

## MESSAGE TO STUDENTS AND PARENTS

Welcome to West Perry Middle School! We hope you will find this year exciting, challenging and memorable.

Everything that is offered to you at West Perry Middle School is meant to assist and lead you to reaching your goals. As middle school students, we encourage you to be active learners and active participants in all that you do. The Middle School years are important and we want the years you spend with us to be the best they can be.

We, the parents and teachers, have the responsibility of molding the child's mind and attitudes to prepare them for "life". School rules are necessary and important. This handbook is prepared for both the student and parent in the hope that it will help your child make the necessary adjustments to middle school life. It is the hope of the school that this handbook may serve to develop a bond of interest and cooperation with the home, the student and the school. May this year be one of the most rewarding in your school career!

### MISSION STATEMENT

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

### Alma Mater ~Walter M. Smiley

To Alma Mater, now we sing,  
And through her halls our praises ring.  
Her colors green and white shall be  
A sign of strength and purity.  
West Perry Middle School, now to thee,  
Our song on high shall ever be.  
And as we leave these hallowed halls,  
Our thoughts will very soon recall  
The friends we knew, the fun we had;  
The memories of the good and bad.  
Which ever way our memory turns,  
The lamp of knowledge brightly burns.

**NOTE TO PARENTS:** 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 or more consecutive weeks by a teacher who is not highly qualified in a core academic subject. Contact the Principal to learn how to receive this information.

## **FACULTY & STAFF**

**Principal:** Renee LeDonne

**Assistant Principal:** Steven White

**School Counselors:** April Amos & Michael Eddy

**Administrative Secretary:** Donna Campbell

**Attendance Secretary:** April Kitner

**School Nurse:** Karen Magee

### **ELA**

Doug Bowers

Elisa Carr

Brooke Dyer

Kamal Hassan

Christine Hutzal

Dale Lynn Prokop

### **Math**

Karla Brong

Matt Harmon

Jodi Lavenberg

Greg Reisinger

Jeff Sanno

### **Learning Support**

April Brosius

Barb Gray

Juanita Keyes

Megan Pipp

LeAnn Rock

Theresa Snare

### **Social Studies**

Dawn Diehl

Emily Henry

Lauren Smith

Mike Miller

### **Exploratories**

Elizabeth Butler

Andrea Jezewski

Helen Kauffman

Molly Knisely

Jeremy Rice

Jeffrey Sims

Kristin Stroup

Kathryn Tibbs

Wayne Zimmerman

### **Aides**

Linda Baughman

Lori Feeney

Christine Hoffman

Denise Loy

Lori Mellinger

Becky Morrow

Robin Rose

Deb Sheaffer

Jeanie Sites

Tiffany Wileman

### **Science**

Lori Albright

Lauren Smith

Amanda Dittmer

Carole Leshar

## **EDUCATIONAL SERVICES AND PROGRAMS**

**The following educational services and programs are available to students in the West Perry Middle School:**

- 1. Student Service:** Health Services, Counseling services, Library Services
- 2. Multi-Tiered System of Support (MTSS):** Team approach for providing instructional support is in place; Classroom training in the form of numerous in-service opportunities is available to our faculty.
- 3. Supplemental Instructional Support Service:** S.A.T.; Vocational Education; Attendance Education; Pupil Personnel Services

**ENGLISH AS A SECOND LANGUAGE:** The West Perry School District and its Board of Directors will provide an English as a Second Language (ESL) Program to any student(s) identified as Non-English Proficient, Limited English Proficient, as well as any ELL identified as fluent and/or advanced English Proficient needing support. This program will provide appropriate instruction to promote the acquisition of English language skills in listening, speaking, reading and writing. No student will be excluded from participation in any aspect of student education and/or student activities at West Perry School District.

**GUIDANCE:** Counseling services are available to all students. Appointments can be made by requesting a pass from your teacher or counselor. Parents, guardians, and students are encouraged to contact the school counselors with any questions or concerns regarding academic, emotional or social growth. The guidance office is located on the main floor near the nurse's office. Sixth and seventh grade students will meet with the counselors in a classroom setting for guidance lessons. The Middle Guidance curriculum addresses conflict resolution, school-to-career planning, study skills development, and problem solving and decision making strategies.

**Multi-Tiered System of Support TEAM:** The MTSS team provides support to individual students experiencing academic or behavioral difficulties in the regular classroom. It also provides support to identified handicapped students to assure their success in regular programs or activities. The classroom teacher provides the modification of instruction with the assistance of the support teacher and other personnel as warranted. The team concept is a way to integrate students, special and general educators, teachers, support personnel, parents and administrators. A staff member or parent seeking assistance through the MTSS process shall complete a Request for Assistance and submit it to the building principal.

**STUDENT ASSISTANCE TEAM (S.A.T.):** This is a group of teachers and administrators who will work with students to help them with drug/alcohol and emotional problems. The Student Assistance Program was developed as ways to help identify students who are having problems in school because of alcohol, drug, or mental health related concerns and refers 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 SAP is not a treatment program. It is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, where the problem is beyond the scope of the school, to assist the parent/guardian and the student with information so they may access services within the community. The SAP Team members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment.

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.T. 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.

The main purpose of the "team" is to meet with students and help them with their problems, i.e., directing the students and their families to the proper agency for professional help.

## **GRADING SYSTEM**

Grades are maintained in a percentage form each nine-week period. The marking system is composed of the following symbols and equivalent percentages:

**A = 90-100**

**B = 80-89**

**C = 70-79**

**D = 60-69**

**F = 0-59**

Scholastic comments may be used by teachers for the purpose of further explaining grades. These appear on the report card next to the academic subject. Students and parents are urged to review them carefully.

An effort will be made by the counselors to identify each potential failure through the monitoring of teacher grade books via Powerschool throughout the year.

## **REPORT CARDS (WPSD Board Policy 212)**

The school year is divided into four report card periods of nine weeks each. These report cards should be taken home for the parent and/or guardian to see. Parents should consult with subject teachers or visit the principal or guidance counselor concerning the grades on the report card.

## **HONOR ROLL**

The Middle School recognizes academic achievement through an honor roll system. The honor roll is prepared at the end of each nine weeks period. The requirement for each of the designated honor rolls is as follows:

Distinguished Honors- Students must have a 95% or higher overall average in all subjects. No grade may be below 70%.

Honors - Students must have a 90% or higher overall average in all subjects. No grade may be below 70%

## **PROMOTION & RETENTION OF PUPILS (WPSD Board Policy 215)**

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

Authority, Guidelines, Reference WPSD Board Policy 215 Promotion and Retention

## **SUMMER SCHOOL**

Students shall be permitted to make up course deficiencies by attending summer school. Attendance at summer school is a privilege extended to students who have put forth effort in their class work, but who have not achieved a passing grade. Students who have failed two or three courses may take summer school courses. At the middle school, students may make up a maximum of two courses per school year. Summer school paperwork will be extended to parents by school counselors.

## **ATTENDANCE (WPSD Board Policy 204)**

### **ABSENCES**

Upon return to school from one or more days absent, the student must present a signed written note from the parent or guardian. The student must present this note to the secretary in the office before being readmitted to school. In case of sickness or accident that has caused a prolonged absence, the student may be required to present a doctor's excuse.

**The parent or guardian is requested to call the school to report a student's absence between 7:30 a.m. and 9:00 a.m. at the following number: 789-3012.**

The compulsory school laws of the Commonwealth permit pupil absence ONLY for illness of the child, quarantine, Family emergency, impassable road, required court appearance, death in the immediate family, or educational trip with prior approval

Students must submit an excuse for their absence within three days of their return to school. Undocumented absences after three (3) days will be classified as illegal.

