

# Elementary Student Handbook 2023-2024



## Blain Elementary

132 Blain Road  
Blain, PA 17006

Mrs. Kepner, Principal  
Mrs. Fuller, Secretary

School Phone: 717-536-3219  
School Fax: 717-536-3718

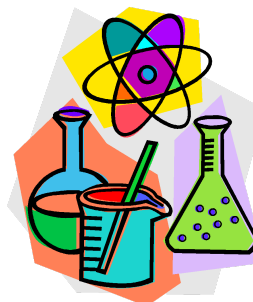


## Carroll Elementary

6670 Spring Road  
Shermans Dale, PA 17090

Mr. Emanuelson, Principal  
Ms. Zimmerman, Secretary

School Phone: 717-582-4256  
School Fax: 717-582-3547



## New Bloomfield Elementary

300 West High Street  
New Bloomfield, PA 17067

Mrs. Coble, Principal  
Ms. Richelle Ritter, Secretary

School Phone: 717-582-4318  
School Fax: 717-582-7579

### Mission Statement:

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

## Table of Contents

ELEMENTARY SCHEDULE .....	2
BREAKFAST AND LUNCH PRICES .....	2
ATTENDANCE .....	3
PARENT/GUARDIAN ENGAGEMENT .....	4
HOME-SCHOOL CONNECTIONS .....	4
HEALTH PROCEDURES .....	5
DISTRICT TRANSPORTATION .....	5
STUDENT SERVICES .....	6
BEHAVIOR EXPECTATIONS .....	7
SCHOOL SAFETY .....	13
WEST PERRY SCHOOL DISTRICT POLICY .....	15

## ELEMENTARY SCHEDULE

Office Hours	8:00 AM - 4:15 PM
Hours for Staff	8:15 AM - 3:45 PM
Hours for K-5 Students	8:45 AM - 3:40 PM
Hours for Pre-K Students	8:40 AM - 1:45 PM
Announcements	8:55 AM
Early Dismissal Time	12:50 PM
Dismissal	3:40 PM

## BREAKFAST AND LUNCH PRICES

<b>All students are eligible to receive one free breakfast and lunch. Should an additional meal or item be purchased, the cost is below:</b>	
<b>BREAKFAST</b>	<b>LUNCH</b>
\$1.55/day - Regular Breakfast	\$2.90/day - Regular Lunch
\$.30/day - Reduced Breakfast	\$.40/day - Reduced Lunch
\$2.35/day - Adult Regular Breakfast	\$2.35/day - Adult Regular Lunch
\$.50 - Milk	\$.50 - Milk

Please consider using [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an online account to monitor lunch transactions.

**FREE AND REDUCED PRICE STUDENT MEALS:** Families that have children attending a public school can apply for free or reduced-price meals through the National School Lunch Program using the Internet. You can access this state program at the COMPASS website [www.compass.state.pa.us](http://www.compass.state.pa.us). Other options at this website include: Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, and Children's Health Insurance Program (CHIP). If you do not have access to the internet, the application form is provided in the First Day Packet or from the school office. If you apply for free or reduced price school meals through COMPASS, you **do not** need to submit a paper application.

## ATTENDANCE

A positive relationship can be demonstrated between days of attendance and student academic performance. *Coming to school every day on time is important.* Getting in the habit of daily attendance is more important than ever. It helps to:

- reduce stress
- make it easier to connect with friends and teachers
- support learning.

**ABSENCE EXCUSES:** Upon return to school from an absence, the student must present a signed excuse from their parent/guardian within 3 days of their return to school OR send an email from a verified address listed in powerschool to the building secretary. *After 3 days, undocumented absences will be classified as unlawful.* Absence Excuse Forms have been included in this handbook. We encourage you to get a physician's excuse for each office visit.

A student will have two school days for each absence to make up missed work.

**STUDENT ARRIVAL:** School begins at 8:45 AM. This is the arrival time for all students. Breakfast will be served upon arrival to those students who choose to eat breakfast at school. Students that walk to school or are dropped off by parents may not enter the building until 8:45 AM. Students on school property before 8:45 AM will not be supervised.

**LATENESS/TARDINESS:** Students arriving at 8:55 AM are considered tardy. Any student arriving *after 8:55 AM* should report to the office accompanied by their parent/guardian. If your child is late/tardy, you will need to provide a signed excuse explaining the lateness/tardiness.

**PICKING UP YOUR CHILD AT DISMISSAL:** If you are picking up your children for dismissal, please send a note with your child that can be sent to the office or call the school before 2:00 PM. These procedures may also be followed if you are attending a meeting at school at the end of the school day and you want your child to go home with you. If your child will be picked up on a regular basis, please provide the office with a standing note to keep on file at the school. **If there are any changes, please notify the office immediately.**

If someone is picking up your child other than a custodial parent, you must notify the office. A note stating your permission, the person's name, and a phone number where you can be reached for verification is preferred over a phone call from you. They will be asked to provide picture identification.

