

# **West Greene School District Elementary Handbook 2007-2008**

**Graysville  
Elementary  
School**



**Springhill-Freeport  
Elementary School**

## **MISSION STATEMENT**

**The mission statement of the West Greene School District is to provide educational opportunities to maximize individual potential.**

## **WEST GREENE BOARD OF EDUCATION**

Mr. Joe Coss  
Mr. Jim Handley  
Mrs. Anita Ross

Mrs. Rosemary Fletcher  
Mrs. Mary Jane Kent  
Mrs. Shelia Simms

Mr. Harry Gillispie  
Mrs. Greta Mooney  
Mrs. Gay Thistle

## **SCHOOL ADMINISTRATORS AND STAFF**

Mrs. Thelma J. Szarell  
Mrs. Joyce Conklin  
Mrs. Valarie Caprini

Superintendent  
Assistant to the Superintendent  
Business Manager

Mr. Donald Painter  
Mr. Alfred McGivern  
Ms. Alisa Steele

Elementary Principal  
Middle/Senior High School Principal  
Associate Middle/Senior High School Principal

Mr. Victor Antill  
Mr. Martin Lorenzo  
Mr. Bob Ward

Facilities Director  
Food Service Director  
Technology Coordinator

Ms. Laura Walters  
Mrs. Debbie Frampton  
Mrs. Teresa Simms  
Mrs. Arlene Lantzer  
Mr. John Harding  
Mrs. Laura Miller

Special Education Lead Support Teacher  
Head Teacher Graysville/Learning Support  
Graysville Secretary  
Graysville Clerical Aide  
Head Teacher Springhill-New Freeport  
Springhill-Freeport Clerical Aide

## **SCHOOL ADDRESSES AND PHONE NUMBERS**

Graysville Elementary  
1029 W Roy Furman Hwy  
Graysville PA 15337  
724-428-3592 Phone  
724-428-3933 Fax

Springhill-Freeport Elementary  
1055 Deep Valley Road  
New Freeport PA 15352  
724-447-2331 Phone  
724-447-2313 Fax

# TABLE OF CONTENTS

GENERAL INFORMATION.....	page 5-9
School Calendar	
Purpose of Handbook	
Equal Opportunity Statement	
ENROLLMENT INFORMATION .....	page 9-10
Residency	
Registration	
Beginners	
EMERGENCY POLICY AND PROCEDURES.....	page 10-11
Dismissal	
Power Outages	
School Closings	
Two-Hour Delay	
Bus Information	
STUDENT SERVICES .....	page 11-16
Attendance	
Tardy Policy	
Educational Tours and Trips	
Truancy	
Make-Up Work	
Dress Code	
Lost and Found	
Health Issues	
Illness and First Aid	
Medication	
Student Insurance	
Parties and Activities	
Electronics	
Request for Change in Normal Routine	
Valuables	
TRANSPORTATION .....	page 16-18
Meeting the Bus	
Leaving the Bus	
Rules for Riding the Bus	
Emergency Procedure	
Student Drop-off/Pick -up	

BUILDING VISITATION/CONTACT INFORMATION .....page 18-19  
 Use of Facilities  
 Building Visitations  
 Parent Organizations

CAFETERIA .....page 19-20  
 Payment Options  
 Penalties if Not Paid  
 Problems Paying  
 Medical or Dietary Needs

CONTACTING STAFF .....page 20-21  
 Parent conferences  
 Springhill-New Freeport Staff  
 All Elementary Schools  
 Graysville

ACADEMIC AND CURRICULUM .....page 22-23  
 Grading Procedures  
 Report Cards  
 Homework  
 Title I  
 Instructional Support Team (IST)  
 Special Education/Child Find  
 Individualized Education Plan (IEP)  
 Textbooks/Handbooks

SPECIAL CLASSES .....page 23-25  
 Physical Education  
 Library Mission  
 Library Hours  
 Library Check Out  
 Library Fees  
 Graysville Music Program  
 Springhill Music Program  
 Instrumental Music Program

POLICIES AND PROCEDURES .....page 26-31  
 Bullying and Harassment  
 Weapons and Dangerous Instruments  
 No Smoking  
 Drug Awareness

FORMS..... page 32  
 Absentee excuses  
 Early dismissals  
 Parent pick-up  
 Bus change destination

## GENERAL INFORMATION

### 2007-2008 SCHOOL CALENDAR

<b>August</b>	21	New Teacher Orientation	
	22	Teacher In-service/No School	
	23	Teacher Act 80 Day/No School	
	23	Board Meeting – 7:30 – Springhill/Freeport	
	27	Students Begin	
<b>September</b>	27	Kindergarten Orientation	
	03	Labor Day/No School	
	04-07	DIBELS Grades K-2	
	05	SPO Meeting 9:15 am	
	05	Instrument rental info presented to students	
	06	GPO Meeting 6:00 pm	
	10	4SIGHT Testing (Math)	
	11	Instrument Rental Night	
	11 & 13	GMADE Testing Grades K-2	
	12	4SIGHT Testing (Reading)	
	27	Board Meeting – 7:30 – High School	
	<b>October</b>	01	Fire Prevention Month
		03	SPO Meeting 5:15 pm
04		GPO Meeting 8:45 am	
08		Report Cards go home	
10		Ned Show – S/F – 12:15 -1:00, GV – 2:00-2:45 – all grades	
11		Open House – 6:00 – 8:00 - Graysville	
16		Open House – 6:00 – 8:00 – Springhill/Freeport	
17		Fire Prevention Activities – Springhill/Freeport	
17		Open House – 6:00 – 8:00 – High School	
18		Act 80 Day/ No School	
19		Act 80 Day/No School	
25		Board Meeting – 7:30 – High School	
26		Fall Festival – Both Schools	
29		1st Nine Weeks Marking Period Ends	
<b>November</b>		01	GPO Meeting 6:00 pm
		05	Food Drive Week - Graysville
		07	SPO meeting 9:15
	07-09	Fall Book Fair – Springhill/Freeport	
	12-16	Children’s Book Week – “Rise Up Reading” - Graysville	
	15	Board Meeting – 7:30 – High School	
	20	Feast of Friends – Springhill/Freeport	
	22	Thanksgiving Break begins/No school	
<b>December</b>	27	Students return from break	
	03-07	Book Fair Week – BOGO - Graysville	
	03-07	Santa Secret Shop – Graysville	