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.

#### **EDUCATIONAL TRIP**

A student will be permitted up to five (5) days for educational trips per school year with his/her parent/guardian and receive an excused absence provided parents/guardians comply with program requirements. When an educational trip is planned which will require a student to be absent from school, an educational trip form shall be completed and returned to the building principal or his designee **prior** to the trip. The educational program of the school and its individual classes shall continue as planned by the teachers responsible for the instructional programs in their rooms. Students who miss work while on "student educational trips" will be responsible for completing the work missed, providing the absence is an excused absence. The administration shall grant wide latitude in the types of educational trips approved.

#### **TAKE YOUR CHILD TO WORK DAY**

In order for a student to participate in Take Your Child to Work Day with a parent an EDUCATIONAL TRIP FORM must be submitted at least 2 days prior to the absence. The following criteria must be met in order for the absence to be excused:

1. Educational Trip will be approved for the nationally scheduled date only.
2. Students participating must be 8-18 years of age.
3. Student may not have any illegal absences that resulted in citations to the Magistrate
4. Educational Field Trip form submitted and approved in advance
5. Excuse (on company letterhead) that states where the student was and with which parent.
6. Interview sheet must be completed and submitted within five (5) days of date of absence.

#### **MAKE-UP WORK DURING ABSENCES**

A student is required to make up work missed during a legal absence. An unexcused or illegal absence denies the student the right to make up work missed. It is the student's responsibility to seek out the teacher to arrange make-up work.

Teachers are encouraged to remind students of the responsibility of completing the work missed. Students have two (2) days back for every day missed to make up the work. Work not made up within the time period will be entered as a zero.

#### **ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

In order to participate in an extra-curricular activity on a given day - practice or performance - the student must be in attendance for the full day. To compete in a scheduled Saturday (or vacation day) practice or event, a student must have attended school the previous full day. The principal may waive the absence if a student presents an excuse signed by an attending doctor/dentist. Any athlete absent from school for more than 6 days during his/her sport season will not be eligible to compete for the remainder of that sport season. (Extended illness verified by assigned physician excuse may be considered an exception by the principal as may approved educational trips and school related functions).

#### **TARDINESS**

If a student is detained at home and is late to school, a note of explanation should be brought to school. **Parents must sign the student in at the office.** Excessive tardiness will result in disciplinary action.

#### **TRANSPORTATION (WPSD Board Policy 810)**

##### **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.

## **BUSING GUIDELINES**

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 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 prior to the change, the written request should be submitted to the principal as soon as possible following the change.

**BUS CONDUCT RULES:** Students who violate the minor bus rules listed will be subject to the following punishments based on the administrator's judgment as to the severity of the case:

1. **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; an offense will not be charged.
2. **Written Report:** If an unacceptable behavior continues, the driver should thoroughly complete a Bus Conduct Report and submit it to the building principal as soon as possible. In addition to being current, this referral should be based on the driver's observations, not suspicions or hearsay. The principal will then investigate the case and may issue a verbal warning and send a copy of the report to the student's parents or guardians. The principal has the following additional options:
  - a. Suspension of a student's bus riding privileges for a period not to exceed ten (10) school days.
  - b. Treat recurring minor offenses as a major offense.
  - c. Suspension of a student's bus riding privileges for up to thirty (30) days.
  - d. Suspension of a student's bus riding privileges for the remainder of the school term with the approval of the Superintendent.
  - e. May exercise an option for an alternative discipline assignment in certain cases.

The board has not enacted these rules to make bus riding an unpleasant experience; rather it has done so to insure a more pleasant and safe climate for all students. Please remember this...It is not the driver, nor the principal, nor the board who exclude a student from riding the school bus; he/she forces the penalty on himself/herself because of anti-social behavior that may endanger the safety of all the students, including oneself.

## **GENERAL INFORMATION**

### **ARRIVAL TO SCHOOL**

No student will be permitted in the building prior to 7:40 a.m. Supervision will not be provided before this time. Parents are requested not to drop off students before this time. Once in the building, students are requested to report to lobby. Please be advised that students in the lobby will NOT be supervised.

### **ASSEMBLIES**

All students will be encouraged to attend assemblies and special programs providing they are not on "restriction". Students are expected to conduct themselves in a respectful and acceptable manner at all times.

### **ATHLETIC-SPECTATOR**

When you attend a school event you represent West Perry Middle 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 restricted from attending future events.

### **AUTHORITY OF TEACHERS - PA SCHOOL LAW**

School law gives the teacher the following authority over students: "Every teacher in the public schools of Pennsylvania shall have the right to exercise the same authority as to conduct and behavior of students attending this school during the time they are in attendance, including the time required in going to and from their homes, as the parent, guardian, or persons in parental relationships to such students may exercise over them."

### **BACKPACKS**

Many students have purchased and used backpacks to transport and store books and other items. While backpacks are convenient carry all, they also pose several problems in the classroom. Classroom space is limited. Backpacks present a safety hazard as they are usually placed in the aisles. Aisles must remain clear to facilitate safe movement in case of emergency. The backpacks in the aisles also restrict movement of the teacher throughout the classroom. Students may not take backpacks or gym bags into the classrooms. They should be stored in the student lockers until the end of the day.

### **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.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying** may include a wide variety of behaviors with deliberate intent to hurt, embarrass, or humiliate another person or group. The district recognizes four (4) forms of bullying:

1. Physical - includes hitting, kicking, spitting, pushing, and extorting or taking a student's personal property.
2. Verbal - includes taunting, malicious teasing and/or name-calling, and making threats.

3. Psychological/Relational - involves spreading rumors; making false accusations; manipulating social relationships, using threatening looks, gestures, or actions, and engaging in social exclusion or intimidation.
4. Cyber bullying - include forms of verbal and psychological bullying that occur on the Internet, through e-mail, instant messaging, or personal profile and social networking web sites. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or district employee by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent **that such actions are disruptive of the educational process of the district**, offenders shall be the subject of appropriate discipline.

## **CHILD ABUSE**

### **Child Abuse - means any of the following:**

1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.
2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.
3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.

### **Duty to Report:**

School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.

## **CLOSING OF SCHOOL**

When extreme weather conditions cause school delays or cancellations, the following sources of information will be used by the district to disseminate information:

**School Messenger:** School Messenger is a rapid notification service, designed to send out messages via telephone and email to announce weather related delays, early dismissals or cancellations and/or global messages from the Middle School and District. It will also be used in events of emergencies such as evacuation or other disasters.

Other sources will be used by the district to disseminate information:

Radio - WHP 580 AM	97.3 FM
WHYL 1020 AM	WRKZ 107 FM
WNNK 104 AM	WHUN 1220 AM

TV - WGAL CH. 8 WHP CH. 21 WHTM CH. 27

## **DANCES**

Dances are held periodically, usually sponsored by Student Council. They are a privilege offered to students and ALL rules are strictly enforced. Most school dances are held from **3:00 PM to 5:00 PM**, the Lock-in being the exception, but no dance may go past 9:00 p.m. The following rules apply:

1. 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.
2. Proper attire is required. (Types of dress will be announced for each dance, if other than school clothes, i.e., Halloween.)
  3. Once students enter the dance, they may not leave. Students wishing to leave the dance early must have a written permission slip from their parents/guardian and submit this to the office prior to the dance. Once a student leaves the dance, they will not be readmitted. Students leaving the dance early must leave school property. Students leaving the dance without authorization will be subject to the discipline policy and will be prohibited from attending the next school dance.
  4. **Arrange for parents to pick you up promptly at the end of the dance.** Students who are not picked up within one-half hour after the end of the dance may be excluded from the next dance.

