

# Elementary Student Handbook 2017-2018



## Blain Elementary

132 Blain Road  
Blain, PA 17006

Mr. Young, Principal  
Mrs. Fuller, Secretary

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

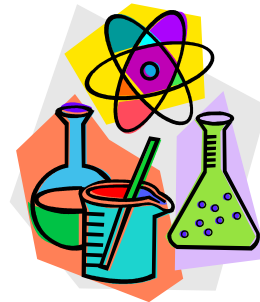


## Carroll Elementary

6670 Spring Road  
Shermans Dale, PA 17090

Ms. Wickard, Principal  
Ms. Zimmerman, Secretary

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



## New Bloomfield Elementary

300 West High Street  
New Bloomfield, PA 17067

Mr. Clouse, Principal  
Ms. Richelle Ritter, Secretary

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

Elementary Schedule:

Office Hours:	7:30 AM – 3:45 PM
Hours for Staff:	8:00 AM – 3:30 PM
Hours for Students:	8:00 AM – 2:50 PM
Breakfast Time:	7:50 AM – 8:10 AM (Students eating breakfast may enter building at 7:50)
Announcements:	8:10 AM
Early Dismissal Time	12:15 PM
Dismissal	2:55 PM

Lunch Prices

\$2.30/day Lunch Grades K-5

\$.40/day Reduced Lunch

\$3.55/day Adult Regular Meal

Milk - \$.50

Breakfast Prices

\$1.35/day Regular Breakfast

\$.30/day Reduced Breakfast

\$2.35/day Adult Regular Breakfast

Milk - \$.50

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

**Mission Statement:**

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

## STUDENT ARRIVAL

School begins at 8:00 AM. This is the arrival time for ALL students. Students that plan to participate in the breakfast program will need to arrive at 7:50 AM. Students that walk to school or will be dropped off by parents, may not enter the building until 7:50 AM. Students on school property prior to 7:50 AM will not be supervised.

## LATENESS/TARDINESS

**Students are tardy after 8:10 AM.** Any student arriving **after 8:10 AM** should report to the office accompanied by their parent/guardian in order to be marked present for the day. If your child is late/tardy, you will need to provide a signed excuse explaining the lateness/tardiness. Coming to school every day on time is important. Not only is punctuality a valuable trait, but the late student often misses important instructions and assignments.

## SIGN IN AND SIGN OUT PROCEDURES

When you bring your child to school between 8:00 and 8:10 AM, they may go to their class without being signed in at the office.

## PICKING UP YOUR CHILD AT SCHOOL DISMISSAL

If you are picking up your children for dismissal, please send a note with your child that can be sent to the office or call the school before 2:00 PM. When you arrive at school, you **must** sign your child out. These procedures may also be followed if you are attending a meeting at school at the end of the school day and you want your child to go home with you.

If someone is picking up your child other than a custodial parent, you must notify the office. A note stating your permission, the person's name, and a phone number where you can be reached for verification is preferred over a phone call from you. If this arrangement is to occur on a regular basis please provide the office with a standing note to keep on file at the school. The person picking up your child will be required to sign your child out. They will be asked to provide picture identification. **If there are any changes, please notify the office immediately. If your child is not to go with certain relatives, it is important that you tell the school so that we can comply with your wishes.**

## VISITOR PROCEDURES

All visitors must enter the building through the main entrance and register at the office. They will be required to sign in and sign out and receive a visitor's badge. All visits to the classrooms or lunch must be prearranged with the classroom teacher and/or office at least 24 hours in advance. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental volunteering or participation in classroom activities or programs,

back-to-school events, and chaperones for field trips shall not constitute a classroom visit. Visiting and volunteering is limited to the parents or guardians of enrolled students unless prior approval is given by the building principal. Younger or older siblings may not accompany parents or guardians when visiting or volunteering.

## VOLUNTEER POLICY

In order to reasonably ensure the health, safety and welfare of staff and students the West Perry School District volunteer policy requires that all classroom volunteers and chaperones be approved by the School Board and clearances and a TB test are required depending on the type of volunteer. Please refer to the district website for additional information and paperwork.

## ATTENDANCE

A positive relationship can be demonstrated between days of attendance and student academic performance. Therefore, it is important that students attend school on a regular basis. Upon return to school from a day absent, the student must present a signed excuse from their parent/guardian within 3 days of their return to school. **After 3 days, undocumented absences will be classified as illegal.** **Absence Excuse Forms** have been included in this handbook. We encourage you to get a physician's excuse for each office visit. For more detailed information, please refer to the Mustang Manual.

