



West Perry High School
Student Handbook

2017-2018

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Mission Statement

To build tomorrow's future, the West Perry School District prepares, inspires, and empowers... every student, every day.

Vision Statement

The West Perry School District, in partnership with the community, prepares students dedicated to building positive relationships, maintaining high character, and achieving academic success; while possessing the global value necessary to thrive in an ever-changing, increasingly diverse world.

Shared Values

The West Perry School District believes the unique abilities, interests, needs, and goals of all students should be respected.

The West Perry School District believes family and community involvement are essential to each child's educational success.

WEST PERRY SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

Mr. Charles Thiemann, President

Mr. Dan Rice, Vice President

Mr. Edward Kent, Treasurer

Mrs. Suzanne Dell

Mrs. Lucinda Egolf

Mr. William Kling

Mrs. Jean Rice

Mr. Paul Boose

Mrs. Michele Fry

ADMINISTRATIVE STAFF

Dr. Michael O'Brien, Superintendent

Dr. Nancy Snyder, Assistant Superintendent

Mr. Christopher Rahn, Principal

Mrs. Paula Jones, Assistant Principal

Mr. Kevin Deane, Dean of Students

Mr. Ryan Anderson, Athletic Director

Mr. Scott Kelly, Supervisor of Transportation

OFFICE STAFF

Mrs. Laura Messner, Principal's Secretary

Mrs. Hope Hitzelberger, Attendance Secretary

Mrs. Heather Cataldi, Inventory & Purchasing Secretary

Mrs. Kathy Zendt, Guidance Secretary

DISTRICT CALENDAR

Board Adopted: 2-13-2017

2017-2018 WEST PERRY SCHOOL DISTRICT – SCHOOL CALENDAR

AUGUST 2017					SEPTEMBER 2017					OCTOBER 2017					NOVEMBER 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6			1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
28	29	30	31		25	26	27	28	29	30	31				27	28	29	30	
14 Kindergarten Orientation 18 New Teacher(s) 21, 22, 23 Teacher In-Service Day 22 High School Open House 23 1 st - 8 th Grade Open House 24 First Student Day (6 Student Days) (9 Teacher Days)					22 Act 80 Day 4 Labor Day Weekend (20 Student Days) (20 Teacher Days)					9 In-Service Day 27 End of First Marking Period 19 High School Evening Conferences (21 Student Days) (22 Teacher Days)					6-9 Elementary Evening Conferences 10 In-Service Day 8-9 MS Evening Conferences 10 MS Conferences 22 Trade-Off - Teachers/Student 23-27 Thanksgiving Break (17 Student Days) (19 Teacher Days)				
DECEMBER 2017					JANUARY 2018					FEBRUARY 2018					MARCH 2018				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5				1	2				1	2
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28			26	27	28	29	30
25-29 Christmas Break (16 Student Days) (16 Teacher Days)					1,2 Christmas Break 15 In-Service Day 17 End of Second Marking Period (20 Student Days) (21 Teacher Days)					13 HS scheduling night 5-8 Elementary Evening Conferences 16-19 Presidents' Weekend 14,15 MS Evening Conferences 16 1 st Snow Make-Up Day (18 Student Days) (18 Teacher Days)					15 HS Conference 29, 30 Spring Break 23 End of Third Marking Period 29 2 nd Snow Make-Up Day (20 Student Days) (20 Teacher Days)				
APRIL 2018					MAY 2018					JUNE 2018					Student Days: 180 Teacher Days: 189				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	X Teachers and Students Off ◆ First Student Day ◇ Act 80 Day (Students = No School) ○ Trade Off (Teachers and Students Off) ○ In-Service for Staff (Students = No School) □ Last Student Day				
2	3	4	5	6		1	2	3	4					1					
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8					
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15					
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22					
30					28	29	30	31		25	26	27	28	29					
2 Spring Break 2 3 rd Snow Make-Up Day (20 Student Days) (20 Teacher Days)					28 Memorial Day 29 In-Service Day 29 4 th Snow Make-up Day (21 Student Days) (22 Teacher Days)					1 Graduation/Last Student Day 4 Trade-Off Day (1 Student Days) (2 Teacher Days)					<u>SNOW MAKE-UP DAYS:</u> 1 st Make-Up Day – 2-16-18 2 nd Make-Up Day – 3-29-18 3 rd Make-Up Day – 4-2-18 4 th Make-Up Day – 5-29-18 If additional school make-up days are needed, they will be added to the end of the school year.				

BELL SCHEDULE 2017-2018

<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Time</u>
1	7:45 AM	8:35 AM	50
2	8:39 AM	9:26 AM	47
3	9:30 AM	10:17 AM	47
4	10:21 AM	11:08 AM	47
5	11:12 AM	12:27 PM	75
A	11:08 AM	11:38 AM	
B	11:34 AM	12:04 PM	
C	12:01 PM	12:27 PM	
6	12:31 PM	1:18 PM	47
7	1:22 PM	2:09 PM	47
8	2:13 PM	3:00 PM	47

Two-hour Delay

<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Time</u>
1	9:45 AM	10:17 AM	32
2	10:21 AM	10:51 AM	30
3	10:55 AM	11:25 AM	30
4	11:29 AM	11:59 AM	30
5	12:03 PM	1:18 PM	75
A	11:59 AM	12:29 PM	
B	12:25 PM	12:55 PM	
C	12:51 PM	1:21 PM	
6	1:22 PM	1:52 PM	30
7	1:56 PM	2:26 PM	30
8	2:30 PM	3:00 PM	30

DAILY SCHEDULE

School begins at 7:45 AM when you report to 1st Period. Students arriving before 7:35 AM should remain in the main lobby, the freshman lobby, or the cafeteria for breakfast purposes. All other areas of the building, including the second floor, are off limits until 7:35 AM. We begin each day with the National Anthem, the Pledge of Allegiance, Moment of Silence and announcements. It is important that you remain attentive during this time. The daily bell schedule is in the handbook. Classes are run on a six-day cycle; the number of the day is posted daily outside the office for your convenience.

Classes will end at 3:00 PM. Dismissal will be at 3:00 PM. Students are encouraged to participate in various after-school activities such as sports or clubs. School Board Policy mandates that all students and student groups must be supervised at all times -- before, during and after school. **Students not participating in after-school activities must leave school property after dismissal.**

Between 7:40 AM and 3:00 PM, students entering or exiting the building must use the main entrance located by the office.

ACTIVITIES AND CLUBS

The following list of clubs is offered to the students of West Perry on the basis of their selection:

Art Club	Pioneer	Student Christian	Technology Student Assoc.
Drama Club	Spanish Travel Club	Fellowship	Science Fair
Future Farmers of America	Student Senate	Math Club	Outdoor Adventures
Strategy and Tactics	Environmental Stewardship	Ultimate Frisbee	

The following list of activities is offered on one of the following basis: student choice subject to audition or selection, appointment, or election.

Band, Concert	Color Guard	Sports Manager/Stat.
Band, Marching	Jazz Ensemble	Student Council
Chorus	National Honor Society	Student Senate
Class Officer	Play Production	Varsity Club

General Rules for Club Meetings

1. Students cannot double up on same day, same week club or activities. Students must make a choice between two clubs that meet the same day.
2. Attendance at club/group meetings is mandatory. Advisors are responsible for students on club rosters.
3. Special emergency meetings, as approved by the Principal's or Principal's designee, may be called. Additionally, any student taken away from his/her normal meeting must first report to the club advisor before attending the emergency meeting. Club advisors will notify students by the announcements of the Day of their first meeting.

ANTI-BULLYING

Bullying & Cyberbullying (WPSD Board Policy 249)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. West Perry School Board Policy 249 details the Bullying/Cyberbullying Policy. This policy should be reviewed on the district website at:

<http://westperry.ss13.sharpschool.com/common/pages/DisplayFile.aspx?itemId=126697>

ATHLETICS

The following is a list of the sports offered by the West Perry High School:

Fall	Winter	Spring
Cross Country Cheerleading Football Boys' Soccer Girls' Soccer Field Hockey Volleyball	Boys' Basketball Girls' Basketball Cheerleading Wrestling	Baseball Softball Track Cheerleading (Tryouts) 9th Girls' Volleyball

Athletic Home Events Regulations

The following regulations have been established for home athletic events at West Perry:

1. No containers may be brought into the stadium or gymnasium.
2. If students leave the area, they may not return and must leave school property.
3. The West Perry School grounds are Tobacco-Free, including all athletic facilities.

Athletic/Extra-Curricular Policy

Code of Conduct

At the beginning of the season/activity of the sport/extra-curricular event, the Administration and Athletic Director must ensure that all coaches/advisors understand the complete Code of Conduct. In turn, all coaches/advisors must ensure that all student participants of said sport/extra-curricular activity understand the Code of Conduct. All Code of Conduct Signature Forms must be kept on file by either the Building Principal or Athletic Director for the entire school year. All professional staff must be made aware by the building principal of the protocol for administering the Code of Conduct procedures.