**PICKING YOUR CHILD UP PRIOR TO DISMISSAL:** If you are picking up your children prior to dismissal, please send a note with your child or call the school to give the details of the early dismissal. When you arrive at the building please come directly to the office. You will have to sign your child out at this time.

If someone is picking up your child other than a custodial parent, you must notify the office. A note stating your permission, the person's name, and a phone number where you can be reached for verification is preferred over a phone call from you. Please ensure that this person has the school's phone number and is aware of the procedures for an early dismissal. They will be asked to provide picture identification. **If there are any changes, please notify the office immediately.**

**EDUCATIONAL TRIPS:** A student will be permitted up to five days for educational trips per school year with parents/guardian and will receive an excused absence provided parents/guardian complies with program requirements. When an educational trip is planned which will require a student to be absent from school, the correct form *must* be completed and returned to the principal *before* the trip. Hunting and fishing trips *can* be used as educational trips.

**FARM SHOW ATTENDANCE:** Parents/guardians *must* complete an absence excuse for their child to attend the Farm Show during a regular school day if an excused absence is to be granted.

**MEDICAL AND DENTAL APPOINTMENTS:** If you are bringing your child to school later than the start of school in the morning due to a medical or dental appointment, you should sign your child in at the office. Your child should be signed in or out at the office and will be called to the office upon your arrival. We encourage you to get an official excuse from the doctor or dentist at each visit. Scheduling appointments outside of the school day is highly encouraged.

**ILLNESS OR ACCIDENT DISMISSAL:** Should it be necessary to send your child home at any time the school will call home or your place of employment first. If no one is contacted, we will refer to the emergency contacts listed in powerschool. Be sure to have updated your infosnap information.

**INCLEMENT WEATHER:** At times, extreme weather conditions are such that it is inadvisable to begin the school day at the regular time. Weather conditions may also create the need for students to be dismissed from school earlier than the usual time. Local radio and TV stations will announce all delays and early dismissals. PLEASE BE SURE THAT YOUR CHILD KNOWS WHAT TO DO IF YOU ARE NOT AT HOME.

When bad weather occurs, you should receive an automated call from the school district. Please refer to the West Perry School District Website for additional information.

**ELEMENTARY CYCLE DAY CALENDAR:** West Perry Elementary schools use a numbered day schedule for the school year. Numbered days mean each day is labeled from 1 to 4, rather than Monday to Friday. The sequence is repeated throughout the school year. If the school is closed due to inclement weather students will return to the scheduled cycle day. The cycle day of the missed day will be assigned to the makeup day. This calendar may be obtained on each elementary school's webpage or [click here](#) to view the Cycle Day Calendar.

## PARENT/GUARDIAN ENGAGEMENT

**VISITOR PROCEDURES:** All visitors must enter the building through the main entrance and register at the office. They will be required to sign in and sign out and receive an identification badge through the Ident-a-Kid system. All visits to classrooms or lunch must be prearranged with the classroom teacher and/or office at least 24 hours in advance.

To minimize disruption of the classroom schedule and the educational program, visitors shall be limited to one (1) class period or lunch period per month per child. Parental volunteering or participation in classroom activities or programs, back-to-school events, and chaperones for field trips shall not constitute a classroom/lunch visit. Visitors are limited to the parents/guardians of enrolled students unless prior approval is given by the building principal. Younger or older siblings may not accompany parents or guardians when visiting.

**VOLUNTEER PROCEDURES:** Volunteers are greatly appreciated. Volunteers are different from visitors in that they provide a service to the school district while working directly under the supervision of a teacher or administrator employed by the district. There is no limit to the number of volunteer opportunities a volunteer chooses to participate in per month.

In order to be a volunteer, complete the [Volunteer Application Packet](#) and submit it to the office. The packet outlines non-supervising and supervising volunteer requirements. Non-supervising volunteers must only submit a volunteer application. Supervising volunteers must submit a volunteer application, clearances, and a TB test. The advantage of being a supervising volunteer is the ability to provide direct services to students.

To reasonably ensure the health, safety, and welfare of staff and students the West Perry School District Volunteer Policy 916 requires that all volunteers are approved by the School Board, and clearances and a TB test may be required depending on the type of volunteer. Board approval for volunteers occurs at regular monthly board meetings. Volunteer applications must be submitted by noon the Wednesday prior to the board meeting. If you are interested in volunteering for a specific event/activity, this timeline is critical and please plan accordingly. Please refer to the [district website](#) for additional information and paperwork.

When volunteering, follow the same check-in procedures as visitors.

## HOME-SCHOOL CONNECTIONS

### COMMUNICATION TOOLS:

- Seesaw - app used by teachers and other professional staff to communicate with families and share classroom happenings
- Email - Email for individual staff members can be found on each building's Staff Directory located on their main building webpage
- Social Media Accounts
  - Blain Facebook page: [Blain Elementary School](#)
  - Carroll Facebook page: [Carroll Elementary School](#)
  - New Bloomfield Facebook page: [New Bloomfield Elementary](#)
- Phone - Teachers will not be able to respond to phone calls during class time. If you desire to speak to a teacher, you may go directly to their voicemail or leave a message with office personnel, or you may contact a teacher via Seesaw, a written note, or an email.

