

# West Perry High School

## Student Handbook

### 2023-2024



#### **West Perry High School Mission and Vision**

**Mission** - West Perry High School teachers and administrators will encourage students to think, smile, dream and strive to be their best.

**Vision** - West Perry High School students will be appreciated, accepted and staff will be available to help all students and hold them accountable for positive and negative behavior.

#### **District Mission Statement**

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

#### **District Vision Statement**

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

#### **Shared Values**

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

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

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**WEST PERRY SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS**

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Dr. Michelle Dubaich, Assistant Superintendent  
Mr. Christopher Kasian, Principal  
Mr. Clark McCready, Assistant Principal  
Mr. Ryan Anderson, Athletic Director  
Mr. Scott Kelly, Supervisor of Transportation

**OFFICE STAFF**

Mrs. Lori Ellerman, Principal's Secretary  
Mrs. Emily Reisinger, Attendance Secretary  
Mrs. Heather Cataldi, Inventory & Purchasing Secretary  
Mrs. Cynthia Barber, Guidance Secretary

**DISTRICT CALENDAR**

The 2023-2024 District Academic Calendar can be viewed on the District website at:

<https://westperry.org/common/pages/UserFile.aspx?fileId=39053368>

## 2023-2024 BELL SCHEDULES

Period	Start	End	Time	
1	7:30 AM	8:17 AM	0:47	
2	8:21 AM	9:05 AM	0:44	
3	9:09 AM	9:53 AM	0:44	
4	9:57 AM	10:41 AM	0:44	
5	10:45 AM	12:11 PM		
	A	10:45 AM	11:15 AM	0:30
	B	11:13 AM	11:43 AM	0:30
	C	11:41 AM	12:11 PM	0:30
6	12:15 PM	12:59 PM	0:44	
7	1:03 PM	1:47 PM	0:44	
8	1:51 PM	2:35 PM	0:44	

## DAILY SCHEDULE

School begins at 7:30 AM when students report to 1st Period. Upon entrance to the building, students should report directly to Period 1. We begin each day with the National Anthem, the Pledge of Allegiance, Moment of Silence and announcements. It is important that you remain attentive during this time. Classes run on a six-day cycle.

Classes end at 2:35 PM. Dismissal will be at 2:35 PM. Students are encouraged to participate in various after-school activities such as sports or clubs. School Board Policy mandates that all students and student groups must be supervised at all times -- before, during and after school. **Students not participating in after-school activities must leave school property after dismissal.**

Between 7:30 AM and 2:35 PM, students entering or exiting the building must use the main entrance located by the office.

## FLEXTIME

FlexTime Manager is a software product that supports personalized learning during “Flex” period (Mustang Period). Teachers customize offerings (remediation, peer tutoring, accelerated learning,

extra-curricular, etc.) and students select their choices on a daily basis.

Students schedule activities during each of the 3 Flex blocks during Mustang Period (formerly known as Resource). One of these selections should be lunch. Students select activities for other “open” blocks.

## ACTIVITIES AND CLUBS

The following is a list of opportunities that may be offered to the students of West Perry on the basis of their selection:

Art Club	Poetry Club	Community Service Club
Drama Club	Outdoor Adventures	WHIP
Future Farmers of America	Spanish Travel Club	Ultimate Frisbee
Strategy and Tactics	Environmental Stewardship	Technology Student Assoc.
Pioneer	Student Christian Fellowship	Creative Writing
Family Consumer Science		
Band, Concert	Color Guard	Drama Production
Band, Marching	Horizons Club	Sports
Chorus	Jazz Ensemble	Manager/Stat.
Class Officer	NHS	Student Council
Keystone Tutoring		Student Senate
		Tech Squad
		Varsity Club

### General Rules for Club Meetings

Students may sign up for one offering per day for a period of time designated by administration. Attendance will be taken and students will be expected to be in their assigned classroom for the entire period. Consequences will occur if a student is not reporting to their class. **Special emergency meetings, as approved by the Principal may be called.** Additionally, any student taken away from his/her normal meeting must first report to the club advisor before attending the meeting.

## ADVISORY

Advisory is our chosen structure for ensuring every student connects to at least one adult in the building and for delivering explicit learning to support the overall well being of a student. Staff advise small groups of students arranged by grade level. Each Advisory is a member of a House that includes students across grade levels.

## ANTI-BULLYING

### Bullying & Cyberbullying (WPSD Board Policy 249)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the

Board prohibits bullying by district students. West Perry School Board Policy 249 details the Bullying/Cyberbullying Policy. Please review this policy on the District website at: <https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## **ATHLETICS/EXTRA-CURRICULAR ACTIVITIES**

### **Athletic Home Events Regulations**

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

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

### **Code of Conduct**

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

### **Philosophy**

The West Perry School District offers numerous activities which are an extension of the classroom. The goal and purpose of these activities is to teach students the meaning and understanding of effort, teamwork, sportsmanship and developing solid fundamentals. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, realizing potential, developing a healthy lifestyle and skill development. The activities are opportunities for lifelong learning. The West Perry School District school board, administrators, teachers, and coaches/advisors are committed to excellence and to providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always strive to be above reproach. They have an obligation to create a favorable image and to gain the respect of their peers and adult citizens of the community.

