



WEST YORK AREA MIDDLE SCHOOL

STUDENT HANDBOOK

WEST YORK AREA MIDDLE SCHOOL
1700 BANNISTER STREET
YORK, PENNSYLVANIA 17404

**2023
2024**





Dear Students and Parents/Guardians of West York Area Middle School,

Welcome to West York Area Middle School! The purpose of the student handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. In case of a conflict between a Board policy and the provisions of this handbook, the policy most recently adopted by the Board will prevail. If policy changes are enacted during the school year, the Administration will communicate those changes to students, staff, and parents/guardians.

As a child's primary teacher, parents are very important to the success of the educational experience. A cooperative relationship between the school and home in which students, parents/guardians, and teachers meet their responsibilities is necessary if every child is to be successful. Please do not hesitate to contact your child's teachers or principals when questions or concerns arise.

It is imperative that students and parents/guardians read and review this handbook. We are asking all parents/guardians to sign off in Sapphire indicating this has been completed.

If you have any questions, please call the school office for clarification.

We are looking forward to a great school year together!

Sincerely,

Mr. Anthony L. Campbell
Principal

Mr. Jesse R. Roth
Assistant Principal

Ms. Lisa A. Groff
Assistant Principal

WEST YORK AREA MIDDLE SCHOOL
2023-2024
STUDENT HANDBOOK

THIS HANDBOOK SHALL SERVE AS THE STUDENT CODE OF CONDUCT

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I. DISTRICT MISSION STATEMENT

Every Student Every Day

II. ANNUAL NOTIFICATIONS TO PARENTS/GUARDIANS

STUDENT RIGHTS AND RESPONSIBILITIES

Students of WYASD have the right to:

- Learn in a safe environment
- Be respected for who you are
- Get assistance from adults and peers when you need to resolve a problem
- Have your strengths celebrated

Students of WYASD are responsible for the following:

- Always do your best
- Respect others
- Work on finding a resolution when faced with a problem
- Use electronic devices responsibly
- Listen
- Help others
- Tell an adult when you hear something troubling or that worries you
- Report bullying and harassment to caring adults
- Ask for help when you need it
- Recognize and appreciate individual differences

CHILD IDENTIFICATION ACTIVITIES

In an attempt to identify students with special needs, the WYASD participates and/or conducts activities for this purpose. For young children not yet enrolled in school, the School District distributes literature notifying parents/guardians of screening activities conducted by Lincoln Intermediate Unit. In addition, a kindergarten screening and orientation program is held. Prior to school entry, students are screened for learning readiness and health problems. Once children are entered in school, they are eligible for the services within the building's Multi-Tiered System of Supports. Students who are thought to have special education needs are recommended for a Multi-Disciplinary Evaluation. In addition to the above, parents/guardians may also recommend students for an evaluation.

CHAPTER 14 - SPECIAL EDUCATION

The WYASD provides a free and appropriate public education (FAPE) to all exceptional students determined to be in need of "specially designed instruction." These services may be provided solely by the school district or in conjunction with the Lincoln Intermediate Unit #12. A range of educational placements is available to meet the individual needs of each student, including supportive intervention on an itinerant basis or in a resource room, part-time and full-time special education classes, and full-time classes located outside of the regular school and district. For answers to specific questions regarding these special education programs, please contact your child's principal or the Director of Special Education at 792-2796 ext.1025.

CHAPTER 15 - PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the West York Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the

school program and co-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Mrs. Traci Stauffer, Director of Special Education/Pupil Services at 792-2796, ext. 1025.

MCKINNEY-VENTO ACT - EDUCATION RIGHTS OF HOMELESS CHILDREN AND YOUTH

The WYASD encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law regulations. For more information, visit the district website at: <https://www.wyasd.org/Page/1571>.

If you are homeless or know of a child or youth who is homeless and not attending school, please contact Mrs. Traci Stauffer, Director of Special Education and Pupil Services at (717)792-2796 ext. 1025.

