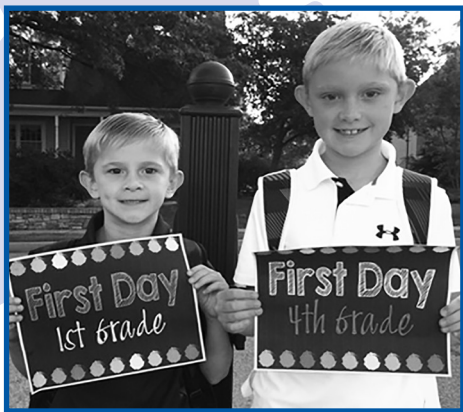




# HANDBOOK AND CALENDAR

WEST SHORE SCHOOL DISTRICT | 2017-2018

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## DEAR PARENTS/STUDENTS:

It is with great pride that I welcome you to the 2017-2018 school year. Back-to-school is a time of new beginnings, from our kindergarten students walking into school for the first time to our high school seniors making plans for their future, to our new teachers and administrators, all eager to teach and serve our students. New beginnings are also in store for our District.

Our focus this year, and as we prepare our District for future generations of learners, remains guided by a student-centered, service-oriented approach and reflects our mission of “**Excellence in Education.**” Below are highlights of our three areas of focus for the 2017-2018 school year.

**District and School Improvement/Growth** - To ensure students are presented with teaching and learning experiences that will prepare them for success beyond high school, we continue to revise and enhance our curriculum at all levels. This year, three schools, Red Mill, Crossroads, and Red Land, will continue a pilot initiative on personalized learning. We are also introducing a new, student-centered reading series for kindergarten through second grade and seventh through eighth grade. We have also adopted a world language program that provides opportunities for our secondary students to interact with native speakers, take virtual tours of other countries, and have 24/7 access to resources. Additionally, at the high school level, we will be designing performance-based tasks for courses which will provide opportunities for real-world application of skills and concepts by asking students to demonstrate their knowledge, understanding, and proficiency.

**Management of District Resources** - In May 2017, following a Feasibility & Facilities Study and based in part on input from students, staff, parents, and community members, the Board of School Directors unanimously voted to move forward with a Feeder School Concept for our District. This concept includes funds for modern climate control, security, accessibility, and technology. Additionally, the Feeder School Concept will address enrollment needs, ensure that subjects like music and art are provided with appropriate spaces, and create flexible student work environments that support 21st Century teaching and learning. Throughout this process, the District remains committed to developing budgets that consider the impact on taxpayers and otherwise protect the District’s long-term financial stability.

**Community Involvement** - The support and encouragement of our community is vital to achieving student success. To that end, we strive to promote community involvement by delivering information in a timely and effective manner. This year we will continue to utilize a variety of communication platforms to interact and engage the community, including plans for a redesigned District website. We welcome all types and levels of participation and feedback. Whether it is a student asking a question on twitter; a parent who has called with a concern; a staff member with a creative idea; a business looking to partner with the District, or simply an interested resident; every interaction is an opportunity to strengthen our community and District pride.

It is clear many families have deep personal connections to our schools and have chosen to live and raise their children here because of the experiences our District offers students. I thank you for choosing to be part of the West Shore School District and extend to you and your family my best wishes for a wonderful year filled with academic and personal success and exciting new beginnings!

Sincerely,

A handwritten signature in blue ink that reads "Todd B. Stoltz".

Todd B. Stoltz, Ed.D., Superintendent of Schools

# DISTRICT MISSION, VISION, SHARED VALUES, AND GOALS



## District Mission

The West Shore School District is committed to providing this generation with a quality education serving as a foundation for responsible and successful citizenship.

## Vision

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

Working cooperatively, the school community will nurture lifelong learners who adapt to the diverse and changing global society.

The District insists upon a dynamic approach to teaching and learning that fosters continuous improvement.



## Shared Values

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

### *Student Learning*

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

### *Professional Practice*

- We believe motivated, adaptable, and well-trained staff are critical for student achievement.
- We believe for our schools to consistently improve we must continuously evaluate our efforts to ensure individual student needs are being met.
- We believe relationships must be cultivated to foster a safe and invitational school climate.
- We believe resources must be provided and managed in a fiscally responsible manner.

### *Relationships Among Members*

- We believe a quality education requires the total involvement of students, parents, educators, staff, and the community.
- We believe positive teacher/student relationships empower students to realize their academic potential.
- We believe education is a lifelong endeavor.
- We believe in the collaboration of ideas, abilities, and resources.

### *Goals*

- Students will demonstrate at least grade/course level proficiency as measured by individually personalized, locally standardized, or required state assessments.
- The District will foster student involvement with community partners and seek active community support for instructional and extracurricular student success.
- The District will provide students and staff the skills necessary to establish and maintain technological literacy.