## EDUCATIONAL TRIPS

A student will be permitted up to five days for educational trips per school year with parents/guardian and will receive an excused absence provided parents/guardian complies with program requirements. When an educational trip is planned which will require a student to be absent from school, the correct form **must** be completed and returned to the principal **three days prior** to the trip. **Educational Trip Forms** have been included in this handbook. Hunting and fishing trips **can** be used as educational trips. Parents **must** request permission in writing for their child to attend the Farm Show during a regular school day if an excused absence is to be granted.

## MEDICAL AND DENTAL APPOINTMENTS

If you are bringing your child to school later than the start of school in the morning due to a medical or dental appointment, you should sign your child in at the office. Sometimes it is necessary to have your child dismissed for a period of time during the school day in order to keep medical and dental appointments. Your child should be signed in or out at the office and will be called to the office upon your arrival. **We encourage you to get an official excuse from the doctor or dentist at each visit.**

## ILLNESS OR ACCIDENT DISMISSAL

Should it be necessary to send your child home at any time, or your child becomes ill or injured, the school will call home or your place of employment first. If no one is reached, we will refer to the second name on the emergency card. Be sure to have an up-to-date card on file for your child, stating who should be called in an emergency when you cannot be reached. If this information should change at any time during the school year, please notify the school in writing immediately so that our files are current. Additional forms have been provided in this handbook.

## 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 school nurse. If your child has a temperature of 100 degrees or higher, you will be contacted and he/she may be sent home. This is required for protection of the other students.

If your child shows any signs of illness at home, **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 following symptoms: fever, earache, vomiting, sore throat, pain, chills, severe headache, continual or uncontrollable coughing, skin rash, enlarged glands, red or discharging eyes.

## MEDICATION POLICY

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

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

**Students are not allowed to carry any medication with them unless requested by a doctor. The parents of any student requiring long-term medication should have a conference with the school nurse. Medication left at school will be discarded after a reasonable amount of time.**

## FREE AND REDUCED PRICE STUDENT MEALS

Families that have children attending a public school can apply for free or reduced price meals through the National School Lunch Program using the Internet. You can access this state program at the COMPASS website [www.compass.state.pa.us](http://www.compass.state.pa.us).

Other options at this website include: Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, and Children's Health Insurance Program (CHIP). If you do not have access to the internet, the application form is provided in the First Day Packet or from the school office. If you apply for free or reduced price school meals through COMPASS, you **do not** need to submit a paper application.

## ENGLISH AS A SECOND LANGUAGE (ESL)

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

## SCHOOL BUS TRANSPORTATION

For most students the school day begins when they arrive at their bus stop. Please be familiar with the transportation guidelines. Students who ride buses are expected to respect the rights of others while on the bus and at the bus stop. They will not be permitted to interfere with the safe operation of the bus by the bus driver. Riding the bus is a privilege, not a right. The West Perry School District requires that each child 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.

## TRANSPORTATION CHANGES

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

## 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. If changes are necessary, please contact the district transportation department at 789-3934.

## 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 EXPECTATIONS

Students who violate minor bus expectations will be subject to the following consequences 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 appropriate, 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:

- Suspension of a student's bus riding privileges
- Treat each additional occurrence as a major offense

For further information regarding bussing, please refer to the Mustang Manual-Calendar.

## INCLEMENT WEATHER

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

When bad weather occurs you should receive an automated call from the school district. Please use the following sources for additional information:

### West Perry School District Website

RADIO	TELEVISION
WTPA 93.5 FMWGAL	Channel 8
WRBT 94.9 FMWLYH	Channel 15
WRVV 97.3 FMWHP	Channel 21
WQLV 98.9 FMWHTM	Channel 27
WKHF 99.3 FM WITF	Channel 33
WINK 104.1 FM	
WRKZ 106.7 FM	

## ELEMENTARY CYCLE DAY CALENDAR

West Perry Elementary schools use a numbered day schedule for the school year. Numbered days mean each day is labeled from 1 to 5, rather than Monday to Friday. The sequence is repeated throughout the school year. If school is closed due to inclement weather students will return to the scheduled cycle day. The cycle day of the missed day will be assigned to the makeup day. This calendar may be obtained on each elementary school's webpage.