### **Hazing**

The District is committed to maintaining a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Please review the District's Hazing Policy (Policy 247): <https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

### **Eligibility**

1. Students must demonstrate academic eligibility in order to participate in interscholastic athletics and/or extracurricular activities.

## High School

- To be eligible for interscholastic athletic competition and/or extra-curricular activities, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- A student must be passing 4.5 credits, or the equivalent thereof, in order to be academically eligible. Seniors that have dual enrollment, senior community outreach, or work release need to pass four credits.
- In cases where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next Saturday.
- In cases where a student's cumulative work from the beginning of the grading period does not, as of the end of a marking period, meet the standards stated above (2<sup>nd</sup> bullet), he/she shall be ineligible for the first fifteen school (15) days of the next quarter.
- For West Perry Virtual Academy students enrolled in asynchronous courses through CAOLA:
  - o All students taking online asynchronous courses through the West Perry School District Virtual Academy are considered students of the West Perry School District and must follow all policies and procedures as outlined for West Perry students. This includes the policy for athletic and extra-curricular eligibility. Eligibility reports will be given to the Office of the Athletic Director each week in accordance with District policy.
  - o Grade Determination: Grades will be determined based off of a multiplier. The student's grade to date will be multiplied by the student's progress as a percentage of their ideal progress. See the example below: Student A = 90% (Grade to Date). At five weeks into the marking period, the student should be 60% complete (12% complete per week – unless stated otherwise). The student has completed 50% of their work, which is 10% less than they should have or  $50/60 = 83\%$  for progress. The grade would then be  $83\% \text{ progress} \times 90\% \text{ Grade to Date} = 74.7\%$  for a grade.
  - o See West Perry Virtual Academy Student Handbook for additional information regarding eligibility
- Home schooled students must submit their weekly grades to the athletic director every Friday morning during their season.

## Middle School

- To be eligible for interscholastic athletic competition and/or extracurricular activities, a pupil must pursue a curriculum defined and approved by the principal as a full time curriculum.
  - When a student does not pass three of four core courses (math, language arts, science, and social studies), that student becomes ineligible for participation in interscholastic athletics or extracurricular activities.
  - Eligibility shall be cumulative from the beginning of each marking period, and shall be reported on a weekly basis.
  - In cases where a student's cumulative work from the beginning of the marking period does not, as of any Friday, meet the standards stated above, he/she shall be ineligible from the immediately following Sunday through the next Saturday.
  - In cases where a student's work at the end of any marking period does not meet the standards stated above, said student shall be ineligible to participate in interscholastic athletics for the first fifteen (15) school days of the next quarter.
  - Home schooled students must submit their weekly grades to the athletic director every Friday morning during their season.
2. A student must be in school by the start of the school day or have a documented valid excuse for being tardy or the student may not participate in or practice for any athletic team or extra-curricular activity for that day. In many instances attendance expectations for

extra-curricular activities require more documentation or have more stringent expectations than normal school attendance policies.

- A. Tardy to School – Student arrives to school after the tardy bell and prior to 9:00 AM
  - i. The first time a student has an unexcused tardy per season/performance in each sport or activity in which he/she is involved he/she may participate.
  - ii. If there is a second unexcused tardy in a season/performance, the student may not participate in each sport or activity in which he/she is involved.
- B. Absence: Half Day or Full Day - If a student is absent a half day or the entire day, the student will not be allowed to participate in his/her scheduled school-sponsored activity that day or evening (no warnings). If a student is absent from school or sent home by the nurse on a given day, he/she cannot return to participate in his/her activity that day or evening or be a spectator at a school event on that day.
- C. If the event is on a Saturday or school holiday, the student may not have an unexcused absence the preceding school day. If a student leaves school for a medical or dental appointment, he or she must provide proper documentation in order to be eligible to participate in any athletic contest, practice or event.

Exceptions to these regulations must be approved by an administrator. Approved exceptions include, but are not limited to, a student who has a signed excuse from a doctor stating that he/she is fit to participate that day, school district transportation problems, an unavoidable family emergency or a pre-approved absence for a doctor's appointment, field trip, job shadowing, post-secondary institution visit, funeral, or religious observance.

- 3. Students will be able to practice but not ride with the team/organization to events during the ineligibility period.
- 4. This policy is intended for participants in all activities that are considered to be school sponsored extra-curricular activities and/or activities that meet outside of the normal school.

