**MUSTANG MANUAL**

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Contents

[SAFE SCHOOLS 5](#_Toc15901971)

[School Visitors 5](#_Toc15901972)

[Volunteers 5](#_Toc15901973)

[Emergency Preparedness Statement 5](#_Toc15901974)

[PROCEDURE ONE – POSSIBLE EVACUATION OF STUDENTS AND STAFF 5](#_Toc15901975)

[PROCEDURE TWO – SHELTER-IN-PLACE 6](#_Toc15901976)

[Weather Emergencies 6](#_Toc15901977)

[STUDENT SERVICES 7](#_Toc15901978)

[School Health Services 7](#_Toc15901979)

[Emergency Contact Information 7](#_Toc15901980)

[First Aid and Illness 7](#_Toc15901981)

[Medications 8](#_Toc15901982)

[Immunizations 8](#_Toc15901983)

[Communicable Diseases 8](#_Toc15901984)

[Guidance and Counseling Services 8](#_Toc15901985)

[Homebound Instruction 9](#_Toc15901986)

[EDUCATION 9](#_Toc15901987)

[Student Progress 9](#_Toc15901988)

[Instructional Interventions 9](#_Toc15901989)

[Title I Programs 9](#_Toc15901990)

[Field Trips 10](#_Toc15901991)

[West Perry Virtual Academy 10](#_Toc15901992)

[Special Education Programs and Services 10](#_Toc15901993)

[Speech and Language Therapy 10](#_Toc15901994)

[TRANSPORTATION 11](#_Toc15901995)

[Transportation Routes 11](#_Toc15901996)

[Transportation – Video/Audio Recording 11](#_Toc15901997)

[FOOD SERVICE 11](#_Toc15901998)

[ATHLETICS 12](#_Toc15901999)

[Athletic Program 12](#_Toc15902000)

[Insurance 12](#_Toc15902001)

[Senior Citizen Pass 13](#_Toc15902002)

[NEW STUDENT REGISTRATION 13](#_Toc15902003)

[STUDENT ACCOUNTABILITY 13](#_Toc15902004)

[Attendance 13](#_Toc15902005)

[Locker Policy 14](#_Toc15902006)

[Search and Seizure 14](#_Toc15902007)

[Lost or Damaged Equipment and Materials 15](#_Toc15902008)

[Student Dress Guidelines 15](#_Toc15902009)

[Electronic Devices 16](#_Toc15902010)

[Electronic Images and Photographs 16](#_Toc15902011)

[Discipline Guidelines 17](#_Toc15902012)

[Annual Public Notice of Specific Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students (Revised May 20, 2009) 18](#_Toc15902013)

[WEST PERRY SCHOOL DISTRICT ANNUAL POLICY NOTICE 21](#_Toc15902014)

[Policy 006 - Meetings 21](#_Toc15902015)

[Policy 103 – Nondiscrimination/Discriminatory Harassment – School and Classroom Practices 21](#_Toc15902016)

[Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities 21](#_Toc15902017)

[Policy 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices 21](#_Toc15902018)

[Policy 105.1 – Curriculum Review by Parents/Guardians and Students 21](#_Toc15902019)

[Policy 113 – Special Education 21](#_Toc15902020)

[Policy 114 – Gifted Education 21](#_Toc15902021)

[Policy 123 – Interscholastic Athletics 21](#_Toc15902022)

[Policy 138 – Language Instruction Educational Program for English Learners 21](#_Toc15902023)

[Policy 142 – Migrant Students 22](#_Toc15902024)

[Policy 143 – Standards for Persistently Dangerous Schools 22](#_Toc15902025)

[Policy 144 – Standards for Victims of Violent Crimes 22](#_Toc15902026)

[Policy 146 – Student Services 22](#_Toc15902027)

[Policy 200 – Enrollment of Students 22](#_Toc15902028)

[Policy 203 – Immunizations and Communicable Diseases 22](#_Toc15902029)

[Policy 204 - Attendance 22](#_Toc15902030)

[Policy 209 – Health Examinations/Screenings 22](#_Toc15902031)

[Policy 209.2 – Diabetes Management 22](#_Toc15902032)