# DATES TO REMEMBER

## 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.

## 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 - Sec.-11 a.m. / Elem.-Noon / Staff Dev. (p.m.)..... June 1, 2018  
Staff Development (Contract Exchange Days)..... June 4 and 5, 2018

## 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

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

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

Adopted by the Board of School Directors - March 16, 2017

## Make Up Days (if needed)

February 16, 2018  
March 29, 2018  
April 27, 2018  
June 4..., 2018\*\*\*

## Report Period Ends

October 26, 2017  
January 12, 2018  
March 21, 2018  
June 1, 2018

## Progress Reports Due

September 22, 2017  
December 6, 2017  
February 15, 2018  
April 26, 2018

## Report Cards Issued

November 10, 2017  
January 26, 2018  
April 6, 2018  
June 15, 2018

## Inclement Weather Information

Not sure if school is open, closed, or dismissing early? Call 938-3179 or check the District website at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

Information will also be posted on Twitter, Facebook, and Instagram.

Follow us  
@WestShoreSD

## GENERAL INFORMATION

### Accessibility of Buildings

The District welcomes students with disabilities and attempts to place all students in schools close to their homes. Transportation services will be provided by the District in a manner that meets their unique needs and ensures their safety.

All West Shore middle and high schools are wheelchair accessible. In addition, the following elementary schools have wheelchair accessibility: Fairview, Highland, Hillside, Lower Allen, Newberry, Red Mill, Rossmoyne, and Washington Heights.

### Address Changes

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

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

### Asbestos Inspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), during the 1988-1989 school year, the District inspected each school for building materials containing

asbestos. The inspection findings and asbestos management plans have been on file in each school's office since that time.

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

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

### Athletic Programs and Student Activities

A wide array of interscholastic sports and student activities are available to West Shore students. The District is a member of the Mid-Penn Conference of the PIAA and, as such, offers sports programs in the Mid-Penn Conference. An established activity fee assists the District with its efforts to continue to provide diverse offerings. Activity fee information can be found on the high school websites on the athletics department page.

### 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.

### 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.

## 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 each school office. Parents 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 or authorized persons are to meet their children at these assigned locations. Parents 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 at that time.

### Cedar Cliff High School

Students living 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 taken by bus to Cedar Cliff High School. Parents 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 parents to pick up. Students who live outside the ten-mile zone (generally Cumberland County) will be sent home as soon as buses are available. Parents may also come to the school to pick up students who live outside the ten-mile zone.

### Crossroads & New Cumberland Middle Schools

All students will be evacuated to Christ Community Church and should be picked up there.

### Fairview, Fishing Creek, Newberry, and Red Mill Elementary Schools

All students will be evacuated to Allen Middle School. Parents should pick up students there.

### Hillside Elementary School

All students will be evacuated to Washington Heights Elementary School and should be picked up there.

### Washington Heights, Highland, Lower Allen, and Rossmoyne Elementary Schools

All students will remain at their schools. Parents should pick up students there.

Parents and authorized persons who are coming to pick up students at the evacuation sites will need to provide 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.

## 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.

## 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. Breakfast and lunch menus are posted each month on the District website. Information about the free and reduced meal program is also available on the District website and materials are sent home with students on an annual basis.

All school cafeterias use a cashless point of sale system (k12paymentcenter.com) which allows families to deposit money into their student's meal accounts to be used to purchase meals, a la carte items, and beverages. 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.

Questions about the food services program, point of sale system, and/or free and reduced meals program may be directed to the Food Services Department at 938-9577. Additional information may also be found on the District website and in Board Policies 246 and 808.

## Integrated Pest Management

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

In the case of an emergency pesticide application, parents/guardians who have requested notification will be contacted by phone. Any parent or guardian may request such notification by submitting a letter of request to the building principal.

The law requires pesticides are not applied within a school building or grounds where students are expected to be present for normal academic instruction or organized activities within seven hours following the application or longer if the pesticide label recommends a longer re-entry time. Students may not be present in an untreated portion of the school unless the area being treated has a separate ventilation system and is separated from the untreated portion. Obviously, should an incident require emergency treatment, great care is taken to ensure students will not be exposed to pesticides.

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

## Modified Kindergarten Schedule

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

## School Meal Prices for 2017-2018

|                              |        |                           |                   |
|------------------------------|--------|---------------------------|-------------------|
| Elementary Breakfast.....    | \$1.60 | Elementary Lunch .....    | \$2.65            |
| Secondary Breakfast.....     | \$1.60 | Secondary Lunch.....      | \$2.75 and \$3.10 |
| Reduced Price Breakfast..... | \$0.30 | Reduced Price Lunch ..... | \$0.40            |
| Adult Breakfast .....        | \$2.10 | Adult Lunch.....          | \$3.85 and \$4.15 |
| Milk.....                    | \$0.60 |                           |                   |

*A la carte pricing is available on the District website. All students, regardless of whether or not they purchase a meal, are able to buy a la carte items if they have the needed funds available in their meal account.*

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

## Personal Property Disclaimer

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

## 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.

## S.O.S. Hotline

Students and parents are encouraged to speak with a teacher, counselor, or

administrator regarding any concern they may have. However, for those instances when an individual feels a face-to-face discussion may not be a viable option, the District has implemented a violence prevention Save Our Students/ Staff (S.O.S.) Hotline. The hotline may be reached by calling **932-1840** or by emailing **soshotline@wssd.k12.pa.us**.

