



# General Information

## Accessibility of Buildings to the Disabled

The West Shore School District welcomes disabled students. We will attempt to place all disabled students in schools close to their homes. Transportation will be provided by the District. The following schools are accessible to wheelchairs: Fairview, Highland, Lower Allen, Mount Zion, Newberry, Red Mill, Rossmoyne, and Washington Heights Elementary Schools; Allen and Crossroads Middle Schools; and Cedar Cliff and Red Land High Schools.

## Building Security

For security purposes, all entrances to West Shore school buildings are secured after school begins. Only the main entrance of a building may be made available for public access during the school day. The main entrance of a building may be controlled by electronic means. Visual inspection and proof of identity may be required of an individual before access is granted.

Students and visitors are reminded video and audio recorders are used in the District's schools. Electronic surveillance devices are being used within the schools at all times in an attempt to protect our students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.

Individuals exhibiting disorderly conduct, or refusing to follow District rules, while on school property, are subject to arrest. Arrest on District property will result in a loss of future visiting privileges.

## Care of Students Due to an Emergency

If an emergency should arise when students are in school, action will be taken to protect the health and safety of each child. The District has plans in place to deal with fire, bomb threat, hazardous materials spill, earthquake, aircraft accident, and severe weather. Specific plans for each building are held in the building(s). Parents should speak with their child's principal for more information before an emergency occurs.

In the event of a general emergency at TMI requiring evacuation of several of the schools in the West Shore School District, students will be bused directly to several sites designated as evacuation centers. They are Lemoyne Middle School, Cedar Cliff High School, Allen Middle School, Washington Heights Elementary School, and Highland Elementary School. All of these schools are outside the ten mile zone from TMI.

Parents or authorized persons are to meet their children at these assigned schools. You are urged not to call the schools or attempt to make different arrangements. This will only create confusion. Please find your school below in order to understand what will happen in case of an emergency at TMI.

### Cedar Cliff High School

Students who live inside the 10 mile zone will remain at Cedar Cliff. Students who live outside the 10 mile zone will be sent home.

### Red Land High School

All students will be evacuated to Cedar Cliff High School by bus.

### Allen Middle School

Students who live inside the 10 mile zone (Generally York County and Lisburn area) will be held at school for parents to pick up. Students who live outside the 10 mile zone (generally Cumberland County) will be sent home as soon as buses are available.

### Crossroads Middle School

## Modified Kindergarten

A modified kindergarten schedule was developed to address the need for morning kindergarten students to obtain necessary instructional hours when the District calls a two-hour delay due to inclement weather. When a two-hour delay is called, morning kindergarten students arrive at school at 10:35 a.m. with the other elementary students and remain in school until 12:35 p.m. A modified kindergarten schedule does not impact afternoon kindergarten students.

## Parent Volunteers & Tuberculosis Testing

State law requires that adults having more than incidental contact with students must have a tuberculosis test before volunteering in the classroom or assisting with student activities.

## Releasing Students to Non-Custodial Parents

In some cases, parents or guardians wish to make it impossible for certain relatives, friends, or non-custodial parents to communicate with or pick up a child at school. The business of the District is to educate children and not to preside over domestic disputes. It is up to parents and the judicial system to see that custody and visitation orders are obeyed. If a parent informs the building principal that a child is not to leave the building in the custody of the other parent, the principal cannot prevent the other parent from taking the child. The principal can inform the custodial parent, if possible, of the arrival of a non-custodial parent at school. If the parent wishes the principal to provide this information, a written request should remain on file.

## School Closing - Weather Related

If serious weather conditions necessitate the closing of school, notice of such closing will be broadcast by the local radio and television stations. School closings and early dismissals are also posted on the District's web site at [www.wssd.k12.pa.us](http://www.wssd.k12.pa.us).

The West Shore School District has developed a procedure for early dismissals due to inclement weather or other emergencies. Early closing of the schools will be announced by local radio stations. Under this plan, older children will be the first to be transported home. Building principals will send home more specific information. Students should be counseled in advance of such times how to seek shelter and supervision if a return to home is made during the absence of parents. Early dismissal information is available by calling 938-3179 or by calling *The Patriot-News* Campusline at 255-1212.

## School Day

AM Kindergarten - 8:45 a.m.-11:30 a.m.  
PM Kindergarten - 12:50 p.m. - 3:35 p.m.  
Elementary Schools - 8:45 a.m.-3:35 p.m.  
Middle Schools - 7:40 a.m.-2:45 p.m.  
High Schools - 7:34 a.m.-2:45 p.m.  
Modified Kindergarten\* - 10:35 a.m.-12:35 p.m.

*\* Used when a two-hour delay is called. A modified kindergarten schedule does not impact afternoon kindergarten students.*

## Six-Day Cycle

Classes are scheduled on a cyclical, numerical basis (1, 2, 3, 4, 5, 6). The first day of school will be Day 1; the second day, Day 2, to be followed by Day 3, Day 4, Day 5, and Day 6. The seventh day of school will follow as Day 1. This pattern will continue throughout the school year.