	05-07	Santa Secret Shop – Springhill/Freeport
	05	SPO Meeting 5:15 pm
	06	Board Meeting – 7:30 – High School
	13	GPO Meeting 8:45am
	20	Christmas Parties – Springhill/Freeport
	21	Christmas Parties - Graysville
	24	Winter Break begins/No school
<b>January</b>	03	Students return from Winter Break
	07	4SIGHT Testing (Math)
	09	4SIGHT Testing (Reading)
	09	SPO Meeting 9:15 am
	10	GPO Meeting 6:00 pm
	14-18	DIBELS Testing Grades K-2
	16	2nd Nine Weeks Marking Period
	18	Career Day – Grades 4-5 - Graysville
	21	Martin Luther King Jr./No School
	21	Weather make-up day - if needed
	28	Report cards go home
<b>February</b>	06	SPO Meeting 5:15 pm
	07	GPO Meeting 8:45am
	11-22	PSSA Writing Assessments Grade 5
	14	Valentine's Day Parties – Graysville
	15	Valentine's Day Parties – Springhill/Freeport
	18	Presidents Day/No school/Weather make-up day – if needed
<b>March</b>	03	Read Across America – (Dr. Suess) - Graysville
	05	Read Across America – (Dr. Suess) – Springhill/Freeport
	05	SPO Meeting 9:15 am
	06	Act 80 Day/No School
	07	Act 80 Day/No School
	10-14	Spring Book Fair – Graysville
	13	GPO meeting – 6:00
	19	Easter Parties – Both Schools
	20-26	Spring Break /No School
	20	Weather make up day if needed
	24	Weather make up day – if needed
	25	Weather make up day - if needed
	26	Weather make up day - if needed
	27	Students return from Spring Break
	27	3rd Nine Weeks Marking Period
	31	PSSA Grades 3, 4, 5, (Reading and Math)
<b>April</b>	01	Grade level auction month – date to be announced
	01-11	PSSA Grades 3,4,5 (Reading and Math)
	02	GPO Meeting 8:45 am
	02	SPO Meeting 5:15 pm
	07	Report cards go home
	14-18	National Library Week
	16-18	Spring Book Fair – BOGO – Springhill/Freeport
	21	Kindergarten Registration – Springhill/Freeport

	22-23	Kindergarten Registration – Graysville
	28-30	PSSA Science – Grade 4
<b>May</b>	01	Better Hearing and Speech Month
	01	Garden Planting Month (Mrs. Handley)
	01	GPO Meeting 8:45 voting / 6:00 meeting
	01-09	PSSA Science – Grade 4
	02	Field Day – Kindergarten – 3 - Graysville
	05-09	Teacher Appreciation Week
	05	4 Sight (Math)
	06 & 08	Gmade (K,1,2)
	07	4 Sight (Reading)
	07	SPO Meeting 9:15 am
	08-09	Field Day – Springhill/Freeport – Grade Kindergarten - 5
	08	GPO Teacher luncheon
	12-16	DIBELS Testing Grades K-2
	12-16	Children’s Book Week – Book trade - Graysville
	20	5th Grade Visitations
	15	Field Day – rain day – Springhill/Freeport – Kindergarten - 5
	16	Field Trip/Adventure Day – Springhill/Freeport
	16	Field Day – Grade 4 - 5
	21	Field Day – Kindergarten – 3 – rain day Graysville
	22	Fun Day (if not the 23 <sup>rd</sup> )
	23	Field Day – Grade 4 – 5 – rain day
	23	Fun Day (unless makeup rain day for field day)
	26	Memorial Day – no school
	27	Kindergarten graduation – am
	27	5 <sup>th</sup> grade recognition – pm
	28	Kindergarten graduation – 1:30 – Springhill/Freeport
	29	Teacher In-service Day/No School
	30	4th Nine Weeks Marking Period/Report cards go home
	30	Last Student Day & Graduation
<b>June</b>	02-05	Weather Makeup days

### **PURPOSE OF THE HANDBOOK**

The West Greene School District Elementary Schools provide this handbook to the parents and students of our schools as a guide to make school policies and procedures clearly understood. With the cooperation of all parents, students, teachers, administration and board of education, we can better insure the safety, welfare and quality of education for all our students.

Please keep this handbook as a reference for information concerning the elementary schools.

### **EQUAL OPPORTUNITY STATEMENT**

West Greene School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For

information regarding Civil Rights or Grievance Procedures, contact Mrs. Thelma J. Szarell, Title IX and Section 504 Coordinator at West Greene School District, 1367 Hargus Creek Road, Waynesburg, PA 15370 (724) 499-5183. For information regarding services, activities & facilities that are accessible to & useable by handicapped persons contact Mrs. Thelma J. Szarell, Superintendent.

## SPECIAL EDUCATION

### **Child Find (CFR300.125)**

The West Greene School District conducts child find activities to determine that all children residing in the district, including children with disabilities attending private schools, regardless of the severity of the disability, and who are in need of special education and related services are identified, located and evaluated to ensure that eligible children receive a Free Appropriate Public Education. Child find efforts are extended to highly mobile children with disabilities (such as migrant and homeless children) and to those students suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade.

In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental conditions listed as a disability in IDEA is identified as an "eligible young child." Eligible young children are afforded the same rights under IDEA and Chapter 14 of the Pa. School Code as school age children, in order to determine if they are eligible to receive special education services through the screening and evaluation process. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention System Act. Screening services are available by contacting the Intermediate Unit 1 Child Alert Program at 1-800-328-6481.

Screening activities are implemented by the district to locate, identify, and evaluate students suspected of being a child with a disability eligible for special education. These screening activities include but are not limited to a review of cumulative records, enrollment records, health records, and report cards; hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and hearing screening. Screening activities are conducted on an ongoing basis throughout the school year. When screening indicates that a student may be a child with a disability eligible for special education, the school district will seek parental consent to conduct an evaluation.