#### **DISMISSAL**

Dismissal for all students is 3:10 PM. Students will be dismissed by their teachers to their buses. All students must be out of the building by 3:15 PM unless they are involved in after-school functions.

#### **DISTRIBUTION OF MATERIALS**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post **materials in areas designated for posting as a part of that expression.** The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

#### **DRESS and GROOMING (WPSD Board Policy 221)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

### **School Dress Guidelines – West Perry School District**

***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 MIDRIF 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 worn as an outer garment.
- SHORTS/SKIRTS/DRESSES which are shorter than fingertip length
- SHORTS/SKIRTS/PANTS *with writing across the buttocks region are not permitted.*
- Spandex, running shorts or sliding shorts may NOT be worn alone, 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) 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.*
- OUTWERWEAR, such as coats and jackets, other than hooded or zippered sweatshirts, need to be kept in 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.

## **ELECTRONIC DEVICES (WPSD Board Policy 237)**

**Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet.

Use of electronic devices by students during the school day in district buildings is **PROHIBITED** after entering the school building in the morning, and prior to the final bell in the afternoon. The Board further prohibits the use of electronic devices at any time by students in any locker room, bathroom, health suite and other changing area.

## **EXCUSES FOR PHYSICAL EDUCATION**

If a student is not physically able to participate in physical education class, the parent should write an excuse to be presented to the physical education instructor. If the physical condition is of an ongoing nature, a statement from the physician is required. This statement should include the reason for the excuse and the length of time to be excused. **In order for a student to resume participation in physical education class a note from the parent or physician releasing student to resume normal activity must be submitted to the office.**

## **HEALTH SERVICES**

The functions of the health services include: health appraisal, counseling with parents and students, follow-up for correction of defects, assisting with prevention and control of disease, and providing first aid.

The school nurse is in her office next to the main office. If you are ill or need medical attention, you should report to the health office or to the middle school office if the nurse is not in her office. If you are too ill to stay in school, the nurse will contact your parent/guardian. No student will be sent home without the consent of a parent/guardian. Do not stay in the rest room if you are ill.

Passes are issued by teachers for students to report to the nurse. Students being sent back to class by nurse must present their pass to their teacher upon arrival back in class. When the nurse is not present in our building, students should receive a pass to report to the office.

If you are required to take medication during school hours, you must leave the medication in the nurse's office or the main office in the absence of the nurse. NO ONE is permitted to carry any pills, capsules, or liquid medication at anytime outside the school office.

### **HEALTH GUIDELINES**

Any student showing symptoms of chicken pox, measles, mumps, strep throat, whooping cough, impetigo, ring worm, pink eye, pediculosis (head lice) or any other communicable diseases must be excluded by the teacher or school nurse. This is required for protection of the other students.

Parents, if your child shows any signs of illness at anytime, do not send him/her to school. In order to prevent the spread of disease, it is advisable to keep a student from school when he shows any of the symptoms listed here: fever, earache, vomiting, sore throat, pain, chills, headache, cold, coughing, skin rash, enlarged glands, red or discharging eyes.

### **POLICIES AND PROCEDURES FOR EMERGENCY CARE**

Emergency information, completed by the parent at the beginning of the school year using InfoSnap, is kept on file in each building. It is extremely important that information be current. ***Please notify the school immediately when any changes occur.***

Transportation of students who become ill or who have an accident during school hours is the parents' responsibility. In case this cannot be provided, designated school personnel may furnish transportation. Parents will be notified before a student is permitted to return home because of health reasons. Positive identification must be made of any adult calling at the school for a student. Parents should report to the office when taking a student from school.

The emergency card will also serve as a guideline for the release of your student. A student will be released only to those individuals listed on the emergency card.

Medication will only be given as prescribed by a doctor, with written permission issued to the nurse by the parent/guardian.

Parents should keep the nurse informed concerning any problems relating to the student's physical well being.

### **USE OF MEDICATIONS (WPSD Board Policy 210)**

Purpose: The West Perry School District recognizes that many children are able to attend school because of the effective use of medication in the treatment of illness and disability. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication requires adherence to a school policy and state regulations.

The Board shall not be responsible for diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

#### Preferences:

1. Whenever possible, parents are requested to arrange medication administration times to avoid school hours.
2. Parents may come to the school nurse's office to administer a medication dose to their child.
3. In cases where parents are unable to meet preferences 1 and/or 2, the school nurse, or another appropriate school employee, may administer medications in accordance with this policy.

#### Definition:

**Medication** shall include all prescribed medication and any non-prescription (over-the-counter) medications.

**Licensed prescriber** shall include licensed physician, dentist, nurse practitioner, or other health care provider who is legally authorized to prescribe either prescription or non-prescription (over-the-counter) medications.

Authority:

In order for any medication to be administered to any student by the school nurse, there must be a written order from a licensed prescriber. This written order should include:

1. Name of the child.
2. Date of the prescription.
3. Name of the medication.
4. Dosage and route of administration.
5. Specific time, or special circumstances, in which the medication shall be administered.
6. Specific length, period, or amount of medicine prescribed.
7. Signature of the prescriber.

The student's parent/guardian must request in writing that the school district comply with the written medication order from their licensed prescriber.

Medication will not be administered unless the prescription is properly labeled and the required permissions are obtained. Written orders and parental permissions may be faxed to district locations. No emails will be accepted as permission.

Verbal orders from a licensed prescriber for administration of medications will be accepted by the nurse and must be followed with a written order within twenty-four (24) hours.

All medication orders will expire at the end of each school year.

Acetaminophen, Ibuprofen, Tums, and cough drops may be administered according to the current standing orders of the school physician if the parent's/guardian's written permission for the current year is on file. Emergency medications and first aid treatment will be administered according to the standing orders of the school physician.

Delegation of Responsibility:

All medications shall be administered by the school nurse, or by the parent/guardian. A parent/guardian may also choose to package and label medications per field trip procedures. An EpiPen may be administered by an employee who has been instructed in its administration by the school nurse.

Delivery Of Medication To/From School:

All medications sent to school with a student or returned home to the parent/guardian by the student must be transported in the original container in a sealed envelope under the guidelines as specified in this section. West Perry School District and the school health personnel cannot be responsible for the transportation of medication to/from school. A responsible adult shall deliver the medication to the appropriate health office. If this is not feasible, the parent/guardian must notify the school nurse prior to the child arriving at school. The school nurse must be notified of the type, dose, and number of pills that will be brought to school by the student that morning. Immediately upon arrival to school, all medication must be brought by the student to the school nurse. A verification of the medication and count will be completed and documented at that time. The parent/guardian will be notified if there is a discrepancy in the medication and/or count. Records will be kept to monitor the medication amounts received in the office.

Prescribed medication must be provided in a container appropriately labeled by the pharmacy or health provider. The label must include the student name, medication name, dosage, time, and route of administration. Parents/Guardians are encouraged to ask the pharmacist for "school packaging" – a separate container labeled just for the school time dose. This second labeled container would allow the parent/guardian to also have an accurately labeled container at home.

Over-the-counter medication must be in the original store container with a readable label and expiration date. It must be labeled with the student's name. Parents/Guardians are asked to pick up all medication at the end of the medication administration order or the end of the school year. Medications, with notification of the amount remaining, may be sent home with the child at the request of the parent/guardian. Medications not picked up within one (1) day of the end of the school year will be discarded and documented.

