or his/her designee. The Board will provide individual instruction only for those confinements expected to last at least three weeks, but exceptions may be made after a review of the documentation and at the recommendation of the Superintendent or his/her designee.

Homework

Board Policy 130

The West Shore School District believes that homework, work that is planned and approved by the teacher to be completed outside the regular classroom setting and without the direct supervision of the teacher, is an essential part of the educational process.

Homework should reinforce school learning by providing practice activities and other activities designed to expand the application of knowledge and skills. Homework should also foster the development of student independence, self-discipline, and good work habits. In order for homework assignments to be effective, cooperation and communication between the home and the school are essential.

A minimum amount of homework should be assigned in the primary grades, which is age and grade level appropriate. In grade 1, homework assignments shall not exceed 30 minutes per day. In grades 2-3, homework assignments shall not exceed 45 minutes per day. Homework assignments should be gradually increased in the upper elementary grades, but should not exceed 60 minutes per day.

Role of Administrators

The building principal is responsible, as the instructional leader in the school building, to implement Board of Education policy. The principal ensures staff compliance of the homework policy, communicates the policy to all parents and students, and monitors the homework procedures at the building level.

Role of Teachers

The classroom teacher is responsible for the planning and assigning of homework. Out-of-class assignments should be meaningful extensions of class work, and should be presented in a clear and concise manner. All homework assignments should be examined and acknowledged in a timely and appropriate manner; expeditious feedback is essential. Homework should not be assigned as a method of punishment. Parents should be informed if a student's assignments are not, as a matter of course, being completed, or are usually not completed in a satisfactory manner.

Role of Students

All students have the responsibility to develop good work and study habits. Students should be sure the directions are clearly understood, budget his/her time carefully, and attempt to find an appropriate time and place to complete assignments. Students are expected to complete long and short term assignments in a timely manner and to make up work missed during absences. Assignments should be completed to meet District legibility standards.

Role of Parents/Guardians

Cooperation by parents is a necessary ingredient to a successful homework policy. Parents/guardians should encourage their children by showing interest in their assignments, by encouraging a positive attitude toward homework, and by providing a suitable time and place for completing homework. The school does not expect parents to act as tutors for their children, but parents are encouraged to offer assistance when requested. Parents should also encourage their children to complete, in a timely manner, all assignments missed because of absences.

Illness During School Hours

Students who become ill during the school day must report to the school nurse. Parents/guardians will be notified by the school if their child needs to be sent home. Should the school be unable to reach a parent/guardian, the emergency contact person noted on the emergency contact sheet will be called. It is very important that the emergency contact sheet be kept up to date.

Kindergarten Acceleration Program

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

Latchkey Program

Parents who wish to enroll their children in either a before school and/or an after school latchkey program may make arrangements with the Best Friends Daycare, LLC, by calling (717) 774-3923. The hours of operation of the latchkey program are 6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m. Alternate care is offered on scheduled school day closings, emergency related closings, no care is provided. Two-hour delays, the program starts at 6:30 a.m., and on scheduled early dismissals days' service is provided from time of dismissal until 6:00 p.m. Emergency related early dismissals care will be provided for up to two hours with parents being contacted to time of closing.

Leaving School Premises

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

Meal Prices 2017-2018

Elementary Lunch	\$2.65
Reduced Price Lunch.....	\$0.40
Elementary Breakfast.....	\$1.60
Reduced Price Breakfast	\$0.30
Milk.....	\$0.60
Adult Breakfast	\$2.10
Adult Lunch.....	\$3.85/\$4.15

Medications Board Policy 210

Although the Board recognizes that in most instances, medication is administered in the home, the Board realizes that the health of some children requires that they receive medication while at school. The school's role in the administration of this policy is one of cooperation with the parent, the doctor, and the student. However, the primary responsibility for the administration of medication taken at school rests with the parent.

Definition

Medication includes prescription and nonprescription (over-the-counter) medication. Preparations not regulated by the FDA, such as herbals, alternatives, teas, nutritional supplements and topicals, are also considered as nonprescription medication. Included within the definition are any substances designated as "controlled substances" under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act.

Authority

Whenever possible, parents are requested to arrange medication administration times to avoid school hours. Parents are permitted, however, to come to school to administer medication to their children. Subject to the provisions of this policy as set forth below, the District's administration will cooperate when parents make the child responsible for taking medicine during the school day. When parents cannot come to school to give medication and children are too young to assume the responsibility for taking their own medication, the administration, insofar as the requirements listed below, will cooperate in the administration of medication to students.