The hotline provides an avenue for anonymously reporting the possession, use, and distribution of drugs and alcohol, or the potential threat of violence against students and/or staff members. Anyone may report a problem using the hotline. If known, the following details may be of assistance when making a report: describe what is going to happen, when it will happen, name of the individual responsible, school, grade, and home address of the individual(s).

## School Closing - Weather Related

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

In the event of an unscheduled early dismissal, secondary students will be transported home first. Parents can prepare students for early dismissals by discussing with them what they should do and where they should go when they arrive home.

## Student Accident Insurance

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course

of attendance at school or while participating in athletic and extracurricular programs offered by the school. The District does not carry medical insurance on students. However, for parents who do not have their own medical insurance coverage or who may wish to supplement their medical insurance plan, the District does provide the opportunity to purchase a group medical insurance plan. This plan provides medical coverage on a school-time basis or on a 24-hour basis and is usually purchased at the beginning of the school year.

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

## Transportation

The District provides transportation to and from school for students based on the state approved guidelines for reimbursement. Those guidelines indicate that elementary students who live one and one-half miles or more from the school and secondary students who live two or more miles from the school are eligible to receive District transportation. Eligible students are assigned a specific bus and bus stop.

A parent request to change a bus stop must be submitted to the building principal using a Transportation Exception form (available on the District website). The principal will forward this request to the Transportation Department where a final decision will be made. Parents will be notified by mail or email as to the approval or disapproval of the request.

While the District makes every effort to accommodate

requests for bus stop changes due primarily to childcare arrangements, parents are advised that a student may not be assigned to multiple bus stops.

Students are to be at their assigned bus stops at least five minutes prior to the time assigned for that stop. Rules and guidelines for riding school buses and vans are available on the District website. If a student fails to follow bus rules, the bus driver will use a Bus Incident Report to inform the school principal. The principal will assign a disciplinary consequence to the student, which could include a suspension of bus riding privileges.

Please note, in cases when an Attendance Exception has been approved, transportation to and from school is the responsibility of the parent.

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

## 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). When the District uses photographs online, students will not be identified by their full name unless parent approval has been obtained.

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

## Visiting School

Parents/guardians of children in our schools and other interested citizens are always welcome to visit. Parents should arrange visitations 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 observation 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.

Additional information regarding procedures for school visitors can be found in the Building & Facility Security section and in Board Policy 907 available on the District website.

## 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 first complete the Volunteer Application Process.

The District continues to revise this process to align with the Child Protective Services Act of 2014. It is important to note, volunteers and helpers working with students must remain in the line of sight of the staff member to which the child is assigned. Specific requirements with regards to clearances and the volunteer application process can be found on the District website.

# STUDENT SERVICES

## Admission to School

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

Students entering seventh grade need:

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

Students entering twelfth grade need:

- 1 dose 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.

## Central Registration for New Students

All new student enrollments are completed, by appointment only, at the District's Registration Office located on the first floor of the Administration Center for Education. Appointments may be scheduled Monday through Friday by calling the Registration Office at 938-9577. All new registrations must be completed by the natural parent or legal guardian of the student being enrolled. Other persons who wish to register a child should contact the Registration Office prior to scheduling an appointment to determine eligibility.

Enrollment packets can be obtained from the Registration

Office or downloaded from the District website. The District website also contains information regarding specific documentation needed to complete the registration process.

A student whose registration is completed before noon and does not need special programming can usually start classes within three school days. The wait may be longer for students with an IEP or other special education needs.

## Emergency Contacts

At the beginning of each school year, materials are distributed to all students to confirm emergency contact information. The completion of this information in its entirety assists the District in contacting parents in the event of illness or emergency. The requested information includes parents' names, employers, and daytime phone numbers. Parents are also asked to list, in priority order, up to three 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 an 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.

## Homebound Instruction

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

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

## Moving from the District

Parents of children moving from the District are asked to notify their child's building principal and complete the necessary withdrawal forms with the date they are moving and, if known,

the name and address of the new school. If requested, a transfer card will be given to the student to present to his/her new school.

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

## Psychological Services

The primary role of the school psychologist is to lead the multi-disciplinary evaluation process for students presenting academic and/or behavioral concerns. A more involved formal evaluation may take place in order to determine if diagnostic recommendations are consistent with state and federal regulations. A psychologist also makes recommendations to instructional staff members that may enhance a student's overall development.

## Residency

A school age child is entitled to attend a public school in the child's district of residence. A child's district of residence is that in which the parents/guardians reside. When parents reside in different school districts, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time.