### **Academic Information For NCAA Eligibility And Planning**

Planning for participation in NCAA Division I or Division II intercollegiate athletics begins in 8<sup>th</sup> grade with course selection and continues throughout high school. A student-athlete's performance in the classroom throughout high school is essential to be eligible for participation in college. To be eligible, students MUST complete the NCAA Clearinghouse's "Core Curriculum Requirements" AND meet the minimum GPA and SAT/ACT requirements mandated by the NCAA. West Perry courses that meet the Core Requirements are indicated throughout the course catalog. A complete list of the core curriculum requirements and NCAA registration information is online at [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org).

Please note: Students who fail to meet the core curriculum, GPA, and/or SAT/ACT requirements will NOT be eligible to participate in NCAA Division I or Division II intercollegiate athletics as freshman. Interested students MUST file an application with the clearinghouse during the junior year and notify his/her school counselor of intent to play.

It is the student's responsibility with the help of the school counselor to make sure the Clearinghouse has the documents it needs to certify you.

## Student Spectators

In order to attend an after-school activity, you must have attended school the day of the event. When you attend a school event you represent West Perry High School, just as our athletes do. It is expected that you will uphold West Perry pride and traditions by treating visiting teams and spectators with courtesy. We are proud of this and encourage you to continue this tradition. If any student does display unacceptable behavior, he/she may be asked to leave school property and may be restricted from attending future events.

## ATTENDANCE

Regular school attendance is integral to ensuring a student's academic success. To support students and parents, West Perry School District has an approved board policy and specific attendance processes.

If a student is absent, he/she is required to present an excuse signed by his/her parent or guardian which states the day(s) he/she was absent and the reason. This excuse must be submitted **within three (3)** days of the student's return to school; otherwise, the absence will be counted as unexcused.

For the written parent excuse, West Perry School District will accept an email from the parent/guardian. The email must be sent from the email address on file with the school district. An email must contain the student's name, the date of the absence and the reason for the absence. To be excused, the reason for absence must be one defined as Excused/Lawful in Policy 204. The email should be sent to: [highschoolattendance@westperry.org](mailto:highschoolattendance@westperry.org)

### Student Attendance Policy 204

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

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

### Verified Lawful Absences Requiring Prior Approval

Each student may have a maximum of 10 cumulative days of lawful absences, per school year, verified by a parent notification as outlined in Policy 204. Some lawful absences require prior approval. These include non-school sponsored educational trips, college visits, participation in state or countywide 4-H projects, and observance of religious holidays. ***Students in good standing (academics and behavior) may be given permission to attend an extracurricular event to support a West Perry High Student if the parent provides a written request the day prior.***

Any absences above 10 require an excuse from a licensed practitioner of the healing arts. All requests for non-school sponsored educational trips, college visits, participation in state or countywide 4-H projects and observance of religious holidays must be submitted before the absence occurs.

The Pre-Approved Absence Request Form must be completed and returned to the building principal or designee PRIOR to the planned absence:

<http://westperry.org/common/pages/DisplayFile.aspx?itemId=23070829>

## **Attendance Categories**

- 7:31 AM – 8:59 AM – Students arriving during this time will be marked tardy
- 9:00 AM – 11:00 AM – Students arriving during this time will be marked 1/2 day absent
- 11:01 AM– 2:25 PM – Students arriving during this time will be marked a full day absent

## **Class Attendance**

Pupil participation in all regularly scheduled classroom activities is essential in order for each pupil to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study. Consequently, pupils who miss school or class frequently will have greater difficulty achieving the course outcomes. Considering the importance of regular attendance and time-on-task, teachers are encouraged to incorporate attendance and time on task into their grading criteria. Criteria will be communicated to students at the beginning of the course. Approved school-sponsored field trips, school related athletics or activities, approved educational field trips or other unique situations in the judgment of the administration will not be considered class absences. Long-term illnesses will be given special consideration if all work missed is completed and submitted. A long-term illness is an illness which results in a student being absent from school for three or more days.

## **Cutting Class**

Class cuts will result in disciplinary action. Cutting class also includes using the hall pass for over 5 minutes, which will result in disciplinary action.

## **Late To Class**

Students are expected to arrive on time to class. Students will be disciplined by a principal for accumulated tardies.

## **Assignment Requests During a Prolonged Absence**

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

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

## **Making-Up School Work Missed Due To Absence**

When a student is absent, it is his/her responsibility to seek out each of his/her teachers and find out what work was missed. Work may only be made up if you have been legally absent. Upon an excused absence, a student has two days to meet with their teachers to schedule a time to make up an exam, or to set a due date for missed assignments or projects, within two weeks. ***Assignments, projects, or tests missed during an unexcused absence will receive a grade of zero.***

## **Tardiness**

Tardiness is excused only if a student's bus is late, he/she has a medical appointment, or for other reasons specifically excused by the principal. If a student is not in Period 1 by 7:31 a.m., he/she will be considered tardy. An excuse from a parent will be required. Students will be admitted to 1<sup>st</sup> period after 7:31 AM by a pass from the office.