#### Special Medication Administration Situations

##### *Missed Morning Dose –*

1. If an order exists for a morning dose, the nurse may administer medication after verifying with the parent/guardian that the child did not take the prescribed medication before coming to school.
2. Parents/Guardians may come to the school nurse's office to administer a medication dose for which the school nurse does not have an order.

##### *Field Trips –*

In preparation for the field trip, communication and coordination should take place between the parent/guardian and the school nurse. The medication needed on the field trip must be documented by the parent/guardian on the field trip form provided by the classroom teacher. If a parent/guardian is accompanying their child on the field trip, they may administer the medication. Parents/Guardians are encouraged to get physician permission to give the medication before or after the field trip. If the medication must be given during a field trip, the parent/guardian will be responsible to package and label the needed dose for that day. That single dose will be carried by the teacher until time for the medication to be taken. It will then be given to the student to take.

#### Storage of Medication

Medications must be stored in the original container in a locked cabinet in the health room or in the locked refrigerator, as indicated on the pharmaceutical label. Medications shall not be in a child's possession unless the medication is permitted under the self-administration guidelines. Violations of the District Medication Policy will be addressed by the school's Code of Conduct.

#### Student Self-Administration of Emergency Medications Including Inhalers, EpiPens, & Insulin

1. Written permission and direction for student self-administration of the emergency medication at school must be obtained from the licensed health care provider along with written permission from the parent/guardian.
2. The school nurse will assess the student's ability to self-administer the emergency medication using an individual health care plan. All emergency medications will be kept in the health room unless students have written permission from their physician and their parent/guardian to carry their emergency medication in their possession. These students may use their emergency medication as needed, but must check in with the nurse after each use or as specified on a student's individual health care plan.

Violations: Violation of the Use of the Medications Policy could result in disciplinary procedures according to existing and applicable school district policies. In the case of a major offense in which a student may be subject to suspension or expulsion, a student has due process rights. Consequences of violations may include: Parent contact, Behavior contract, Withdraw privileges, Detention, Suspension

#### **HOMEBOUND INSTRUCTION**

Homebound instruction may be arranged for students who are confined to their homes because of serious accident or illness. Full credit is given for the homebound instruction upon verification from the certified instructor that the student has satisfactorily completed the subject material. Request for homebound instruction can be arranged through the counseling center.

#### **HOMEWORK**

Homework is usually assigned four (4) nights a week. Homework in middle school grades can range from one (1) to two (2) hours daily.

The purpose of homework assignments should be to:

- Provide practice and reinforcement of skills presented by the teacher.
- Broaden areas of interest through enrichment
- Provide opportunities for parents/guardians to know what their child is studying.
- Encourage parent/guardian and child interaction.

### **INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics involve students from seventh and eighth grades.

**Boys:** Soccer (S); Wrestling (W); Basketball (W)

**Girls:** Field Hockey (F); Basketball (W); Soccer (S); Volleyball (S)

Winterguard is an extra-curricular program offered to any 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade student wanting to participate. This program begins in the fall and runs through spring.

### **INSURANCE**

You will be given information about the cost of school insurance at the beginning of school. Insurance is required for students who participate in intramural or interscholastic athletics. If your parents have adequate insurance, they must sign a waiver form indicating that your policy is adequate to cover school-related accidents. If this is not the case, your parents will be asked to purchase insurance privately or through the school. School insurance will not cover students while participating in football. Students participating in football must provide proof of insurance to play.

Once school insurance is in effect, if an accident occurs, students or their parents must inform the principal and file a claim with the insurance company.

### **MEAL CHARGE POLICY/PROCEDURES**

Revised 3/13/17

**POLICY:** Students may charge regular menu meal (No tiered meal charges) if they have no money on account or in hand at time of service. No ala carte items may be charged.

1. Each cashier will talk with students as they pass through register station advising student of low balance or negative balance. Low balance and negative balance alerts are emailed (District wide) each Tuesday and Thursday. Elementary - Printed notices are only required for those families without email addresses. Head cashier will call parent to inform them that notice is being sent home. Printed notices should be taken to office on the day printed to be distributed to students that day or next day in homeroom.
2. Head cashier at each building will enforce no a la carte purchases when any student has negative balance (this includes individual milk purchases). Cafeteria staff should not take food from tray. Notify building principal if student continues to take ala carte items without money in account. Notify Administrative Assistant Food Services of situation.
3. Students who have negative balance of up to -\$10.00 should eat meal served on regular menu line. Secondary students in this negative range may not eat meal served on tiered meal lines. If secondary student refuses to follow this direction, report to building principal for disciplinary action. Cafeteria staff should not take food from tray. Notify Administrative Assistant Food Services of situation.
4. Head Cashier will call or email or write note or mail letter to parent of any student whose account has reached the \$10.00 negative level to inform parent of negative balance, review meal charge policy, answer any questions, discuss free/reduced application if needed, place restrictions on accounts as per parent instruction, and arrange for payment of debt. Encourage use of checks. Student will be served alternative meal until account is brought to below -\$10.00. If secondary student refuses to follow this direction, report to building principal for disciplinary action. Cafeteria staff should not take food from tray. Notify Administrative Assistant Food Services of situation.
5. Students on free eligibility, with special needs (any grade), who have dietary prescription, and Kindergarten through 2<sup>nd</sup> grade students are not subject to alternate meal.
6. Head cashier to keep simple documentation of dates communications are made and action taken. Review any account reaching \$20.00 in the negative with FS Administrative Assistant.
7. Food Service Administrative Assistant will call parent of any account that is over \$20.00 in the negative. Arrangements will be made for payment. Accounts will be reviewed as needed. Restrictions will be placed on account as per agreement with parent to prevent the account from going any further in the

negative. Simple documentation of contact dates and action taken should be recorded. If there is no cooperation or response from parent or account reaches more than \$50.00 in the negative, this account with history of actions taken will be turned over to Business Manager for collection.

8. Unpaid meal charges are considered delinquent debt. Any unpaid meal charges left at end of current school year, will be carried over into next school year so that collection efforts can continue. Delinquent debt becomes a bad debt when the school district has exhausted its measures to collect money from student/family.

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| 9. Alternate Lunch: | Cold Cheese Sandwich<br>Canned, Dried or Fresh Fruit | Hot/Cold Vegetable<br>1% or Skim White Milk |
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| 11. Alternate Breakfast: | 1 slice Toast and Cereal<br>1% or Skim White Milk | Canned, Dried or Fresh Fruit |
|--------------------------|---|------------------------------|

**NOTE: STUDENTS ON FREE ELIGIBILITY, WITH SPECIAL NEEDS (ANY GRADE), WHO HAVE DIETARY PRESCRIPTION, AND KINDERGARTEN THROUGH 2<sup>ND</sup> GRADE STUDENTS ARE NOT SUBJECT TO ALTERNATE MEAL.**

12. Meal Account Refund process: Upon withdraw from West Perry School District, students may request a refund at the register on last day of attendance for any balance below \$5.00. Requests for refunds \$5.00 or greater must be submitted in writing to Administrative Assistant Food Services, District

Office, [lroush@westperry.org](mailto:lroush@westperry.org)

Any student who pays full price and leaves a positive meal account balance under \$5.00 in their account upon withdrawing from West Perry School District and does not request a refund on the last day of attendance shall forfeit that amount. West Perry School District will use funds for needy student meal accounts and to pay off past due negative student meal account balances. Any student who leaves positive meal account balance of \$5.00 or greater upon withdrawing from West Perry School District will receive notice by email or phone that balance remains. They will be given choice to receive refund or transfer money to another student account, or donate money to needy student meal account.