Except as otherwise set forth in any student plan agreed to by the District and parent, all District personnel employed by the West Shore School District are prohibited from providing or

administering medication to students without specific written authorization by the parents or legal guardians. School nurses shall be responsible for any administration of medication necessary during the school day. Other District personnel may assist students in the self-administration of medication when the school nurse is not available but may not administer medication to students except in an emergency.

Specific written parental consent for administering medication to a pupil is required for each episode of illness and for each medication order, and once every school year for a chronic condition. The signed, written statement authorizing the action must include the student's name, the date, the family doctor's name, the name of the medication, and the dosage and the time interval.

A record of the administration of medication shall be kept by all school employees. Such record shall be written in ink, kept by the school employee who administered the medication, and shall include the name of the student, the date and time of the administration, and the quantity of the medication given.

A standing doctor's order exists within the District for the use of an Epi-Pen to be used for anaphylaxis. The order requires 911 to be notified when an Epi-Pen has been used or administered.

No over-the-counter medications will be given to a student for more than three (3) consecutive school days or on more than three (3) occasions throughout the school year. Prescription drugs must be accompanied by a doctor's order and a blue Medication Order and Request card.

Bringing Medication to School

All medication must be delivered to the school office, in the original container, by the parent or authorized adult. Parents must pick up any unused medication at school. We are not permitted to administer any medication without express written permission of the parent or the doctor. This includes aspirin or aspirin-related products. Students are not permitted to be in possession of medication.

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.

Moving from the District

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

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

Nondiscrimination in School and Classroom Practices

Board Policy 103

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their potential through the programs offered in the schools regardless of race, age, color, creed, religion, sex, 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.

The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabling conditions, consistent with the requirements of federal and state laws and regulations.

The Board directs that complaints of discrimination be investigated promptly, and corrective action be taken when allegations are substantiated, as outlined in the Complaint Procedures of this Policy. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. The procedure for filing and investigation of complaints of discrimination is set forth in Board Policies 248 and 348.

Retaliation against any individual who files a complaint under this policy or participates in a complaint investigation shall not be tolerated.

Parent-Teacher Conferences

The District's practice is to conduct one parent-teacher conference for each student, even in instances when the child has parents living in separate homes.

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

purpose. Parents wishing to discuss a problem with a teacher should call in advance either the teacher or the school office and arrange a time that will be mutually agreeable.

If the parent and teacher cannot solve the problem, an appointment should be made with the principal for a conference. Further conferences may be arranged by contacting the Director of Elementary Education at the administration center at 938-9577.

Participation in School Affairs

Board Policy 232

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:

- Students should have a part in the determination of activities which so deeply affect their lives; and
- As part of their educational development, students should assume some of the responsibility of planning and executing the activities of the schools.

Perfect Attendance

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

Pets

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

Physical Activity and Nutrition Advisory Council

The Physical Activity and Nutrition Advisory Council (PANAC) meets on a periodic basis throughout the year to discuss ways in which the West Shore School District 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 Food Services page on the District website.

Physical Education

No standard uniform is specified or required. For safety's sake, children must wear sneakers during this activity. Sneakers should cover the entire foot, including the heel. Slides or slip-on shoes that do not cover the heel are unacceptable. During inclement weather when boots are worn, please remember to bring a pair of sneakers for Physical Education (PE).

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

Promotion and Retention

Board Policy 215

The Board recognizes that the emotional, social, physical, and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

Authority

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Students shall be promoted only where they have achieved the academic standards established for each grade, based on the professional judgment of his/her teachers and the results of assessment.

The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.[6]

Retention shall take place when the principal, in communication with the teacher and whatever administrative agencies may be involved, feels the total development of the student would be aided by reclassification to another grade or repetition of the same grade. In the High School, promotion shall be based upon successfully completing the number of credits leading toward the minimum required for a diploma.

For all school students:

1. If promotion is in danger, the parents shall be informed in writing by no later than the end of the third marking period.
2. When the decision is made to retain, the parents shall be notified in writing before the close of the school year.