If tardiness is not legally excused, the tardy will be marked as unexcused. ***1 to 5 minutes late to class is considered tardy. 6 minutes or more late to class is considered a class cut.***

## **Leaving School Grounds During The School Day**

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

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

***Leaving school without permission is considered truancy and will result in disciplinary action. If a student leaves school without permission and re-enters the building, it will be considered criminal trespassing.***

## **BREAKFAST PROGRAM**

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

# **BUSING GUIDELINES**

## **Riding the School Bus**

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

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

## **Permanent Alternate Stop**

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

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

## **Change in work schedule**

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

## **Non-Recurring Emergency**

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

## **Transportation – Video/Audio Recording**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated or contracted school buses or school vehicles.

The Board authorizes the use of video and audio recording on school buses and school vehicles. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

## **Bus Conduct**

For most students, the school day begins when they arrive at their bus stop. 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. Riding the bus is a privilege, not a right. Any individual who is not assigned by the district may not be transported on a bus.

### **A. Verbal Warning:**

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

### **B. Written Report:**

If an unacceptable behavior continues, the driver should thoroughly complete a Bus Conduct Report and submit it to a building administrator as soon as possible. In addition to being current, this referral should be based on the driver's observations, not suspicions or hearsay. The administrator will then investigate the case and send a copy of the report to the student's parents or guardians.

The administrator has the following additional options: Conference with student, contact parent, detention, suspension or suspension from riding the bus.

Dependent on the severity or frequency of the behavior, a student's bus riding privileges may be suspended for up to 30 days, or a student may have his/her bus privileges suspended for the remainder of the school term with the approval of the Superintendent.

### **C. Additional Conduct Information:**

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

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

### **Activity Bus**

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

## CLASS STATUS

### 9th Grade Status

Successful completion of 8th grade

### 11th Grade Status

12 earned credits

### 10th Grade Status

6 earned credits

### 12th Grade Status

18 earned credits

## CREDIT RECOVERY

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

## CORPORAL PUNISHMENT

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

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

## DISCIPLINE

### Discipline Definitions

#### **Restriction:**

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

#### **Staff Referral:**

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

#### **Administrative Referral:**

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

**Pass Restriction:**

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

**After-School Detention:**

An administrative detention action, which requires the student to report to a designated supervised area by 2:35 P.M. for predetermined dates and periods of time held after school. Only days physically present are counted. The parent/guardian is encouraged to assume arranging transportation home. School transportation may be utilized if necessary through administrative approval. **Failure to arrange the above or successfully complete detention requirements will result in further disciplinary action.** The above requirements include presence, promptness, silence and study.

**In-School Suspension:**

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

**Temporary Out-of-School Suspension:**

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

**Full Out-of-School Suspension:**

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

**Expulsion:**

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

## **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 explain why they believe the suspension should not be continued. The parents are encouraged to meet and discuss ways by which future offenses may be avoided.

The following due process requirements will be observed:

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

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

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

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

## **Disciplinary Code**

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

## **LEVEL I**

**Description:**

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

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

<b>Examples of Violations</b>	<b>High School</b>
<ul style="list-style-type: none"><li>▪ Minor disruption</li><li>▪ Minor horseplay/teasing</li><li>▪ Defiance/insubordination</li><li>▪ Inappropriate language, gestures, comments</li><li>▪ Misuse of hall pass</li><li>▪ Dress code violation</li><li>▪ Consumption of food outside cafeteria</li><li>▪ Late to class</li><li>▪ Unauthorized use of an electronic device</li><li>▪ Off-task/refusal to work</li><li>▪ Running, throwing items, littering</li><li>▪ Public display of affection</li><li>▪ Rude/discourteous</li><li>▪ Misbehavior at a school activity</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 school counselor</li><li>▪ Behavior contract</li><li>▪ Detention</li><li>▪ Pass restriction</li></ul> <p><b>Discipline infractions will lead to consequences based on the discretion of the administrator.</b></p>