The district will conduct a full and individual evaluation, in accordance with (34 CFR 300.126 Procedures for Evaluation and Determination of Eligibility) before the initial provision of special education and related services to a child with a disability under part B of IDEA. The "evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for special education and related services. The evaluation will be conducted at no cost to the parent/guardian and consist of a variety of assessment tools and strategies to gather relevant functional and developmental information about the child. No single procedure is used as the sole criterion for determining eligibility. The child is assessed in all areas related to the suspected disability, including if appropriate, health, vision, hearing, social and emotional status, general intelligence,

academic performance, communicative status, and motor abilities. A request for an initial evaluation may be made by school district personnel or the parent of the child.

Parents are asked to provide permission to conduct the evaluation by completing the Permission to Evaluate form. The initial evaluation shall be completed and a copy of the evaluation report shall be presented to the parents no later than 60 days after the school district receives written parental consent. Parents who think their child is a child with a disability may request, at any time, that the school district conduct an evaluation to determine if the child is eligible to receive special education and related services. This request must be made in writing to the district office.

## **ENROLLMENT INFORMATION**

### **RESIDENCY**

Any child who meets the minimum requirements of this statute is entitled to attend public school in the resident district of the adult who is supporting him or her gratis. An adult residing in the school district is required to file *either* appropriate legal documentation to show dependency or guardianship *or* a sworn statement that the adult is a resident of the school district, that he or she is supporting the child gratis, will assume all personal obligations for the child relative to school requirements, and intends to keep and support the child continuously and not merely through the school term. The school district may, pursuant to the attached guidelines, require other reasonable information to be submitted by the resident to substantiate the sworn statement. Upon such filing, the school entity must enroll the child in question.

Students residing with an adult other than the natural parent shall be enrolled and placement made the next scheduled school day following receipt of documents from the resident that is required by Pennsylvania Law and one of the following:

- Verification that student resides at a Federal installation
- Appropriate legal documentation (court order) to show dependency or guardianship
- Sworn statement (notarized) indicating that signer is a resident of the district, is supporting the child gratis (without personal compensation or gain), will assume all personal obligations for the child relative to school requirements, intends to so keep and support the child continuously and not merely through the school term, and, when required, any reasonable information submitted by the resident to substantiate the sworn statement.
- A resident's receipt of public payments, such as Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive support or other payments for or on account of the child, shall not be deemed to be personal compensation or gain.
- Pennsylvania law also requires that information concerning health and compliance with immunization requirements, safe schools sworn statement, residency and age be submitted prior to enrollment.

## **REGISTRATION**

When registering new students, it is necessary to present immunization records, birth certificate and social security number for each child. The state immunization requirements are; 4 DPT or DT inoculations (one dose must be administered on or after the child's fourth birthday), 3 polio, 2 MMR (first dose must be administered at 12 months or older), 3 properly spaced Hepatitis B inoculations and Varicella/Varivax (Chicken Pox vaccine).

## **BEGINNERS**

Beginners are children entering the lowest grade of primary school above the kindergarten level. A beginner is eligible for admission to the lowest grade of the primary school above the kindergarten level he/she has attained the age of six by September 1. They shall be admitted to school only during the first two weeks of the annual school term, except that a child who is eight years of age may begin school at any time during the school year.

A child must be five years of age before September 1 of the entrance year to be eligible for kindergarten. Eligible children will be registered in March prior to school entrance. Screenings will be done at that time.

## **EMERGENCY POLICY AND PROCEDURES**

The news media will be notified if students need to be dismissed due to a building emergency, weather, etc. Parents/guardians should develop a contingency plan with their children in the event an emergency dismissal is implemented. An Unscheduled Early Dismissal Action Plan will be sent home at the beginning of the year. Parents are requested to fill out and return the form to the school. This form will tell the school what to do with your child should there be an emergency. This sheet will be kept on file in the office. Parents will be notified if there would be an issue on a particular bus through a bus chain the parent organizations have set up.

## **POWER OUTAGES**

In the event of a power outage at Springhill-Freeport, students may be transported to the Middle-High School if necessary.

## **SCHOOL CLOSINGS**

Should inclement weather cause a situation whereby school needs to be closed for a day or more, all students and faculty members will receive the information in the following ways:

**RADIO STATIONS:**      WANB (103.1FM)      WBZZ (B-94 or 93.7 FM)  
   WVAQ (103FM)      WMBS (590AM)      WWVA (1170 AM)  
**TV STATIONS:**            KDKA 2                      WTAE 4                      WPXI 11  
**WEST GREENE SCHOOL DISTRICT**      (724) 499-5183 ext. 1

## TWO (2) HOUR DELAY

In the event of a two hour delay, the school day will begin two hours later than the usual start time. If your child rides a bus, please have him/her at the bus stop two hours later than usual. Breakfast will not be served on two hour delay days.

## **STUDENT SERVICES**

### ATTENDANCE

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 a principal may excuse a student for temporary absences when receiving 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 Administration may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Superintendent or designee shall develop procedures for the Attendance of students which:

- Ensure a school session that conforms to the requirements of state regulations.
- Govern the keeping of attendance records in accordance with state statutes.
- Distribute or make available annually to staff, student and parents/guardians Board policies and school rules/regulations governing student attendance, absences and excusals.
- Ensure that students legally absent have an opportunity to make up work.
- Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) school days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of the law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.
- Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

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

- Illness

- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips
- Educational tours and trips

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, health or therapeutic services; the student is receiving approved homebound instruction.

All absences occasioned by observance of the student’s religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not required the child’s absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child’s attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

### TARDY POLICY

The Board will recognize other justifiable absences (as specified by time of appointment) for part of the school day. These shall include:

- Medical/dental appointments
- Court appearances
- Family emergency
- Urgent reasons

Please note that any combination of 5 tardies is equivalent to 1 absence.

#### **Marking Absenteeism (those students who enter school late)**

Between 8:15 am - 9:59 am	Tardy - number of minutes
Between 10:00 am– 1:44 pm	½ day absent
Between 1:45 pm – 3:15 pm	Full day absent

#### **Marking Absenteeism (those students who leave school early)**

Prior to 9:59 am	Full day absent
Between 10:00 am – 1:44 pm	½ day absent
After 1:45 pm	Tardy – number of minutes

The Board shall excuse students from the requirements of attendance at the schools of the district on proper certification from a physician or psychiatrist or submission of other satisfactory evidence and on approval of the Department of Education. Diagnosis by a qualified medical professional is required for a physical or mental disability.