Philosophy

The West Perry School District offers numerous activities which are an extension of the classroom. The goal and purpose of these activities is to TEACH students the meaning and understanding of commitment, fairness, sacrifice, teamwork, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle and skill development. The

activities are laboratories for learning. The West Perry School District school board, administrators, teachers, and coaches/advisors are committed to excellence and to providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always strive to be above reproach. They have an obligation to create a favorable image to and to gain the respect of their peers and adult citizens of the community.

NCAA Division I and II Eligibility

MAKE SURE YOU ARE ELIGIBLE TO PARTICIPATE IN COLLEGE SPORTS! At the 1993 NCAA Convention, the members of Divisions I and II approved the establishment of an initial-eligibility clearinghouse to certify the fulfillment of freshman academic requirements by prospective student-athletes. If you plan on participating as a Division I or II student athlete you MUST fulfill these requirements in order to be eligible to participate.

The certification process should begin by the end of your junior year. To be certified by the Clearinghouse you MUST meet the academic requirements listed below:

Division I Academic Requirements:

http://www.ncaa.org/sites/default/files/2017_DI_Requirements_Fact_Sheet_20170103.pdf

Division II Academic Requirements:

http://www.ncaa.org/sites/default/files/2017_DII_Requirements_Fact_Sheet_20170103.pdf

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. Please see your counselor for detailed information.

Student Spectators

In order to attend an after-school activity, you must have attended school the day of the event.

When you attend a school event you represent West Perry High School, just as our athletes do, and we know you will uphold West Perry pride and traditions. Our students have always treated visiting teams and spectators with courtesy, never displaying unsportsmanlike behavior. We are proud of this and encourage you to continue this tradition. If any student does display unacceptable behavior, he/she may be asked to leave school property and may be restricted from attending future events.

ATTENDANCE

Regular school attendance is very important and absence from a class usually adversely affects grades. However, if a student is very sick, the student should stay home for the benefit of others, as well as the benefit of the ill student.

If a student is absent, he/she is required to present an excuse signed by his/her parent or guardian which states the day(s) you were absent and the reason.

This excuse, on a piece of paper or an excuse blank, must be turned in **within three (3) days** of the student's return to school, otherwise the absence will be counted as unexcused.

Requests to excuse student absences, other than illness or emergency, must be requested in writing to the building principal or assistant principal in advance of the planned absence. The principal will respond to your parents or guardian as to the disposition of your request.

State Senate Bill 98 became effective in early 1996. This Truancy Reform Act allows the following penalties to be assessed for truancy:

1. A maximum fine of \$300 plus court costs.
2. Completion of a parenting education program and community service at the local school district in lieu of or in addition to a fine.
3. A fine or adjudicated alternative program for students, age 13 and older, if parent or guardian demonstrates reasonable efforts to ensure attendance.
4. Discretion to the magistrate regarding suspension of part of whole sentence.
5. Proceedings to declare a student dependent if student continues to be truant or defaults on a fine or completion of a program.
6. Arrest powers to state, municipal, port authority, housing authority, transit authority and school police.

Student Attendance Policy

Please read the following attendance policy carefully. It is important that both you and your parents understand and follow this policy.

204. ATTENDANCE

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Regular attendance shall be defined as attending school for the full day on each day during which school is in session.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that the appointed school official may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Family emergency.
4. Impassable roads.

5. Required court attendance.
6. Death in family.
7. Family educational travel, with prior approval.

An excuse for absence must be submitted within three (3) school days after the date of the absence. If an excuse is not submitted within the three (3) day period, the time of absence shall be counted as an unexcused absence.

All absences beyond ten (10) cumulative days for the school year or three (3) consecutive days of absence shall require a statement from a licensed physician. This may be waived if there is conclusive other evidence of illness which is satisfactory to the duly delegated attendance person.

Absences above ten (10) days that are unsupported by a licensed physician's excuse and/or fifteen (15) days of absence without a parental conference will be considered as unexcused days.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for attendance at the Pennsylvania Farm Show or participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, funerals, job/college interviews, and other requests deemed appropriate by the building

principals.

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the Capital Area Intermediate Unit or the Department of Education.

Educational Tours/Trips

The Board may excuse a student from school attendance for up to five (5) days to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.

3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work. It is the student's responsibility to seek out the teacher and find out what work s/he has missed and should make up.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.

References:

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12,

Class Attendance

Pupil participation in all regularly scheduled classroom activities is essential in order for each pupil to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study.

The regular contact of the pupils with one another in the classroom and their participation in well planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Consequently, pupils who miss school or class frequently will have greater difficulty achieving the course outcomes.

Considering the importance of regular attendance and time-on-task, teachers may be incorporating attendance and time on task into their grading criteria. Criterion will be communicated to students at the beginning of the course.

Approved school-sponsored field trips, school related athletics or activities, approved educational field trips or other unique situations in the judgment of the administration will not be considered class absences.

Long-term illnesses will be given special consideration if all work missed is completed and submitted. A long-term illness is an illness which results in a student being absent from school for three or more days.

Cutting Class

Class cuts may be recorded as a half-day unexcused absence and may result in disciplinary action.

Late To Class

Students are expected to arrive to class on time. The classroom teacher will give the student a warning for the 1st occurrence, contact the parent/guardian on the 2nd occurrence, and assign after-school detentions for subsequent occurrences. Habitual violators will be considered defiant and will be disciplined accordingly.

Assignment Requests During A Prolonged Absence

If you have been ill for three consecutive days or if your doctor tells you that you will be absent three (3) days or more, please call the guidance office and request your assignments. It usually takes a day for teachers to return assignment requests to the guidance counselor.

It is suggested that parents call early in the morning and expect to pick up the assignment at the close of school the following day. At that time, your parents may pick up material from your locker as well.

Making-Up School Work Missed Due To Absence

When a student is absent, it is his/her responsibility to seek out each of his/her teachers and find out what work was missed. Work may only be made up if you have been legally absent. A student has two days for every day of absence to make up missed work. For example, if a student missed Monday, Tuesday, and Wednesday (week 1), the work would be made up as follows: Monday's work would be completed by Friday (week 1), the second day back to school. Tuesday's work would be completed by Monday (week 2), the third day back to school; Wednesday's work would be done by Tuesday (week 2), the fourth day back to school. **This applies to work assigned during the absence. This does NOT include missed work or tests previously assigned.** Students on an extended absence should work with their teachers to meet and comply with the schedule.

Tardiness

Tardiness is excused only if a student's bus is late, he/she has a medical appointment, or for other reasons specifically excused by the principal. If a student is not in period 1 by 7:45 a.m., he/she will be considered tardy. An excuse from a parent will be required. Students will be admitted to 1st period after 7:45 AM by a pass from the office.

If tardiness is not legally excused, the tardy will be marked unexcused. The third tardy will result in a detention and subsequent tardies may be subject to further discipline.

Tardiness and absence will be closely monitored by the attendance officer. Excessive tardiness can jeopardize academic standing for the course(s) missed.

High School Tardy Period:

- **7:46 – 9:00 AM – Students arriving during this time will be marked tardy**
- **9:01 – 11:15 AM – Students arriving during this time will be marked ½ day absent**
- **11:16 AM– 3:00 PM – Students arriving during this time will be marked a full day absent**

Leaving School Grounds During The School Day

In order to leave school during the school day, a written excuse from your parent or guardian must be submitted to the attendance office before school starts. The principals may grant permission for a student to leave school under extenuating circumstances.

If a student becomes ill during the school day, he/she should immediately report to the nurse's office. If it is necessary for a student to leave school due to illness, the nurse will contact the parent/guardian and arrange for the student's release with the office.

Under no circumstances, may a student leave school without permission from the office or the nurse. This will be considered truancy and will result in disciplinary action. Student drivers leaving school without permission will lose driving privileges. Eighteen-year-old students still living at home **may not** leave school grounds without parent/guardian permission.

All students must notify the office staff in person that they are leaving school early and sign out as directed by the office.

BREAKFAST PROGRAM

Breakfast can be purchased at the Grab & Go Carts in the main lobby and freshman lobby. Students may eat before class and during the first 5 minutes of period 1. Eating breakfast should not be a disruption of class time and students are asked to be unobtrusive while eating breakfast. Students are asked to dispose of trash properly.

BUSING GUIDELINES

Riding the School Bus

For most students the school day begins when they arrive at their bus stop. Please be familiar with the following guidelines. Students who ride buses are expected to respect the rights of others while on the bus and at the bus stop and not to interfere with the safe operation of the bus by the bus driver. **Riding the bus is a privilege, not a right.**

The West Perry School District requires that each child be transported to and from school on the same bus. The AM and PM stop for each child on that bus may differ providing the stop is the same Monday through Friday and is on the established route of that bus.

Permanent Alternate Stop

A permanent alternate bus stop on the same bus will be approved under the following conditions:

1. The alternate bus stop occurs on the same day(s) each week.
2. The parent or guardian requests in writing that the district approve an alternate bus stop before the beginning of the school year or before each succeeding quarter of the school year.
3. An adult who is approved by the parent meets the child at the specified alternate bus stop each week.