[Policy 210 – Use of Medications 22](#_Toc15902033)

[Policy 216 – Student Records 22](#_Toc15902034)

[Policy 218 – Student Discipline 22](#_Toc15902035)

[Policy 218.1 - Weapons 23](#_Toc15902036)

[Policy 222 - Tobacco 23](#_Toc15902037)

[Policy 323 - Tobacco 23](#_Toc15902038)

[Policy 226 - Searches 23](#_Toc15902039)

[Policy 235 – Student Rights/Surveys 23](#_Toc15902040)

[Policy 237 – Electronic Devices 23](#_Toc15902041)

[Policy 246 – School Wellness 23](#_Toc15902042)

[Policy 247 - Hazing 23](#_Toc15902043)

[Policy 249 – Bullying/Cyberbullying 23](#_Toc15902044)

[Policy 250 – Student Recruitment 23](#_Toc15902045)

[Policy 312 – Evaluation of Superintendent 23](#_Toc15902046)

[Policy 604 – Budget Adoption 24](#_Toc15902047)

[Policy 619 – District Audit 24](#_Toc15902048)

[Policy 621 – Local Taxpayer Bill of Rights 24](#_Toc15902049)

[Policy 705 - Safety 24](#_Toc15902050)

[Policy 707 – Use of School Facilities 24](#_Toc15902051)

[Policy 716 – Integrated Pest Management 24](#_Toc15902052)

[Policy 806 – Child Abuse 24](#_Toc15902053)

[Policy 808 – Food Services 24](#_Toc15902054)

[Policy 810.2 – Transportation – Video/Audio Recording 24](#_Toc15902055)

[Policy 823 - Naloxone 24](#_Toc15902056)

[Policy 904 – Public Attendance at School Events 24](#_Toc15902057)

[Policy 906 – Public Complaint Procedures 24](#_Toc15902058)

[Policy 907- School Visitors 25](#_Toc15902059)

[Policy 918 – Title I Parent and Family Engagement 25](#_Toc15902060)

# SAFE SCHOOLS

## School Visitors

Parents PreK through 12 are welcome to visit the school. You are encouraged to make an appointment, so the person/people you wish to see can be available.

The West Perry School District is using a new Visitor Management System this school year called Ident-A-Kid. All visitors who are entering the buildings will be required to check-in using our new system. Please bring a driver’s license or another form of state issued identification when checking into the building. This is another method to help keep all of the students of the West Perry School District safe.

West Perry School District is a non-smoking campus. Please refer to policy 907

## Volunteers

The Board recognizes that community volunteers can make valuable contributions to the educational program. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations. In order to reasonably ensure the health, safety and welfare of staff and students, clearances for volunteers working directly with students must be obtained. Please refer to Policy 916.

## Emergency Preparedness Statement

At West Perry School District 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 to 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:
	1. 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.
	2. Roads may be congested and may delay parents from picking up children.
	3. 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 communicated 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 CHILD 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 use the following media sources for weather emergency situations:

WGAL Channel 8

WHTM Channel 27

WHP Channel 21

WPMT Channel 43

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 child’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.

# STUDENT SERVICES

## School Health Services

Our school health service personnel work under the “School Health Manual” which is published and approved by the Pennsylvania Department of Health. The health and safety of your child is our first concern. To ensure proper care of your child, it is essential that we are aware of any special needs he/she may have which require individual attention. Please notify the school nurse of any allergies, seizure tendencies, special fears, physical limitation, etc. We must work together so we are able to provide these things for your child.

Screening programs are provided to detect vision, hearing, growth and development problems, and other health needs. Physical examinations are required for kindergarten, sixth and eleventh grade students. Dental examinations are required for kindergarten, third and seventh grade students. Parents are urged to have all their children examined by a family physician and dentist. However, the school will provide physical and dental examinations to students unable to obtain them otherwise.

The school nurse will contact parents regarding health concerns arising from health examinations and screenings. If you need help in securing assistance with correction of a health concern, please contact the school nurse. She can direct you to the proper agency.