## **LEVEL II**

**Description:**

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

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

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

<p>occurs without the consent of the parent or guardian)</p> <ul style="list-style-type: none"> <li>▪ Unexcused or illegal tardiness to school</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Persistent/repeated Level I violations</li> <li>▪ Creating a disruption</li> <li>▪ Defiance, disrespect (including obscene language and/or gestures) toward any school employee (teachers, staff, substitutes and/or guests)</li> <li>▪ Using profane or obscene language/gestures directed at others</li> <li>▪ Failure to report to or remain in an assigned area</li> <li>▪ Cafeteria misbehavior</li> <li>▪ Unauthorized solicitation</li> <li>▪ Misrepresentation of the truth</li> <li>▪ Misbehavior at school activity</li> <li>▪ Gambling</li> <li>▪ Rough horseplay</li> <li>▪ Inappropriate behavior</li> <li>▪ Loitering before or after school</li> <li>▪ Leaving school (building and/or grounds) without permission</li> <li>▪ Disruption of detention or in-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Referral to school counselor</li> <li>▪ Behavior contract</li> <li>▪ Withdraw privileges</li> <li>▪ Detention</li> <li>▪ Suspension</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Removal from extra-curricular activity</li> </ul> <p><b>Discipline infractions will lead to consequences based on the discretion of the administrator.</b></p>
<ul style="list-style-type: none"> <li>▪ Parking in an unauthorized area</li> <li>▪ Unregistered vehicle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fine</li> <li>▪ Loss of driving privilege</li> </ul>
<p><b>MINOR BUS OFFENSES</b> - Students who violate the bus rules and commit any minor offenses will be subject to punishments based on the administrator's judgment as to the severity of the case.</p> <p>Examples of minor bus offenses include, but are not limited to: Using obscene/vulgar language; discarding trash on the bus; loud talking or calling to other passengers or out the window; leaving or boarding the bus at an unauthorized stop; participating in horseplay or rough behavior; bringing toys on the bus (school projects should be bagged or boxed and will require the driver's prior approval); bringing</p>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Behavior contract</li> <li>▪ Detention</li> <li>▪ Suspension</li> <li>▪ Removal from extra-curricular activity</li> <li>▪ Removal from bus per Policy 810</li> </ul>

animals on the bus; consuming food, drink or gum on the bus; sitting improperly (Must be facing forward with feet on floor); not sitting in assigned seat (PA Law); standing or moving about while bus is in motion	
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### LEVEL III

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

<b>Examples of Violations</b>	<b>High School</b>
<ul style="list-style-type: none"> <li>▪ Persistent violation of Level II/Level III violations</li> <li>▪ Minor Theft</li> <li>▪ Bullying</li> <li>▪ Harassment</li> <li>▪ Threatening another student</li> <li>▪ Any act intended to bring harm to others</li> <li>▪ Disorderly conduct</li> <li>▪ Verbal/physical altercation</li> <li>▪ Inappropriate behavior</li> <li>▪ Inappropriate language directed towards staff</li> <li>▪ Leaving school without permission</li> <li>▪ Unlawful/Defiant trespass</li> <li>▪ Violation of suspension stipulation(s)</li> <li>▪ Filing a false report</li> <li>▪ Possession of lighters or other incendiary devices</li> <li>▪ Minor Altercation</li> <li>▪ Fighting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Alternative education assignment</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Restitution for all damage or loss if appropriate</li> <li>▪ Police notification</li> <li>▪ Psychiatric evaluation</li> <li>▪ Citation filed with District Judge</li> </ul>
<ul style="list-style-type: none"> <li>▪ Reckless operation of a vehicle on school property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Suspension of parking privileges</li> <li>▪ Suspension from school</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> </ul>

<p><b>MAJOR BUS OFFENSES -</b>  Behavior on the bus that poses a threat to the health and safety of others by causing a distraction or undermining the authority of the driver. Students who violate the bus rules and commit any major offenses will be subject to punishments based on the administrator's judgment as to the severity of the case.</p> <p>Examples of major bus offenses include, but are not limited to: Directing obscene language at another person or harassing a person; vandalism (e.g. willful damage or disruption either to the bus, school property, or another passenger's personal property – violators will be responsible for all damages incurred); showing insubordinate conduct; throwing of any objects on or out of the bus; fighting; improper or unauthorized use of emergency equipment; placing head, hands, or feet out the window</p>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Verbal warning</li> <li>▪ Behavior contract</li> <li>▪ Detention</li> <li>▪ Suspension</li> <li>▪ Citation filed with District Judge</li> <li>▪ Removal from extra-curricular activity</li> <li>▪ Removal from bus per Policy 810</li> </ul>
<p>Violation of Acceptable Use of Electronic Resources Policy</p>	<p>Refer to District Policy 815  <a href="https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies">https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies</a></p>
<p>Violation of the Tobacco/Vaping Policy</p>	<p>Refer to District Policy 222  <a href="https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies">https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies</a></p>
<p>Violation of the District Medication Policy</p>	<p>Refer to District Policy 210  <a href="https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies">https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies</a></p>
<p>Violation of the Harassment Policy</p>	<p>Refer to District Policy 103  <a href="https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies">https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;iid=policies</a></p>

**LEVEL IV**

**Description: 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, on District conveyance, or at a school-sponsored activity/event.
- Acts which result in violence to another person, his/her property, or property of the school.
- Possession or use of substances banned by school policy
- Persistent disregard of school rules.
- Level IV violations are handled by an administrator. Police may be involved depending upon the seriousness of the violation.