Change in work schedule

The district will attempt to honor requests for changes in bus stops on the same bus if the parents' work schedules change on short notice.

Non-Recurring Emergency

A student may be allowed an alternate bus stop on his/her bus in case of a NON-RECURRING EMERGENCY due to family illness and/or death. This request must be in writing and approved by the building principal. If time does not permit a written request prior to the change, the written request should be submitted to the principal as soon as possible following the change.

Bus Conduct

I. MINOR OFFENSES - Students who violate the bus rules and commit any of the minor offenses listed below will be subject to the following punishments based on the administrator's judgment as to the severity of the case:

1. Using obscene/vulgar language.
2. Using a cell phone on the bus.
3. Discarding trash on the bus.
4. Loud talking or calling to other passengers or out the window.
5. Leaving or boarding the bus at an unauthorized stop.
6. Participating in horseplay or rough behavior.
7. Bringing toys on the bus (show and tell objects, or other school projects should be bagged or boxed and will require the driver's prior approval).
8. Bringing animals on the bus.
9. Consuming food, drink, or gum on the bus.
10. Sitting improperly. Must be facing forward, feet on floor.
11. Not sitting in assigned seat (PA LAW)
12. Standing or moving about while bus is in motion.

A. Verbal Warning:

If, in the discretion of the driver, a rule has been broken or behavior is not adequate, the driver should issue a reprimand. The driver may also reassign a student to a different seat on the bus to prevent a reoccurrence of unacceptable behavior. A report is not necessary.

B. Written Report:

If an unacceptable behavior continues, the driver should thoroughly complete a Bus Conduct Report and submit it to a building administrator as soon as possible. In addition to being current, this referral should be based on the driver's observations, not suspicions or hearsay.

The administrator will then investigate the case and send a copy of the report to the student's parents or guardians. The administrator has the following additional options:

1. First offense – Conference with administrator and parent contact
2. Second offense – 1 day suspension from the bus
3. Third offense – 3 day suspension from the bus
4. Fourth offense – 5 day suspension from the bus
5. Fifth offense – 10 day suspension from the bus
6. Sixth offense – 30 day suspension from the bus
7. Seventh offense – Recommendation to Superintendent for removal from the bus for the remainder of the school year.

II. MAJOR OFFENSES – Students who violate the bus rules and commit any of the major offenses listed below will be subject to the following punishments based on the administrator's judgment as to the severity of the case:

1. Directing obscene language at another person or harassing a person

2. Vandalism, i.e. willful damage or destruction either to the bus, school property, or another passenger's personal property. Violators will be responsible for all damages incurred.
3. Showing insubordinate conduct
4. Refusing to obey request of driver
5. Throwing of any objects on or out of the bus
6. Fighting – per district policy, students will be cited
7. Assault – this will be turned over to the police
8. Any violation of the District's Drug and Alcohol Policy or Tobacco Policy
9. Any violation of the district's Weapons Policy
10. Improper or unauthorized use of emergency equipment
11. Placing head, hands, or feet out the window

Following an investigation of a thoroughly completed Bus Conduct Report, the administration will send a copy to the student's parents with one of the following options:

1. Suspension of a student's bus privileges for one (1) to three (3) days.
2. Suspension of a student's bus privileges for up to thirty (30) days.
3. Suspension of a student's bus privileges for the remainder of the school term with the approval of the Superintendent.

III. ADDITIONAL CONDUCT INFORMATION

- A. Major offenses which are listed as Level III in the student handbook are subject to discipline measures beyond those listed in the bus discipline code.
- B. Administrators may exercise an option for an alternative discipline assignment in certain cases.

The board has enacted these rules to make the privilege of bus riding a pleasant experience while at the same time ensuring the health, safety and welfare of all students and staff.

Activity Bus

These buses are provided by the district to provide a way home for students engaged in school sponsored after school activities. The time and route schedule will be announced when school opens.

CLASS STATUS

9th Grade Status

Successful completion of 8th grade

11th Grade Status

12 earned credits

10th Grade Status

6 earned credits

12th Grade Status

18 earned credits

CREDIT RECOVERY

Students shall be permitted to make up credit deficiencies by completing summer school and/or correspondence courses. The completion of credit recovery is a privilege extended to students who have put forth effort in their class work, but who have not achieved a passing grade. In order to be eligible for credit recovery, students must earn a 50% or higher in the respective course. Students can obtain a maximum of four credits through credit recovery. Please contact your guidance counselor for requirements and protocol regarding summer school/correspondence courses.

CORPORAL PUNISHMENT

Corporal Punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited. Teachers and school authorities may use reasonable force under the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

DISCIPLINE

Discipline Definitions

Restriction:

A disciplinary action taken by an administrator which limits, restricts, or excludes a student to or from a particular area or activity for a designated period of time, i.e. office, resource, cafeteria and/or hall pass restriction.

Staff Referral:

Action taken by a staff person after exhausting all possibilities of utilizing positive corrective measures with reference to a student under his/her supervision. This also applies to any staff member's observation of student non-compliance with rules, regulations, and policies in the school building or on school property. This means notification of an administrative official.

Administrative Referral:

Action taken by an administrator after analyzing and evaluating a situation, and determining a course of action deemed potentially constructive and beneficial to the student, i.e. (counselors, Children and Youth Services, and others).

Pass Restriction:

Action taken by the administration to restrict and monitor the movements of a student during class instruction. During instructional periods, including resource, lunch and club, the student will remain within the classroom/cafeteria unless escorted by staff.

After-School Detention:

An administrative detention action, which requires the student to report to a designated supervised area by 3:07 P.M. for predetermined dates and periods of time held after school. Only days physically present are counted. The parent/guardian is encouraged to assume arranging transportation home. School transportation may be utilized if necessary through administrative approval. Failure to arrange the above or successfully complete detention requirements will result in further disciplinary action. The above requirements include presence, promptness, silence and study.

In-School Suspension:

An administrative action, which requires the student to report to a designated supervised area for predetermined dates held during the normal school day. The student is restricted to the in-school suspension classroom and is not afforded privileges normally extended to students in regular classes including extra-curricular activities. Only days physically present are counted. The above requirements include presence, promptness, silence and completion of assignments.

Temporary Out-of-School Suspension:

An exclusion from school by a building principal for a period of up to three (3) days without a hearing. The student is given an opportunity to express and exchange with the principal prior to any action taken. The student, parent/guardian and office of the Superintendent are notified and provided with written allegations. Students will not be permitted to participate in or attend extra-curricular events while on temporary suspension. Also, students are not permitted on school property while on suspension.

Full Out-of-School Suspension:

Exclusion from school by a building principal for a period between four (4) and ten (10) school days after an informal hearing which shall be consistent with the provisions of the Student's Rights and Responsibilities and local policy as adopted by the board of school directors. Students will not be permitted to participate in or attend extra-curricular events while on full suspension. Also, students are not permitted on school property while on suspension.

Expulsion:

Exclusion from school for a period exceeding ten (10) school days, and may be permanent. The board or committee of the board, through a formal hearing, will make the final decision regarding expulsion. The student and parent/guardian may be represented by counsel of their choice and arrangement. Students are not permitted on school property while expelled.

Due Process

The purpose of the informal hearing is to provide communication between the appropriate school officials, the parents and the student to discuss the circumstances surrounding the events for which the student is being suspended. At the meeting, the student is given the opportunity to show why the suspension should not be continued. The parents are encouraged to meet and discuss ways by which future offenses may be avoided.

The following due process requirements will be observed:

- ◆ The parent/guardian and student will be notified in writing of the reasons for the suspension.
- ◆ Sufficient notice will be given concerning the time and place of the informal hearing.
- ◆ The parents have the right to question anyone present at the hearing.
- ◆ The student has the right to speak and produce witnesses on his/her behalf.
- ◆ The district shall offer to hold the informal hearing within three (3) days of the suspension.

Disciplinary Action

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. Maintaining good student discipline is an important part of school life. It is, therefore, the responsibility of every student to adhere to all of the rules and regulations for the benefit of all and to exercise good self-discipline.

When students receive a handbook, they are expected to know the rules and regulations and are held accountable for them.

The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary, depending on the individual case. In general, these steps are followed:

Step 1	Teacher and student
Step 2	Teacher and parent
Step 3	Teacher, counselor, parent, and/or student
Step 4	Assistant Principal, parent, student, and other school personnel involved
Step 5	School, parent, student, and social service agencies involved
Step 6	Administrative Review
Step 7	School Board

Disciplinary Code

Students are expected to conduct themselves in a well-behaved manner at all times. One person does not have the right to disrupt the educational process for other students. With this in mind, the following disciplinary code will be in effect.

LEVEL I

Description:

Level I violations are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher.

Seriousness of the violation may require initiation of discipline at a higher level.