### Emergency Contact Information

Parents are required to review, update, and renew all emergency contact information at the start of each school year via the Infosnap online system. If parents/guardians do not have access to a computer, the building secretary will assist you in the completion of this online tool. When a change occurs throughout the school year, parents/guardians must call the building secretary to update this contact information. This information is kept on file for ready access by any personnel who may need to find a parent/guardian in case of emergency.

### First Aid and Illness

Although every effort is made to provide a safe school, we know that accidents will happen. If an accident or illness occurs, first aid will be administered and the parent/guardian contacted, if warranted.

Any student who becomes ill will be referred to the school nurse. If the nurse is not in, office staff will assess the situation and determine a course of action. Under no circumstances are the restrooms to be utilized for convalescing purposes. Calls to the parent/guardian are to be placed by the nurse or school staff person.

### Medications

The school district shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medications will be permitted only in circumstances when the child’s health may be jeopardized without it.

At no time during school hours should students have medications in their possession. In circumstances whereby it is necessary for the school nurse to administer prescribed medication to students during school hours, the procedures outlined in School Board Policy 210 Use of Medications shall be followed. For additional information, contact the appropriate building nurse.

### Immunizations

Immunization requirements for enrollment in school as amended in 2010:

* 3 doses Hepatitis B 4 doses diphtheria\*\*
* 4 doses tetanus\*\*
* 3 doses polio
* 2 doses measles
* 1 dose German measles (rubella) 2 doses mumps
* 2 doses varicella or history of chickenpox

\*\*first dose on or after 4th birthday

In addition, all 7th graders will need:

* 1 dose Tdap
* 1 dose meningococcal

### Communicable Diseases

Any student showing symptoms of chickenpox, measles, mumps, strep throat, whooping cough, impetigo, ringworm, pink eye, or any other communicable disease must be excluded by the teacher or school nurse. This is required for protection of the other students.

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

### Guidance and Counseling Services

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

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

### Homebound Instruction

Homebound instruction is provided for students who cannot attend school temporarily because of physical or psychological limitations. Homebound instruction will be provided for students who will be absent for ten (10) school days or longer, upon proper application and documentation.

Parents/Guardians of student must submit a request for homebound instruction along with the district form and/or licensed practitioner’s prescription to the building principal.

# EDUCATION

## Student Progress

Student progress is assessed in an ongoing manner as teachers regularly use teacher-made materials, textbook tests, quizzes, and observations to make judgments about how well students are learning what is being taught. Each year, however, formal assessments are conducted using standardized tests.

The Pennsylvania System of School Assessment (PSSA) tests are administered to students in Grades 3, 4, 5, 6, 7 and 8. Keystone Exams are administered following Algebra I, Literature II and Biology.

## Instructional Interventions

A tiered support system is available to all students who are experiencing academic or behavioral difficulties in the regular classroom. Students are selected for interventions based on multiple data measures that include screening and diagnostic assessments. The classroom teacher provides targeted interventions based on student need.

Each elementary school has a building-based intervention team consisting of the principal, grade level teachers, specialists and other necessary staff. Parents also play an integral part in the success of the program and are encouraged to attend their child’s team meetings and reinforce interventions and strategies chosen at home. Parents who may have concerns with their child’s progress should contact the classroom teacher and building principal.

## Title I Programs

Title I is the largest federal education program providing support to public education. Title I funds are targeted to high-poverty schools and districts. Title I funds are used to provide educational services to students who are educationally disadvantaged or at risk of failing to meet state standards. The three elementary schools in the West Perry School District operate Title I School-wide programs. These programs provide supplemental instruction to qualifying students.

## Field Trips

Field trips that are less than 75 miles off campus must be approved by the building principal. Field trips of greater distances must be Board approved. In most cases, there will be one chaperone for every ten students.

1. Field trips, both local and distant, are a valuable part and worthwhile extension of any educational program.
2. Parental permission forms must be secured for any field trip involving transportation via school buses.
3. Walking trips within the area of school are a part of the program and do not require the completion of parental permission forms.

All field trips, local and distant, will be adequately supervised by the classroom teacher and parent chaperones. Parents who would like to chaperone field trips should refer to the Volunteer Policy 916 for requirements.