Guidelines - Elementary School

- Responsible decisions concerning the promotion of a student must be made on a variety of academic and social grounds. Retention should be chosen only as a last resort and, when selected, the curriculum must be restructured and enriched to meet the student's needs.
- Most children should not spend more than seven years in kindergarten through fifth grade.
- School personnel will convey to parents what placement will be in the best educational interest of the child. Decisions regarding retention should be reached cooperatively among all persons connected with the situation (teachers, principal, parents, and counselor).
- However, the principal retains the final right to make decisions regarding the child's placement.
- No child may be retained in grade without exhausting the Child Study process. Promotion or retention decisions regarding children with disabilities shall be made in accordance with state and federal laws.
- When retention is considered, parents shall be notified in writing concerning the final decision before the close of the school year except in the case of exceptional children.

Exceptional Students

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

Public Records

Board Policy 801

The Board recognizes the importance of public records as the record of the District's actions and the repository of information about this District. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

The Board shall make the District's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.

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.

Report Cards

Report cards are issued four times yearly covering approximately 45 school days each time. Kindergarten reports are issued twice yearly – mid-year and end-of-year.

For 2017-2018, report cards will be issued on November 10, 2017, January 26, 2018, April 6, 2018, and June 15, 2018. Additional information will be posted on the District website regarding availability of report cards for pick up in June.

School Day

Kindergarten (A.M.).....	8:45 a.m.	-	11:30 a.m.
Kindergarten (P.M.)	12:45 p.m.	-	3:30 p.m.
Modified Kindergarten*	10:45 a.m.	-	12:45 p.m.
Elementary Schools	8:45 a.m.	-	3:30 p.m.

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

When a two-hour delay is announced, morning kindergarten students arrive at school at 10:45 a.m. with the other elementary students and remain in school until 12:45 p.m. The modified schedule does not impact afternoon kindergarten students.

School Delays and Closings

If serious weather conditions necessitate the closing of school, parents will be notified of such closing by phone and/or email. Information will also be posted on the District website and social media sites. School closings and early dismissals are also broadcast by local radio and television stations and can be heard on the inclement weather and message line by calling 938-3179.

The District has developed a procedure for early dismissals due to inclement weather or other emergencies. Under this plan, secondary students will be transported home first. Parents can prepare their students for an emergency early dismissal by discussing with them what they should do and where they should go when they arrive home.

School Pictures

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

Six-Day Cycle

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

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

Social Work Services

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

Special Dietary Needs

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

With regard to substitutions for 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.” Accordingly, the District can no longer substitute juice or water for students with milk intolerance or a non-disabling milk allergy. This ruling does not apply to students with a disability, as documented by a licensed physician on the Medical Plan of Care.

For students who have a non-disabling milk intolerance or milk allergy, parents/guardians may send a milk substitute with their child or their child can purchase plain water or juice a la carte. Parents may also bring a supplement such as Lactaid in to the nurse who can administer it to the child prior to his/her lunch. Lactaid will require a medical care provider’s prescription stating the name of the medication, dose, and administration directions.

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

Student Expression

Board Policy 220

The Board respects the First Amendment rights of students to express themselves in word or symbol and to distribute materials as a part of that expression, but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and protect the rights of all members of the school community.

Student Fundraising

Board Policy 229

The Board acknowledges that the solicitation of funds from and by students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the school program.

If properly organized and directed, fundraising activities by students can produce a desirable learning outcome by providing opportunities for nurturing responsibility, school spirit, and a general feeling of cooperation in a common cause. At the same time, an unmanaged solicitation campaign or too many sales campaigns by students, especially on a door-to-door campaign, can create a negative effect on school-community relations.

Definition

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

Student Records

Board Policy 216

The educational interests of the pupil and of society require the collection, retention, and use of information about individual pupils and groups of pupils. The welfare and progress of pupils is directly related to the maintenance of a thorough and efficient system of public schools; the latter cannot be achieved nor assessed in the absence of appropriate information about the former.

The primary purpose of pupil record keeping shall be the educational welfare and advancement of the pupil. The District will maintain educational records for students for legitimate educational purposes.

Authority

The Board has the primary responsibility in this District for the compilation, maintenance, retention, disposition, and security of pupil records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

The Board shall adopt a comprehensive plan for all aspects of student records that conforms with the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations; the guidelines for the collection, maintenance, and dissemination of pupil records; the standards for special education; and the Public School Code. Only educational records mandated by federal and state statutes and regulations or permitted by the Board may be compiled by District staff.

Suspension and Expulsion

Board Policy 233

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process.

The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall also be governed by applicable state and federal law and regulations.

Authority

The Board may, after a proper hearing, suspend or expel a child for such time as it deems necessary or may permanently expel him/her. Every principal or teacher in charge of a public school may temporarily suspend any student for disobedience or misconduct.