**HOMEWORK:** Homework assignments are intended to be a practice of skills previously taught. This should not be frustrating but to keep you informed of what your child is learning and provide an opportunity for you to spend time with your child learning. If homework is ever a concern, please share that concern with your child's teacher. Some homework assignments may take longer than others. In most cases the following guidelines will be used:

- **Grades K-1:** Homework may be given up to three times a week. Most assignments should not take more than a total of 15 minutes.
- **Grades 2-3:** Homework may be given up to three times a week. Most assignments should not take more than a total of 30 minutes.
- **Grades 4-5:** Homework may be given up to four times a week. Most assignments should not take more than 45 minutes.

\*\*\* **In addition to academic homework, students are encouraged to read or be read to daily.**

**PARENT TEACHER ORGANIZATION:** West Perry Elementary schools have very supportive Parent-Teacher Organizations. Regular monthly meetings are held in the library. The exact date of the meetings can be found on the district monthly calendar and on each school's PTO social media. Anyone interested in volunteering is invited to attend.

To stay up to date on PTO happenings, visit their Facebook page at:

- Blain PTO: [Blain Elementary PTO](#)
- Carroll PTO: [Carroll Elementary Parent Teacher Organization](#)
- New Bloomfield PTO: [New Bloomfield Elementary PTO](#)

## HEALTH PROCEDURES

**HEALTH GUIDELINES:** Any student showing symptoms of chickenpox, measles, mumps, strep throat, whooping cough, impetigo, ringworm, pink eye, or any other communicable diseases may be excluded by the school nurse. If your child has a temperature of 100 degrees or higher, you will be contacted, and he/she may be sent home. This is required for the protection of the other students.

To prevent the spread of disease, it is advisable to keep a student home from school when he shows any of the following symptoms: fever, earache, vomiting, sore throat, pain, chills, severe headache, continual or uncontrollable coughing, skin rash, enlarged glands, red or discharging eyes.

\*Additional procedures may be added in accordance with the WPSD Health and Safety plan.

**MEDICATION POLICY:** West Perry Elementary Schools recognize that parents have the primary responsibility for the health of their children. It is our policy that medication is given before or after school hours whenever possible. If it is essential that the student receive any medication, prescription or over-the-counter during school hours, a medication form must be completed and returned to the office or no medication will be given.

*If the nurse will be administering medication, parents/guardians are required to bring the medication to school. Please do not bring the entire supply of medication. Please use the original container. The label must indicate: 1) the student's name, 2) type of medication, 3) amount to be given, 4) time to be given, 5) date to be given, and 6) name of the physician.*

**Students are not allowed to carry any medication with them without written permission from the doctor. The parents of any student requiring long-term medication should have a conference with the school nurse. Medication left at school will be discarded after a reasonable amount of time.**

## DISTRICT TRANSPORTATION

**SCHOOL BUS TRANSPORTATION:** For most students, the school day begins when they arrive at their bus stop. Please be familiar with the transportation guidelines. Students who ride buses are expected to respect the rights of others while on the bus and at the bus stop. They will not be permitted 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 is 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 approves an alternate bus stop before the beginning of the school year or before each succeeding quarter of the school year.

**TRANSPORTATION CHANGES:** Please notify the school in writing if there is to be a change in the transporting of your child to and from school. To ensure an orderly dismissal process, the school office must be notified of parent pickup by 2:00 PM. Students **may not** ride another bus home to visit a fellow student's home.

**NON-RECURRING EMERGENCY:** A child may be allowed an alternate bus stop on his/her bus in the event 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 before the change, the written request should be submitted to the principal as soon as possible following the change.

**BUS CONDUCT EXPECTATIONS:** Safety is a top priority. In order to support bus safety, bus conduct expectations include:

- remain seated and out of the aisle until the bus comes to a complete stop
- remain in your seat until your stop
- use an inside voice
- use appropriate language
- keep hands, feet, and objects to self
- keep area clean

Students who disobey bus expectations may be subject to the following consequences based on the severity of the case.

1. Verbal Warning(s)

If a rule has been broken or behavior is not appropriate, the driver may issue a reprimand. To prevent a recurrence of unacceptable behavior, the driver may also reassign a student's seat. A report is not necessary; an offense will not be charged.

2. Written Report(s)

If unacceptable behavior continues, the driver should complete a Bus Conduct Report and submit it to the building principal. The principal will then investigate the case and use progressive discipline, including but not limited to:

- verbal warning
- copy of the report sent to student's parent/guardian
- reteach appropriate behavior
- apology letter(s)
- loss of privilege(s)
- parent/guardian meeting
- suspension of a student's bus riding privileges

For further information regarding bussing, please refer to the [Mustang Manual](#).