## TELEPHONE

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

Teachers will not be able to respond to phone calls during class time. If you desire to speak to a teacher, you may go directly to their voice mail or leave a message with office personnel or you may contact a teacher via email.

## STUDENT VALUABLES

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

## ELECTRONIC DEVICES

The Board prohibits use of electronic devices by students during the school day in district buildings, after entering the school building in the morning, and prior to the final bell in the afternoon. Refer to School Board policy 237, Electronic Devices, for more information.

## STUDENT TOYS

Students should not bring toys to school for outside or inside recess unless preapproved by a teacher and/or principal.

## WATER BOTTLES

Students are encouraged to use classroom and hallway water fountains. Water bottles are permitted at designated special events and under the teacher's discretion. When using a water bottle it must be clear (no opaque or colored containers). No flavorings or powders may be added to the water. Changes to this guideline due to medical reasons must be put in place by the school nurse.

## AFTER SCHOOL, EVENING, AND/OR SPORTING EVENTS

Elementary students attending after school, evening, and/or sporting events should be at the event with a parent/guardian or responsible adult designated by their parent. Students should be attending the event and not wandering the campus or facility. Proper behavior and sportsmanship should

be exhibited by students. Failure to do so will result in security, chaperone, or administrator addressing the behavior and contacting the student's parent/guardian.

### **DRESS GUIDELINES**

The West Perry School District permits a wide variety of clothes to be worn by students. Appropriate dress is a decision that is made by students and their parents/guardians. This decision must be made within the parameters outlined in the STUDENT DRESS CODE GUIDELINES.

**Appropriate dress is REQUIRED of ALL students. Any clothing which is tight, torn, tattered or revealing that tends to disrupt the educational process is NOT ACCEPTABLE.**

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

#### **SHIRTS considered UNACCEPTABLE**

Clothing displaying slogans/pictures which promote the use of SEX, DRUGS, TOBACCO, ALCOHOL, PROFANITY or VIOLENCE or suggest sexual innuendoes, gang-related behavior, lewd or illegal behavior or is derogatory to any racial, religious, disabled, age, gender, or ethnic group.

MUSCLE shirts, NET/MESH shirts or **TEAM JERSEYS** – unless worn with a sleeved shirt.

BIKINI tops or HALTER tops, TUBE tops, or LOW CUT tops **that expose cleavage**

SLEEVELESS shirts which do not have at least 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**

Pants, shorts, or skirts that allow UNDERGARMENTS to show.

BOXER SHORTS worn as an outer garment.

SHORTS/SKIRTS/DRESSES which are shorter than MID-thigh in length – meaning fingertips must reach bottom of garment when standing with arms at side.

SHORTS/SKIRTS/PANTS with writing across the buttocks region are not permitted.

Spandex, running shorts or sliding shorts may **NOT** be worn alone.

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, when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.

OUTERWEAR, such as coats and jackets, other than hooded or zippered sweatshirts, need to be kept in locker or storage cubby.

Outerwear may be worn within the classroom with teacher permission if the temperature of the classroom deems it necessary.

Clothing or accessories with ornamentation that presents possible danger or injury to the wearer or others (chains, spiked collars/wristbands, studded bracelets or belts) will not be permitted.

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

If students continue to disregard the SCHOOL DRESS GUIDELINES, they will be required to CHANGE before returning to class and PARENTS WILL BE NOTIFIED. Further violations will be directed to the building administrator for disciplinary actions.

### **PHILOSOPHY OF DISCIPLINE**

The students and staff of the West Perry School District will work together to ensure a safe environment conducive to learning. We believe all students can behave in a responsible manner by knowing the expectations and making appropriate choices about their behavior.

School should be a safe environment so everyone can learn without fear of violence. West Perry School District takes all threats seriously. Any mention of physical violence, bombs, and acts of terrorism, killing, or threats of harm will be taken seriously. Any written threats or drawings depicting acts of violence toward other students or staff will also be viewed as serious. Any confirmed threats either verbal or written, will result in immediate in-school suspension, possibly followed by out of school suspension. The matter may also be reported to the Pennsylvania State Police for prosecution.

We believe all staff can create a mutually supportive and respectful learning environment by teaching the expectations and decision-making skills and

consistently following through with fair and logical consequences.

Each classroom will establish expectations and consequences. The classroom behavior management system will be reviewed with parents during Back-To-School Night.