## West Perry Virtual Academy

West Perry School District operates a virtual academy, providing cyber education for secondary students who qualify. All students taking online 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 eligibility. Students attending West Perry’s Virtual Academy will receive an additional handbook that includes additional information specific to that program.

## Special Education Programs and Services

The school district conducts comprehensive screening activities as a first step in the identification of any student who may need specific intervention to address deficits. The screening includes, but is not limited to, the following:

1. Communicating with parents concerning their child’s needs and abilities and encouraging them to participate in finding ways to meet specified needs.
2. Assessing the degree of need for students for whom assistance is requested.
3. Recommending specific instructional support services to meet the needs of students.
4. Providing specific instructional support services as recommended.

Supplementary aids and services are designed to provide meaningful educational benefit and are available to all students. If the student continues to experience difficulty in the classroom, a multidisciplinary evaluation may be requested. Prior to a multidisciplinary evaluation, parent consent is required.

### Speech and Language Therapy

A qualified speech therapist makes possible a program of speech correction for students with a speech and language disability.

Students are screened for speech and/or language services, and the speech therapist will suggest interventions to be implemented to address identified deficits.

A comprehensive evaluation of speech and language skills can be a part of the multidisciplinary team evaluation/reevaluation for referred and enrolled students.

If the comprehensive evaluation identifies a need for speech/language therapy, the individualized education program (IEP) planning team will provide a recommendation for specific instruction in the area of speech and/or language.

# TRANSPORTATION

## Transportation Routes

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.

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 the bus may differ providing the stop is the same Monday thru Friday and is on the established route of that bus. A permanent alternate stop may be approved in atypical and/or emergency situation upon written request and approval by the Transportation Department.

School bus drivers adhere to the recommendations for driving school buses as outlined in Publication No. 117 Pennsylvania School Bus Operators Manual. Drivers assign regular or special seats for all students as required by PA State Law. Students must obey bus regulations and cooperate with bus drivers at all times. While on the bus, students are responsible to the driver, and the driver is the authority. Issues of misconduct will be referred to the building administration. Administration adheres to the procedures as outlined in Transportation Policy 810.

## 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.

# FOOD SERVICE

The West Perry School District cafeterias endeavor to offer well-balanced meals to all children at nominal costs. Students carrying their lunches from home are permitted to purchase a la carte items. Secondary students may purchase various a la carte items. Elementary students may purchase from a limited a la carte menu if they have purchased a school lunch or brought in a packed lunch from home. They are limited to two a la carte items per day.

Meal pricing is listed on monthly menus. Menus are posted every month on the district website. Each school’s website has a link to the district website where menus are posted.

Free and reduced-price meals are available to those who qualify. Parents/Guardians who wish to apply for free/reduced meal benefits should check the West Perry School District website after July 1 of the new school year for instructions. For further information, contact the District Office.

# ATHLETICS

## Athletic Program

The district offers a variety of middle school, freshman, junior high, junior varsity and varsity interscholastic sports. To be eligible to compete, students must meet grade and attendance requirements as established by the P.I.A.A. and West Perry School District.

The high school offers the following programs:

|  |  |  |
| --- | --- | --- |
| **FALL** | **WINTER** | **SPRING** |
| Cheerleading | Boys’ Basketball | Baseball |
| Field Hockey | Girls’ Basketball | Softball |
| Football | Wrestling | Boys & Girls’ Track |
| Boys’ Soccer |  |  |
| Volleyball |  |  |
| Girls’ Soccer |  |  |
| Cross Country |  |  |

The middle school programs include:

|  |  |  |
| --- | --- | --- |
| **FALL** | **WINTER** | **SPRING** |
| Field Hockey | Boys’ Basketball | Girls’ Soccer |
|  | Girls’ Basketball | Boys’ Soccer |
|  | Wrestling | Girls’ Volleyball |

Students must be in school a full day to be eligible to practice or compete in a contest. If you have any questions regarding the athletic program, please contact the office of the Athletic Director.

## Insurance

Insurance is required for students planning to participate in intramural or interscholastic athletics.