<b>Examples of Violations</b>	<b>High School</b>
<ul style="list-style-type: none"> <li>▪ Persistent Violations of Level III</li> <li>▪ Major Disruptions</li> <li>▪ Disorderly Conduct</li> <li>▪ Simple/aggravated assault</li> <li>▪ Physical attack directed toward a district employee</li> <li>▪ Physical assault</li> <li>▪ Vandalism of school property</li> <li>▪ Theft</li> <li>▪ Terrorist or bomb threat</li> <li>▪ Arson</li> <li>▪ Activating the fire alarm in a non-emergency situation</li> <li>▪ Violation of any federal, state or local law while on school property or at any school event</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent contact</li> <li>▪ Referral to school counselor</li> <li>▪ Referral to the Student Assistance Program</li> <li>▪ Suspension</li> <li>▪ Expulsion</li> <li>▪ Police notification</li> <li>▪ Restitution for all damages or loss if appropriate</li> <li>▪ Citation filed with District Judge</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>	<ul style="list-style-type: none"> <li>▪ Refer to District Policy 227 <a href="https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;id=politics">https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&amp;id=politics</a></li> </ul>
Possession of a Weapon	<ul style="list-style-type: none"> <li>▪ Refer to District Policy 218.1</li> </ul>

## **SCHOOL DRESS GUIDELINES**

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

Appropriate dress is required of all students. Any clothing which is tight, torn, tattered or revealing that tends to disrupt the educational process is not acceptable. More specifically, types of dress not meeting expectations include::

### **SHIRTS**

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

### **PANTS/SHORTS/SKIRTS**

- Any pants, shorts, or skirts that allow undergarments to show. Boxer shorts or mesh shorts worn underneath pants are considered undergarments and must not show.
- Boxer shorts shall not be 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 as they are undergarments.
- Loungewear or pajamas
- Blankets are not permitted.

### **FOOTWEAR & ACCESSORIES:**

- Footwear must be worn at all times with standard styles recommended. Clogs, sandals and flip-flops are discouraged for safety reasons.
- Sneakers with any rolling equipment (wheels) and bedroom slippers are not allowed.
- Hats, headgear and bandanas are not permitted.
- Headbands/bandanas when used for the purpose of keeping hair from a student's face for safety and comfort reasons, will be permitted.
- Outerwear, such as coats and jackets, other than hooded or zippered sweatshirts, need to be kept in locker. Outerwear may be worn within the classroom with teacher permission if the temperature of the classroom deems it necessary.

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

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

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

## **DRIVING GUIDELINES**

Student driving is available by permit only and on a first come basis. Parking is available at the side of the high school, spaces 100 to 250. A \$25 non-refundable parking fee will be charged before a student can obtain a parking tag. 12<sup>th</sup> grade students who achieved proficient or advanced on their Keystone Exams may submit those scores to the high school office for a one-time reimbursement.

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

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

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

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

**Discipline will occur as follows:**

First Infraction – 30 day loss of driving privilege

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

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

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

## SCHOOL DANCES

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

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

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

To be eligible to attend, students must meet the expectations set forth in the Extracurricular Attendance guidelines outlined in the extra-curricular activities/attendance section of this handbook.

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

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

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

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

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

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

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

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

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

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

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

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

## **DRUG/ALCOHOL POLICY**

The High School is intended to be a safe and healthy place. Neither drugs nor alcohol will be tolerated at West Perry High School. The West Perry Policy No. 227 Controlled Substances/Paraphernalia requires that the "...Superintendent and/or designees shall develop regulations to identify and control substance abuse in the schools which establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution." West Perry School Board Policy No. 227 details the Controlled Substances/Paraphernalia Policy. This policy should be reviewed on the district website at: <https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

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

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

### **Trafficking Drugs To Minor**

Act 8 of 1997 amends the Crimes Code (Title 18) to impose mandatory prison sentences for those over eighteen (18) years of age who sell drugs to minors on a school bus or within 500 feet of a school bus stop. The law calls for an additional two years of jail time in addition to the mandatory sentence for drug trafficking to minors; this is the same penalty as required under ACT 31 of 1988, concerning Drug-Free School Zones.

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

### **Drug Dogs**

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

### **ELECTRONIC DEVICES**

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment. West Perry School Board Policy 237 details the Electronic Devices Policy. This policy should be reviewed on the District website at:

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

### **GRADING**

#### Grade Scale

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

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

## ACADEMIC INTEGRITY

The students at West Perry High School are expected to maintain academic integrity and honesty. Dishonesty in academics or “academic fraud” is a serious offense. Plagiarism is defined “as the false assumption of authorship: the wrongful act of taking the product of another’s work and presenting it as one’s own. The following are examples of academic fraud/plagiarism and the consequences associated with them:

### A. Cheating/Plagiarism

- Copying another’s work on homework, classwork, or tests, or allowing one’s work to be copied.
- Bringing forbidden materials into a test; using books or notes when not allowed.
- Handing in work from another source and submitting it as your own.

**First Infraction** – Student will receive a 0% on the assignment. Parents and administrators will be notified. Student will serve 1 day of ISS.

**Second Infraction** – Student will receive a 0% on the assignment and serve 1 to 3 days of ISS. Parents and administrators will be notified.

**Third Infraction** – Student will receive a 0 for the assignment and 1 day of OSS. Parents and administrator will be notified.