Examples of Violations	High School
<ul style="list-style-type: none">▪ Minor disruption▪ Minor horseplay/teasing▪ Defiance/insubordination▪ Inappropriate language, gestures, comments▪ Misuse of hall pass▪ Dress code violation▪ Consumption of food outside cafeteria▪ Late to class▪ Unauthorized use of an electronic device▪ Off-task/refusal to work▪ Running, throwing items, littering▪ Public display of affection▪ Rude/discourteous▪ Misbehavior at a school activity	<ul style="list-style-type: none">▪ Warning▪ Parent contact▪ Loss of privileges▪ Change in seating assignment▪ Referral to school counselor▪ Behavior contract▪ Teacher assigned detention▪ Lunch restriction▪ Pass restriction

LEVEL II

Description:

Level II violations are of a less serious nature than those outlined in Level III. Level II includes persistent violations within the Level I category as well as violations that are defined as Violations of the Attendance Policies of the Commonwealth of Pennsylvania and the West Perry School District. Level II violations are handled by an administrator.

Seriousness of the violation may require initiation of discipline at a higher level.

Examples of Violations	High School
Illegal absence, full or partial day - (Student is 16 years of age or younger).	<ul style="list-style-type: none">▪ Appropriate aspects of state law shall be enforced▪ Parent contact▪ No credit is given for work missed▪ Referral to outside agency▪ Referral to school counselor▪ Driving suspension
Unexcused absence, full or partial day – (student is 17 years of age or older and absence not recognized by state law or authorized by the district)	<ul style="list-style-type: none">▪ Appropriate aspects of state law shall be enforced▪ Parent contact▪ No credit is given for work missed▪ Referral to outside agency▪ Referral to school counselor▪ Driving suspension

<p>Truancy, full or partial day (any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian)</p>	<ul style="list-style-type: none"> ▪ Appropriate aspects of state law shall be enforced ▪ Parent contact ▪ No credit is given for work missed ▪ Referral to outside agency ▪ Referral to school counselor ▪ Detention ▪ In-school suspension ▪ Driving suspension ▪ Alternative education assignment
<p>Unexcused or illegal tardiness to school</p>	<ul style="list-style-type: none"> ▪ Appropriate aspects of state law shall be enforced ▪ Parent contact ▪ No credit is given for work missed ▪ Referral to outside agency ▪ Referral to school counselor ▪ Detention ▪ In-school suspension ▪ Driving suspension ▪ Alternative education assignment
<ul style="list-style-type: none"> ▪ Persistent/repeated Level I violations ▪ Creating a disruption ▪ Failure to report to or remain in an assigned area ▪ Altercation ▪ Cafeteria misbehavior ▪ Bullying ▪ Harassment ▪ Unauthorized solicitation ▪ Misrepresentation of the truth ▪ Misbehavior at school activity ▪ Gambling ▪ Rough horseplay ▪ Inappropriate use of bicycles, skateboards, roller blades, and wheeled vehicles ▪ Loitering before or after school 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Verbal warning ▪ Referral to school counselor ▪ Behavior contract ▪ Withdraw privileges ▪ Detention ▪ Change or alter clothing to comply with dress code ▪ In-school suspension ▪ Restitution for all damage or loss if appropriate ▪ Removal from extra-curricular activity
<ul style="list-style-type: none"> ▪ Parking in an unauthorized area ▪ Unregistered vehicle 	<ul style="list-style-type: none"> ▪ Fine ▪ Loss of driving privilege
<p>MINOR BUS OFFENSES - Students who violate the bus rules and commit any minor offenses will be subject to punishments based on the administrator's judgment as to the severity of the case.</p>	<ul style="list-style-type: none"> ▪ Parent contact ▪ Verbal warning ▪ Behavior contract ▪ Detention ▪ In-school suspension ▪ Removal from extra-curricular activity ▪ Removal from bus per Policy 810

LEVEL III

Description: Level III violations are those that are serious in nature and may result in discipline that includes an alternative education assignment, suspension and/or expulsion from school. Level III violations are handled by an administrator. Police may be notified depending upon the seriousness of the violation.

**Seriousness of the violation may require initiation of discipline
may require discipline at a higher level.**

Examples of Violations	High School
<ul style="list-style-type: none"> ▪ Persistent violation of Level II/Level III violations ▪ Using profane or obscene language/gestures directed at others ▪ Being in an unauthorized area of the building ▪ Chronic disruption of the learning environment ▪ Defiance, disrespect (including obscene language and/or gestures) toward any school employee (teachers, staff, substitutes and/or guests) ▪ Minor Theft ▪ Harassment: including physical, sexual, and/or repeated verbal harassment of protected categories ▪ Hazing ▪ Threatening another student ▪ Bullying or Extortion ▪ Leaving school (building and/or grounds) without permission ▪ Any act intended to bring harm to others ▪ Disorderly, vicious or obscene conduct ▪ Aiding or abetting in the delinquency of a student ▪ Unlawful trespass ▪ Filing a false report ▪ Possession of lighters or other incendiary devices 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Alternative education assignment ▪ Suspension ▪ Expulsion ▪ Restitution for all damage or loss if appropriate ▪ Police notification ▪ Psychiatric evaluation ▪ Citation filed with District Judge
<ul style="list-style-type: none"> ▪ Reckless operation of a vehicle on school property 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Suspension of parking privileges ▪ Suspension from school ▪ Expulsion ▪ Police notification ▪ Restitution for all damages or loss if appropriate
<ul style="list-style-type: none"> ▪ Violation of suspension stipulation(s) ▪ Defiant Trespass ▪ Failure to serve assigned detentions ▪ Disruption of detention or in-school suspension 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Alternative education assignment ▪ Suspension ▪ Expulsion ▪ Police notification ▪ Citation filed with District Judge
<p>Hitting, fighting, biting</p>	<ul style="list-style-type: none"> ▪ Parent contact ▪ Referral to school counselor ▪ In-school suspension ▪ Out-of-school suspension ▪ Citation filed with District Judge ▪ Police notification ▪ Alternative education assignment
<p>MAJOR OFFENSES - Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver. Students who violate the bus rules and commit any major offenses will be subject to punishments based on the administrator's judgment as to the severity of the case.</p>	<ul style="list-style-type: none"> ▪ Parent contact ▪ Verbal warning ▪ Behavior contract ▪ Detention ▪ In-school suspension ▪ Out-of-school suspension ▪ Citation filed with District Judge ▪ Removal from extra-curricular activity ▪ Removal from bus per Policy 810
<p>Violation of Acceptable Use of Electronic Resources Policy</p>	<p>Refer to District Policy 815</p>
<p>Violation of the Tobacco Policy</p>	<p>Refer to District Policy 222</p>
<p>Violation of the District Medication Policy</p>	<p>Refer to District Policy 210</p>
<p>Violation of the Harassment Policy</p>	<p>Refer to District Policy 248</p>

LEVEL IV

Description: Level IV violations are defined as follows:

- Any student whose consequences seriously endanger the health, safety and/or welfare of the individual or others in the school.
- Acts which result in violence to another person, his/her property, or property of the school.
- Possession or use of substances banned by school policy
- Persistent disregard of school rules.
- Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

Examples of Violations	High School
<ul style="list-style-type: none"> ▪ Persistent Violations of Level III ▪ Major Disruptions 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Referral to school counselor ▪ Referral to the Student Assistance Program ▪ In-school suspension ▪ Out-of-school suspension ▪ Expulsion ▪ Police notification ▪ Restitution for all damages or loss if appropriate ▪ Citation filed with District Judge
<ul style="list-style-type: none"> ▪ Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, or “look-alike drugs”. Use or possession of drug paraphernalia. ▪ Sale or distribution of a controlled substance, “look-alike drugs,” alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act”. 	<ul style="list-style-type: none"> ▪ Refer to District Policy 227
Possession, use or distribution of a fireworks, smoke bombs, “stink bombs”	<ul style="list-style-type: none"> ▪ Parent contact ▪ Referral to school counselor ▪ Referral to the Student Assistance Program ▪ In-school suspension ▪ Out-of-School suspension ▪ Expulsion ▪ Police notification ▪ Restitution for all damages or loss if appropriate ▪ Citation filed with District Judge
Possession of a Weapon	<ul style="list-style-type: none"> ▪ Refer to District Policy 218.1
<ul style="list-style-type: none"> ▪ Physical attack directed toward a district employee ▪ Physical assault ▪ Participation in or responsibility for causing willful defacing, damage destruction or vandalism of school property or of personal property of district employees. ▪ Theft ▪ Terrorist or bomb threat ▪ Arson ▪ Activating the fire alarm in a non-emergency situation 	<ul style="list-style-type: none"> ▪ Parent contact ▪ Referral to school counselor ▪ Referral to the Student Assistance Program ▪ In-school suspension ▪ Out-of-school suspension ▪ Expulsion ▪ Police notification ▪ Restitution for all damages or loss if appropriate ▪ Psychiatric evaluation ▪ Citation filed with District Judge
Violation of any federal, state or local law while on school property or at any school event	<ul style="list-style-type: none"> ▪ Parent contact ▪ In-school suspension ▪ Out-of-school suspension ▪ Referral to the Student Assistance Program ▪ Expulsion ▪ Restitution for all damage or loss if appropriate ▪ Police notification ▪ Citation filed with District Judge

SCHOOL DRESS GUIDELINES

The West Perry school district recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preferences. The West Perry school district permits a wide variety of clothes to be worn by students. Appropriate dress is a decision that is made by students and their parents/guardians. This decision must be made within the parameters outlined in the student dress code guidelines.