Swimming Instruction

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

Tardiness

Tardy students will report to the office immediately upon entry to school. Parents/guardians are required to accompany their student to the office to sign the student in and fill out documentation for the lateness. Excess unlawful tardies may be combined and considered as a day of unlawful absence. After a student has been unlawfully absent for a total of three days during the school year, an official notice will be mailed to the parents/guardians.

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

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.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, text and similar transmissions. 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.

This policy shall apply to student conduct that occurs on school property if:

1. The conduct occurs during the time the student is traveling to and from school-sponsored activities, whether or not via District furnished transportation.
2. The student expression or conduct materially and substantially disrupts the operations of the school, or the

administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

3. There is otherwise a nexus between the conduct and the student's attendance at school or school-sponsored activities

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.

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.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible medical and/or psychological/psychiatric evidence that the student does not pose a risk of harm to others.

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.

Title I Parent Involvement

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

Tobacco Products

Board Policy 222

The Board recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and for the non-user and is, therefore, of concern to the Board. Students who possess or use tobacco products on school property commit a summary offense and are subject to prosecution for such offense. The District has long been a proponent of such legislation, and intends to implement the provisions of this law to the fullest extent.

In considering the tobacco problem, there are several facts to keep in mind:

- The use of tobacco products, especially smoking, is injurious to health. The surgeon general's report in the mid 1960's removed all doubt on this question.
- This District and every other school district spends thousands of dollars each year to educate young people about the dangers of smoking and the use of tobacco products.
- Pennsylvania law establishes that it is a misdemeanor to sell or furnish tobacco to minors under the age of 18.
- Pennsylvania law establishes that it is a summary offense for students to use or possess tobacco products in school.
- In recent years, non-smokers have been successful in obtaining laws, policies, and regulations to protect their rights.
- The use and/or possession of tobacco products in any of the buildings or on any of the grounds of the West Shore School District, at school-sponsored events and activities, in school vehicles, or any privately or publicly owned vehicle that transports District students, is prohibited at all times. This also includes a school sponsored event or activity that occurs off school grounds.

Definition

For purposes of this policy, tobacco products shall mean a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product, vaporizing device, smokeless tobacco in any form or any items containing or reasonably resembling tobacco or tobacco products, tobacco related devices, imitation tobacco products and electronic cigarettes.

Toys

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

Transportation & Attendance Exceptions

There are times that parents need to request changes in either attendance at assigned schools, the assigned bus, or the assigned bus stop for their child. Attendance and Transportation Exception Forms are available in the office and must be completed and approved prior to any changes in buses or bus stops. You must reapply for an exception each school year. Forms must be submitted prior to August 1 each school year.

Transportation Video & Audio Recording Board Policy 810.1

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles. The main premise of video/audio equipment is to provide additional aid to the bus driver and school district officials in monitoring the conduct of students. The audio/video equipment will provide District administrators with the ability to take timely and appropriate corrective actions in the event that violations of the Rules for Students Riding Buses, as set forth in the District Transportation Policy, are recorded.

Truancy

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.

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.

Unlawful Harassment Policy for Students

Board Policy 248

It is the policy of the 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 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.

Authority

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.

The Board directs that complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained during the investigation and after the final disposition/action is taken by the District, consistent with the District's legal and investigative obligations.

Retaliation against any individual who files a complaint under this policy or participates in a complaint investigation shall not be tolerated.

Use of Student Photos & Interviews

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

There are times when the media (usually local television stations and newspapers) may wish to photograph and/or record events

including students. Those interviews may then be shared by the media outlet in print, on television, over the radio, or on the internet.

In either of these instances, the student's full name may be published along with the student's image/achievement. At the start of the school year, parents will have the opportunity to give or deny their consent for their child and their child's work to be used by the District or media in these ways.

In addition, through partnerships with local colleges and universities, the District pairs veteran teachers with student teachers and/or pre-student teachers in partial fulfillment of college graduation requirements. For many college students, this field experience requires the completion of a video recording of their teaching abilities. 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 recording students.

If it is not possible to completely exclude the students, the student teacher will work to avoid including student faces. The District only permits this type of video recording with the understanding that protecting the confidentiality of our students is of primary importance. As such, video recordings are immediately destroyed/deleted once the student teacher and his/her supervisor have finished reviewing it for the course assignment. Parents should contact their child's building principal with questions or concerns regarding the use of student photos, work, or recording of their child by student teachers.