If parents have adequate insurance covering their child, they must sign a waiver form indicating their policy is adequate to cover school-related accidents. Otherwise, parents are asked to purchase private insurance or to purchase student accident insurance through the school. Students are given information regarding the type and cost of school insurance when they begin school.

The insurance can be purchased to cover school time (covering accidents that occur on the way to and from school, in school or at a school-sponsored activity) or 24-hours (around the clock) protection. Each policy contains exclusions and limitations that should be read carefully.

Once the insurance is in effect, students (or their parents/guardians) must inform the school principal of accidents and file a claim against the insurance company. School insurance does not cover high school football.

## Senior Citizen Pass

Residents of the West Perry School District 65 years of age or over are eligible to receive the Senior Citizen Pass, which entitles them to free admission to school athletic events.

All individuals issued a Senior Citizen Pass are entitled to free admission to any home athletic event, where admission is charged.

Eligible residents may receive their pass by presenting proof of age to the Office of the High School Principal, West Perry School District, 2608 Shermans Valley Road, Elliottsburg PA 17024. Once issued, the pass remains valid for the life of the individual.

# NEW STUDENT REGISTRATION

West Perry School District registers new students at the District Office. Directions for registration are available on the district’s website. Appointments must be made by contacting the District Office.

Kindergarten registration is held each spring for students who will be entering kindergarten in the fall. Registration information will be mailed to each family that has completed a census form. The census form is available on the district’s website.

# STUDENT ACCOUNTABILITY

## Attendance

Parents are as interested in the success of their children in school as we are. They, therefore, are aware that regular attendance is absolutely essential to success at school. At the beginning of the school year, each student will be issued an excuse blank which must be completed and signed by the parents and returned by the student following his/her absence. Additional excuse blanks will be issued as needed.

Student absences, other than illness or immediate family emergencies, must be requested in writing to the building principal in advance of the planned absence. Building principals will respond directly to parents as to the disposition of this type of request.

Pre-planned absences for so-called “skip days” will not be honored under any circumstances. Any student without a legal excuse will be considered truant. The students participating in a “skip day” will not be permitted to make up any work missed due to that absence and disciplinary action may result. Students reported absent for illness on such days may be required to provide a doctor’s excuse to verify the illness.

Parents are requested to notify the principal’s office of the cause of an absence on the first day of the absence. Such calls should be made between 8:00 and 9:00 AM if possible.

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

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that the appointed school official may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical or other urgent reasons that may reasonably cause the student’s absence.

Urgent reasons shall be strictly construed and do not permit irregular attendance.

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

1. Illness
2. Quarantine
3. Family emergency
4. Impassable roads
5. Required court attendance
6. Death in family
7. Family educational travel, with prior approval

An excuse for absence must be submitted within three (3) school days after the date of absence. If an excuse is not submitted within the three (3) day period, the time of absence shall be counted as an unexcused absence. Please refer to the Attendance Policy 204.

## Locker Policy

Lockers are the property of the school and they are loaned to the students. With reasonable suspicion, administrators may search lockers at any time to protect the health, safety and welfare of the student body and staff, as well as to keep a safe and orderly environment.

## Search and Seizure

During a search, an administrator may seize any evidence that indicates a student is in violation or has violated the law or a school policy. Student property, clothed body, or areas designated for a student’s use are searchable if the search is proper and reasonable.

## Lost or Damaged Equipment and Materials

Students and/or parents assume financial responsibility for equipment, textbooks, library books or other materials lost or damaged. The cost of the item(s) will be prorated to reflect normal depreciation. Theft of any personal or school property (textbook, etc.) should be reported to the building principal immediately.

## Student 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. Types of dress considered inappropriate and unacceptable are as follows:

SHIRTS considered UNACCEPTABLE

* Clothing displaying slogans and/or pictures which promote the use of SEX, DRUGS, TOBACCO, ALCOHOL, PROFANITY or VIOLENCE or suggest sexual innuendos, gang-related behavior, lewd or illegal behavior or is derogatory to any racial, religious, disabled, age, gender or ethnic group
* MUSCLE shirts, NET/MESH shirts or TEAM JERSEYS – unless worn with a sleeved shirt
* BIKINI tops or HALTER tops, TUBE tops or LOW-CUT tops that expose cleavage
* SLEEVELESS shirts which do not have at least a ONE (1) inch strap width or shirts with only one strap
* Clothing that may expose the MIDRIFF or SIDE area when standing or sitting. The stomach and back area must be covered AT ALL TIMES.