## GRADUATION REQUIREMENTS

The Board shall acknowledge each student's successful completion of the instructional program graduation appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies. West Perry School Board Policy 217 details Graduation Requirements. This policy should be reviewed on the district website at:

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## HONOR ROLL

### Distinguished Honor Roll

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

Students must be enrolled in at least 2 full courses.

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

Credit recovery courses are not included.

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

### Regular Honor Roll

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

Students must be enrolled in at least 2 full courses.

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

Credit recovery courses are not included.

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

## **NATIONAL HONOR SOCIETY**

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

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

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

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

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

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

## **ACADEMIC AWARDS**

- The Top 33 students in each underclassmen grade-level will be presented a special academic achievement award. Class rank for these awards will be calculated at the end of the third marking period.
- Seniors will be eligible for numerous scholarship and academic awards at the conclusion of their academic career at West Perry High School. Interested students should consult with their guidance counselor for a full list of available scholarships and awards.
- Perfect attendance awards will be presented to students annually based on their year-by-year daily attendance.

- Students will be eligible to graduate with honors if their overall GPA is 90.00 or better. Honor Graduate GPA is calculated at the end of third marking period.

## HEALTH SERVICES

*\*The procedures below may be adjusted as circumstances require.*

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

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

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

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

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

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## ACCEPTABLE USE POLICY

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. **Use for educational purposes** is defined as use that is consistent with the curriculum

adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources. All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

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

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## **LOCKERS/BOOK BAGS/CONTAINERS**

Students are not permitted to carry book bags during the school day. A school locker will be issued to each student for school use. ***You may not switch lockers with another student, share lockers with other students, nor may you use a locker that appears to be unassigned without permission from the office. Lockers need to be locked at all times. Administrators will check lockers. Any student who does not have their lockers locked will face discipline action.*** You should NEVER leave money or valuable items in your locker. Take such things with you for safekeeping. West Perry School District is not responsible for the loss, theft or destruction of items you bring to school.

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

The following locker regulations will be in effect:

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

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

## **SPECIAL PROGRAMS**

### **Special Education and Gifted Education**

Education programs, including itinerant, supplemental or full time, are available in the school district or by contract with the private provider for students identified as exceptional.

The following categories are included:

1. Gifted Support for exceptional students identified as gifted
2. Learning Support for exceptional students whose primary need is academic learning
3. Life Skills Support for exceptional students whose primary need is independent living
4. Emotional Support for exceptional students whose primary need is emotional support
5. Deaf or Hearing Impaired for exceptional students who are deaf or hearing impaired
6. Blind Or Visually Impaired for exceptional students who are blind or visually impaired
7. Speech/Language Support for exceptional students whose primary need is speech/language support
8. Physical Support for exceptional students who are physically disabled
9. Multi-handicapped Support for exceptional students who are multi-handicapped
10. Autistic Support for exceptional students who are autistic

To find out more about special education and gifted services in the West Perry School District, please contact:

Stephanie States  
West Perry School District  
2606 Shermans Valley Road  
Elliottsburg PA 17024  
Phone: (717) 789-3934

### **Language Instruction Educational Program for English Learners**

In accordance with the Board's philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. For detailed information, please see Board Policy 138:

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

### **STUDENT ASSISTANCE PROGRAM**

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

The Student Assistance Program (SAP) is an intervention, not a treatment program. The program intervention is in the areas of crisis intervention, student substance abuse, eating disorders, student neglect, physical abuse, student depression and other psychiatric disorders.

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

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

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

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

Mrs. Mandy Zeigler  
Mrs. Kelly Eckroth  
Mr. Clark McCready

## TOBACCO LEGISLATION/POLICY

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco/nicotine by students at school-sponsored activities that are held off school property.

Please review the District's Tobacco and Vaping Products Policy (222):  
<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

The policy requires that the Superintendent or designees shall develop administrative regulations to implement the policy.

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

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

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

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

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

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

**"Tobacco"** For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form, and electronic cigarettes.

The term "tobacco" also includes electronic cigarettes, which are defined without limitation as products designed to replace traditional tobacco products or to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user (P 222).

### Discipline Procedures

The possession or use of tobacco by students on school property, on all school transportation, in school buildings or while participating in school-sponsored activities is prohibited. Possession will mean in locker, gym bag, vehicle, and personal possessions or on person. Secondary students found in violation of the district Tobacco Policy by school personnel or school bus drivers will be subject to the following procedures:

Every violation of the Tobacco Policy will result in a citation for violation of Act 145 and will be sent to the District Magistrate.

Every conviction will result in a fine of up to fifty dollars plus court costs or admittance to alternative adjudication in lieu of imposition of a fine.