Owning property in the District does not make an individual a

resident. Residents live within the District boundaries and must meet the following requirements in order to enroll a child in school:

- An individual pays the following personal taxes: Act 511 per capita tax, Act 679 per capita tax, earned income tax, and real estate taxes if a land owner.
- An individual, who moves into the West Shore School District prior to the taxable year and currently resides in the District, who receives a tax notice from his/her previous place of residence, shall pay the current personal school taxes to the West Shore School District. No exonerations shall be allowed even though he/she has a receipt showing payment of personal school taxes at his/her previous place of residence.
- An individual claiming Dual Residence who has his/her domicile in the West Shore School District but has voting residence elsewhere (i.e., Commonwealth employee), shall pay his/her personal school taxes to West Shore School District. His/her receipted West Shore School District personal tax notice may be presented to avoid payment of a similar tax at his/her voting residence.

## School Counseling

The role of the counselor is to support students in overcoming or adjusting to academic, social, and personal problems. School counselors consult with students, teachers, nurses, and other personnel concerning the emotional, social, physical, and educational progress of individuals or groups of students. School counselors are also available for parent conferences whenever needed.

The school counselor's priority is not to react to a crisis, but

attempt to prepare the student in advance to avoid or deal with issues that precede problems. To accomplish this, the school counselor provides a wide variety of services including individual and group counseling, testing, maintaining information resources, consulting with teachers and parents, and conducting research on student needs.

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

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

## Social Work Services

The District provides Social Work Services to assist students and families with accessing community based services as a way of meeting their basic needs, including food, shelter, and medical care. In addition, 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.

## Student Assistance

Student Assistance is a way to identify high risk students who are having school-related problems because of substance abuse or who are at risk of suicide or other mental health problems. It is also a method for intervening and referring students to appropriate community services. It is not a treatment program; rather, it is a

systematic process which makes it possible for school personnel to identify students having problems and refer them for help.

The heart of the Student Assistance program is the Student Assistance Team. This group of school personnel and outside agency representatives are specially trained to work with high risk students.

## Student Records

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

- Inspect and review student information.
- Seek to amend educational records.
- Consent to disclosure of personally identifiable information except to the extent authorized by law.
- File a complaint with the Department of Education for alleged failure of the District to comply with the Family Educational Rights and Privacy Act.
- Inspect a full copy of the District's Records Policy available from the Department of Pupil Services.
- Contact the building principal or the Department of Pupil Services to obtain the name of the individual considered to be the "custodian" of their child's records at the building level.
- Appeal any issue concerning the development, maintenance, and storage of student records through the following line of authority: teacher, principal, Director of Pupil Services, Superintendent, and Board of School Directors.

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

also contact the Director of Special Education.

Students may review permanent record information without parent permission, but must have such permission in writing to inspect restricted data unless they qualify as an eligible student. The record review process for students and parents is explained in greater detail in Board Policy 216.

## Supplementary Instructional Support

The following programs and services are available to students as appropriate within required eligibility:

- Alternative Education
- Dual Enrollment
- English Language Development
- Title I
- Vocational Education



## School Day Schedule

### 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.

### Middle Schools

7:38 a.m. - 2:45 p.m.

### High Schools

7:37 a.m. - 2:45 p.m.

*\* Used when a two-hour delay is called, with a modified kindergarten schedule, morning kindergarten students arrive at 10:45 a.m. with grades 1-5 and remain in school until 12:45 p.m. This schedule does not impact afternoon kindergarten.*

## ATTENDANCE AND ABSENCES

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.

Secondary students who arrive late to school but before 9:31 a.m. will be marked as tardy, and students arriving after 9:31 a.m. will be marked absent one-half day (morning). If a student leaves school before 12:50 p.m., he or she will be marked absent one-half day (afternoon). Students

arriving after 12:50 p.m. will be marked absent for the full day. Students who wish to participate in an athletic event must arrive to school by 11:00 a.m. that day.

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

### Compulsory Attendance Laws

Penalties for violation of compulsory attendance requirements are set forth in Section 1333 of the Public School Code of 1949 (Amended November 3, 2016) and are:

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

### Doctor's Certificate

It may be necessary to present an original written statement or doctor's certificate from an attending physician, physician assistant, or nurse practitioner to the office for three or more consecutive days of absence. Such certification must be presented to the school within three days of the student's return and shall indicate that the student was seen by the physician, physician assistant, or nurse practitioner; indicate the date of the visit; and include the

date the student may return to school. It. 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.

## Early Dismissal

If a student must be excused from school prior to the end of the school day, a note from the parent should be presented to the office before school begins. Early dismissals should seldom be requested and be restricted to unavoidable circumstances. Permission is generally not granted for an early dismissal to attend counseling, tutoring, or private lessons.

All work missed due to the dismissal must be completed. A student leaving school property must check in at the office before departing and an excuse from the physician/dentist must be submitted to the office upon the student's return. Students will not be released to the custody of a person other than the parent or guardian unless written permission is granted by the parent.

## Truancy

Truancy is the unlawful absence of compulsory age students from when they begin school or from eight to 17 years of age. It

is not mandatory for a parent to enroll their child in kindergarten. However, once a student begins kindergarten, he/she will fall under the attendance rules of all other students.

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

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

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

## Withdrawal Procedure

A student planning to withdraw from school should discuss the matter with a counselor so the implications of this decision can be carefully reviewed. If a decision to withdraw is ultimately made, the counselor or principal, in consultation with the child's parent, will issue detailed instructions concerning the procedure for withdrawal.