PANTS/SHORTS/SKIRTS considered UNACCEPTABLE

* Any pants, shorts or skirts that allow UNDERGARMENTS to show. Boxer shorts or mesh shorts worn underneath pants are considered undergarments and must not show.
* BOXER SHORTS worn as an outer garment
* SHORTS/SKIRTS/DRESSES which are shorter than MID-thigh in length – meaning fingertips must reach bottom of garment when standing with arms at side
* SHORT/SKIRTS/PANTS with writing across the buttocks region are not permitted
* Spandex, running shorts or sliding shorts may NOT be worn as they are undergarments
* LOUNGEWEAR or PAJAMAS or BEDROOM SLIPPERS

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.

## Electronic Devices

The Board prohibits use of personal electronic devices by elementary 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 except that students may:

1. Use electronic devices during instructional times for instructional purposes, only if they have prior permission of the teacher or building principal
2. Use personal electronic devices on school buses and vans during transportation to and from school.
3. Use electronic devices during non-instructional times, including lunch periods, between classes, and before or after school. **This provision applies to high school students only.**

The Board further prohibits the use of electronic devices at any time by students in any locker room, bathroom, health suite, and other changing area.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings, on district property, on district buses and vehicles and at school-sponsored activities. The district shall not be liable for the loss, damage, or misuse of any electronic device.

## Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student’s attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct.

Please refer to the Electronic Device Policy 237.

## Discipline Guidelines

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.

Any violation of this Code may also violate the Extracurricular Code of Conduct and be subject to the penalties contained therein.

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 documented, 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.

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 that 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.

Please refer to the Student Discipline Policies 218, 218.1, 218.2, 218.3.

# Annual Public Notice of Specific Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students (Revised May 20, 2009)

Notice to Parents – According to state and federal special education regulations, annual public notice to parents of children who reside within West Perry School District is required regarding child find responsibilities. West Perry School District is required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, parents may refer to Section 504, Chapter 15 and the Basic Education Circular entitled implementation of Chapter 15.

Also, West Perry School District is required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout West Perry School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities of eligible young children. In addition to this public notice, West Perry School District shall publish written information on the district’s website and local newspaper(s). Children age three through twenty-one can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact the building principal for their school of residence.

Early Intervention for Preschool Children – Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child’s chronological age in one or more developmental areas; (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you may contact Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at ebostick@caiu.org or at 717-732-8400 ext 8619.

Evaluation Process – West Perry School District has a procedure in place by which parents/guardians can request an evaluation. For information about procedures applicable to your child, contact the school that your child attends. Parents/Guardians of preschool-age children, age 3-5, may request an evaluation in writing by addressing a letter to Eric Bostick, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15.

Consent – West Perry School District cannot proceed with an evaluation or with the initial provision of special education and related services, without the written consent of the parents/guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice, which can be found on the PaTTAN website, [www.PaTTAN.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent/guardian disagrees with the evaluation results, an independent education evaluation at public expense can be requested.

Program Development – Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent, in writing, after initial placement.

Confidentiality of Information – West Perry School District maintains records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent or consent of an eligible child who has reached the age of majority under state law must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is age 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, parents can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the special education services, evaluation and screening activities and rights and protections pertaining to children with disabilities, children thought to be disabled and their parents. For more information or to request evaluation or screening of a public or private school child, contact the West Perry District Office. For preschool-age children, information may be obtained, and screenings and evaluations may be requested by contacting the Capital Area Intermediate Unit.

Parents have rights and protections under the law described in the Procedural Safeguards Notice. If you need more information or want a copy of this notice, you may visit [www.westperry.org](http://www.westperry.org) or contact the West Perry District Office.