## STUDENT SERVICES

**ENGLISH AS A SECOND LANGUAGE (ESL):** English Language Learner/English as a Second Language (ELL/ESL) services are available to identified students based on their needs. These services are provided via a consortium effort that includes the Capital Area Intermediate Unit. This special program works with our regular programs to provide as many opportunities as possible for our students and to meet the No Child Left Behind requirements.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/STUDENT PUBLICITY RELEASE FORM:** The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. [Click here](#) to view the Annual Notification.

Under the Family Educational Rights and Privacy Act (FERPA), the West Perry School District may disclose directory information to third parties without parent consent. This information includes: name, address, telephone number, email address, date of birth, names of parents and siblings, dates of attendance, date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number. Parents may opt out of sharing directory information by completing the Directory Information Opt Out form each year and sending it to the school secretary. [Click here](#) to view the [Directory Information Opt Out Form](#).

The West Perry School District may post to our website or social media pages, photographs, video recordings, and information about students to highlight special events, instructional experiences, awards, and celebrations. Parents may opt out of media posts by completing the Media Post Opt out form each year and sending it to the building secretary. [Click here](#) to view the Media Post Opt Out form.

**GUIDANCE AND COUNSELING SERVICES:** Every student is afforded the opportunity to make use of the services available from the school counselor. The counselor, if made aware of the need, can help the student in the following areas: educationally, occupationally, and personally.

For those needs which cannot be met within the school community agencies may be of help. The counseling services in the school can recommend agencies that can assist the student and/or family.

**TITLE I PROGRAMS and INTERVENTIONS:** Title I is the largest federal education program providing support to public education. Title I funds are targeted to high-poverty schools and districts. Title I funds are used to provide educational services to students who are educationally disadvantaged or at risk of failing to meet state standards. The three elementary schools in the West Perry School District operate Title I School-wide programs. These programs provide supplemental instruction to qualifying students. If the student continues to experience difficulty in the classroom, a multidisciplinary evaluation may be requested. Prior to a multidisciplinary evaluation, parent consent is required.

**HIGHLY QUALIFIED STAFF:** Parents may request information regarding the professional qualifications of their child's teacher(s) and of paraprofessionals who provide instructional services to their children. The West Perry School District will notify parents if their child is assigned to or being taught for four consecutive weeks by a teacher who is not highly qualified in a core academic subject. Contact the principal at the building(s) your child(ren) attend(s) to learn how to receive this information.

### **BEHAVIOR EXPECTATIONS**

**TELEPHONE:** Students are not able to make phone calls during the school day unless there is an emergency.

**STUDENT VALUABLES:** Students, not the school, are responsible for personal property carried to school. Students are cautioned **not** to bring valuable personal items. The school will not investigate lost or stolen personal items brought to school without permission by a teacher and/or the principal.

**ELECTRONIC DEVICES/CELL PHONES:** The Board prohibits the use of personal electronic devices by students during the school day in district buildings without prior permission from the principal. Refer to School Board policy 237, Electronic Devices, for more information.

In the case of an emergency situation where a parent/guardian needs to communicate with a student during the school day, parents/guardians are to call the office.

**STUDENT TOYS:** Students should not bring toys to school for outside or inside recess unless pre-approved by a teacher and/or principal.

**WATER BOTTLES:** Students are encouraged to have a **plastic** personal water bottle for in school use. Water bottles should be sealable to prevent spills. No flavorings or powders may be added to the water. Changes to this guideline due to medical reasons must be put in place by the school nurse.

**AFTER SCHOOL, EVENING, AND/OR SPORTING EVENTS:** Elementary students attending after school, evening, and/or sporting events should be at the event with a parent/guardian or responsible adult designated by their parent. Students should be attending the event and not wandering the campus or facility. Proper behavior and sportsmanship should be exhibited by students. Failure to do so will result in security, chaperone, or administrator addressing the behavior and contacting the student's parent/guardian.

**DRESS GUIDELINES:** 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 an ONE (1) inch strap width **or shirts with only one strap.**
- Clothing that may expose the MIDRIF or SIDE area when standing or sitting. **The stomach and back area must be covered AT ALL TIMES.**

**PANTS/SHORTS/SKIRTS considered UNACCEPTABLE**

- Pants, shorts, or skirts that allow UNDERGARMENTS to show.
- BOXER SHORTS worn as an outer garment.
- SHORTS/SKIRTS/DRESSES which are shorter than MID-thigh in length – meaning fingertips must reach the bottom of the 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 alone.
- LOUNGEWEAR or PAJAMAS (except for special events)

**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) are not allowed.
- HATS, HEADGEAR, and BANDANAS are inappropriate apparel when worn inside a place of business. HEADBANDS, when used to keep 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 a locker or storage cubby.
- 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.

**PHILOSOPHY OF DISCIPLINE:** The students and staff of the West Perry School District will work together to ensure a safe environment conducive to learning. We believe all students can behave responsibly by knowing the expectations and making appropriate choices about their behavior.