Appropriate dress is required of all students. Any clothing which is tight, torn, tattered or revealing that tends to disrupt the educational process is not acceptable.

Types of dress considered **inappropriate** and **unacceptable** are as follows:

SHIRTS considered UNACCEPTABLE

- Clothing displaying slogans/pictures which promote the use of sex, drugs, tobacco, alcohol, profanity or violence or suggest sexual innuendoes, gang-related behavior, lewd or illegal behavior or is derogatory to any racial, religious, disabled, age, gender, or ethnic group.
- Muscle shirts, net/mesh shirts or team jerseys – unless worn with a sleeved shirt.
- Bikini tops or halter tops, tube tops, or low cut tops that expose cleavage.
- Sleeveless shirts which do not have at least a one (1) inch strap width or shirts with only one strap.
- Clothing that may expose the midriff or side area when standing or sitting. The stomach and back area must be covered at all times.

PANTS/SHORTS/SKIRTS considered UNACCEPTABLE

- Any pants, shorts, or skirts that allow undergarments to show. Boxer shorts or mesh shorts worn underneath pants are considered undergarments and must not show.
- Boxer shorts worn as an outer garment.
- Shorts/skirts/dresses which are shorter than mid-thigh in length – meaning fingertips must reach bottom of garment when standing with arms at side.
- Shorts/skirts/pants with writing across the buttocks region are not permitted.
- Spandex, running shorts or sliding shorts may not be worn as they are undergarments.
- Loungewear or pajamas.

FOOTWEAR & ACCESSORIES:

- Footwear must be worn at all times with standard styles recommended. Clogs, sandals and flip-flops are discouraged for safety reasons.
- Sneakers with any rolling equipment (wheels) and bedroom slippers are not allowed.
- Hats, headgear and bandanas are inappropriate apparel when worn inside a place of business. Headbands/bandanas when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.
- Outerwear, such as coats and jackets, other than hooded or zippered sweatshirts, need to be kept in locker. Outerwear may be worn within the classroom with teacher permission if the temperature of the classroom deems it necessary.
- Clothing or accessories with ornamentation that presents possible danger or injury to the wearer or others (chains, spiked collars/wristbands, studded bracelets or belts) will not be permitted.

Any clothing the building administrator deems as interfering with the educational program will require a student to change.

If students continue to disregard the school dress guidelines, they will be required to change before returning to class and parents will be notified. Further violations will be directed to the building administrator for disciplinary actions.

DRIVING GUIDELINES

Student driving is available by permit only and on a first come basis. Parking is available at the side of the high school, spaces 100 to 250 only and across from the treatment facility near the athletic fields. A \$25 non-refundable

parking fee will be charged before a student can obtain a parking tag. 12th grade students who achieved proficient or advanced on their Keystone Exams may submit those scores to the high school office for a one-time reimbursement.

Students with a valid driver's license in grade 10, 11 or 12 who are seeking to drive should pick up a parking registration form and a copy of the Student Parking Regulations. This should be carefully read, completed and signed student's parents or guardian. The vehicle must be registered to the student or a parent or guardian. If students are leaving on work release, verification from your employer is required. You will be issued a parking tag, which **must be displayed** at all times. **You will be assigned a parking space. This is the ONLY place you will be allowed to park during school hours. You will not be issued a parking tag without a valid driver's license.**

Parking a car on school property is a privilege. Students are expected to abide by all the parking regulations and drive safely. West Perry School District has the right to search any vehicles parked on school property.

Driving privileges may be revoked or suspended for the following reasons:

- | | |
|--|---|
| 1. <u>Any</u> infraction of parking regulations | 4. Unsatisfactory discipline record |
| 2. Leaving school without permission | 5. Excessive tardies to school (3 or more) |
| 3. Poor academic standings | 6. Unsatisfactory attendance record |

Discipline will occur as follows:

First Infraction – 30 day loss of driving privilege

Second Infraction – Loss of privileges for the remainder of the year.

*****Disciplinary action will occur for students parking without a valid permit.**

Also, the district may file charges with the District Justice or State Police under article 3503 (b) of the Pennsylvania Criminal Code for Defiant Trespass or may file a P 1 Police Paper with Probation for students who repeatedly park on school property without a valid permit.

SCHOOL DANCES

Throughout the year, West Perry School District holds several onsite dances for the students to attend. These dances are intended for the enjoyment of all students; therefore, the West Perry Board of School Directors has created some guidelines to ensure that each one is pleasant for all that attend.

The administration at each building will be responsible for the approval of dance schedules, however, no dance may go past 10:00 p.m.

All students are welcome at their respective school dances, except those placed on social restrictions due to past behavioral issues at school activities or those currently serving in or out of school suspension or any person who has been expelled. Students will be permitted to attend dances only at their respective schools.

The school district tobacco, drug and alcohol policies will be in effect during all school dances. Each school may have specific regulations for school dances placed in their school handbooks.

Other than the following exceptions, only students who are currently enrolled in West Perry School District may attend dances.

A student who is currently attending another school may attend a dance as the date of a current West Perry High Student if both parent/guardian and school administration give approval via the Dance Guest Pass form. The guest form must be submitted a minimum of five days before the event. The administration will call parents and other schools to verify enrollment and behavior. Photo ID will be required.

Home educated students residing in the West Perry School District may attend dances that are held outside of the school day. Students may attend dances only at the school they would attend if enrolled. The aforementioned must comply with all West Perry School District rules and regulations as affirmed by signatures on the Dance Guest Pass Form (sections 2 and 4 only). The Administration may call parents to verify understanding of the responsibilities and expectations for participation. Photo ID will be required.

West Perry School District will hold a junior/senior prom each year. The prom is intended for the enjoyment of all students; therefore, the high school administration has created some guidelines to ensure that the prom is pleasant for all that attend.

The junior class will sponsor the prom for promotional or fundraising purposes. The class must submit its request in writing to the office no less than four (4) weeks before the proposed event.

All juniors and seniors are welcome at the prom, except those placed on social restrictions due to past behavioral issues at school activities or those currently serving in or out of school suspension or any person who has been expelled.

The school district tobacco, drug and alcohol policies will be in effect during at the prom.

Current West Perry High School junior and seniors may bring a West Perry underclassman or a non-West Perry student as a prom date under the following conditions.

All non-West Perry guests will be required to provide photo identification before entering the prom.

Both parent/guardian and school administration gives approval via the Dance Guest Pass form. The administration will call parents and other schools to verify enrollment and behavior. The guest form must be submitted to the high school administration a minimum of five days before the prom.

Home educated students residing in the West Perry School District who are juniors or seniors may attend the prom. The aforementioned must comply with all West Perry School District rules and regulations as affirmed by signatures on the Dance Guest Pass Form (sections 2 and 4 only). The administration may call parents to verify understanding of the responsibilities and expectations for participation. Photo ID will be required.

DRUG/ALCOHOL POLICY

All of us want the high school to be a safe and healthy place. Neither drugs nor alcohol will be tolerated at West Perry High School. The West Perry Policy No. 227 Controlled Substances/Paraphernalia requires that the "...Superintendent and/or designees shall develop regulations to identify and control substance abuse in the schools which establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution." West Perry School Board Policy No. 227 details the Controlled Substances/Paraphernalia Policy. This policy should be reviewed on the district website at:

<http://westperry.ss13.sharpschool.com/common/pages/DisplayFile.aspx?itemId=126663>

Any student who, when under the authority of the School District, uses (swallows, smokes, injects, inhales, absorbs, snorts), has possession, sells, delivers, gives, grows, makes, processes or tampers with any drug included in the Drug, Device and Cosmetic Act(including marijuana, narcotics, hallucinogens, depressants, stimulants, dangerous drugs, or any other substance which the student represents as a controlled substance) and paraphernalia shall be suspended from school as provided in the Student Rights and Responsibilities. This includes, but is not limited to, beverages containing any level of alcohol, “look-alike” substance(s) (pills, herbs, spices, etc.), synthetic drugs, and inhalants (solvents, nitrites, aerosols, etc.). Furthermore, possession or use of legal pills and substances, prescribed or otherwise, utilized in a manner incongruent with their basic purpose(s) will be considered a policy violation and subject to disciplinary measures.

School authorities shall turn over all evidence and information relative to such incidence of illegal substance activity to appropriate police or juvenile court officials for disposition and investigation.

The West Perry School Board recognizes that trafficking in controlled substances is a real and present danger to young people. It has structured the following procedures to assist school personnel in the process of handling drug-related incidents on school property or on school-sponsored trips.

SITUATION 1 – Student is suspected to be under the influence; physical symptoms present.

STAFF MEMBER ACTION – Do not leave student alone.

Provide qualified emergency treatment, if necessary. Summon principal and medical personnel.