**SCHOOL EXPECTATIONS**

- Be Respectful
- Be Responsible
- Be Safe
- Be Successful

**HARASSMENT/ BULLYING**

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

**CAFETERIA EXPECTATIONS**

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

**PLAYGROUND EXPECTATIONS**

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

**POSITIVE CONSEQUENCES**

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

**INTERVENTIONS/CORRECTIVE OPTIONS FOR DISCIPLINE POLICY VIOLATIONS:**

Improper conduct that disrupts the normal educational process is classified into four categories: 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** are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher.

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

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

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

**LEVEL I VIOLATIONS**

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

<b>Examples of Violations</b>	<b>Elementary Consequence</b>
<ul style="list-style-type: none"> <li>▪ Running, throwing items, littering</li> <li>▪ Excessive talking</li> <li>▪ Minor horseplay/teasing</li> <li>▪ Dress Code Violation</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> </ul>

<ul style="list-style-type: none"> <li>▪ Consumption of food outside cafeteria</li> <li>▪ Late to class</li> <li>▪ Possession of an unauthorized electronic device</li> <li>▪ Cafeteria or hall misbehavior</li> <li>▪ Inappropriate language</li> <li>▪ Incomplete academic work</li> <li>▪ Unprepared for class</li> <li>▪ Gum</li> <li>▪ Unreasonable noises</li> <li>▪ Water devices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Behavior contract</li> <li>▪ Teacher detention</li> <li>▪ Loss of recess</li> <li>▪ Lunch Restriction</li> </ul>
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**LEVEL II VIOLATIONS**

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

<b>Examples of Violations</b>	<b>Elementary Consequence</b>
Illegal absence, full or partial day - (Student is 16 years of age or younger).	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit is given for work missed</li> <li>▪ Home/School visitor notified</li> <li>▪ Referral to outside agency</li> <li>▪ Referral to school counselor</li> </ul>
Truancy, full or partial day (any absence for a student of any age that is either illegal or unexcused and occurs without the consent of the parent or guardian)	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit is given for work missed</li> <li>▪ Loss of privileges</li> <li>▪ In-school suspension</li> </ul>
Unexcused or illegal tardiness to school	<ul style="list-style-type: none"> <li>▪ Appropriate aspects of state law shall be enforced</li> <li>▪ No credit given for work missed</li> <li>▪ Parent contact</li> <li>▪ Persistent violations will result in withdrawal of privileges</li> <li>▪ Referral to outside agency</li> </ul>
<ul style="list-style-type: none"> <li>▪ Persistent/repeated Level I violations</li> <li>▪ Classroom disruption</li> <li>▪ Improper hall behavior</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> </ul>

<ul style="list-style-type: none"> <li>▪ Loitering in lavatories</li> <li>▪ Minor insubordination/defiance</li> <li>▪ Dress code violation</li> <li>▪ Possession of an unauthorized electronic device</li> <li>▪ Inappropriate language</li> <li>▪ Any act that may potentially bring harm to others</li> <li>▪ Cafeteria misbehavior</li> <li>▪ Verbal Harassment: first offense</li> <li>▪ Unauthorized solicitation</li> <li>▪ Misuse of hall pass</li> <li>▪ Misrepresentation of the truth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guidance counselor/EST referral</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Change or alter clothing to comply with dress code</li> <li>▪ In-school Suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Gambling</li> <li>▪ Rough horseplay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> <li>▪ Guidance counselor/EST referral</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ In-school suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Public display of affection</li> <li>▪ Consumption of food or beverage outside the cafeteria without permission</li> <li>▪ Failure to report to or remain in an assigned area</li> <li>▪ Inappropriate use of bicycles, skateboards, roller blades, and wheeled vehicles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Social skills instruction</li> <li>▪ Guidance counselor</li> <li>▪ Behavior contract</li> <li>▪ Withdraw privileges</li> <li>▪ Restitution for all damage or loss if appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ Not following assigned route to and from school (walkers/bikers).</li> <li>▪ Loitering before or after school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parental contact</li> <li>▪ Warning</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Parental contact</li> </ul>



<p><b>MINOR BUS OFFENSES -</b> Students who violate the bus expectations and commit any minor offenses will be subject to consequences based on the administrator's judgment as to the severity of the case.</p>	<ul style="list-style-type: none"> <li>▪ Warning</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Bus suspension</li> </ul>
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**LEVEL III VIOLATIONS**