School should be a safe environment so everyone can learn without fear of violence. West Perry School District takes all threats seriously. Any mention of physical violence, bombs, and 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 in-school suspension, possibly followed by out of school suspension. The matter may also be reported to the Pennsylvania State Police for prosecution.

We believe all staff can create a mutually supportive and respectful learning environment by teaching the expectations and decision-making skills and consistently following through with fair and logical consequences.

Each classroom will establish expectations and consequences. The classroom behavior management system will be shared with parents.

**SCHOOL EXPECTATIONS:**

- Be Respectful
- Be Responsible
- Be Safe

**HARASSMENT/BULLYING:** Students have the right to expect a safe, healthy physical and mental environment in which they can perform to their fullest potential. Harassment and/or bullying of a student by an individual or group of students **will not** be tolerated. This includes both verbal and physical harassment/bullying and intimidation. The student being harassed/bullied should inform a staff member or the principal of the problem. Students proved to be harassing another will be subject to disciplinary action. Please refer to Board Policy 248 and 249 for more information.

**CAFETERIA EXPECTATIONS:**

1. The student will go through the serving line in a polite, orderly manner.
2. Students will raise their hands to ask for permission if they need to leave the table.
3. Students will display proper table manners, i.e. appropriate voice level, and keep hands to self.
4. Before leaving the cafeteria, students will pick up all food and trash and dispose of it appropriately.

**PLAYGROUND EXPECTATIONS:**

1. Physical force will not be tolerated.
2. Teachers and aides will determine if equipment may be used after rain or snow.
3. If the grass is snow covered, students must play on the macadam.
4. No electronic games or audio equipment may be taken outside.
5. Only school owned and authorized playground equipment or toys may be used at recess unless supervised by a teacher.

**BUS EXPECTATIONS:** Refer to District Transportation - Bus Conduct Expectations.

**POSITIVE CONSEQUENCES:**

1. Students will be verbally praised for positive behavior throughout the day.
2. Individual classrooms may develop specific reward programs to encourage positive behavior.
3. Student Acknowledgments - Students may earn award certificates for appropriate behavior and homework completion.

**INTERVENTIONS/CORRECTIVE OPTIONS FOR DISCIPLINE POLICY VIOLATIONS:** Improper conduct that disrupts the normal educational process is classified into four categories as listed below. It should be understood that the information in Levels I through Level IV is intended to serve as a guide and is subject to modification on a case-by-case basis. The administration will determine the appropriate corresponding disciplinary action.

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

**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 and may include Alternative Education. Level II violations are handled by an administrator.

**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.

**Level IV violations** are defined as follows:

Any student whose actions 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; and/or Persistent disregard of school expectations. Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

**LEVEL I VIOLATIONS**

**The seriousness of the violation may require initiation of discipline at a higher level**

Examples of Violations	Elementary Consequence
<ul style="list-style-type: none"> <li>▪ Running, throwing items, littering</li> <li>▪ Excessive talking</li> <li>▪ Minor horseplay/teasing</li> <li>▪ Dress Code Violation</li> <li>▪ Consumption of food outside the cafeteria</li> <li>▪ Late to class</li> <li>▪ Possession of an unauthorized electronic device</li> </ul>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Parent Contact</li> <li>▪ Loss of privileges</li> <li>▪ Change in seating assignment</li> <li>▪ Referral to Guidance Counselor</li> <li>▪ Behavior contract</li> <li>▪ Teacher detention</li> <li>▪ Loss of recess</li> </ul>

<ul style="list-style-type: none"> <li>▪ Cafeteria or hall misbehavior</li> <li>▪ Inappropriate language</li> <li>▪ Incomplete academic work</li> <li>▪ Unprepared for class</li> <li>▪ Gum</li> <li>▪ Unreasonable noises</li> <li>▪ Water devices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lunch Restriction</li> </ul>
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**LEVEL II VIOLATIONS**

**The seriousness of the violation may require initiation of discipline at a higher level**

<b>Examples of Violations</b>	<b>Elementary Consequence</b>
Illegal absence, full or partial day - (Student is 16 years of age or younger).	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit is given for work missed</li> <li>▪ Home/School visitor notified</li> <li>▪ Referral to outside agency</li> <li>▪ Referral to school counselor</li> </ul>
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)	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit is given for work missed</li> <li>▪ Loss of privileges</li> <li>▪ In-school suspension</li> </ul>
Unexcused or illegal tardiness to school	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit is given for work missed</li> <li>▪ Parent contact</li> <li>▪ Persistent violations will result in withdrawal of privileges</li> <li>▪ Referral to outside agency</li> </ul>
<ul style="list-style-type: none"> <li>▪ Persistent/repeated Level I violations</li> <li>▪ Classroom disruption</li> <li>▪ Improper hall behavior</li> <li>▪ Loitering in lavatories</li> <li>▪ Minor insubordination/defiance</li> <li>▪ Dress code violation</li> <li>▪ Possession of an unauthorized electronic device</li> <li>▪ Inappropriate language</li> <li>▪ Any act that may potentially bring harm to others</li> <li>▪ Cafeteria misbehavior</li> <li>▪ Verbal Harassment: first offense</li> <li>▪ Unauthorized solicitation</li> <li>▪ Misuse of hall pass</li> <li>▪ Misrepresentation of the truth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> <li>▪ Guidance counselor/EST referral</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Change or alter clothing to comply with the dress code</li> <li>▪ In-school Suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Gambling</li> <li>▪ Rough horseplay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> <li>▪ Guidance counselor/EST referral</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ In-school suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>