It is mandatory for all students who withdraw from school to pay any outstanding financial obligations to the District and return school materials.

## HEALTH SERVICES

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

### Administering Student Medication

District personnel are prohibited from providing or administering medication to students except as authorized by doctors or other certified medical personnel. Parents/guardians, whenever possible, are asked to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their child. The school will cooperate where parents place the responsibility for taking medicine with their child. When parents cannot come to school and children are too young to assume responsibility for taking medication, the school, insofar as the requirements listed, will cooperate in the dispensing of medication.

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

- Student's name
- Date
- Diagnosis
- Family doctor's name
- Name of the medication(s)
- Medication in the original,

labeled container (pharmacies will provide extra containers upon request)

- Dosage and the time interval

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

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

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

The school's role in this policy is one of cooperation with the parent, primary medical care provider, and student; however, the responsibility for the administration of medication

taken at school is that of the parent and student. Inhalers and other emergency medications, including self-testing devices, may be carried by students if a primary medical care provider's statement ordering such is provided to the school nurse or building principal.

## Communicable Diseases and Exclusions

Students should be kept at home if they have a fever over 100 degrees Fahrenheit, a cold, rash, or suspected communicable diseases. Students are advised to remain at home until they have recovered and are fever free for 24 hours without fever reducing medication. Children presenting unusual symptoms or possible communicable illness may be excluded from school by the school nurse and an administrator. If this occurs, parents will be asked to secure medical services for the child and to provide a note from the child's medical provider stating they may return to school.

## Dental Program

The District's dental hygienist performs a role similar to the nurse in relation to the dental health of the student. Most of the hygienist's duties are performed in a classroom setting where instruction on brushing and flossing teeth, nutrition, dental development, and other areas of good dental care are presented. The hygienist examines each student's teeth during elementary and middle school and may refer students to a dentist or other specialist for further examination or treatment.

Fluoride tablets are available to children whose homes are not serviced by fluoridated water. Permission forms are sent home with students for families who would like their child to receive fluoride.

## Examinations & Screenings

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

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

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

## First Aid

If a minor accident occurs during the school day, first aid will be administered by school staff. Parents will be notified in case

of serious accidents or serious illness.

If a parent wishes to be notified of any/all injuries which occur in school, they are asked to direct a written request to the principal each year.

## Immunizations

The Pennsylvania Department of Health changed school immunization regulations effective with the 2017-2018 school year. The regulations are intended to ensure that children attending school in the commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases.

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

Any student who has not submitted proof of immunization will not be allowed to attend school. The only way a child can be excused from this is if a parent files with the District an exception for religious/philosophical reasons, or if a physician signs the immunization certificate that the immunization is not medically advisable.

Parents who have questions or concerns about their child's immunization status should contact their student's school nurse directly.

## Naloxone

As a means of enhancing the health and safety of its students, staff, and visitors, the District has available in its buildings doses of the opioid antagonist Naloxone, the medication used

to treat a narcotic overdose in an emergency situation.

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

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

## Nursing Services

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

## Special Dietary Needs

Students needing dietary accommodations, including requests for milk substitutions,

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

With regard to substitutions for milk, per the United States Department of Agriculture's ruling 73 FR 52903 Fluid Milk Substitutions in the School Nutrition Program, "Water or juice can no longer be offered as a fluid milk substitute for a student with medical or special dietary needs." Accordingly, the District can no longer substitute juice or water for students with milk intolerance or a non-disabling milk allergy. This ruling does not apply to students with a disability, as documented by a licensed physician on the Medical Plan of Care.

For students who have a non-disabling milk intolerance or milk allergy, parents may send a milk substitute with their child or their child can purchase water or juice a la carte. Parents may also provide a supplement such as Lactaid, to be administered by the school nurse prior to the child's lunch. Supplements will require a medical care provider's prescription stating the name of the medication, dose, and administration directions. If you currently have a Medical Plan of Care on file with the school nurse, a new form is not required. However, parents must annually notify the school nurse that the plan of care has not changed. Please feel free to contact the school nurse or Food Services Department with questions.

## SPECIAL EDUCATION

The District is required to establish and implement procedures to locate, identify, and evaluate individual students suspected of having a disability. Screening activities take place throughout the year and are conducted in the student's home school unless other arrangements are necessary.

Child Study Teams in all buildings review screening data on a regular basis to consider whether a need exists for an evaluation. In addition, the District is required by IDEA to provide a free appropriate public education to children with disabilities who need special education and related services.

Pennsylvania has adopted a state law, Chapter 14, which conforms to IDEA and which school districts must follow. In order to be eligible for special education services in Pennsylvania, a child must have a physical, sensory, intellectual, or emotional disability; and demonstrate need for specially designed instruction as determined by an evaluation team. Children are assigned to a type of support according to their learning needs and age. This support may differ from the disability category used for the determination of eligibility. There are nine possible types of support:

- Autistic
- Blind or Visually Impaired
- Deaf or Hearing Impaired
- Emotional
- Learning
- Life Skills
- Multi-Disabilities
- Physical
- Speech and Language

These services are provided by the District, Capital Area Intermediate Unit, a special education consortium of neighboring districts, private placements, or other agencies.