## **LOCKERS**

Each student will be assigned a locker and combination. Students are not permitted to share lockers with others. You may not switch lockers with another student nor may you use a locker that appears to be unassigned without permission from the office.

It is expected that you properly maintain your 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:

- The lockers are school property.
- Everyone must have a locker assignment.
- Your locker assignment cannot be changed without permission from the office.
- Keep the combination to your locker confidential.
- Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials and that school officials will conduct random, periodic or sweeping searches of all lockers.

The courts have upheld the claim that school lockers are school property made available for the student's convenience.

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 disciplinary proceedings. Locker searches will be conducted without regard to any individualized suspicion. On occasion, the drug dog may randomly search all lockers. This may happen at any time and will occur without prior notice to the student.

## **LOST OR DAMAGED TEXTBOOKS, EQUIPMENT, MATERIALS**

Textbooks are loaned to you at the beginning of the year. Your teacher will record the book number and condition in the fall, and when you return it at the end of the school year. You are responsible for books while they are assigned to you. If equipment, textbooks, library books or other materials are lost or damaged while in your care, you and/or your parents will be expected to pay for the loss. The cost of the item(s) will be prorated to reflect normal depreciation.

#### **PARTIES**

Parties should be restricted during the school hours. Parents are asked to refrain from sending acknowledgements of birthdays or other special occasions, i.e., balloons, flowers, to school.

#### **PASSING TO CLASSES**

Students are to leave rooms in decent order and proceed directly to their next class. Keep corridors open to traffic by walking to the right. Pass through halls **quietly**. Teachers will dismiss classes.

#### **PARENT ACCESS TO STUDENT RECORDS**

The West Perry School District, upon written request from parents, will permit parents to inspect, review, or copy the educational records of their children. When copies are necessitated, **the parent will be charged twenty-five cents per copy**. The written request must be forwarded to the principal of the school where the child is in attendance. The administration will comply within 30 days of the receipt of the request. Administration will be present upon parental review of the file and the file may not be removed from the building.

#### **PARENT VISITS OR CONFERENCES**

Parents are encouraged to communicate with school personnel. Parents who wish to talk with a teacher by phone should call the office and leave a message for that teacher to return the call. Parents wishing to conference with a teacher(s) or principal should call and arrange for an appointment.

#### **STUDENT COUNCIL**

Elections are held in the fall. Representatives are elected from each of the grade levels to the council to represent the entire student body.

#### **STUDENT RESPONSIBILITIES**

Students must assume responsibility for regular school attendance, conscientious effort in classroom work and compliance to school rules, regulations and policy. Most of all, students share with the administration, professional, and supportive staff the responsibility to develop within the school a climate that is conducive to wholesome learning and living.

It is the students' responsibility not to interfere with the rights or education of fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators, and all others who are involved in the educational process.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students have the right to expect a safe, healthy physical environment in which they can perform to their fullest potential. Harassment of a student by an individual or group of students will not be tolerated. This includes both verbal and physical harassment and intimidation and bullying or cyber-bullying (**WPSD Board Policy 248 & 249**).

- **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
  1. Substantial interference with a student's education.
  2. Creation of a threatening environment.
  3. Substantial disruption of the orderly operation of the school.



- **Bullying** may include a wide variety of behaviors with deliberate intent to hurt, embarrass, or humiliate another person or group. The district recognizes four (4) forms of bullying:
  1. Physical - includes hitting, kicking, spitting, pushing, and extorting or taking a student's personal property.
  2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.
  3. Psychological/Relational - involves spreading rumors; making false accusations; manipulating social relationships, using threatening looks, gestures, or actions, and engaging in social exclusion or intimidation.
  4. Cyberbullying - include forms of verbal and psychological bullying that occur on the Internet, through e-mail, instant messaging, or personal profile and social networking web sites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or district employee by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.
- Students may report acts of bullying to their teachers, guidance counselors, building principal or other school employees supervising school-sponsored activities.
- Staff members who observe or become aware of an act of bullying should take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation.
- Parents/Guardians may contact the building principal to report acts of bullying.

Each student must assume the responsibility to become informed of all rules, regulations, and policies of West Perry Middle School provided in this student handbook. In addition, each student accepts the personal responsibility for respect and compliance or consequence for irresponsible actions.

Students have the responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.

Students must also assume, but not limit their responsibilities to the following:

- Understanding that a rule is in full effect until it is waived, altered, or repealed.
- Attending school daily and being on time to all classes and areas assigned.
- Assisting the school staff in operating a school that promotes the safety and welfare of every student.
- Pursuing satisfactorily the course of study prescribed by state and local authorities as well as those jointly agreed upon.
- Each student must accept the responsibility for attaining established credits and requirements as determined by the school district and the Pennsylvania Department of Education.
- Responsibility for initiating and completing assignments missed rests solely with the student.
- Meeting the guidelines for acceptable standards of health, cleanliness, grooming and dress.
- Complying with state laws and regulations governing the operation and use of vehicles.
- Securing all lockers (personal and gym) with locks to discourage pilferage, and respecting property of others. Maintaining assigned locker in a neat condition; refraining from changing locker without office permission.
- Accepting, maintaining, and returning all school owned books, materials, and properties in the same condition to when they were issued. (Athletic items, extra-curricular and academic property).
- Accepting that all illness or accidents must reported by the school nurse or staff member immediately by the student.
- Accepts the responsibility to be knowledgeable of the Policy of Infraction levels, Detention Policy, Drug and Alcohol Policy, Library Policy, Grading Policy, Athletic and Co-Curricular Policy,

Educational Trip Policy, Farm Show Policy, Credit Policy, Lunch Period Policy, and Spectator Decorum.

- Providing information in matters relating to health safety and welfare of the school community and the protection of school buildings, equipment and property.
- Refraining from verbal or written use of undesirable/unacceptable, abusive, or abrasive language, as well as possession of inappropriate printed material.
- Exercising proper care in the use of transportation, public facilities, and equipment.

#### **STUDENT RIGHTS - ANIMAL DISSECTION**

Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited.

#### **STUDENT VALUABLES**

Students are cautioned not to bring unnecessary personal items to school. This includes large amounts of money, valuable jewelry, electronic games, headphones, CD players, iPods, MP3 player, cell phones and other prized personal possessions. You should bring only enough money to school to purchase lunch or other necessary materials. Under no circumstances should money be left in classrooms.

Students, not the school, are responsible for personal property carried to school. Students are reminded that none of the above mentioned items are permitted in the classrooms. In event these items are brought to class the teacher will take them from the student, tag the item and it will be held in the office until a parent comes to pick it up.

#### **TELEPHONE**

The use of the office telephone by students is permitted with permission being granted by the Principal.

#### **TRANSFER TO ANOTHER SCHOOL**

When a student transfers to another school, the student must notify the office of a change of address at least two (2) days before leaving. A copy of the student's school record will be forwarded to the next school. Before withdrawal, the student must return all textbooks, library books, and other school property to teachers and settle any debts with the office.

#### **VISITOR GUIDELINES**

West Perry Middle 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 building principal has the authority to prohibit the entry of any person to the middle school in accordance with the following procedure:

- No visitors shall be permitted during the school day for social purposes.
- Visitors to the building should report directly to the office.
- Visitors will be requested to sign a visitor's log upon arrival and departure.
- The visitor will wear a visitor's tag while in or on grounds.
- Should an emergency require a student be called to the office to meet a visitor, the principal shall be present during the meeting.
- Visitors are required to abide by all school rules and regulations.

## SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT

Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in the school, the student may form an appropriate attitude toward it and not only do his/her part in making the school an effective place of learning, but develop the habit of self-restraint which will make each student a better person.

Each academic team implements a Positive Behavior Support Plan, which is discussed with the students at the beginning of the school year. Copies are sent home to parents. When students receive a handbook, they are expected to become familiar with the rules and regulations and are held accountable for them. The four expectations for students are as follows:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Safe**
4. **Be Successful.**

Actions must be taken in accordance with each individual's best interest while considering the welfare of the school's environment. Administrators and teachers, therefore, subscribe to the following principles and goals to guide their practices as they help young people grow toward self-direction and self-fulfillment.

1. **All students have worth and dignity.**
2. **All students have the capacity to learn cooperation and respect for others.**
3. **All students need to understand the policies that affect them.**
4. **Parents and school staff will work together to prepare children for productive and fulfilling lives.**

## STUDENT DISCIPLINE (WPSD Board Policy 218)

Discipline is synonymous with teaching and learning. If learning is to prevail, discipline is essential. It creates a sound learning climate and promotes responsibility through self-discipline.

Discipline strives to educate on both an individual and collective basis; therefore, disciplinary procedures should promote respect for the dignity of individuals, as well as respect for authority and established standards.

Improper conduct that disrupts the normal educational process is classified into four categories: Level I Violations, Level II Violations, Level III Violations and Level IV Violations. To provide consistency in the application of penalties, a guide to the classifications of misbehavior follows. **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. Administration will determine the appropriate corresponding disciplinary action. Misconduct may fit into Level I, II, III or IV violations depending on the seriousness of the offense.**

**LEVEL I VIOLATIONS:** 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	Middle School
<ul style="list-style-type: none"> <li>▪ Altercation</li> <li>▪ Annoying Others</li> <li>▪ Cafeteria Misbehavior</li> <li>▪ Defiance</li> <li>▪ Disruptive Actions</li> <li>▪ Dress Code Violation</li> <li>▪ Excessive Talking</li> <li>▪ Horseplay</li> <li>▪ Inappropriate Gestures/Comments/Materials</li> <li>▪ Insubordination</li> <li>▪ Late to Class</li> <li>▪ Misbehavior at School Activity</li> <li>▪ Misbehavior for a Substitute</li> <li>▪ Misuse of Hall Pass</li> <li>▪ Off Task</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>▪ Detention</li> <li>▪ Lunch Restriction</li> <li>▪ Loss of recess (6<sup>th</sup> grade)</li> <li>▪ Demerit</li> </ul>

<ul style="list-style-type: none"> <li>▪ Plagiarism/Cheating</li> <li>▪ Poor Attitude</li> <li>▪ Profanity</li> <li>▪ Public Display of Affection</li> <li>▪ Refuses to Work</li> <li>▪ Rude/Discourteous</li> <li>▪ Teasing/Name Calling</li> <li>▪ Throwing Objects</li> <li>▪ Violation of Acceptable Use Policy (Technology)</li> <li>▪ Uncooperative</li> <li>▪ Unprepared for Class</li> </ul>	
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**LEVEL II VIOLATIONS:** Those that are less serious in 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. **Seriousness of the violation may require initiation of discipline at a higher level.**

Examples of Violations	Middle School
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>▪ Detention</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 given for work missed</li> <li>▪ Parent contact</li> <li>▪ Persistent violations will result in withdrawal of privileges</li> </ul>
<ul style="list-style-type: none"> <li>▪ Persistent/repeated Level I violations</li> <li>▪ Altercation</li> <li>▪ Bullying</li> <li>▪ Bus Infraction</li> <li>▪ Cut Class</li> <li>▪ Cut Detention</li> <li>▪ Defiance</li> <li>▪ Disrespecting Authority</li> <li>▪ Harassment</li> <li>▪ Leaving Class w/o Permission</li> <li>▪ Profanity</li> <li>▪ Reckless Endangerment</li> <li>▪ Threatening Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Guidance counselor</li> <li>▪ Behavior contract</li> <li>▪ Withdraw privileges</li> <li>▪ Detention</li> <li>▪ In-school Suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Pass restriction</li> </ul>
<ul style="list-style-type: none"> <li>▪ Loitering before or after school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parental contact</li> <li>▪ Warning</li> <li>▪ Withdraw privileges</li> </ul>
<b>Minor Bus Offenses</b> – Students who violate the bus rules and commit any minor offenses will be subject to punishments based on the administration’s judgement as to the severity of the case.	Refer to policy F550

**LEVEL III VIOLATIONS:** 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 at a higher level**

Examples of Violations	Middle School
<ul style="list-style-type: none"> <li>▪ Persistent Violation of Level II</li> <li>▪ Fighting</li> <li>▪ Forgery/Falsifying of Records/ Excuses</li> <li>▪ Gambling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor</li> <li>▪ Alternative Education Assignment</li> <li>▪ Suspension</li> </ul>

<ul style="list-style-type: none"> <li>▪ Intimidation</li> <li>▪ Leaving School w/o Permission</li> <li>▪ Profanity</li> <li>▪ Theft</li> <li>▪ Threatening Staff</li> <li>▪ Threatening Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citation issued with District Magistrate</li> <li>▪ Police notification</li> </ul>
<ul style="list-style-type: none"> <li>▪ Violation of suspension stipulation(s)</li> <li>▪ Defiant Trespass</li> <li>▪ Disruption of detention or in-school suspension</li> <li>▪ Disorderly Conduct</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor</li> <li>▪ 3 Day Out of School Suspension</li> <li>▪ Suspension up to 10 days</li> <li>▪ Citation issued with District Magistrate</li> <li>▪ Police notification</li> <li>▪ Alternative Education</li> </ul>
Violation of Acceptable Use of Educational Technology and the Internet Policy	Refer to District Policy 815
Violation of the Tobacco Policy	Refer to District Policy 222
Violation of the District Medication Policy	Refer to District Policy 210
Violation of the Unlawful Harassment Policy	Refer to District Policy 248

**LEVEL IV VIOLATIONS:** 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 rules. Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

<b>Examples of Violations</b>	<b>Middle School</b>
<ul style="list-style-type: none"> <li>▪ Persistent violations of Level III</li> <li>▪ Arson</li> <li>▪ Activating the Fire alarm in a non-emergency situation</li> <li>▪ Disorderly Conduct</li> <li>▪ Malicious Harassment</li> <li>▪ 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 of personal property of district employees.</li> <li>▪ Theft</li> <li>▪ Terrorist or bomb threat</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor referral</li> <li>▪ Referral to the Student Assistance Program</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Parent contact</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Citation filed with District Magistrate</li> <li>▪ Psychiatric evaluation</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 District Policy 227
Possession, use or distribution of a fireworks, smoke bombs, “stink bombs”	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor referral</li> <li>▪ Referral to the Student Assistance Program</li> <li>▪ Suspension</li> <li>▪ Expulsion Parent contact</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Citation filed with District Magistrate</li> </ul>
Possession of a Weapon	Refer to District Policy 218.1
Terroristic Threat	Refer to District Policy 218.2 & 218.3
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>▪ Guidance Counselor referral</li> <li>▪ Referral to the Student Assistance Program</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Police notification</li> </ul>

## **DISCIPLINE GUIDELINES**

The following guidelines will be used when dealing with continuing discipline issues:

Each infraction – Appropriate demerits will be assigned and tracked by the office.