<ul style="list-style-type: none"> <li>▪ Public display of affection</li> <li>▪ Consumption of food or beverage outside the cafeteria without permission</li> <li>▪ Failure to report to or remain in an assigned area</li> <li>▪ Inappropriate use of bicycles, skateboards, roller blades, and wheeled vehicles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> <li>▪ Guidance counselor</li> <li>▪ Behavior contract</li> <li>▪ Withdraw privileges</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Not following the assigned route to and from school (walkers/bikers).</li> <li>▪ Loitering before or after school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parental contact</li> <li>▪ Warning</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> </ul>

**LEVEL III VIOLATIONS**

The seriousness of the violation may require initiation of discipline at a higher level

<b>Examples of Violations</b>	<b>Elementary Consequence</b>
<ul style="list-style-type: none"> <li>▪ Using profane or obscene language/gestures directed at others</li> <li>▪ Being in an unauthorized area of the building</li> <li>▪ Chronic disruption of the learning environment</li> <li>▪ Insubordination, defiance, disrespect (including obscene language and/or gestures) toward any school employee (teachers, staff, substitutes and/or guests)</li> <li>▪ Minor Theft</li> <li>▪ Harassment: including physical, sexual, and/or repeated verbal harassment of protected categories</li> <li>▪ Hazing</li> <li>▪ Threatening another student</li> <li>▪ Bullying or Extortion</li> <li>▪ Persistent violation of Level II or Level III violations</li> <li>▪ Leaving school (building and/or grounds) without permission</li> <li>▪ Any act intended to bring harm to others</li> <li>▪ Disorderly, vicious or obscene conduct</li> <li>▪ Aiding or abetting in the delinquency of a student</li> <li>▪ Unlawful trespass</li> <li>▪ Filing a false report</li> <li>▪ Possession of lighters or other incendiary devices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Social skills instruction</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Suspension</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Psychiatric Evaluation</li> </ul>
<ul style="list-style-type: none"> <li>▪ Violation of suspension stipulation(s)</li> <li>▪ Defiant Trespass</li> <li>▪ Failure to serve assigned detentions</li> <li>▪ Disruption of detention or in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Suspension</li> <li>▪ Police notification</li> </ul>
<p>Hitting, fighting, biting</p>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Social skills instruction</li> <li>▪ Behavior contract</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Suspension</li> <li>▪ Police notification</li> </ul>

Violation of Acceptable Use of Educational Technology and the Internet Policy	Refer to Policy 815
Violation of the Tobacco Policy	Refer to Policy 222
Violation of the District Medication Policy	Refer to Policy 210
Violation of the Harassment Policy	Refer to Policy 248

**LEVEL IV VIOLATIONS**

<b>Examples of Violations</b>	<b>Elementary</b>
Persistent violations of Level III	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>
<ul style="list-style-type: none"> <li>▪ Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, or “look-alike drugs.” Use or possession of drug paraphernalia.</li> <li>▪ 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.”</li> </ul>	Refer to Policy 227
Possession, use or distribution of fireworks, smoke bombs, “stink bombs.”	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>
Possession of a Weapon	Refer to Policy 218.1
<ul style="list-style-type: none"> <li>▪ A physical attack directed toward a district employee</li> <li>▪ Physical assault</li> <li>▪ Participation in or responsibility for causing willful defacing, damage, destruction or vandalism of school property or personal property of district employees.</li> <li>▪ Theft</li> <li>▪ Terrorist or bomb threat</li> <li>▪ Arson</li> <li>▪ Activating the fire alarm in a non-emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Psychiatric evaluation</li> </ul>
Violation of any federal, state or local law while on school property or at any school event	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Police notification</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>

Please refer to Policy 218 for more information

**SUSPENSION:** At times, the building principal needs to utilize in-school and out-of-school suspension when other consequences are not effective or if a student engages in unsafe or threatening behavior. Please refer to Policy 218 and 233 for more details.

**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 self-defense.
- For the protection of persons or property.

**SEARCH AND SEIZURE:** Lockers and desks are school property. They are loaned to students for their use. The school has the right to search student desks and lockers without warning.

**WEAPONS:** The PA Crimes Code lists possession of a weapon in the school as a misdemeanor of the first class. Therefore, according to District Policy violations shall be reported to the local police department. 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 instrument 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-alikes” of any items listed above.

If a student discovers, without a previous plan or knowledge, that s/he possesses a weapon in violation of Board policy, the student must immediately report that to a staff member. The student will not be in jeopardy of discipline unless it can be shown that the student knew of the weapon before his/her admitted discovery.