## General Information

All students will be evacuated to Lemoyne Middle School.

### Lemoyne Middle School

Students who live inside the 10 mile zone will remain at Lemoyne (generally Green Lane Farms, Allendale, Green Lane Manor, Lemoyne south of Lowther Street). Students who live outside the 10 mile zone, whether they ride buses or walk, will be sent home as long as it is safe to do so.

### New Cumberland Middle School

All students will be evacuated to Lemoyne Middle School.

### Fairview, Fishing Creek, Mt. Zion, Newberry, and Red Mill Elementary Schools

All students will be evacuated to Allen Middle School.

**Hillside Elementary School** will be evacuated to Washington Heights Elementary School.

**St. Theresa's** will be evacuated to Washington Heights Elementary School.

Parents and authorized persons who are coming to pick up students at the evacuation sites will need to provide identification and sign a register at the pick-up point before a student is released. Identification may consist of a driver's license, social security card, voter registration card, etc.

## Discipline and Corporal Punishment

The District strives for self-discipline - good behavior by the student because he/she knows it is right. Such behavior contributes to a pleasant and profitable educational experience. If a student is unable to discipline himself/herself, the misconduct which is detrimental to good education will be dealt with by the teacher who may refer more serious incidents to the principal. The rule of law, not the rule of personality, will be the guide.

The policy of the State Board of Education includes a provision that "corporal punishment may not be administered to a child whose parents have notified school authorities that such disciplinary methods are prohibited." However, "reason-able force may be used to quell a disturbance; or to obtain possession of weapons or other dangerous objects; or for self-defense; or the protection of person and property." It is the intent of the Board and the administration of this District to maintain order and discipline in its schools while at the same time respecting the law and the regulations of higher authority.

Therefore, should parents request the principal, in writing, to abstain from administering corporal punishment to their child or children, every reasonable effort will be made to cooperate with these parents in efforts to enforce the rules and regulations of the school. Letters of request should be signed and directed to the school office. Such letters should list the full name of each child affected and the name and grade of the school he/she attends.

The full text of the District's discipline policies are available in each school.

## Electronic Surveillance

Students and visitors are reminded video and audio recorders are used in the District's schools. Electronic surveillance devices are being used within the schools at all times in an attempt to protect our students and staff. Individuals found tampering with surveillance equipment will be prosecuted to the fullest extent of the law.

## Lunch

The District's cafeterias serve a type A lunch as defined by the National School Lunch program and provide a la carte lunch service as well. School meal prices for the 2001-2002 school year

## Student Accident Insurance

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or to students participating in athletic and extracurricular programs offered by the school. Except for students on the football rosters of Cedar Cliff and Red Land High Schools, the West Shore School District DOES NOT carry medical insurance on students. However, for parents who do not have their own medical insurance coverage or who may wish to supplement their medical insurance plan, the District does provide the opportunity to purchase a group medical insurance plan.

The plan provides medical coverage on a school time basis or on a 24-hour basis and is usually purchased at the beginning of the school year. Parents may wish to consider this option in addition to any medical/hospital coverage they may have. Ambulance fees and medical costs resulting for accidental injury to students in the course of attendance at school or to students participating in athletic (except football) and extracurricular programs of the school should be submitted to parents' medical/hospital provider(s).

## Telephone Security

The telephones within the schools of the West Shore School District have the capability of caller identification (ID) and customer operated tracing. Threatening or harassing calls will be reported to the telephone companies and the local police department. Threatening or harassing telephone calls will be prosecuted in the courts by the District's administration to the fullest extent of the law.

## Use of Student Photos & Interviews

Individual and/or group interviews, photographs, or videotapes of West Shore School District students may be taken during the school year for use by the District in various publications including local newspapers, and for training and review purposes. This publicity provides the community with information about various school programs and achievements. The District provides opportunities for positive media publicity by arranging for reporters or photographers to interview and/or photograph students. If parents prefer their child's photograph not appear in any of these publications and that the child should not be interviewed for publicity purposes, notify the child's building principal in writing.

## Visiting School

Parents of children in our schools and other interested citizens are always welcome to visit us. All such visitors must register in the school building office. Permission must be secured from the principal if the purpose is to observe a classroom session. The best procedure is to arrange such a visitation with the principal by telephone in advance since there are days when the giving of examinations, special tests, medical or dental examinations, etc., may make the observation of a classroom session impractical.

The principal shall have the authority to refuse permission to observe a certain class if he/she believes such a visitation would be detrimental to the program of the school. Parents are urged not to bring young children when visiting schools. Small children tend to be a distracting influence and their presence usually makes it impossible to observe a normal classroom situation.

# District Public & Private Schools

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