**ANY STUDENT MISSING THIRTY (30) DAYS OF SCHOOL, UPON ADMINISTRATIVE REVIEW, MAY BE REQUIRED TO REPEAT THE ENTIRE SCHOOL YEAR.**

**EDUCATIONAL TOURS AND TRIPS**

A student may be excused from attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

- The parent/guardian must submit a written request for excusal prior to the absence. The student's participation has been approved by the Superintendent or designee.
- The Board may limit the number and duration of tours or trips from which excused absences may be granted to a student during the school term.

**TRUANCY**

The Compulsory Attendance Laws of the Commonwealth of Pennsylvania will be vigorously enforced by the School District. After three illegal absences, a "First Notice of Illegal Absence" will be sent to parents. Criminal charges can be filed for each subsequent illegal absence or when a student accumulates 30 days of absences. Continued problems with illegal absences will be referred to Children and Youth Services of Greene County for proper disposition.

**MAKE-UP WORK**

Any students absent from class are required to make up all work missed. It is the responsibility of the students to see their teachers to obtain the work and help, if needed. If a student will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for this may be made through the elementary office.

**DRESS CODE**

We feel there is a direct relationship between the dress and appearance of a student and his/her conduct and achievement while in school. Because of this, the West Greene School Board has approved the following policies.

Students are required to wear appropriate clothing while attending all classes and school functions during the school year. Certain kinds of clothing either are not allowed or are limited to certain times of the year. Any violation of the dress code will result in the student staying in the appropriate office until proper attire can be brought to school by the parent/guardian. Please direct your children as follows:

- Shorts are allowed only during the months of August, September, April, May and June.
- Students do have permission to wear skorts and Capri pants throughout the school year.
- Students are responsible for wearing clothing of appropriate length and in good taste.
- Shoes with laces must be tied; sandals and slides are permitted.

THE FOLLOWING ARE PROHIBITED:

- No spiked jewelry, chains or cords are permitted to be worn, or carried, including those attached to metal objects, wallets, belt loops, and clothing.
- Jewelry or ornamentation that is used to adorn body piercing is to be limited to the ears.
- Shorts and skirts can be no shorter than the end of the fingertips when arms are by your side.
- Pants, shorts, skirts and skorts must be secured and worn at the waist, no lower.
- Excessively baggy pants may be deemed unsafe by the principal.
- Clothing that exposes undergarments.
- Clothing that has obscene or offensive words or pictures.
- Clothing that advertises or pictures any forms of drugs, alcohol or tobacco.
- Clothing that could be interpreted to refer to sex or degrades any individual or group.
- Tops that expose the midriff or overly expose the upper torso.
- Spandex
- Halter-tops, Spaghetti strapped tops.
- See-through clothing.
- Bare feet are prohibited.
- Hats, bandanas, or any kind of head gear.
- No footwear is to be worn at any time that will cause damage to the floors or black marks.
- No street shoes are permitted on the gym floors.
- Sunglasses

Due to the increasing number of violent incidents that have occurred in schools, we will make every attempt to provide students with a safe and healthy learning environment. As a result, students are not permitted to wear coats or jackets into classrooms. Students are only permitted to wear coats or jackets to and from school buildings. The school dress code is to meet with the approval of the Administration. The Administration reserves the right to consider any improper dress until such time as the School Board may change or add to its policy.

LOST AND FOUND

The Elementary Offices are the areas designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to the office as soon as possible. Students looking for lost possessions should check the office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.

## HEALTH ISSUES

The school nurse or health assistant is made available to students. The nurse will facilitate any medical issues in the way of assistance, advice and consultation. All administered prescriptions must go through the nurse's office.

## ILLNESS and FIRST AID

In the event of illness, accident or injury, the child or adult should be taken to the health room. If the nurse or health assistant is not available, the principal will be notified and make the decision as to what is to be done. Parent notification will come from the emergency cards provided to you at the beginning of the year. Please make sure that they are filled out completely and correctly, and notify the school of any changes as they occur.

## MEDICATION

Prescribed and non-prescribed medication should be taken at home. If necessary, by doctor's order, designated school personnel may administer a medication during school hours.

ANY MEDICATION, PRESCRIPTION AND NON-PRESCRIPTION MAY NOT BE GIVEN WITHOUT THE PROPER MEDICATION FORMS COMPLETED AND SIGNED BY THE PARENT/GUARDIAN AND PHYSICIAN. These forms must accompany the medication. Forms may be picked up in the nurse's office. All medication must be brought to the nurse's office upon arrival to school. The medication will be kept in the nurse's office until the end of the day or until it is no longer necessary to be taken.

Non-prescribed medication includes Tylenol, aspirin, cough syrup, Tums, and cough drops.

## STUDENT INSURANCE

Accident insurance is available to all students of the West Greene School District and school directors' urge that the parents consider this coverage.

The premium for accident insurance varies from year to year. The cost for the current year will be announced at the time that the insurance is made available.

Accident insurance policies may be purchased which cover the student from the time that he/she leaves home in the morning until he/she returns home in the afternoon and at any school sponsored activity during the entire year, whether it be during the school year or during summer. Company details concerning claim coverage can be secured by reading the policy.

## PARTIES/ACTIVITIES

The parent group will send home a sign-up sheet for parents to indicate when, and with what, they are able to help with. When helping with the activities at the schools, for the safety and welfare of all students, parents are asked **to not bring other children** to the events.

**When reporting for a party or other event, parents may report to the room no earlier than 15 minutes prior to the start of the event.**

We encourage parents to be involved with the education of their child. Please contact your child's teacher if you would like to help during the school day.

### ELECTRONICS

Electronic games, radios, and tape/CD players are not permitted in the buildings or busses unless requested by a teacher for a specific assignment. The school will not be responsible for electronic devices that are damaged or stolen. The use of cell phones during instructional time is strictly prohibited.

### REQUEST FOR CHANGE IN NORMAL ROUTINE

**If it is necessary for a student to change his normal school routine, to ride a different bus etc, a written request from the parents for the change must be received by the classroom teacher who will initial the request and send it to the office where the change will be recorded and approved. Changes should not be made by phone, except in emergency situations.**

When students are visiting each other, written permission must be received from BOTH homes. Students must have their classroom teacher initial the request and bring the request to the office to be recorded and approved. Students will be given an approval slip from the office and must present the slip to the bus driver. Students will not be permitted to call home for approval to go home with a friend.