CONFIDENTIALITY - Information shared on a need-to-know basis.

INVESTIGATION - Administration investigates. The student, the student’s locker, and the student’s possessions will be searched.

PARENT/GUARDIAN CONTACT - Report immediately to parents as medical concern/emergency describing symptoms and school procedures.

REFERRAL – Send information to SAT Team.

DISCIPLINARY ACTION – If student is found to be under the influence: First Offense – Five day suspension with an informal hearing; Second Offense – Ten day suspension with a formal hearing and recommendation to the board for expulsion. Suspension includes all school activities.

LAW ENFORCEMENT CONTACT – Yes, if evidence warrants.

SITUATION 2 – Student is suspected to be under the influence; no physical symptoms present.

STAFF MEMBER ACTION – Offer help based on concern for behavior or school performance. Inform student of help available with SAT. Encourage student to seek help. Contact counselor, nurse, administration.

CONFIDENTIALITY – Suspicious must be guarded.

INVESTIGATION – Administration investigates.

PARENT/GUARDIAN CONTACT – The administration will contact parent(s) with information regarding a concern for the student’s health and welfare.

REFERRAL – May refer to SAT and/or appropriate agency as necessary.

DISCIPLINARY ACTION – None

LAW ENFORCEMENT CONTACT – No

SITUATION 3 – Student is observed with or admits to possession of drugs/alcohol or paraphernalia.

STAFF MEMBER ACTION – Notify administration immediately. Do not leave student alone.

CONFIDENTIALITY – Information shared on a need-to-know basis.

INVESTIGATION – Administration investigates. The student, the student’s locker, and the student’s possessions will be searched. Administration shall confiscate all drugs/alcohol and paraphernalia, if any.

PARENT/GUARDIAN CONTACT – The administration will report to parents. Inform parents if law enforcement will be called.

REFERRAL – Refer to SAT and require appointment with licensed Drug and Alcohol Counselor for assessment.

DISCIPLINARY ACTION – First Offense – Five day suspension with an informal hearing; Second Offense – Ten day suspension with a formal hearing and recommendation to the board for expulsion. Suspension includes all school activities.

LAW ENFORCEMENT CONTACT – Yes. If police interview occurs on school property, parents are invited to the school to sit in on the interview.

SITUATION 4 – Student or other informant reporting drug possession by another student.

STAFF MEMBER ACTION – Refer to Administration and SAT.

CONFIDENTIALITY – Information shared on a need-to-know basis.

INVESTIGATION – Administration investigates. The student, the student’s locker and the student’s possessions will be searched.

PARENT/GUARDIAN CONTACT – The administration will contact parent(s) with information regarding a concern for the student’s health and welfare.

REFERRAL – Refer to SAT. Actions based on results of investigation.

DISCIPLINARY ACTION – Actions based on results of investigation.

LAW ENFORCEMENT CONTACT – Actions based on results of investigation.

SITUATION 5 – Student is suspected of selling or dispensing drugs or alcohol. Student may or may not be in possession.

STAFF MEMBER ACTION – Take to principal and refer to SAT. Do not leave student alone.

CONFIDENTIALITY – Information shared on a need-to-know basis.

INVESTIGATION – Administration investigates. The student, the student’s locker and the student’s possessions will be searched. Administration shall confiscate all drugs/alcohol and/or money in sight.

PARENT/GUARDIAN CONTACT – The administration will report to parents. Inform parents if law enforcement will be called.

REFERRAL – Refer to SAT and require appointment with licensed Drug and Alcohol Counselor for assessment.

DISCIPLINARY ACTION – First offense - Ten day suspension with formal hearing. Possible recommendation to the board for expulsion. Superintendent may recommend a consequence other than expulsion.

LAW ENFORCEMENT CONTACT – If the investigation results in evidence found, yes. If police interview occurs on school property, parents are invited to be present for the interview.

SITUATION 6 – Suspicion of non-student selling or dispensing drugs on school property.

STAFF MEMBER ACTION – Refer to administration.

CONFIDENTIALITY – Information shared on a need-to-know basis.

INVESTIGATION – Administration investigates with cooperation of law enforcement personnel.

PARENT/GUARDIAN CONTACT – None

REFERRAL – None

DISCIPLINARY ACTION – None. However, for non-student(s), a letter will be sent informing the individual that they are no longer allowed to be on school property and that he/she may be cited for defiant trespass.

LAW ENFORCEMENT CONTACT – Yes. Charges filed, if warranted.

The West Perry School Board is concerned about the health, safety and welfare of all students. Therefore, the following procedures have been put in place for students to receive help for drug and alcohol issues that may arise in or out of school.

SITUATION 1 – Student seeks drug/alcohol-related help.

STAFF MEMBER ACTION – Inform student of services and rights to confidentiality. Encourage student to seek help from SAT.

CONFIDENTIALITY – Staff members must guard confidentiality. May consult with counselor and/or medical personnel with student’s consent.

INVESTIGATION – None

PARENT/GUARDIAN CONTACT – SAT will contact parents, if the student seeks services. If the student refuses SAT referral, SAT will contact the parent(s) with information regarding a concern for the student’s health and welfare.

REFERRAL – To SAT counselor and/or appropriate agency.

DISCIPLINARY ACTION – None

LAW ENFORCEMENT CONTACT – No

SITUATION 2 – Student contacts school personnel regarding drug/alcohol usage by another student. This contact will be anonymous and confidential.

STAFF MEMBER ACTION – Encourage student to relay information about help to the student with the problem. Encourage concerned student to see or refer to SAT, counselor and/or principal, social worker and/or nurse.

CONFIDENTIALITY – May consult with counselor, medical personnel, administrative staff.

INVESTIGATION – None

PARENT/GUARDIAN CONTACT – If information is founded, the administration will contact parent(s) with information regarding a concern for the student’s health and welfare.

REFERRAL – SAT

DISCIPLINARY ACTION – None

LAW ENFORCEMENT CONTACT – No

SITUATION 3 – A student is reported to be in violation of the West Perry extracurricular Code of Conduct as reported to school personnel by a participant in or a witness to that violation.

STAFF MEMBER REACTION – Refer to Administration.

CONFIDENTIALITY – Share information on a need-to-know basis.

INVESTIGATION – Refer to the West Perry extracurricular Code of Conduct.

PARENT/GUARDIAN CONTACT – Refer to the West Perry Athletic Code of Conduct.

DISCIPLINARY ACTION – Refer to the West Perry Athletic Code of Conduct.

LAW ENFORCEMENT CONTACT – Refer to the West Perry Athletic Code of Conduct.

*** Co-curricular, extra-curricular activity participants’ responsibilities and consequences are defined in the West Perry Athletic Code of Conduct.***

Trafficking Drugs To Minor

Act 8 of 1997 amends the Crimes Code (Title 18) to impose mandatory prison sentences for those over eighteen (18) years of age who sell drugs to minors on a school bus or within 500 feet of a school bus stop. The law calls

for an additional two years of jail time in addition to the mandatory sentence for drug trafficking to minors; this is the same penalty as required under ACT 31 of 1988, concerning Drug-Free School Zones.

Act 8 also prohibits the sale of products containing ephedrine to minors. A person convicted of this offense must pay a fine of at least \$250 but not more than \$500 for the first violation and a fine of \$500 for each subsequent violation.

Drug Dog

In order to create a drug free school, the West Perry Board of School Directors has directed that drug dogs visit the high school from time to time. The dogs will check student **lockers, vehicles, and book bags**. Any evidence found will be turned over to the State Police. Violations will also be handled under the West Perry Drug and Alcohol Policy.

ELECTRONIC DEVICES

West Perry School Board Policy 237 details the Electronic Devices Policy. This policy should be reviewed on the district website at: <http://westperry.org/common/pages/DisplayFile.aspx?itemId=126683>

GRADING

- ◆ Marking system grades shall be composed of the following:

Percentage	Letter Grade Equivalency
90% - 100%	A
80% - 89%	B
70 - 79%	C
60 - 69%	D
0% - 59%	F

- ◆ In courses that do not have a Keystone Exam associated with them, final exams will be given in English, Math, Science, and Social Studies. They are optional in all other courses.
- ◆ The final grade in the course shall be the nine-week grades plus the final examination grade. The final exam grade comprises 1/7 of the final grade.
- ◆ A semester average will not be recorded on the permanent record card for a course except where the course is less than two semesters in duration.
- ◆ Scholastic comments may be used by teachers for the purposes of further explaining grades. These appear far right column of the report card. Students and parents are urged to study them carefully.
- ◆ Absences and make-up work are covered under the attendance section.
- ◆ Teachers must change an incomplete to some form of grading scale within ten (10) days.