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

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

<ul style="list-style-type: none"> <li>▪ Filing a false report</li> <li>▪ Possession of lighters or other incendiary devices</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Violation of suspension stipulation(s)</li> <li>▪ Defiant Trespass</li> <li>▪ Failure to serve assigned detentions</li> <li>▪ Disruption of detention or in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Suspension</li> <li>▪ Police notification</li> </ul>
Hitting, fighting, biting	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Social skills instruction</li> <li>▪ Behavior contract</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Suspension</li> <li>▪ Police notification</li> </ul>
<p><b>MAJOR OFFENSES - Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver. Students who violate the bus expectations and commit any major offenses will be subject to consequences based on the administrator's judgment as to the severity of the case.</b></p>	<ul style="list-style-type: none"> <li>▪ Parental contact</li> <li>▪ Warning</li> <li>▪ Behavior contract</li> <li>▪ Loss of recess</li> <li>▪ Withdraw privileges</li> <li>▪ Bus suspension</li> </ul>
Violation of Acceptable Use of Educational Technology and the Internet Policy	Refer to Policy 815
Violation of the Tobacco Policy	Refer to Policy 222
Violation of the District Medication Policy	Refer to Policy 210
Violation of the Harassment Policy	Refer to Policy 248

**LEVEL IV VIOLATIONS**

Examples of Violations	Elementary
Persistent violations of Level III	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>
<ul style="list-style-type: none"> <li>▪ Use, possession, or being under the influence of a non-prescribed controlled substance, alcohol, or “look-alike drugs”. Use or possession of drug paraphernalia.</li> <li>▪ Sale or distribution of a controlled substance, “look-alike drugs,” alcohol, or dangerous drugs or drug related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act”.</li> </ul>	Refer to Policy 227
Possession, use or distribution of a fireworks, smoke bombs, “stink bombs”	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>
Possession of a Weapon	Refer to Policy 218.1
<ul style="list-style-type: none"> <li>▪ 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> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Guidance Counselor/ESAP referral</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Psychiatric evaluation</li> </ul>

<ul style="list-style-type: none"> <li>▪ Terrorist or bomb threat</li> <li>▪ Arson</li> <li>▪ Activating the fire alarm in a non-emergency situation</li> </ul>	
Violation of any federal, state or local law while on school property or at any school event	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Police notification</li> <li>▪ Guidance Counselor/ESAP referral</li> </ul>

Please refer to Policy 218 for more information

**SUSPENSION**

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

**CORPORAL PUNISHMENT**

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

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

**SEARCH AND SEIZURE**

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

**WEAPONS**

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

The definition of a weapon includes but is not limited to:

- Any knife regardless of the length of the blade, cutting instrument, cutting tool, num-chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or instrument capable of inflicting serious bodily injury.
- A firearm which is not loaded or lacks a clip or other component to render it immediately

operable, and components which can readily be assembled into a weapon.

- Any “look-alikes” of any items listed above.

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

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

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

Please refer to Policy 218.1 for more information.

### **HOMEWORK GUIDELINES**

Some homework assignments may take longer than others. In most cases the following guidelines will be used:

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

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

### **PARENT TEACHER ORGANIZATION**

West Perry Elementary schools have very supportive Parent-Teacher Organizations. Regular monthly meetings are held in the library. The exact date of the meetings can be found on the monthly calendar sent home with your child. Anyone interested in volunteering is invited to attend.

### **GUIDELINES FOR GETTING TO SCHOOL SAFELY**

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

### **Riding the Bus to School**

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

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

### **Walking to School**

#### **(Blain and New Bloomfield only)**

Children must learn traffic safety rules at an early age, especially those between five and nine years of age. Children in this age group often lack the understanding to deal safely with traffic. We must teach our children to walk safely.

- If possible have your child walk to and from school with a buddy.

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

### Riding a Bike to School (Blain and New Bloomfield only)

Blain and New Bloomfield Elementary students may ride bikes to school. A place to park bikes will be provided for students. The bikes will stay in the designated parking place until dismissal.

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

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

### Emergency Preparedness Procedures

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

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

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

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

### Procedure One – Possible evacuation of students and staff

The superintendent, in cooperation with local emergency officials, will make the decision on whether or not to dismiss students. If the superintendent decides or is directed to dismiss all students, the district will transport students to their homes as soon as possible. This procedure will be the same as the one we follow during an early dismissal due to inclement weather. Local radio and television stations will be notified.