### VALUABLES

Students are not permitted to bring items of value to school (such as trading cards, toys, money etc.). The School District will not be responsible for lost or stolen items of this nature.

### TRANSPORTATION

#### MEETING THE SCHOOL BUS

Arrive at your pick-up point 5 minutes before the bus is scheduled to arrive. Drivers have been instructed not to wait for any late arrivals and not to pick up or drop off students at points other than assigned stops. Stand off the road behind the curb or edge of the street, but be careful not to disturb the lawn or personal property of homeowners. In approaching your pick up point, always walk toward the traffic. Do not play in the roadway or stand or place books and other

articles in or near the roadway. Do not run along the side of the bus. Wait until it comes to a complete stop and then walk to the front door.

If you must cross the street, wait on the left side of the street until the bus is stopped and the stop arm is activated, cross only after the driver signals the road is clear, and walk at least 15 feet in front of the bus.

### LEAVING THE BUS

Remain seated until the bus comes to a complete stop. Leave the bus in an orderly manner and do not loiter around the bus. If you must cross the street, walk 15 feet forward of the right front fender until all students crossing are in position, walk straight across the street after a signal from the bus driver, and do not stop to pick up dropped books or other articles. Also do not cross back immediately behind the bus or walk between parked buses.

### RULES FOR RIDING A SCHOOL BUS

While you are on the bus, you are under the direct supervision of the driver and must follow his/her instructions. The bus driver has the authority to assign seats to students for safety or disciplinary action. Failure to follow instructions will be considered an act of disobedience and will result in disciplinary action.

- For your own protection, always keep your hands, head and arms inside of the bus.
- Keep feet and books out of the aisle. Any object or instrument that cannot be held in your lap without blocking aisles will not be permitted on the bus.
- Fighting, horse playing, slapping or loud behavior is not permitted.
- Smoking or striking matches or lighters are not permitted on the bus.
- General school regulations pertaining to the use of alcohol, drugs, knives, or other weapons, and use of profanity and obscene gestures apply to all students riding bus.
- Eating or drinking on the bus is not permitted. Drinking bottles, cans and other glass containers likewise are not permitted. The sale of food products is prohibited.
- You are not allowed to change buses or stops without written permission from the school officials.
- Help keep the bus clean, sanitary and orderly. Do not throw paper or other debris on the floor of the bus or at another student. Do not throw articles out of the bus windows or doors.
- Damage done to seats or other bus equipment must be paid for by you or your parents. Restitution or immediate arrangements thereof must be made before you will be allowed bus-riding privileges.
- Never tamper with the emergency door or any other controls on the bus. Opening or closing the front door is prohibited by anyone other than the driver.
- No recorders, radios, tape players, or electronic devices etc. are permitted on the bus.
- The playing of cards/gambling on a school bus is prohibited.
- No live animals or pets are allowed on a bus.

Students not following the rules set forth by the bus company and the school district may be denied the privilege of riding the bus. Failure to follow the rules will result in a ticket being issued. The first ticket will result in a warning or a 3 day suspension from riding the bus. A

second ticket will result in a three-day suspension from riding the bus. A third ticket will result in a five-day suspension, and a fourth ticket will result in a ten-day suspension. Any tickets there after will result in possible expulsion from bus transportation.

With the discretion of the bus driver and the principal a student may go directly to a three-day suspension for the first offense. Some infractions may carry over into the school discipline policy and will result in detention or suspension from school. When a bus suspension is issued to a student, that student is suspended from all bus transportation. The student's parent(s)/guardian(s) are responsible for providing transportation to and from school. Suspension from the bus is not an excused absence (see attendance policy). Video cameras will be on the buses and maybe used for disciplinary issues.

### EMERGENCY PROCEDURE

If your child doesn't not arrive home at his/her regularly scheduled time, please call Cary or Brian, Laidlaw Bus Company at (724) 499-5100. They have the ability to talk to the bus drivers and schools. Following this procedure will speed up the time it takes to locate your child.

### STUDENT DROP-OFF/PICK-UP

Students not riding the bus are NOT to be dropped off at school earlier than 7:50 AM at Graysville, or 7:30 AM at Springhill New-Freeport. Students dropped off after 8:25 AM are to be signed in at the office by person bringing student to school.

Students not riding the bus may be picked up at 3:00 PM. A note is required, but it will not be necessary to come into the building and sign your child out for the dismissal.

Students being dropped off or picked up at the Graysville building must do so on the side opposite the office. There are faculty and safety patrol on duty during drop-off and pick-up times. Please remain in your vehicle at all times. One of our staff will be happy to assist you and your child if necessary.

West Greene reserves the right to prohibit parents/guardians from picking up their child (ren) from school if they appear to be intoxicated/under the influence of a controlled substance. The police will also be contacted.

## BUILDING VISITATION AND CONTACT INFORMATION

### USE OF FACILITIES

Anyone wishing to use any school facility for any purpose must fill out a "Use of Facilities" form to secure permission before scheduling. These forms can be obtained in any of the school districts offices.

The custodian does not have the authority to open the building for individuals or groups who do not obtain prior permission, nor will he/she open the building prior to the time scheduled for the activity. Furthermore, the building will not be opened in the absence of the sponsor or person in charge of the activity.

### BUILDING VISITATIONS

All visitors (including parents) to our schools must sign-in at the main office, and obtain a visitor's pass, which is to be returned to the office when the visitor signs out.

### PARENT ORGANIZATIONS

Parents are encouraged to join and support the parent organizations of their school. There is usually one meeting per month throughout the school year. The parent organization will send home notification of the meeting dates and times. The goals of the organization are to provide programs, activities and educational events for our children, thereby aiding in their education. Along with fundraising, the parent organization relies on its members to support its efforts to best meet the needs of the students. Our elementary schools welcome your involvement by becoming an active member of the organization.

### CAFETERIA

A nutritious, well-balanced breakfast and lunch are provided daily through the food service department. Students are able to choose from a variety of items. Prices include:

- Breakfast      Full Price      .95  
                         Reduced        .30
- Lunch            Full Price      1.35  
                         Reduced        .40

### PAYMENT OPTIONS

Please make all checks out to West Greene Cafeteria Fund. In the event that cash payment is preferred, please enclose the proper amount in a sealed envelope and include the student's full name, grade, and room number.