### Multidisciplinary Evaluation and Educational Placement

When screening indicates a student may have a disability, the District will seek parental consent to conduct an evaluation. In this context, evaluation means procedures used to determine whether a child has a disability and is in need of specially designed instruction including the nature and extent of the special education and related services the child needs. The term evaluation includes procedures used selectively with an individual child and does not mean basic tests administered to, or procedures used with, all children.

The determination of whether or not a student is a child with a disability or an exceptional child is made by the multidisciplinary team (MDT). A single test or procedure may not be the sole factor in making this determination. If it is determined that the child has a disability and is in need of specially designed instruction, then the MDT develops a written educational report to provide recommendations to the Individualized Education Plan (IEP) team.

The IEP team must include a District representative, the student's regular and special education teachers, and the parents. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. The IEP team develops an IEP for the student including supplementary aids and

services necessary to allow for placement in the least restrictive environment.

The IEP describes a student's current educational and functional levels as well as goals and objectives along with the individualized programs and services which the student will receive. IEPs are reviewed at least one time per year.

### Services for Protected Students with Disabilities

Students who are not eligible to receive special education programs and services may qualify as protected students with disabilities and therefore be protected by other federal and state laws (Section 504 of the Rehabilitation Act of 1973/ADA) intended to protect against discrimination. The District must ensure that protected students with disabilities have equal opportunities to participate in the school program and extracurricular activities to the maximum extent appropriate for that student.

## STANDARDIZED TESTING

A major source of information relating to a student's academic progress and the effectiveness of the student's instructional program is determined by the results of the District's standardized testing. Tests are administered to measure achievement, mental ability, readiness, and career interest. However, test scores are never considered to be the only factor when decisions are made concerning a student's placement, promotion, or performance. Teacher observations, grades, and other forms of assessment are used along with test results to

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

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

Student information is shared with outside vendors such as CTB-McGraw-Hill who provide commercially prepared standardized assessments to the District. In addition, student information is shared with the Pennsylvania Department of Education and their vendors. Employees of these organizations are deemed to have legitimate need to know and shall not disclose to third parties except as allowed by the Family Educational Rights and Privacy Act and authorized by the District.

In addition to the Pennsylvania System of School Assessment (PSSA) tests and Keystone Exams required by the state, the District also administers a variety of tests to monitor student growth and achievement.

When a child's mental ability test results are compared to their achievement test results, the District is better able to determine a student's appropriate instructional level and whether they are working to maximum potential. The

Kauffman Intelligence Test (KBit) is an individually administered assessment used to screen students for gifted and special needs classes. This test may be used to help establish a need for more in-depth psychological testing.

A complete list of assessments used can be found on the District website.

## BOARD POLICY SUMMARIES

The following pages summarize selected Board policies and procedures affecting students and parents. A full copy of the District's Board Policy Manual is available in each school building and on the District website.

### Acceptable Use of Computing Resources and the Internet

#### **Board Policy 815**

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

Individuals are hereby made aware that any violation of the guidelines included in this policy or improper use of the District's computer resources or networks, could result in disciplinary action.

## Anti-Bullying

### **Board Policy 249**

This policy specifically prohibits all forms of bullying (including cyberbullying) by District students and stipulates that any violator of this policy will be subject to appropriate discipline, as outlined in the student discipline policy. Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student over time, that has the objective and subjective effect of:

- Physically, emotionally, or mentally harming or intimidating a student.
- Damaging, extorting, or taking a student's personal property by physical force, threat of force, threat of an intimidating nature, or by other action designed or which has the effect of intimidating a student into relinquishing personal property.
- Placing a student in reasonable fear of physical harm, emotional harm, mental harm, or loss of personal property.
- Creating an intimidating or hostile environment of such pervasiveness and severity that it materially and adversely alters a student's educational environment.

Any student who retaliates against a student who has reported bullying, assisted in an investigation, or testified in a hearing, may be subject to consequences as defined in the Code of Student Conduct and state and/or federal law.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting email inappropriate or derogatory email

messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the District, offenders shall be the subject of appropriate discipline. Students are encouraged to report bullying or cyberbullying directly to District staff by submitting a Bullying/Harassment Complaint Form (available on the District website).

## Curriculum Review by Parents and Students

### **Board Policy 105.2**

This policy provides parents/guardians and students the opportunity to review existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

## Dress and Grooming

### **Board Policy 221**

This policy covers the appropriateness of clothing types inside and outside the building, plus the time frame for the wearing of shorts at the elementary level. At all building levels, clothing displaying profanity, obscene pictures, gestures, words, drug or alcohol use, alcohol or tobacco products, weapons, or sexual innuendoes is not acceptable. Additionally, clothing that is too tight or too revealing is considered inappropriate.

## Drug Awareness

### **Board Policy 227**

The Board recognizes students who abuse controlled substances place themselves in a high-risk category for serious problems with 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/abuse of alcohol and drugs by members of the school population.