We remind all parents to have a plan in place for students in the event they are bussed home during an early dismissal. The secondary students and student drivers will be dismissed first, followed by the elementary students.

We recommend the following for Procedure One:

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

system to keep parents up-to-date. We will also attempt to communicate information using local radio and television outlets.

### **Procedure Two – Shelter-in-place**

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

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

With either of these two procedures, we ask parent **not** to call the school looking for information. If an emergency exists, we will need all lines of communication open. Parents may access information through our district website ([www.westperry.org](http://www.westperry.org)), and we will also release information through local TV and radio stations.

Hopefully, these plans will never need to be implemented. Our purpose in issuing this emergency preparedness procedure is to be proactive and to plan a response rather than to improvise in the event of an emergency.

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

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

### **HIGHLY QUALIFIED STAFF**

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

### **CHILD/STUDENT ABUSE**

The Board requires district employees to comply with identification and reporting requirements for possible child abuse as well as victimization of students by other school employees. The district provides all employees with training for recognition and reporting of child abuse as required by law.

### **EQUAL OPPORTUNITY EMPLOYER**

The West Perry School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap and/or disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American with Disabilities Act of 1992. For information regarding civil rights or grievance procedures and/or services and/or facilities that are accessible to and useable by handicapped persons, contact the Title VI, Title IX, Section 504, and ADA Coordinator at (717) 789-3934.

### **NOTICE OF NON-DISCRIMINATION**

The West Perry School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Michael O'Brien, Title VI, Title IX, §504, ADA and age discrimination Act Coordinator  
2608 Shermans Valley Road  
Elliottsburg, PA 17024  
(717)789-3934

# West Perry School District

## Student Publicity Release Form

During the course of the year, the West Perry School District uses various types of tools to assist us in our educational programs and public relations projects. These include:

**Video recording:** Recordings may be used to showcase a student or teacher’s work, record a special event, discuss class interactions and assess learning.

**Audio recordings:** At times individuals have the opportunity to record their verbal expressions when reading a story, singing, speaking a language or delivering information.

**Photographs:** Photos can be used for displays, newsletters publications, district calendar, school memory books, yearbooks, and school and district websites.

**Student Work:** Teachers may want to post student work in exhibits, on websites and in publicity materials.

**News Media/publications:** At times, the media tape a school event and/or interview students for television purposes or newspaper stories.

**Class Lists/Directory Information:** The district has designated the following as Directory Information:

- Student Name
- Address
- Telephone Number
- E-mail address
- Grade level
- Degrees, honors and awards received
- Participation in school sponsored activities and sports
- Weight and height of members of sports teams

The primary use for directory information is to be included in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are: Playbill or program, yearbook, honor roll, recognition in school paper, graduation programs, etc. In addition directory information may be released to various media outlets in the form of press releases for the purpose of announcing honor rolls, various extra-curricular events and achievements, etc.

Student Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_ School \_\_\_\_\_

Please indicate by marking an x in the appropriate column to give permission or not give permission for the release of publicity/directory information for the following:

	Yes- I give permission	No - I do not give permission
Video Recording		
Audio Recording		
Photograph		
Student Work		
News Media/publications		
Class Lists/ Directory Information		
First name/ Last name		
Age/Birth Date		

The West Perry School District, and those acting with the permission or authority of the West Perry School District, may capture the name, likeness, image or voice of a student in photographic, audio, video, digital or other forms. (“Media”). All Media, including film, photographic prints, audio, video or digital files are the exclusive property of the West Perry School District. The West Perry School District and those acting with the West Perry School District’s permission or authority may use the students’ name and Media, in any and all media (including the internet), now or hereafter devised, for any non-commercial, non-profit, educational use. Further the West Perry School District and those acting with the West Perry School District’s permission or authority, may use the Media in materials available to students, parents, faculty or staff, and individuals outside of the West Perry School District. By signing this release, I waive any right to inspect or approve (a) the finished media, (b) any printed matter that may be used in conjunction with the Media, or (c) the eventual use to which the Media may be applied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

West Perry Schools

**EXCUSE FOR ABSENCE**

Excuse for absence must be submitted within three school days after the date of absence. If an excuse is not submitted within a 3-day period, the absence shall be counted as illegal.

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

\_\_\_\_\_ was absent on \_\_\_\_\_  
\_\_\_\_\_. Absence seriously interferes with the work of the pupil and of the school. Write below reason for absence and return this notice with excuse promptly.

Reason for absence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Parent's Signature

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