Parent notification, (Telephone or written), by a teacher will occur when the total number of demerits reaches a **Total of 3, 8, 13, and 18 Demerits.**

After-school detention will be assigned, parent contact made and written notification will be made to parents when the total number of demerits reaches a **Total of 5 and 10 Demerits.**

After-school detention or in-school suspension will be assigned, parent contact made and written notification will be made to parents when the total number of demerits reaches a **Total of 15 and 20 Demerits.**

A parent conference to discuss the discipline issues and develop a plan with the school to address the behavioral problems will take place when the total number of demerits reaches a **Total of 12 Demerits.**

## **REMOVAL OF DEMERITS FOR GOOD BEHAVIOR**

Administration and staff want to reward students for positive changes in school behavior. Students may have demerits removed from their total leading to a detention assignment if they have not received any additional demerits within 60 calendar days. One demerit will be removed for each 60-day demerit free period. The discipline record will be reviewed upon the issue of the fifth demerit. Principals will monitor demerit assignments and adjust demerit totals on an individual basis.

## **CLASS TRIP/FIELD TRIPS ELIGIBILITY**

Eligibility for field trips and class trips is tied to the student's discipline and academic records. Eligibility limitation for field trips held early in the school year will be determined as 1 referral per month or one detention or suspension assignment. A total of 10 referrals of any type throughout the year may exclude the student from taking part in field trips or class trips at the end of the year. A total of 5 days or more of suspension in or out of school or 5 or more days of after school detention will cause the student to be ineligible. Students who are not passing 4 or more courses (60% or above) may not be eligible to participate in field trips.

## **POSITIVE INCENTIVES**

Our faculty recognizes that we have an outstanding student body. Therefore, an important part of our discipline guidelines are activities to reward all students that show appropriate behaviors. During the school year grade levels will incorporate rewards for the grade level or individual basis. Other activities are instituted on a school-wide basis.

## **DETENTION AND SUSPENSION**

Detention is held 3:10 p.m. until 4:30 p.m. Parents are responsible to provide transportation.

Upon the twelfth (12) demerit, parents will be required to participate in a conference to discuss the discipline issues and develop a plan with the school to address the behavioral problems.

## **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:

1. The parent/guardian and student will be notified in writing of the reasons for the suspension.
2. The district shall offer to hold the informal hearing within 3 days of the suspension.
3. Sufficient notice will be given concerning the time and place of the informal hearing.
4. The student has the right to question any witnesses present at the hearing.
5. The student has the right to speak and produce witnesses on his/her behalf.

## **CORPORAL PUNISHMENT**

Necessary force may be used under the following circumstances regardless of parent permission:

1. To quell a disturbance.
2. To obtain possession of weapons or dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

### **CARRYING WEAPONS (WPSD Board Policy 218.1)**

#### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

The PA Crimes Code lists possession of a weapon in the school as a misdemeanor of the first class. Therefore, ALL violations according to District Policy shall be reported to the local police department.

#### **Definition**

**Weapon** - the term includes but is not limited to:

1. Any knife regardless of the length of the blade, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.
2. 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.
3. Any lookalikes of any items listed above.
4. 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.

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **CONTROLLED SUBSTANCES AND PARAPHERNALIA POLICY (WPSD BOARD POLICY 227)**

The West Perry School District prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The West Perry School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

#### **Situational Categories**

***Student is suspected of possible use of controlled substance, but there is no policy violation or physical evidence while on school property or at school activity –***

1. Immediate Action: Student is informed of available help, and referral to Student Assistance Program Team is made.
2. Investigation: Data is collected by Student Assistance Program Team to determine if there are behavior or performance indicators of problems from possible substance use.

3. Notification of Parent/Guardian: Counselors' notification will be limited to behavior or performance problems or, at the discretion of the Student Assistance Program Team, concern about the student.
4. Discipline: An intervention conference will be held by the Student Assistance Program Team if data collected indicates a need.

***Student volunteers' information about personal or a friend's substance abuse and requests help –***

1. Immediate Action: Staff member refers student to a school nurse, counselor or other member of Student Assistance Program Team.
2. Investigation: Data is collected to determine if there are behavior or performance indicators of problems from possible substance abuse.
3. Notification of Parent/Guardian: In instances of personal use, the staff member will encourage the student to communicate with the parent/guardian. The principal or designee will contact the parent/guardian regarding the behavior or performance indicators from the data collected by the Student Assistance Program Team.
4. Discipline: Student is referred to the Student Assistance Program Team, and student is strongly encouraged to undergo an assessment.

***Student possesses, uses or is under the influence of controlled substance – First Offense, Cooperative –***

1. Immediate Action: Principal is summoned. The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.
2. Investigation: Student and his/her locker and other possessions may be searched by school administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian, and an immediate parent conference will be arranged.
4. Notification of Law Enforcement: Principal may notify law enforcement.
5. Disposition of Substance: Principal will confiscate, seal, label and send to an appropriate laboratory for analysis.
6. Discipline: Student will be disciplined according to the Code of Student Conduct; recommendation is suspension in school or out of school for a minimum of five (5) days and not more than ten (10) days. Student must undergo a substance abuse assessment and follow the recommendations until discharged. A referral to the Student Assistance Program Team will be made.

***Student possesses, uses or is under the influence of controlled substance – First Offense, Uncooperative –***

1. Immediate Action: Principal is summoned. The staff member writes an anecdotal report of the incident. A staff member remains with student at all times.
2. Investigation: Student and his/her locker and other possessions are searched by school administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian and request him/her to immediately come to the school.
4. Notification of Law Enforcement: Principal may notify law enforcement.
5. Disposition of Substance: Principal will confiscate, seal, label and send to an appropriate laboratory for analysis.



6. Discipline: Student will be disciplined according to the Code of Student Conduct; recommendation is suspension of ten (10) days in school or out of school. A formal Board hearing, including a substance abuse assessment, may be held; and the student will be required to follow the recommendations until discharged. A referral to the Student Assistance Program Team will be made.

***Student possesses, uses or is under the influence of controlled substance – Second Offense and Subsequent Offenses***

1. Immediate Action: Principal is summoned. The staff member writes an anecdotal report of the incident. A staff member remains with the student at all times.
2. Investigation: Student and his/her locker and other possessions are searched by administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian and request him/her to immediately come to school. Parent/Guardian will be informed that law enforcement has been notified.
4. Notification of Law Enforcement: Principal will notify law enforcement of student's violation.
5. Disposition of Substance: Principal will confiscate, seal, label and send to an appropriate laboratory for analysis.
6. Discipline: Student will be disciplined according to the Code of Student Conduct; recommendation is suspension out of school for ten (10) days. A formal Board hearing may be held, including a substance abuse assessment with recommendations until discharged. A referral to the Student Assistance Program Team will be made.

***Student is distributing, passing, sharing and/or selling a controlled substance –***

1. Immediate Action: Principal is summoned. The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.
2. Investigation: Student and his/her locker and other possessions will be searched by administrators.
3. Notification of Parent/Guardian: Principal will notify parent/guardian and request him/her to immediately come to school. Principal will inform parent/guardian that law enforcement has been notified.
4. Notification of Law Enforcement: Principal will notify law enforcement of student's violation, in order to take further appropriate action.
5. Disposition of Substance: Principal will confiscate, seal, label and send to an appropriate laboratory for analysis and use in further proceedings.
6. Discipline: Student will be disciplined according to the Code of Student Conduct: recommendation is for suspension out of school for ten (10) days. A formal Board hearing may be held to consider expulsion from school, including a substance abuse assessment with recommendations until discharged. A referral to the Student Assistance Program Team will be made.