Use of Telephone

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

Visiting School

Parents/guardians of children in our schools and other interested citizens are always welcome to visit. All such visitors must register in the school office. Parents should arrange such a visitation with the principal in advance since there are days when exams, special tests, medical/dental examinations, etc. are being conducted and visitation is limited. Younger siblings should not accompany parents when visiting a classroom during school hours.

If the purpose of a visit is to observe a classroom session, permission must be secured at least 48 hours in advance from the principal or the Director of Special Education. Administration has the authority to refuse permission to observe a certain class if he/she believes it would be detrimental.

Parents and visitors 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.

Volunteer Procedures

The District welcomes and encourages volunteers in its schools, classrooms and as part of extracurricular activities. For the safety of District students and staff members, any adult wishing to volunteer is required to complete the Volunteer Application Process before being approved to do so. The District has revised this 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 PA Criminal History Record Check (PA State Police) and an Act 151 PA Child Abuse History Certification (Pennsylvania Department of Education version obtained at the prospective volunteer's expense that is dated on or after July 1, 2015). Prospective volunteers who have not lived in Pennsylvania continuously for the past ten years at the time of application must also provide an Act 114 FBI Criminal History Clearance (fingerprint) obtained at the prospective volunteer's expense until such time as the volunteer lives continuously in Pennsylvania for ten years. Those prospective volunteers who have lived in Pennsylvania continuously for the past ten years at the time of request must sign a disclaimer (waiver) affirming that there are no charges in other states that would prohibit selection as a volunteer. Clearances must be renewed every 60 months. The District reserves the right to require additional information as part of the volunteer application process.
- Provide the building principal with evidence of a tuberculosis (TB) test that is less than 90 days old at the time of submission. This test may be administered by appointment, from any of the District's Certified School Nurses. A TB test provided by the District will cost \$10.00.
- Act 153 of 2014 and Act 15 of 2015 requires that a community/business member or organization that provides paid or unpaid opportunities for students for employment, internships, senior project or job-shadowing experiences must identify an employee that will be considered the student's supervisor, responsible for the student's welfare. This person must, at their own expense obtain the clearances outlined in the Guidelines for Community Organizations/Businesses.

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. Other requirements are outlined in the Guidelines for Volunteers which can be downloaded from the District website.

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 they to be ridden to school. Walkers are accountable for violations of school rules while walking to and from school.

Weapons

Board Policy 218.1

The West Shore School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community.

As an educational institution, the District will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the District will intervene to remove the weapons and prosecute those individuals responsible for handling the weapon.

School personnel will be instructed regarding the Pennsylvania law regarding weapons on school property. Also, personnel will be instructed regarding the handling of weapons situations.

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.

Authority

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 and a violation of Board policy. Possession and/or use of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community and is a violation of the law of the Commonwealth of Pennsylvania and Board policy.

Therefore, the West Shore School District emphasizes that 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 or school-sponsored event or activity of the District, is a serious violation of this policy.

Additionally, because of the potentially harmful effect on the school community and the strong public policy of preventing persons from possessing objects which have the appearance or characteristics of weapons 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 or school-sponsored event or activity, for purposes of this policy, objects which have the appearance or characteristics of weapons shall be considered weapons; possession and/or use of look-alike weapons also shall be a serious violation of this policy.

Students who know of the existence of a weapon or a look-alike weapon on school premises, school transportation, or at a school-sponsored event and who fail to report this violation to a District staff member, shall be subject to the discipline procedures set forth in this policy.

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.

Delegation of Responsibility

The Superintendent, or designee, shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the Safe Schools Memorandum of Understanding with local law enforcement officials and the District's emergency preparedness plan.

Wellness Policy

Board Policy 246

West Shore School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

COMMUNITY INVOLVEMENT

District Voice

District Voice is an opportunity for parents and community members to share information, exchange ideas, make connections, and engage in meaningful dialogue regarding District programs, services, and initiatives. The group, comprised of a selected representative from each school and community at-large representatives, provides two-way communication with the Superintendent and District staff. Individuals who are interested in participating in the group may contact the Superintendent's office at 938-9577. Minute summaries following each meeting are shared as a news item on the District website and on the District Voice page under the Superintendent's Corner quick link.