Highly Qualified Teacher Statement

Parents may request information regarding the professional qualifications of teachers and paraprofessionals who provide instructional services to their children. The West Perry School District will notify parents, if their child is assigned to or being taught for four or more consecutive weeks by a teacher who is not highly qualified in a core academic subject.

Contact the principal at the building your child attends to learn how to receive this information.

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. MULTIHANDICAPPED SUPPORT for exceptional students who are multihandicapped
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:

 Coordinator of Student Services

 West Perry School District

 2606 Shermans Valley Road

 Elliottsburg PA 17024

 Phone: (717) 789-3934

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# WEST PERRY SCHOOL DISTRICT ANNUAL POLICY NOTICE

The following policies are highlighted for annual notice. Some have been referenced in this handbook. Because policies are periodically updated throughout the year, links to the most updated policies are provided. These, and all adopted policies are also available on the district’s website.

## Policy 006 - Meetings

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5JJ107C48>

## Policy 103 – Nondiscrimination/Discriminatory Harassment – School and Classroom Practices

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NL95E052B>

## Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NLG5E0531>

## Policy 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NLV5E06B9>

## Policy 105.1 – Curriculum Review by Parents/Guardians and Students

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5LQ10CE40>

## Policy 113 – Special Education

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5MA10E3CA>

## Policy 114 – Gifted Education

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5P8112BB2>

## Policy 123 – Interscholastic Athletics

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5PZ1149E3>

## Policy 138 – Language Instruction Educational Program for English Learners

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B5DN8N5EAF73>

## Policy 142 – Migrant Students

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5R811771D>

## Policy 143 – Standards for Persistently Dangerous Schools

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5RB117A89>

## Policy 144 – Standards for Victims of Violent Crimes

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5RG118040>

## Policy 146 – Student Services

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5RJ118306>

## Policy 200 – Enrollment of Students

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5RN11873C>

## Policy 203 – Immunizations and Communicable Diseases

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AY27DY71A1DB>

## Policy 204 - Attendance

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMWT5D016E>

## Policy 209 – Health Examinations/Screenings

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5T211BA88>

## Policy 209.2 – Diabetes Management

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMWV5D0B92>

## Policy 210 – Use of Medications

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B7LVFC8083A5>

## Policy 216 – Student Records

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5TM11D1C4>

## Policy 218 – Student Discipline

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5U211E02A>

## Policy 218.1 - Weapons

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5UA11E9B3>

## Policy 222 - Tobacco

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5UZ120545>

## Policy 323 - Tobacco

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5ZU12BA1E>

## Policy 226 - Searches

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5VA120F2B>

## Policy 235 – Student Rights/Surveys

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5WB123572>

## Policy 237 – Electronic Devices

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B7KNLC606A73>

## Policy 246 – School Wellness

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMWW5D13A2>

## Policy 247 - Hazing

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMY25D757C>

## Policy 249 – Bullying/Cyberbullying

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NNJ5E08D3>

## Policy 250 – Student Recruitment

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5XN1268EB>

## Policy 312 – Evaluation of Superintendent

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT5Z712A1D0>

## Policy 604 – Budget Adoption

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT63S1302CA>

## Policy 619 – District Audit

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT64V132C34>

## Policy 621 – Local Taxpayer Bill of Rights

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT64X132E1E>

## Policy 705 - Safety

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT65H1343A8>

## Policy 707 – Use of School Facilities

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT65P134A5C>

## Policy 716 – Integrated Pest Management

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT65Z135598>

## Policy 806 – Child Abuse

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NJ25DA18E>

## Policy 808 – Food Services

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMZA5D9A1E>

## Policy 810.2 – Transportation – Video/Audio Recording

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT68K13B6CB>

## Policy 823 - Naloxone

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AY24ZN6AB23F>

## Policy 904 – Public Attendance at School Events

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT6A313EE1A>

## Policy 906 – Public Complaint Procedures

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=AXVMU35CB645>

## Policy 907- School Visitors

http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=9WT6AD13FA39

## Policy 918 – Title I Parent and Family Engagement

<http://go.boarddocs.com/pa/wper/Board.nsf/goto?open&id=B95NEG5D330F>