### CHARGES

Students are able to charge a maximum of six (6) meals (any combination of breakfast and lunch) in the cafeteria without penalty. After six occurrences, the account must be settled before being permitted to charge again. Cafeteria Services will not deny any student a meal; however, the student will be given an alternative meal and not allowed to make a selection of their choice. Students who owe charges to the cafeteria will not be permitted to purchase a la carte items such as ice cream. Students are not allowed to charge a la carte items.

## PROBLEMS PAYING

In the event that a situation arises which may not allow a student to settle their payment, please contact Martin Lorenzo, Food Service Director, for more information, at 499-5183 ext 2229 or [lorenzom@wgsd.org](mailto:lorenzom@wgsd.org).

Some circumstances such as being laid off of work or the lose of employment could enable the student's household to become qualified for free or reduced meals and thus assist with future payment of a student's school meals.

## MEDICAL OR DIETARY NEEDS

Any students who are in need of an alternate menu due to disability or medical needs, will receive the appropriate substitutions upon receipt of a medical slip from their physician.

## CONTACTING STAFF

### PARENT CONFERENCES

Communication between home and school is important. Please feel free to contact teachers through voicemail and/or email. They will be happy to address any questions or comments you may have. Voicemail and email addresses are listed below, if you need to schedule a conference. If you have a conference scheduled with your child's teacher, please report to the office to receive a visitor's pass before proceeding to the classroom.

To reach a teacher at Springhill-Freeport, please call (724) 447-2331 and speak with the secretary.

### SPRINGHILL- FREEPORT ELEMENTARY STAFF

Laura Miller	Clerical Aide	<a href="mailto:millerl@wgsd.org">millerl@wgsd.org</a>
Tiffany Hart	Kindergarten	<a href="mailto:hartt@wgsd.org">hartt@wgsd.org</a>
Misty Renner	Grade 1	<a href="mailto:rennerm@wgsd.org">rennerm@wgsd.org</a>
John Harding	Grade 2/Head Teacher	<a href="mailto:hardingj@wgsd.org">hardingj@wgsd.org</a>
Lorri Campbell	Grade 3	<a href="mailto:campbell@wgsd.org">campbell@wgsd.org</a>
Dave Yoders	Grade 4	<a href="mailto:yodersd@wgsd.org">yodersd@wgsd.org</a>
Bob Ulinski	Grade 5	<a href="mailto:ulinskib@wgsd.org">ulinskib@wgsd.org</a>
Susan Christopher	Title I Reading	<a href="mailto:christos@wgsd.org">christos@wgsd.org</a>
Scott Benke	Title I Math	<a href="mailto:benkes@wgsd.org">benkes@wgsd.org</a>
Tara Bortz	Learning Support	<a href="mailto:bortzt@wgsd.org">bortzt@wgsd.org</a>

## ALL ELEMENTARY SCHOOLS

Don Painter	Principal		painterd@wgsd.org
Donna Downing	Social Worker	2220	downingd@wgsd.org
Allen Hughes	Physical Education	2263	hughesa@wgsd.org
Barry Huffman	Art	2277	huffmanb@wgsd.org
Myleen McCollum	Library	2217	mccollum@wgsd.org
Barbara Nelson	Speech	2279	nelsonb@wgsd.org
Lisa Vitolo	Nurse	2213	vitolol@wgsd.org
Gary Whyte	Computers	2278	whyteg@wgsd.org
Michael Bruno	Music	2276	brunom@wgsd.org
Brittany Metz	School Psychologist		metzb@wgsd.org

## VOICE MAIL

All staff members at Graysville have voicemail. When calling, please call the school at (724)428-3592, then enter the voice mailbox number of the person you wish to reach. Extension numbers are listed for each staff member.

## GRAYSVILLE ELEMENTARY STAFF

Teresa Simms	Secretary	1000	simmst@wgsd.org
Arlene Lantzer	Clerical Aide	2211	lantzera@wgsd.org
Barbara Barnhart	Kindergarten	2252	barnhart@wgsd.org
Marla Patton	Kindergarten	2269	pattonm@wgsd.org
Chasity Whitlatch	Kindergarten	2275	whitlatc@wgsd.org
Jessica Andrew	Grade 1	2250	andrewj@wgsd.org
Rosemary Andrew	Grade 1	2251	andrewr@wgsd.org
Johnna Dinan	Grade 1	2257	dinanj@wgsd.org
Judy Ewing	Grade 2	2258	ewingj@wgsd.org
Sheri Jordan	Grade 2	2272	jordans@wgsd.org
Beverly Watson	Grade 2	2273	watson@wgsd.org
Karen Behm	Grade 3	2253	behmk@wgsd.org
Patty Lesnett	Grade 3	2267	lesnettp@wgsd.org
Nancee West	Grade 3	2274	westn@wgsd.org
Kathy Kolar	Grade 4	2266	kolark@wgsd.org
John Marcolini	Grade 4	2268	marcolij@wgsd.org
Kevin Jones	Grade 5	2265	jonesk@wgsd.org
Dale Davis	Grade 5	2256	david@wgsd.org
Debbie Frampton	Head Teacher/LS	2216	framptod@wgsd.org
Rick Allinder	Title I Math	2260	allinder@wgsd.org
Denise Blackhurst	Title I Reading	2254	blackhud@wgsd.org
Teresa Roberts	Title I Reading	2270	robertst@wgsd.org
Dave Poder	Title 1 Reading	2259	poderd@wgsd.org
Jennifer Ealy	Learning Support	2262	ealyj@wgsd.org
Lorraine Handley	Learning Support	2261	handleyl@wgsd.org
Jackie Slogan	Learning Support	2264	sloganj@wgsd.org
Richard Sonneborn	Learning Support	2271	sonnebor@wgsd.org

# ACADEMIC AND CURRICULUM POLICIES AND PROCEDURES

## GRADING PROCEDURES

The school term is divided into four scholastic report periods of nine weeks. All subject offerings are on a quarter or yearly basis. Report cards are prepared and given to each student at the close of each of these periods.

The marking system used in the West Greene School District is based on percentage grades. Students may want to use the following scale to determine a letter grade equivalent.