***Student is found in possession of drug paraphernalia –***

1. Immediate Action: Principal is summoned. The staff member writes an anecdotal report of the incident. A staff member will remain with the student at all times.
2. Investigation: Student and his/her locker and other possessions will be searched by administrators. If there is evidence of additional violation, the appropriate situational category will be followed.

3. Notification of Parent/Guardian: Principal will notify the parent/guardian and request him/her to immediately come to the school.
4. Notification of Law Enforcement: Principal may notify law enforcement.
5. Disposition of Substance: Principal will confiscate, seal and log the paraphernalia.
6. Discipline: Student will be disciplined according to the Code of Student Conduct. If there is evidence of additional violation, the appropriate situational category will be followed. A referral to the Student Assistance Program Team will be made.

***Student has a medical emergency related to controlled substance abuse, including symptoms of overdose, staggering, slurred speech, incoherence, dazed appearance –***

1. Immediate Action: Principal and school nurse are summoned. Standard medical emergency procedures are followed. Additional medical assistance is secured, when necessary. Student is transported to an appropriate medical facility at the parent's/guardian's expense when necessary.
2. Investigation: Principal will investigate the incident, which may include a search of the student, his/her locker and other possessions.
3. Notification of Parent/Guardian: Principal will immediately notify parent/guardian regarding the student's health problem or medical emergency.
4. Notification of Law Enforcement: Principal will notify law enforcement only in cases where the safety of the student or the school population is at risk.
5. Disposition of Substance: Principal will confiscate and log substance and turn it over to appropriate medical personnel for identification. Principal will request a report of the substance.
6. Discipline: Student will be disciplined according to the Code of Student Conduct. Appropriate situational category will be followed. A referral to the Student Assistance Program Team will be made.

***Student possesses, uses or is under the influence of controlled substance while attending, participating or as a spectator at a school-sponsored activity –***

1. Immediate Action: Advisor, chaperone or other responsible district representative is notified. The individual will remain with the student at all times. The individual writes an anecdotal report of the incident. Building principal is notified.
2. Investigation: Student and/or possessions are searched by responsible district representative. Principal will then conduct an investigation of the circumstances of the situation.
3. Notification of Parent/Guardian: District representative will immediately notify parent/guardian and request him/her to come to the location to accompany the student home or make arrangements for student's transportation home at parent's/guardian's expense.
4. Notification of Law Enforcement: Principal may notify law enforcement.
5. Disposition of Substance: District representative will confiscate, seal and label substance and turn over to principal for sending to appropriate laboratory for analysis.

6. Discipline: Student will be disciplined according to Code of Student Conduct and as provided in the appropriate situational category, after investigation of the situation by the principal. A referral to the Student Assistance Program Team will be made.

#### Disposition of Evidence

The principal will confiscate, seal and label all suspected controlled substances and paraphernalia. All substances and paraphernalia will be placed in an envelope, with a witness present, and temporarily secured until the package can be turned over to the proper authorities. On the envelope should be recorded the school building, date and time the item was confiscated, description of the item, and signature of both parties involved.

The principal will maintain an accurate record of items confiscated, to include: date and time item was confiscated; where, when and circumstances of confiscation; nature of student from whom item was confiscated; description of confiscated item; names of any witnesses; disposition of the item.

The principal will ensure that evidence given to law enforcement or a laboratory for analysis is properly described in writing and receipted.

#### Re-admittance to School

Before a student violator is re-admitted to school, recommendations for substance abuse assessment and counseling must be acted upon, and an agreement must be reached among the student, parent/guardian and school administrator that the student will successfully complete the program recommended by the intervening counselor, clinics and agencies and the Student Assistance Program Team.

#### **UNLAWFUL HARASSMENT (WPSD Board Policy 248)**

The West Perry School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The West Perry School District prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

**Definitions:** For purposes of this policy, **harassment** shall consist of: verbal, written, graphic, or electronic communications; as well as physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

**Sexual Harassment:** For purposes of this policy, sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

**Examples of conduct that may constitute sexual harassment include but are not limited to** sexual flirtations, advances, touching, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an

individual's dress or body; sexually degrading words to describe an individual; sexual jokes, pin-ups, calendars, pictures, objects or graffiti; sexual innuendoes; references to sexual activities; overt sexual conduct; touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact; any other unwelcome sexual behavior or words when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment. This includes the use of electronic devices in any of the above examples of conduct. The prohibition of physical contact does not preclude legitimate, non sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.

Appropriate consequences for students may include, but are not limited to:

Parent Conference	Guidance Counselor	Outside counseling
Awareness Training	Behavior Contract	Withdraw Privileges
Detention	Alternative Education	Suspension
Expulsion	Restitution	Police Notification
Legal Action	Psychiatric Evaluation	

Complaints of sexual harassment should be reported immediately to the principal. The principal is available to receive sexual harassment complaints, answer questions concerning sexual harassment, and assist in resolving problems within the building which may involve sexual harassment. Complaint forms are available in the office for anyone who would prefer to file the complaint in writing.

Students may also report complaints to the guidance counselor, school nurse, or any teacher. The principal will then be notified.

Complaints involving student-to-student sexual harassment, which are reported in the classroom or middle school may be resolved informally. If an informal resolution satisfactory to the student or the student's parents is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it should be referred to the District Sexual Harassment Liaison for investigation.

If the accused person is found not guilty of unlawful sexual harassment, the complaint as lodged in bad faith, then the Superintendent or principal may impose appropriate discipline on the person filing the complaint. If it is concluded that the accused person retaliated against the person filing the complaint in any way because of the complaint, the Superintendent or principal may impose appropriate discipline on the person accused.

### **TOBACCO (WPSD Board Policy 222)**

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 are health and safety hazards. The possession or use of tobacco by students on school property, on school buses, in school building, or while participating in school-sponsored activities is prohibited. Possession will mean a locker, gym bags, 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 procedure:

First Offense - Suspended 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 - Suspended for three days with a mandatory parent conference. The principal may suspend for an additional two days after the completion of the parent conference.

Third Offense - Suspended for three days. The principal may suspend for an additional seven days after completion of the due process procedure.

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

#### **USE OF TECHNOLOGY (WPSD Board Policy 815)**

For instructional purposes, the use of the Educational Technology shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. ALL use of the technology must be in support of the educational goals and consistent with the purposes of the West Perry School District.

The use of the technology is a privilege, not a right. The superintendent or his/her designee will make determinations on whether specific uses of the Internet are consistent with the O 815 Policy. The West Perry School District reserves the right to log network use, monitor access to file servers by district users, use software to monitor network use as well as access, copy, monitor and read all electronic messages. The district reserves the right to temporarily or permanently remove the user account to prevent further unauthorized activity. West Perry School District employees or students who violate this policy and its guidelines regarding Internet/electronic communication may be subject to appropriate disciplinary action.

Any student user of the network, who violates the prohibitions listed in this policy, shall be subject to disciplinary procedures according to existing and applicable school district policies. In the case of a major offense in which a student may be subject to suspension or expulsion, a student has due process rights. These rights are explained in District Policy 233. Consequences of violations may include:

- Parent Notification
- Suspension or revocation of information network access, network privileges, and /or computer access
- Detention, suspension or expulsion
- Report of illegal violation of local , state or federal laws to legal authorities
- Legal action and prosecution by the authorities.

#### **NON-DISCRIMINATION (WPSD Board Policy 103)**

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 District Office at 2606 Shermans Valley Road, Ellittsburg, PA 17024 or phone 717-789-3934.

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