The administration has proposed and the Board has supported the elevation of rigor in our K-12 curriculum. In an effort to increase rigor at the high school, we will be focusing on three pillars: Assessments (grading scale and others), Daily Pedagogy and Curriculum Alignment. An example of increased expectations is the grading scale below:

Min	-	Max	4.0 Scale
98	-	100	4.0
95	-	97	3.7
92	-	94	3.3
89	-	91	3.0
86	-	88	2.7
83	-	85	2.3
80	-	82	2.0
77	-	79	1.7
74	-	76	1.3
70	-	73	1.0
67	-	69	0.8
64	-	66	0.6
61	-	63	0.4
60	-	60	0.2
0	-	59	0

As we continue to evaluate and develop these three pillars, we will gradually transition to a new grading format. We will also ensure that the additional two pillars, Daily Pedagogy and Curriculum Alignment, are in place to support the overarching goal of improving rigor and student performance on Keystone exams.

ACADEMIC INTEGRITY

The students at West Perry High School are expected to maintain academic integrity and honesty. Dishonesty in academics or “academic fraud” is a serious offense. The following are examples of academic fraud and the consequences associated with them:

A. Cheating

- Copying another’s work on homework, classwork, or tests, or allowing one’s work to be copied.
- Bringing forbidden materials into a test; using books or notes when not allowed

First Infraction – Student will receive a 0% on the assignment. Parents and administrators will be notified.

Second Infraction – Student will receive a 0% on the assignment and 1 day I.S.S. Parents and administrators will be notified.

Third Infraction – Student will fail the course and will receive up to 3 days of I.S.S.

B. Plagiarism

- A form of cheating defined “as the false assumption of authorship: the wrongful act of taking the product of another’s work and presenting it as one’s own. Whether quoted or paraphrased, all material that is not the original thought of the author must be documented.
- If the classroom teacher deems plagiarism to be blatant, a referral can be sent to the plagiarism committee for review.

First Infraction – The student will receive a 0% on the assignment. Parents and administrators will be notified.

Second Infraction – The student’s marking period grade will be lowered by a minimum of 10%; the student will receive 1 day of I.S.S. Parents and administrators will be notified.

Third Infraction – The student will fail the course and will be given up to 3 days of I.S.S. Parents and students will be notified.

GRADUATION REQUIREMENTS

West Perry School Board Policy 217 details Graduation Requirements. This policy should be reviewed on the district website at: <http://westperry.ss13.sharpschool.com/common/pages/DisplayFile.aspx?itemId=126637>

HONOR ROLL

Distinguished Honor Roll

Students must have a marking period weighted Grade Point Average (GPA) of 90 or better and no individual course grade (unweighted) below 90.

Students must be enrolled in at least 2 full courses.

Courses taken at Cumberland-Perry Area Vocational Technical School are included.

Credit recovery courses are not included.

Students withdrawn from a class for academic or discipline reasons will not be eligible for Distinguished Honor Roll.

Regular Honor Roll

Students must have a marking period weighted Grade Point Average (GPA) of 80 or better and no individual course grade (unweighted) below 80.

Students must be enrolled in at least 2 full courses.

Courses taken at Cumberland-Perry Area Vocational Technical School are included.

Credit recovery courses are not included.

Students withdrawn from a class for academic or discipline reasons will not be eligible for Honor Roll.

NATIONAL HONOR SOCIETY

WEST PERRY HIGH SCHOOL

The West Perry High School Chapter of the National Honor Society (NHS) was established in accordance with the national NHS constitution and is governed locally by chapter by-laws. The NHS is under the guidance of the National Association of Secondary School Principals.

To be considered eligible for membership in the NHS, a junior or senior student must have been in attendance at West Perry High School for at least one complete semester and must have achieved a cumulative grade point average of 90% or better. Candidates must have outstanding personal attributes in Scholarship, Leadership, Character and Service.

Once Scholarship has been established, selection into NHS is achieved by a majority vote of a five-member Faculty Council that has been appointed by the high school principal. The members of the Faculty Council, in turn, will rely on evaluations of eligible students by members of the high school faculty who have had contact with the student in some professional capacity. Each teacher who has had sufficient contact with a candidate evaluates the student on Leadership, Character and Service as they have observed these attributes.

As a part of the selection process, the principal or his or her administrative designee will check all the disciplinary and attendance records of each candidate. Both attendance and disciplinary records may be used as selection criteria by the Faculty Council to determine NHS membership.

A candidate who achieves an overall excellent evaluation in categories of Leadership, Character and Service and also receives a majority vote from the Faculty Council will be invited to become a member of the West Perry High School National Honor Society. A candidate does not, however, become a member until he or she has been officially inducted at a ceremony that is conducted during the fall semester of each school year.

To maintain membership in NHS, a student must maintain a cumulative grade point average of 90% or better, must attend all monthly meetings and participate in the chapter's annual community service projects. All members are expected to maintain respect and strict adherence to all school rules and policies. Dismissal proceedings will occur when the NHS member has compromised Scholarship, Leadership, Character, and/or Service standards.

ACADEMIC AWARDS

- The Top 33 students in each grade-level class will be presented a special academic achievement award.
- Seniors will be eligible for numerous scholarship and academic awards at the conclusion of their academic career at West Perry High School. Interested students should consult with their guidance counselor for a full list of available scholarships and awards.

- Perfect attendance awards will be presented to students annually based on their year-by-year daily attendance.
- Students will be eligible to graduate with honors if their overall GPA is 90.00 or better. Honor Graduate GPA is calculated at the end of third marking period.

HEALTH SERVICES

The school nurse is in her office next to the main office. If students are ill or need medical attention, they should report to the health office or to the high school office if the nurse is not in her office. Passes are issued by teachers for students to report to the nurse. Students being sent back to class by the nurse must present their pass to their teacher upon arrival back in class. If the student is too ill to stay in school, the nurse will contact the parent/guardian. No student will be sent home without the consent of a parent/guardian. Rest rooms are NOT to be used for convalescing purposes.

The goal of the school nurse is to maintain a safe and healthy environment for all students. A student's health will be assessed and their symptoms treated based upon the known medical history of the student as shared by a parent/guardian or the student. The nurse may exclude a student from school until symptoms are resolved or until they are cleared by a physician for return to school. Any student showing symptoms of vaccine preventable diseases such as chicken pox, measles, mumps, or whooping cough will be excluded from school. Students with symptoms of a contagious disease or infestation such as impetigo, ring worm, bacterial conjunctivitis (pink eye), or pediculosis (head lice) will be excluded from school until such time as appropriate treatment has been provided to avoid further transmission. In the absence of the school nurse, the administrator or their designee may exclude students for the above reasons. Absences due to exclusion by the school nurse will be considered excused.

Parents/guardians choosing to sign their child out of school due to illness without being seen or excused by the school nurse must follow the appropriate guidelines for excused absences. Failure to comply with the appropriate policies and procedures for illness dismissal from school will result in an unexcused day. Students are reminded that cellular phones are not permitted to be visible or turned on during school hours.

Parents, if your child shows signs of illness at any time, do not send him/her to school. In order to prevent the spread of disease, it is advisable for parents/guardians to keep their child home from school if the child has a fever (>100 degrees Fahrenheit), earache, vomiting or diarrhea within the last 24 hours, severe sore throat, pain, chills, headache, severe cold symptoms, coughing, skin rash or eruption of unknown origin, enlarged glands, or redness or discharge from the eyes.

Use of Medication Policy 210 - This policy is available on the district website:

<http://westperry.ss13.sharpschool.com/common/pages/DisplayFile.aspx?itemId=126621>

ACCEPTABLE USE POLICY

West Perry School Board Policy 815 details the Acceptable Use of Electronic Resources. This policy should be reviewed on the district website at:

<http://westperry.ss13.sharpschool.com/common/pages/DisplayFile.aspx?itemId=127582>

LOCKERS/BOOK BAGS

Students are not permitted to carry book bags during the school day. A school locker will be issued to each student for school use. *You may not switch lockers with another student nor may you use a locker that appears to be unassigned without permission from the office.* You should NEVER leave money or valuable items in your locker. Take such things with you for safekeeping. West Perry School District is not responsible for the loss, theft or destruction of items you bring to school.

It is expected that students properly maintain their locker to insure proper functioning of the locker. Any locker problems should be reported to the office immediately.

The following locker regulations will be in effect:

1. The lockers are school property
2. Everyone must have a locker assignment
3. Locker assignment cannot be changed without permission from the office.
4. Keep the combination to lockers confidential
5. Locks must be school issued.

The courts have upheld the claim that **school lockers are school property made available for the students' convenience. Students shall not expect privacy regarding items placed in school lockers.** School Authorities may search a student's locker and seize any illegal materials because, standing in loco parentis, school authorities are charged with the safety of all students under their care. Such materials may be used as evidence against the student in subsequent disciplinary, and/or court proceedings. Random, periodic, or sweeping searches of lockers may be conducted by school officials at any time. Locker searches will be conducted without regard to individualized suspicion. The district may also employ the use of drug dogs in random searches of locker areas.

SPECIAL PROGRAMS FOR SPECIAL NEEDS

Programs are provided for the gifted and talented students. Students with special learning problems are accommodated with appropriate programs as are those students who need to be challenged beyond the regular classroom.

The high school provides work-study and early-release programs for those students who choose to work part of the day and also want to remain in school.