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	E

An incomplete grade must be removed within 10 school days after the distribution of report cards. If incomplete grades are not removed by that determined time the teachers are to compute grades for the grading period using available information. A “P” (Pass) or “F” (Fail) can be awarded in certain classes.

## REPORT CARDS

Report cards are issued every nine weeks. A list of dates that report cards will be distributed is listed in the school calendar.

## HOMEWORK

Homework contributes to the development of independence and responsibility on the part of the student. Students are given homework based upon their ability and educational program to which they are assigned. The amount, length and type of homework will vary according to the individual needs of your child. We have designated the following amounts of time to be spent:

- Kindergarten – 10 minutes – talking to your child about their day
- Grade 1 & 2 – 15-20 minutes
- Grade 3, 4 & 5 – 30 -50 minutes

It is the student’s responsibility to complete homework on a daily basis.

## TITLE I READING AND MATH

Title I teachers work cooperatively with the classroom teacher on strategies that will help all of the students become successful. Title I is a school-wide program, federally funded program, which means we work with all of the children in the classroom. The title I teacher can work with small groups or the whole. Time is also spent on preparation for the PSSA assessments. We try to create an environment that will foster independent learning.

## INSTRUCTIONAL SUPPORT PROGRAM

Instructional Support represents a major effort to help *ALL* students succeed. When a student is experiencing difficulty in the classroom, the student, parent(s) or classroom teacher may make a request to the Instructional Support Core Team for assistance. The Core Team is composed of administrators, guidance counselors and teachers.

After a request is made to the Core Team, the student, parent(s), and the classroom teacher(s) become part of the team. Once the student's specific problem(s), have been identified, learning strategies will be implemented that will help the student achieve success. A plan that assigns responsibility to the student, parent(s), and teacher(s) is followed for thirty days. At the end of this time the team may choose to continue to monitor the student's progress or to refer the student for further evaluation.

## TEXTBOOKS/HANDBOOKS

If a textbook is misused, a fine will be imposed. If a textbook is lost, replacement will be the cost of the new book. If the textbook is not replaced or not in its original shape before the end of the last semester, the office will hold your report card until the book is replaced.

If an agenda book is damaged, replacement will be necessary at the cost of \$1.00. Report cards will be held until payment is made.

## **SPECIAL CLASSES**

### PHYSICAL EDUCATION

Physical education is required by state law and is to be taken by all students who are not excused for medical reasons. Only a medical excuse is accepted as a legitimate reason not to be taking physical education. A licensed medical practitioner must supply the excuse. It must be returned to the physical education teacher and will be placed on record. It must state for what period of time and for what reasons the student is to be excused from physical education activities for medical reasons. The instructor will give the student alternative instruction.

All students are to dress appropriately for gym class. The appropriate dress would include; tennis shoes and t-shirts on the days they have gym. Please do not permit your child to wear dresses, skirts, sandals etc. on gym days.

### LIBRARY MISSION

It is the mission of this library to provide the West Greene community with the services and resources necessary to foster the education and enrichment of students and staff in accordance with Pennsylvania state standards. Our aim is to promote literacy with regard to print materials, non-print materials and current technology. As a resource center; reading guidance, literature

appreciation, reference services and instruction in the use of media will be provided. Ultimately promoting life long readers and learners using information effectively is our goal.

### LIBRARY HOURS

Our hours are from 7:50 to 3:20 daily. Starting with Kindergarten, all classes are scheduled into the library once a week for 40 minutes. During their class, students will learn a new library skill and/or are read a new story before they check out their books.

Students are welcome to use the library at other times with the permission of the classroom teacher in consultation with the librarian individually, as a group or as a class. Students may come at anytime to return books. The library may be used for individual testing provided the librarian is present.

### CHECK-OUT POLICY

Kindergarten students will check out one book after the first nine weeks of school. A bag will be issued to carry books back and forth from home to school on library class days. Lost or damaged bags cost \$0.50 to replace. Worn out bags will be replaced at no charge.

Students in grade 1 will be issued a bag for library materials only. Lost or damaged bags are replaced at a cost of \$0.50. Worn out bags will be replaced at no charge.

Each student, grades 1-5, is allowed to check out two books weekly unless there are too many overdue books or a three [3] book day is awarded. Magazine check out privileges is given to students in grades 3, 4, and 5.

### OVERDUES, FINES, REPLACEMENT POLICY

Each student will be responsible for returning all library materials on the day of their next library class. No fines are assessed for overdue materials.

Students are asked not to repair books in any way, but to bring them back to the library for repair. There will be a charge for materials that are severely damaged.

There will be a charge for any lost library item assessed at the time of the loss, at the end of the school year or when the child leaves the school. Failure to do so will have the student's report card withheld until the obligations are fulfilled.

### LIBRARY AIDES

Students in grade five may serve as library aides. They assist the librarian with checking out materials, circulation, re-shelving materials, bulletin boards, and other tasks as deemed necessary by the librarian. Their time in the library is during recess or during dismissal time. They do not miss class time. Tryouts, based on an application, are conducted following Easter each year. Qualities considered are; interest, attendance, dependability, responsibility, and skill. Fourth grade teachers are also consulted in the selection process.

Students in grades 3, 4, and 5 have the option to assist in the library with an assigned library task which changes monthly. Students in K, 1, and 2 have captains as library helpers on a monthly basis. The changes are made during the first library class of each month.

### GRAYSVILLE MUSIC PROGRAMS

Graysville Elementary presents two programs annually: The Holiday Program in early to mid December and the Spring Program in early to mid May. Students in Kindergarten, 2nd, and 4th Grade perform in the Holiday Program. Students in Grades 1, 3, and 5 perform in the Spring Program.

### SPRINGHILL MUSIC PROGRAMS

Springhill Elementary presents two programs annually: The Holiday Program in early to mid December and the Spring Program in early to mid May. Students in Kindergarten through 5<sup>th</sup> grade perform in both programs.

### ELEMENTARY INSTRUMENTAL MUSIC PROGRAM

The West Greene Elementary Instrumental Music Program begins in 4th grade. Students in Grades 4 and 5 have the opportunity to rent or purchase one of the following instruments: flute, clarinet, saxophone, trumpet, French horn, trombone, or percussion kits (snare drum pad and bell kit). Parents are responsible for renting or purchasing these instruments as well as purchasing the lesson book. The lesson book is no more than \$10.