#### **CONSEQUENCES FOR VIOLATION OF WEAPONS POLICY**

1. The principal will suspend the student for up to ten (10) days and make a police contact.
2. The principal will inform and refer the incident to the Superintendent.
3. The Superintendent will assess the circumstances of the possession, including the type of object confiscated, the intent of the student and threat or danger to the school community. The Superintendent may recommend discipline less than expulsion, on a case-by-case basis.
4. The district may expel the student for a period of not less than one (1) year.

Please refer to Policy 218.1 for more information.

**THREAT ASSESSMENT:** A threat is a communication or behavior that indicates an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means. These actions can be considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by a third party, and regardless of whether the target of the threat is aware of the threat.

Students and parents should report any suspected threats to a staff member, who will share the information with the threat assessment team. The Threat assessment team is composed of the Principal, Counselor, Nurse, Psychologist, Special Education Teacher, and the School Safety and Security Coordinator.

The purpose of the Threat Assessment Team is to determine if the individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. Threat assessment is a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others. Threat assessment is a prevention strategy that allows school communities to work together to identify threats and provide individuals with assistance through early identification.

### **SCHOOL SAFETY**

**GUIDELINES FOR GETTING TO SCHOOL SAFELY: *Safety is everybody's business!*** Parents, students, school staff, bus drivers, and motorists have responsibilities in making sure that travel to and from school is safe. Below are safety guidelines all students must follow.

**RIDING THE BUS TO SCHOOL:** While school buses are an extremely safe form of transportation, about 30 times safer than passenger cars, accidents do happen. We must teach our children to ride safely.

- Get to the bus stop 10 minutes before the bus arrives.
- Don't run around or play at the bus stop. Stay back off the road while you wait for the bus.
- When the bus approaches, stand at least five giant steps away from the road and line up in a single file line.
- Wait until the bus comes to a complete stop before getting on or off the bus.
- If children need to cross the road to get on or off the bus, cross at least 10 feet – or 10 giant steps – in front of the bus.
- Children should be sure that the bus driver can see them and they can see the bus driver when crossing the road.
- Always look left-right-left before crossing.
- Watch your step when boarding the bus and use the handrail.
- Go directly to your assigned seat.
- Stay in your seat. Face the front of the bus and do not get up or walk around the bus.
- Sit quietly. Children may talk quietly with others near them, but no screaming or shouting to distract the driver during the ride.
- Keep the aisle clear. No backpacks, books, feet/legs should block the aisle.
- Never throw objects or place anything outside of the bus window -including arms, legs, or head.
- Wait until the bus comes to a complete stop before exiting. Always use handrails to avoid falls.
- Children should know it is okay to tell the bus driver or another adult if someone is bothering them at the bus stop or while on the school bus.
- Children must always obey and cooperate with the bus driver.
- In an emergency, children need to stay calm and listen to the bus driver and the student monitors.

**WALKING TO SCHOOL: (Blain and New Bloomfield only)** Children must learn traffic safety rules at an early age, especially those between five and nine years of age. Children in this age group often lack the understanding to deal safely with traffic. We must teach our children to walk safely.

- If possible, have your child walk to and from school with a buddy.
- Choose the safest route to and from school and walk it with your child, showing them how to cross streets safely.
- Instruct children to stay on sidewalks, or if there are none, to walk on the left side of the road facing oncoming traffic.
- Children should cross streets **only** at an **intersection or crosswalk**.
- **Stop** approximately one giant step from the curb.
- **Look** left, then right, then left again for traffic in all directions.
- If you see a car, wait until it passes. Then look left, right, left again before crossing the street.
- **Listen** for approaching traffic.
- When no cars are coming; walk, **do not run**, across the street. Keep looking for cars when you are crossing.

**RIDING A BIKE TO SCHOOL: (Blain and New Bloomfield only)** Blain and New Bloomfield Elementary students may ride bikes to school. A place to park bikes will be provided for students. The bikes will stay in the designated parking place until dismissal.

Parents need to notify the school, by note or phone, that their child has permission to ride their bike to school. We ask parents to use the following basic bike safety rules when deciding whether their child understands these expectations and is mature enough to ride their bike to school.

- Always wear a bike helmet, it is the law.
- Check your brakes before riding
- Wear light or bright-colored clothing so motorists can see you.
- Ride on the right-hand side of the street.
- Obey traffic signs and signals.
- Stop and check traffic before riding into a street.
- Give cars and pedestrians the right-of-way.
- Be extra careful turning left – motorists don't expect it.
- Stay in complete control of your bike.
- Never wear headphones while riding: they impair your ability to hear.

**EMERGENCY PREPAREDNESS PROCEDURES:** In the event of an emergency/disaster, the safety of your children is first and foremost at West Perry School District. Please read the following carefully and review the contents with your children.

The health, safety, and welfare of our students have always been our top priority. Because of our concern, we have developed plans in cooperation with the Perry County Emergency Management Agency.