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

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

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

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

## **VISITORS**

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

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

1. Persons wishing to visit a school should arrange in advance with the school office.
2. No visitors shall be permitted during the school day for social purposes.
3. Teachers must give permission for a visitor to attend the class with at least a one-day advance notice.
4. Visitors to the building should report directly to the office.
5. Visitors will be requested to sign a visitor's log upon arrival and departure.
6. Visitors will be required to show a copy of their Identification.
7. The visitor will wear a visitor's tag while on school grounds and return it upon departure.
8. Should an emergency require a student be called to the office to meet a visitor, an administrator shall be present during the meeting.
9. Visitors are required to abide by all school rules and regulations.
10. Only in rare instances will visitors be allowed the day before a school vacation or the first or last day of school.
11. West Perry students requesting someone to visit need to obtain the form from the office and follow its procedures.

### **Parent Visits or Conferences**

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

For further information, please check School Board Policy 907 School Visitors:

<https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## WEAPONS POLICY

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 Weapons Policy is detailed in Policy 218.1. Please review the Weapons Policy at: <https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>

## EMERGENCIES

At West Perry School District are the health, safety, and welfare of students is our priority. Therefore, we have developed an emergency plan in cooperation with Perry County Emergency Management Agency.

While we understand parents want to be with their children in emergency situations, it is IMPERATIVE for parents to wait for official instructions that will be communicated using the automated messaging system. This telephone and email message will inform parents what has happened and give instructions on what to do. Please do not call the school; staff will be busy managing the emergency. Please do not go to the school unless instructed to do so.

### 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 students are dismissed, the district will transport students to their homes as soon as possible. This procedure will be the same as the one followed during an early dismissal due to inclement weather. Information will be conveyed to local media outlets.

We remind all parents should have a plan in place for students, in the event they are bussed home during an early dismissal.

We recommend the following for Procedure One:

1. Review procedures with your child/children, neighbors or childcare providers to follow until you arrive home.
2. 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. There will be a great deal of confusion created by not knowing who was picked up and who should be on the bus, thus, delaying bus departure.
  - b. Roads may will be congested and may delay parents from picking up children.
  - c. Please do not instruct children to wait at the school for you to pick them up.
3. Prepare your family emergency plan and discuss it with your children.
4. In an emergency, the district will communicate information via the district website, social media and our automated messaging system to keep parents up-to-date. We will also attempt to communicate information using local media.

### PROCEDURE TWO – SHELTER-IN-PLACE

Upon direction of Emergency Responders, the district will issue a “shelter in place”. Students and staff will remain in buildings until a time when it would be safe to leave. The district would implement planned procedures to maintain a safe environment. This procedure has been developed in cooperation with the Perry County Emergency Management Agency.

The purpose of this emergency preparedness statement is to be proactive and to plan a response rather than improvise in the event of an emergency.

## **WEATHER EMERGENCIES**

When extreme weather conditions are such that it is inadvisable to begin the school day at the regular time, one of the following three plans will be communicated to families via the automated messaging system and will be to the media as early as possible.

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

PLAN B: The opening of school will be delayed three hours: All bus schedules will be set back three hours.

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

Extreme weather conditions may also create the need for students to be dismissed from school earlier than the usual time. Please be sure that your student knows what to do if you are not at home. Be a good neighbor. When you have received accurate information about a change in the normal school schedule, please pass the information on to your neighbors and friends.

Please check the District website, District social media, or media sources (television or radio) for weather emergency situations.

An automated messaging system is used when we have delays and cancellations.

If you wish to receive telephone or email notification of emergency situations via automated messaging system, please verify your contact information with your student's building secretary.

In the event school must close early because of extreme weather conditions, parents/guardians are responsible to make special arrangements for the safety of their children.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

West Perry School District will work with students and their families to maintain an appropriate educational program should homelessness occur. Students and families are encouraged to reach out to the student's school counselor, administrator or the WPHS Homeless Liason, Alexis Adams.

More information regarding the McKinney-Vento Homeless Assistance Act can be found at:

<http://westperry.org/cms/One.aspx?portalId=76378&pageId=14140167>

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT/ STUDENT PUBLICITY RELEASE FORM**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. The Annual Notification can be viewed at:

<http://westperry.org/common/pages/DisplayFile.aspx?itemId=32665206>

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

<http://westperry.org/common/pages/DisplayFile.aspx?itemId=32665209>

The West Perry School District may post to our website or social media pages, photographs, video recordings, and information about students to highlight special events, instructional experiences, awards, and celebrations. Parents may opt out of media posts by completing the Media Post Opt out form each year and sending it to the building secretary. To view the Media Post Opt Out form, please visit: <http://westperry.org/common/pages/DisplayFile.aspx?itemId=32665227>

## **NON-DISCRIMINATION POLICY**

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

## **THREAT ASSESSMENT**

The West Perry School District has in accordance with Policy 236.1 Vol III 2021, established a District Threat Assessment Team. The West Perry School Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others. Full text of Policy 236.1 Threat Assessment can be viewed at <https://go.boarddocs.com/pa/wper/Board.nsf/Public?open&id=policies>