Instrument rental evening with C.A. House Music takes place in early September. All payment details are given to parents on that evening by that company. Students have the opportunity to try-out any available instrument on that evening. Representatives of C.A. House Music and the music teacher will be on hand for any advice or questions that parents and students may have.

Once a student receives his/her instrument they begin to have weekly 40-minute instrumental lessons during the school day. As part of the curriculum this will require the student to miss some portion of class time. If this is a concern please discuss the situation with the music teacher to make individual accommodations. Students will also be required to practice at home for 15 minutes at least five days a week. A grade of O, S, or N will be recorded on the report card as well as the number of lessons the student has attended during the 9-week period.

The Elementary Band performs annually at the West Greene Combined Band Concert which takes place in mid to late May. As the concert approaches, after school rehearsals will be necessary to fully prepare the full band for the concert. Transportation accommodations can be arranged for rehearsals at the high school.

## **POLICIES AND PROCEDURES**

### **STUDENT BULLYING AND HARASSMENT**

The West Greene School District Board of Education is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing or any other victimization based on real or perceived race, sex, creed, color, national origin, religion, marital status, disability, sexual orientation, physical appearance and/or personality characteristics.

This plan is in effect while students are on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by measure up to and including suspension and expulsion.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Implied or explicit threats concerning one's grades, achievements, property, etc, that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Demeaning jokes, stories or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim
- Unreasonable interference with a student's performance or creation of an intimidation, offensive or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- Submission to or rejection of the conduct by a school is used as the basis for academic decisions affecting that student
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive education environment.

In situations between students and school officials, faculty, staff or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either implicitly or explicitly as a term or condition of the targeted student's education or participation in school programs or activities
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because a student has filed a bullying or harassment complaint, assisted or participated in a harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

The district will promptly and reasonably investigate allegations of harassment. The building principal, head teacher, or designee will be responsible for handling all complaints by students alleging harassment.

It will also be the responsibility of the superintendent, in conjunction with the principals and investigators to develop procedures regarding this policy. The principal will also be responsible for organizing training programs for students, school officials, faculty, staff and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The principal will also develop a process for evaluation the effectiveness of the policy in reducing bullying and harassment in the school district. The principal shall report to the board on the progress of reducing bullying and harassment in the school district.

## **BRAVE Students...**

1. Raise their hands to speak and share.
2. Use kind and respectful words.
3. Stay seated unless told otherwise.
4. Walk slowly and quietly in straight lines.
5. Keep hands, feet and other objects to themselves.
6. Follow the teacher's directions.
7. Are honest and truthful.
8. Take responsibility for their actions.

## BULLYING DEFINED

Bullying can be defined as repeated and systematic harassment and attacks on others. Bullying can be perpetrated by individuals or groups. Bullying takes many forms, and can include many different behaviors, such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from the peer group
- Racially or ethnically-based verbal abuse and gender-based put-downs are also found in the bullying situation.

## CHARACTERIZATIONS OF BULLYING

- it is aggressive behavior or intentional "harm doing"
- it happens when one or more persons with more power unfairly and intentionally hurts someone with less power, the hurt may be physical, social, or emotional
- it is carried out repeatedly and over time

## HARASSMENT DEFINED

Harassment is defined as the intent to annoy, harass or alarm another.

- he/she strikes, shoves, kicks or subjects to physical contact or attempts to threaten to do so
- he/she follows a person in or out of a public place
- he/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy other people
- annoy, pester, bother, pursue, be a nuisance, stalk, hassle, tease and badger

## SEXUAL HARASSMENT

Sexual Harassment is defined as any welcomed or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature.

## CYBER BULLYING

Cyber Bullying is "willful and repeated harm inflicted through the medium of electronic text."

## RETALIATION PROHIBITED

Students who file harassment/bullying report or who have assisted or participated in any manner in a harassment/bullying investigation may not be retaliated against.

Behavior which will be considered retaliation includes, but is not limited to:

- Open hostility
- Expressions of resentment and/or aggression in work or action
- Excluding a person from the group
- Threats and/or anger directed at the student(s)
- Any intimidation in word or action

### WEAPONS/DANGEROUS INSTRUMENTS

The term “*weapon*” as used in this policy shall include, tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for or reasonably related to educational purposes. Furthermore, the term “*weapon*” shall also include, but not be limited to, any knife, cutting instrument, ice-pick, cutting tool, club, chains, blackjack, metal knuckles, firecrackers, explosive device, nun-chuck stick, shotgun rifle, firearm, starter’s pistol, gun or similar device from which a projectile may be discharged (including a pellet gun, B. B. gun, etc.) and firearm or other weapon which is not loaded or which lacks a component part or device necessary to render it immediately operable.

The possession by students of the West Greene School District of weapons or dangerous instruments shall be prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the West Greene School District.

### NO SMOKING POLICY

The West Greene School District is a tobacco-free zone. No one is permitted to possess tobacco products on school property.

Act 145 of 1996 under the Pennsylvania Crime Code establishes school tobacco control that defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. School districts must initiate prosecution. Conviction of this offense cannot be placed on a criminal record or the student’s permanent record.

The use of tobacco-related products has been proven to be injurious to health. The West Greene School Board is committed to promoting a healthy school environment for the students and staff members and setting a positive example for students. Therefore, the following policies will be maintained:

No tobacco use will be permitted in any area of the buildings or on school grounds.

Smoking shall mean all uses of tobacco or tobacco products, including cigars, cigarettes, pipes, chewing tobacco and snuff. Students are not allowed to be in possession of tobacco or tobacco products. Magistrate fillings will occur for all tobacco violations, as per state law.

## DRUG AWARENESS

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For the purposes of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state law.
- Look-alike drugs.
- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Prescription or patent drugs, except those for which permission for use in schools has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

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

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

## OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

- There is a nexus between the proximity or timing of the conduct in relation to the student's attendant at school or school-sponsored activities.
- 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.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
- The conduct involves the theft or vandalism of school property.

The Superintendent or designee shall prepare rules for the identification and control of 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.
- Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
- Provide education concerning the dangers of abusing controlled substances.
- Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any persons on school property shall be reported to the Office of Safe Schools on the required forms at least once a year. In all cases involving students and controlled substances, the need to protect school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuse without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### REASONABLE SUSPICION/TESTING

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