The district also provides the opportunity for students to enter college prior to graduation as well as advanced courses in many areas of the curriculum.

Other programs include the availability of English Language Learner/English as a Second Language (ELL/ESL) services to identified students based on their needs. These services are provided via a consortium effort that includes the Capital Area Intermediate Unit. All of these special programs work with our regular programs to provide as many opportunities as possible for our students and to meet No Child Left Behind requirements and are covered in School Board Policy Programs 100 which is available on the district website www.westperry.org.

STUDENT ASSISTANCE TEAM

The Student Assistance Program was developed as a way to help identify students who are having problems in school because of alcohol, drug, or mental health related concerns and to refer them for help. The core of the program is the Student Assistance Team, a group of specially trained staff members that will talk to the student in a confidential setting.

The S.A.P. program is an intervention, not a treatment program. The program intervention is in the areas of crisis intervention, student substance abuse, eating disorders, student neglect, physical abuse, student depression and other psychiatric disorders.

Team members receive referrals from administrators, faculty and staff, parents, the student body and the students themselves. Referrals may be initiated by drug and alcohol policy violations. Any student that violates the drug and alcohol policy MUST take part in the S.A.P. program as a means of assessing a student's involvement in the use of drugs and alcohol. More commonly, referrals happen because of observed changes in behavior or performance. Additionally, firsthand information reported to any staff member would constitute a referral.

The team's job is to conduct an assessment to determine if the student can be helped within the school or if the student needs to be referred to an outside agency. Contact any S.A.P member to make a referral. SAP Team Members include:

Mrs. Heather Bell
Mr. Christopher Rahn
Mrs. Amanda Davis

Mrs. Lynne Reeder
Mrs. Ashley McMillen
Mrs. Debra Foose

Mrs. Mandy Zeigler
Mr. Mark Easterday
Mr. Daniel Smith

TOBACCO LEGISLATION/POLICY

West Perry School District has a smoke free building policy. No one may smoke in the district building or buses. Smoking and/or the use of tobacco in any form is a health and safety hazards. School Board Policy 222 is available on the district website. The policy requires that the Superintendent or designees shall develop administrative regulations to implement the policy.

(a) Offense defined--A pupil who **possesses or uses tobacco** in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.

(b) Grading--A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine of not more than \$50. for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (a), the court may admit the offender to an adjudication alternative as authorized under 42 Pa.C.S 1520 (relating to adjudication alternative program) in lieu of imposing the fine.

(c) Nature of the offense--A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

(d) Definitions--As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Pupil" - A person between the ages of 6 and 21 years who is enrolled in school.

"School" - A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949 (P.L.30, No.14) known as the Public School Code of 1949; including area vocational schools and intermediate units.

“Tobacco” For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form, and electronic cigarettes. The term “tobacco” also includes electronic cigarettes, which are defined without limitation as products designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user (P 222).

Discipline Procedures

The possession or use of tobacco by students on school property, on all school transportation, in school buildings or while participating in school-sponsored activities is prohibited. Possession will mean in locker, gym bag, vehicle, and personal possessions or on person.

Secondary students found in violation of the district Tobacco Policy by school personnel or school bus drivers will be subject to the following procedures:

Every violation of the Tobacco Policy will result in a citation for violation of Act 145 and will be sent to the District Magistrate. Every conviction will result in a fine of up to fifty dollars plus court costs or admittance to alternative adjudication in lieu of imposition of a fine.

First Offense – Out-of-school suspension for a period of three days or until a parent conference is completed. The principal may reduce the penalty upon the satisfactory completion of the parent conference.

Second Offense – Out-of-school suspension for a period of three days. The principal may suspend for an additional two days after completion of the parent conference.

Third Offense – Out-of-school suspension for a period of three days. The principal may suspend for an additional seven days after completion of the parent conference.

Fourth Offense – Notify parents of the infraction and request a hearing before the Board of Education. Recommend expulsion for a minimum of a nine-week period.

VISITORS

West Perry High School welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators.

To insure order and maintain security, it is necessary to establish guidelines governing school visits. The administration has the authority to prohibit the entry of any person to the high school in accordance with the following procedure:

1. Persons wishing to visit a school should arrange in advance with the school office.
2. No visitors shall be permitted during the school day for social purposes.
3. Teachers must give permission for a visitor to attend the class with at least a one-day advance notice.
4. Visitors to the building should report directly to the office.
5. Visitors will be requested to sign a visitor's log upon arrival and departure.
6. The visitor will wear a visitor's tag while on school grounds and return it upon departure.

7. Should an emergency require a student be called to the office to meet a visitor, an administrator shall be present during the meeting.
8. Visitors are required to abide by all school rules and regulations.
9. Only in rare instances will visitors be allowed the day before a school vacation or the first or last day of school.
10. West Perry students requesting someone to visit need to obtain the form from the office and follow its procedures.

Parent Visits or Conferences

Parents are encouraged to communicate with school personnel. Parents who wish to communicate with a teacher should email the teacher directly or call the office and leave a voice message for the teacher. Parents wishing to visit classrooms or to conference with a teacher(s) should call to arrange an appointment through the guidance office. Appointments with the principal or assistant principal should be arranged through the high school office. For further information please check School Board Policy 907 School Visitors.

WEAPONS POLICY

School should be a safe environment so everyone can learn without fear of violence. **West Perry High School takes all threats seriously.** Any mention of physical violence, bombs, acts of terrorism, killing, or threats of harm will be taken seriously. Any written threats or drawings depicting acts of violence toward other students or staff will also be viewed as serious.

Any confirmed threats either verbal or written, will result in immediate out-of-school suspension. The matter will also be reported to the Pennsylvania State Police for prosecution.

POSSESSION OF ANY WEAPON ON SCHOOL PROPERTY IS A VIOLATION OF STATE LAW AND WILL BE REFERRED TO POLICE FOR LEGAL ACTION.

- 220.1 A student commits a misdemeanor of the first degree if in possession of a weapon in the buildings of, on the grounds of (including vehicles), or in/on any conveyance providing transportation to or from any public funded or private licensed elementary and secondary educational institution.
- 220.2 Weapon: The definition of a weapon includes but is not limited to:
- ◆ any knife regardless of the length of the blade,
 - ◆ cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.
 - ◆ a firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
 - ◆ Any "look alike" of any items listed above.
 - ◆ The possession of spray mace and/or any other noxious chemicals is NOT a violation of this policy. Its inappropriate use, however, will be considered a violation of this policy.
- 220.3 All Students (Both elementary and secondary)
The PA Crimes Code lists possession of a weapon in the school environment as a misdemeanor of the first class. Therefore, **ALL violations under this policy shall be reported to the local police department.**
- 220.4 Elementary
- A. Possession of a weapon, no intent to use.
 1. Required action

- a. Report to police
- b. Removal from class (in-school suspension or out-of-school suspension) until parent conference
- 2. Optional action
 - a. 1 to 5 days out of school suspension
 - b. Referral to board with recommendation for Expulsion
- B. Possession of weapon: situation deemed critical. All of the following are required:
 - 1. Referral to police
 - 2. Suspension until hearing
 - 3. Referral to the board with recommendation for expulsion

220.5

Secondary

- A. All weapons except pocket knives/utility knives
 - 1. Required action
 - a. Referral to the local police department
 - b. Suspension until board hearing is scheduled
 - c. Board hearing with recommendation by the administration for expulsion
- B. Pocket Knives/Utility Knives (See elementary.)

220.6

Firearms and "look alike" (loaded or not loaded)

All students bringing a firearm, loaded or unloaded, to school will be expelled for at least one year. Cases will be reviewed at the end of the school year.

EMERGENCIES

At times there are emergency situations, including weather, that require the District to notify parents of either a delay/cancellation or an early dismissal. The District has implemented automated notification system as a way to notify parents/guardians of any of these situations. Please contact the office to verify contact information if you wish to received phone or email notifications.

WEATHER EMERGENCIES

When extreme weather conditions are such that it is inadvisable to begin the school day at the regular time, one of the following three plans will be initiated and announced through our automated notification system and over local television stations as early as possible.

Plan A

The opening of school will be delayed two hours. All bus schedules will be set back two hours.

Plan B

School will be closed for the day. Make-up dates for weather emergencies have been provided in the school calendar.

Extreme weather conditions may also create the need for students to be dismissed from school earlier than the usual time. Local television stations will announce all early dismissals. **Please be sure that your child knows what to do if you are not at home.**

In addition to the automated notification and the District website, the following television stations will be notified of closings and delays: WGAL 8, CBS 21, ABC 27, FOX 43. Please use these sources of information to avoid typing up school telephone lines.

NON-DISCRIMINATION POLICY

The West Perry School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap and/or disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and the Americans With Disabilities Act of 1992.

For information regarding civil rights or grievance procedures, and/ or services, activities and facilities that are accessible to and useable by handicapped persons, contact the District Office to be directed to the appropriate Title VI, Title IX, Section 504 and A.D.A. Coordinator, at 2608 Shermans Valley Road, Elliottsburg, PA 17024 or phone 717-789-3931.