The West Perry School District believes it is prudent to prepare our parents, students, and staff in advance of emergency situations to reduce confusion and panic. In the event of an emergency, we will take direction from and make decisions based on information provided by government agencies (Perry County Emergency Management Agency, Pennsylvania Emergency Management Agency, and Homeland Security).

**There are two procedures with which parents, students, and staff need to be familiar.**

**PROCEDURE ONE - POSSIBLE EVACUATION OF STUDENTS AND STAFF:** The superintendent, in cooperation with local emergency officials, will decide on whether or not to dismiss students. If the superintendent decides or is directed to dismiss all students, the district will transport students to their homes as soon as possible. This procedure will be the same as the one we follow during an early dismissal due to inclement weather. Local radio and television stations will be notified. We remind all parents to have a plan in place for students in the event they are bussed home during an early dismissal. The secondary students and student drivers will be dismissed first, followed by the elementary students.

We recommend the following for Procedure One:

1. Review with your children your family's plan. Remind them that they should go directly home and tell them where a key is kept or how to get into the house.
2. Review, with neighbors and childcare providers, the procedures you would like followed until you arrive home.
3. Expect buses to be delayed because of traffic. **Please do not** come to the school to pick up your children. This request is made for the following reasons:
  - a. To eliminate confusion created by accounting for who was picked up and who should be on the bus, thus, delaying bus departure.
  - b. To reduce traffic congestion that may delay parents from picking up children.
  - c. To allow for a smooth procedure, so your child is not waiting at school for you, and our staff will not be able to leave to be with their families.
4. Please prepare your family emergency plan and discuss it with your children.
5. In an emergency, the district will communicate information via the district website ([www.westperry.org](http://www.westperry.org)) and the automated calling system to keep parents up-to-date. We will also attempt to communicate information using local radio and television outlets.

**PROCEDURE TWO - SHELTER IN PLACE:** Students and staff will remain in buildings until a time when it would be safe to leave. The district will implement planned procedures to maintain a safe environment. This procedure has been developed in cooperation with the Perry County Emergency Management Agency. The shelter-in-place procedure will be used in extreme emergencies. This plan will be initiated if we are directed to do so by the Perry County Emergency Management Agency.

While we certainly understand parents want to be with their children in emergency situations, it is **imperative** for parents to comply with the requirements to **not** come to the school if the shelter-in-place procedure is enacted.

With either of these two procedures, we ask a parent **not** to call the school looking for information. If an emergency exists, we will need all lines of communication open. Parents may access information through our district website ([www.westperry.org](http://www.westperry.org)), and we will also release information through local TV and radio stations. Hopefully, these plans will never need to be implemented. Our purpose in issuing this emergency preparedness procedure is to be proactive and to plan a response rather than to improvise in the event of an emergency.

West Perry School District considers the safety of your children as our number one priority. Working together, we can help to ensure the comfort and order of your children's daily lives. If you have any questions or concerns about this matter, please feel free to contact the Superintendent or Principal.

During the school year, we conduct fire drills monthly, intruder drills 2 to 3 times a year and severe weather drill once a year.

## **WEST PERRY SCHOOL DISTRICT POLICY**

**POLICY 103: NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES:** This policy establishes the West Perry School District's commitment to an environment that is free from discrimination, harassment, and inappropriate behaviors. The policy defines discriminatory actions and provides the procedures for reporting, investigating, and responding to allegations of discrimination. These employees will serve as points of contact for questions, or for reporting alleged discrimination or harassment:

- Policy questions: Superintendent



- ADA/Section 504:Coordinator of Student Services

We encourage parents to review the policy, and reinforce at home that acts of discrimination, harassment, and inappropriate social behaviors are unacceptable anywhere within the West Perry School District.

All school district policies can be found at:

[http://www.westperry.org/school\\_board/board\\_policies](http://www.westperry.org/school_board/board_policies)

**CHILD/STUDENT ABUSE:** State law requires district employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students by other school employees. The district provides all employees with training for recognition and reporting of child abuse as required by law.

**EQUAL OPPORTUNITY EMPLOYER:** 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 American with Disabilities Act of 1992. For information regarding civil rights or grievance procedures and/or services and/or facilities that are accessible to and usable by handicapped persons, contact the Title VI, Title IX, Section 504, and ADA Coordinator at (717) 789-3934.

**NOTICE OF NON-DISCRIMINATION:** The West Perry School District is an equal opportunity education institution and prohibits discrimination, including sexual harassment, on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, parenting status, pregnancy or handicap/disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504, and ADA.

The following employee has been designated to handle questions and complaints of alleged discrimination or sexual harassment:

**Title IX Coordinator/Compliance Officer:**

Dr. Lucas Clouse, Communications and Compliance Administrator

2606 Shermans Valley Road, Elliptsburg, PA 17024

717-789-3934

lclouse@westperry.org

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the West Perry School District should contact the principal of the building where the event is scheduled.

\*To reference all active Board policies, please refer to the [School Board Policy Manual](#).