Junior Achievement

Members of the business community are encouraged to volunteer their time to present Junior Achievement lessons in K-5 classrooms across the District. The purpose of Junior Achievement is to educate and inspire young people to value free enterprise, business, and economics to improve the quality of their lives. At each grade level, volunteers present a series of five (5) business-related lessons, with all teaching materials and lesson guides provided by Junior Achievement. Each lesson is approximately 30 to 45 minutes in length.

Interested individuals may email Mrs. Jennifer Mummert, Counselor and District Junior Achievement Coordinator, at jmummert@wssd.k12.pa.us.

Partners in Education

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

Currently, over 100 community partners are actively involved in the PIE program. These partnerships take many forms and are tailored to the specific needs, interests, and talents of those individuals involved. Interested businesses may contact the District at 938-9577.

West Shore Foundation

The West Shore Foundation is a district-wide, non-profit organization focused on projects that unify and involve students, faculty, and the community. The Foundation's mission is to enhance our students' educational programs and opportunities by providing additional financial support for the academic and extracurricular programs.

The Foundation supports numerous initiatives including: Academic competitions for elementary and middle school students; scholarships for graduating seniors from both high schools; cultural events for District students; leadership incentive grants for students at all levels; and Educator Innovation Grants for teachers and administrators.

The Foundation welcomes and invites parents and community members to participate and become actively involved. For more information, visit the Foundation website at www.westshorefoundation.org or contact Mr. Brian Maneely, Executive Director at executivedirector@westshorefoundation.org.

BUILDING DIRECTORY

Administration Center for Education

507 Fishing Creek Road, P. O. Box 803
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Superintendent of Schools

Dr. Jamie Whye
Assistant Superintendent

Dr. Ryan Argot
Director of Federal Programs

Mr. Adam Bergens
Supervisor of Buildings & Grounds

Mr. Thomas Burnheimer
Director of Pupil Services

Mr. Christopher Champion
Coordinator of Instructional Technology

Mrs. Rhonda Fourhman
Coordinator of Community Relations

Mr. David Harrison
Director of Elementary Education

Dr. Tammi Jones
Director of Secondary Education

Mr. Kyle Kok
Supervisor of Transportation

Mr. Thomas Ryan
Coordinator of Safety & Student Attendance

Dr. Geraldine Ryan-Washington
Director of Special Education

Mr. Brett Sanders
Director of Operations and Planning

Mrs. Melinda Stuck
Director of Business Affairs

Mrs. Suzanne Tabachini
Director of Human Resources

Mr. Steven Vogel song
Coordinator of Technology & Media Services

Fairview Elementary

Mr. Christopher Stine, Principal
480 Lewisberry Road, New Cumberland, PA 17070
Phone: 774-2970 Twitter @FV_Panthers

Fishing Creek Elementary

Mrs. Lisa Crum, Principal
510 Fishing Creek Road, Lewisberry, PA 17339
Phone: 938-6565 Twitter @FCSharks1

Highland Elementary

Mrs. Meghan Sheraw, Principal
1325 Carlisle Road, Camp Hill, PA 17011
Phone: 901-9860 Twitter @HG_Stallions

Hillside Elementary

Mrs. Julie Dougherty, Principal
Mr. Ryan Deveney, assistant principal
516 Seventh Street, New Cumberland, PA 17070
Phone: 774-1321 Twitter @HS_Hedgehogs

Lower Allen Elementary

Mrs. Amanda Lerew, Principal
4100 Gettysburg Road, Camp Hill, PA 17011
Phone: 761-8415 Twitter @LARSbulldogs

Newberry Elementary

Mr. Travis Peck, Principal
2055 Old Trail Road, Etters, PA 17319
Phone: 938-2111 Twitter @NB_Bobcats

Red Mill Elementary

Mrs. Kathleen Wagner, Principal
Mr. Matthew Flohr, assistant principal
700 Red Mill Road, Etters, PA 17319
Phone: 938-3778 Twitter @RMDolphins

Rossmoyne Elementary

Mrs. Amanda Lerew, Principal
1225 Rossmoyne Road, Mechanicsburg, PA 17055
Phone: 697-8578 Twitter @LARSbulldogs

Washington Heights Elementary

Mrs. Michele Trevino, Principal
531 Walnut Street, Lemoyne, PA 17043
Phone: 761-8040 Twitter @WH_Eagles



WEST SHORE SCHOOL DISTRICT

Board of School Directors

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Michael W. King, Esq., Solicitor

Administration

Todd B. Stoltz, Ed.D., Superintendent

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

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