This policy broadly defines controlled substances and outlines procedures for identification and prosecution/consequences for student offenders. Controlled substances include the following:

- All dangerous controlled substances prohibited by law within the language of the Controlled Substance, Drug, Device, and Cosmetic Act.
- All look-alike drugs, alcoholic beverages, anabolic steroids, and legal or illegal hemp products.
- Any drug paraphernalia.
- Volatile solvents or inhalants to include glue and aerosol propellants.
- Any prescription, patent drug, or caffeine except those for which permission for use in school has been granted pursuant to Board Policy.

## Educational Trips

### **Board Policy 231**

The Board recognizes the value of educational trips. This policy outlines the types of trips permitted, procedures for requesting trip approval, and circumstances for which trips are not approved.

Approved trips are recorded as excused absences, but will not be considered for perfect attendance recognition. Trips not approved are counted as unlawful or unexcused and subject to attendance regulations noted in Board Policy 204.

## Extracurricular and Co-Curricular Activities

### **Board Policy 122**

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

Co-curricular activities are sponsored by the Board, offered for credit toward graduation, and have mandatory components that require attendance at and participation in activities scheduled during non-school hours. Co-curricular activities include concert choir/band performances and practices, Junior Reserve Officer Training Corps, and field trips occurring outside the regular school day.

This policy reflects the District philosophy that co-curricular activities are offered for the purpose of helping to provide students with a well-rounded educational experience.

## Field Trips

### **Board Policy 121**

This policy provides guidelines and procedures for field trips. A field trip is a valid learning device, a research technique, a gathering of firsthand experience and knowledge, and a collection of primary source material. As a valued part of a planned unit of study, it becomes one of the learning experiences of the unit. Students are expected to abide by all District and building guidelines while on a field trip.

## Grading of Student Progress

### Board Policy 213

The cornerstone of this policy is the Board's recognition that a system of grading student achievement can assist the student, teachers, and parents to better assess the student's progress toward personal educational goals.

- Grading shall be a system of measuring and recording student progress and achievement which enables the student, parents, and teachers to assess the student's strengths and needs, assist in planning an educational and vocational future for the student, and determine where remedial work or enrichment is required.
- Students with disabilities shall be included in the District's assessment system with appropriate accommodations when necessary.
- The Board directs that the instructional program of this District include a system of grading for all students which is consistent with the educational goals of the District and the regulations of the State Board of Education.

Honor and Distinguished Honor Roll criteria for secondary students are also included.

## Graduation Requirements

### Board Policy 217

This policy highlights procedures for awarding diplomas, dual enrollment, early admission to approved post-secondary schools, early admission to trade/technical schools, graduation requirements, granting/accepting credit, and special education graduation requirements.

## Hazing

### Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

## Homework

### Board Policy 130

Homework should provide practice, previewing, and reinforcement of skills presented by the teacher; broaden areas of interest through enrichment; provide opportunities for parents/guardians to know what their child is studying; and encourage parent/guardian and child interaction. This policy contains general guidelines for homework at the elementary, middle, and high school level.

## Locker Search

### Board Policy 226

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

- Lockers may be periodically and randomly inspected and searched by officers, agents, and employees of the District, and illegal or unsanitary materials shall be seized and may be used as evidence against the student in disciplinary and other proceedings.
- Lockers are the property of the District. As such, they may be opened for a variety of administrative reasons. Student

permission is not necessary to enter a locker and the locker is not considered private property of the student. Locker privileges may be withdrawn if the privilege is abused.

- Lockers are not places of privacy for the belongings of the students, and students should not expect their lockers or the contents thereof will be kept private from the District.

The Board reserves the right to authorize District employees to inspect a student's locker when such employee has reason to believe the locker is being improperly used. The Board further authorizes the use of canine searches or other detection devices to identify lockers that should be searched.

## Nondiscrimination in School and Classroom Practices

### Board Policy 103

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

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

## Participation in School Affairs

### Board Policy 232

Students participating in school functions on or off school property are subject to the rules and regulations of the school and the District.

## Promotion and Retention

### **Board Policy 215**

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

- **Elementary School**

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

- **Middle School**

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

- **High School**

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

- **Special Education**

Eligibility for graduation for students enrolled in special education shall be based upon the student's educational need and shall be defined in the student's IEP and graduation plan. The right to request that information will not be provided to military recruiting officers.

## Public Records

### **Board Policy 801**

Residents seeking information under the Right-to-Know Law may download a request form

and schedule of fees from the District website or pick up these materials at the Administration Center for Education.

## Pupils - Suspension and Expulsion

### **Board Policy 233**

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

The Board may expel a student permanently for serious or repeated violations of school policy. If the student is under 17, and his/her parents provide a written affidavit indicating they cannot provide an alternate form of education, the District, after 30 days, must assume responsibility for the student's education.

## Student Discipline

### **Board Policy 218**

This policy serves as the Student Code of Conduct, containing general guidelines and procedures to address student behavior and disciplinary consequences. Unacceptable student behaviors are categorized under three levels depending on the severity. Disciplinary consequences are also imposed based on the severity of the offense and the student's discipline record.

## Student Expression

### **Board Policy 220**

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

## Suicide Awareness, Prevention, & Response

### **Board Policy 819**

This policy explains the District's multifaceted approach to suicide awareness by integrating school and community-based supports for the prevention, intervention, and response to suicide or suicide attempts. This policy also promotes access to suicide awareness and prevention resources.

## Terroristic Threats

### **Board Policy 218.4**

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

## Tobacco Products

### **Board Policies 222 and 707**

These policies reflect the District's position that use and/or possession of tobacco products in school, on school grounds, or on school buses/vehicles transporting students is prohibited. The policies

define tobacco products as a lit or unlit cigarette, cigar, pipe, smoking product, vaporizing device, any form of smokeless tobacco, or any item containing or reasonably resembling tobacco or tobacco products, tobacco related devices, imitation tobacco products and electronic cigarettes.

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

## Unlawful Harassment

### **Board Policies 248 and 348**

The goal of these policies is to maintain a learning and work environment free from all types of discrimination, including unlawful harassment. These policies provide a clear definition of unlawful harassment, outline the process for reporting incidents of sexual harassment, specify a sequence of procedures for administrators to follow during their investigation of complaints, and define the written disposition of each and every complaint.

## Use of Bicycles, Skateboards, and Motor Vehicles

### **Board Policy 223**

Approved vehicles, as detailed in the Motor Vehicle Code, will be permitted in accordance with the rules of the District, provided that such students are licensed drivers. All other motorized vehicles are prohibited on District property. Skateboard use on District property is expressly prohibited and violators will be

punished under laws governing trespass and vandalism. While scooters may be ridden to and from school, students must carry scooters on and off school property. Bicycle and motor vehicle transportation to and from school is allowed in accordance with District rules, permission of the building principal, and the assumption of responsibility by parents and students. Student parking must adhere to the specific rules of the District and/or school guidelines.

## Weapons

### **Board Policy 218.1**

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

## 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 interested in participating may contact the Superintendent's office at 938-9577. Meeting summaries are available on the District website.

## Junior Achievement

Members of the business community are invited to participate in Junior Achievement (JA). In grades K-5, volunteers present a series of five business-related lessons, with all teaching materials provided by JA. Each lesson is approximately 30-45 minutes in length. Interested individuals may email Mrs. Jennifer Mummert at [jmummert@wssd.k12.pa.us](mailto:jmummert@wssd.k12.pa.us).

## Partners in Education

Currently over 100 community partners are actively involved in the Partners in Education (PIE) program. These partnerships take many forms and are tailored to the specific needs, interests, and talents of those businesses involved. Interested businesses and organizations 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; leadership incentive grants for students at all levels; and Educator Innovation Grants for teachers and administrators.

For more information, visit [www.westshorefoundation.org](http://www.westshorefoundation.org), follow them on social media @WestShoreFdn or contact Mr. Brian Maneely, Executive Director at [executivedirector@westshorefoundation.org](mailto:executivedirector@westshorefoundation.org).

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## BUILDING DIRECTORY

### Administration Center

507 Fishing Creek Road  
P. O. Box 803  
New Cumberland, PA 17070  
Phone: 938-9577  
Social Media @WestShoreSD

**Dr. Todd Stoltz**  
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 Vogelsong**  
Coordinator of Technology  
& Media Services

### Cedar Cliff High School

**Dr. Kevin Fillgrove**, Principal  
1301 Carlisle Road  
Camp Hill, PA 17011  
Phone: 737-8654  
Twitter @CedarCliffColts

### Red Land High School

**Mrs. Holly Sayre**, Principal  
560 Fishing Creek Road  
Lewisberry, PA 17339  
Phone: 938-6561  
Twitter @RedLandHS

### Allen Middle School

**Mr. Brian Granger**, Principal  
4225 Gettysburg Road  
Camp Hill, PA 17011  
Phone: 901-9552  
Twitter @AllenMustangs

### Crossroads Middle School

**Mr. Christopher Konieczny**, Principal  
535 Fishing Creek Road  
Lewisberry, PA 17339  
Phone: 932-1295  
Twitter @CM\_Lightning

### New Cumberland Middle School

**Mrs. Melissa Herbert**, Principal  
331 Eighth Street  
New Cumberland, PA 17070  
Phone: 774-0162  
Twitter @NCMS\_Tigers

### 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  
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  
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

*Directions to each building can be found on the District website.*



# **WEST SHORE SCHOOL DISTRICT**

## **BOARD OF SCHOOL DIRECTORS**

Ronald L. Candioto, Jr., President

Judith A. Crocenzi, Vice President

Thomas C. Falvo, D.O.

Brian K. Guistwhite

Frank J. Kambic

Sheri D. Moyer

Abigail A. Tierney

Christopher D. Weidenhammer

Kelli C. Williamson

## **NON-MEMBERS**

Ryan E. Argot, Ed.D., Secretary

Melinda L. Stuck, Treasurer

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. Revised 12-2016