TITLE IX OF THE EDUCATION AMENDMENTS of 1972 TO THE CIVIL RIGHTS ACT OF 1964 / AFFIRMATIVE ACTION

The West York Area School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the Intermediate Unit.

Please visit our website for more information about how to file a complaint, Board Policies that relate to Title IX, and training materials.

The Title IX Coordinator for the WYASD is:

Ms. Marlena Lang
Director of Human Resources
1891 Loucks Rd., Suite 100
York, PA 17408
Email: mklang@wyasd.org
Phone: 717-792-2796 Ext 1020

WELLNESS

The West York Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. More information about the District Wellness Policy, [School Board Policy 246](#), can be found on the District's website.

VISITOR/INTRUDER POLICY

During school hours all visitors to the building are expected to report first to the main office to state the reason for their visit. At this time, the visitor will be asked to show photo identification. If the visitor's business will result in

him/her traveling to other points in the building, the visitor's information will be run through the Raptor system, and he/she will be issued a visitor's pass to wear. Visitors are not permitted in the cafeteria during student lunch periods.

In the event a person is seen by any staff member without a visitor's pass in any area of the building other than the lobby or main office, that staff member should direct that person to the office, either accompanying him or her if possible, and notifying the office of their presence. If a staff member encounters a visitor failing to follow these directives or any visitor acting in a suspicious or abnormal way, the staff member should contact the office immediately. The principal or designee will, if appropriate, issue a lock-down alert. At that time, teachers should lock all classroom doors and move all students away from view from the hall as much as possible, while explaining to the students the reason for the safety precaution. Rooms should remain locked until an announcement is made indicating that the incident has been resolved. Staff will later be given all pertinent details of the situation.

HARASSMENT/BULLYING/CYBERBULLYING/HAZING

The West York Area School District strives to provide a safe, positive learning climate. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The term "harassment" includes, but is not limited to slurs, jokes, or verbal, graphic, or physical conduct related to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

- A. Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.
- B. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 3. Such conduct deprives a student of educational aid, benefits, services or treatment.
 4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Other forms of harassment include bullying, cyber bullying and hazing. Bullying is defined as:

An intentional electronic, written, verbal, or physical act or a series of acts:

- Directed at another student or students AND
- Severe, persistent (refusing to relent) or pervasive (to be prevalent throughout)
- AND has the effect of doing any of the following:
 - Substantially interfering with a student's education
 - Creating a threatening environment
 - Substantially disrupting the orderly operation of the school. The school setting shall mean: in the school, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Cyber bullying is the act of bullying involving the use of electronic technology including devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Hazing is any intentional, knowing, or reckless act, occurring on or off district property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any school-sponsored organization.

Some examples of hazing include, but are not limited to, physical brutality (e.g., beating, electronic shocking, or placing a harmful substance on the body); physical activity (e.g., sleep deprivation, exposure to elements, or calisthenics); or any activity involving the consumption of food, liquid, or substance which subjects someone to unreasonable risk of harm and/or adversely affects their mental or physical health or safety. Any such activity that intimidates or threatens another with ostracism, subjects someone with extreme mental stress, shame, humiliation, or discourages them from taking part in an activity is considered hazing and will not be tolerated.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to administrators, teachers, counselors, and nurses.

CHILD ABUSE

Refer to [Policy 806](#), Child Abuse, for an outline of Authority, Definitions, Delegation of Responsibility, guidelines as related to Child Abuse.

DATING VIOLENCE

It is our goal to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. For more information, please refer to [Board Policy 252](#).

III. TOPIC AREAS

ARRIVAL / DISMISSAL

Arrival

1. **Doors will open at 7:30 AM and students should not arrive prior to this time.** Students should enter the building through the entrance for their grade level. Students are required to remain on school property after arriving in the morning. Students who leave school property after arriving in the morning will receive a disciplinary consequence. When arriving in the morning, students are required to report to their assigned homeroom. If a student wants to purchase breakfast items, they should enter through Door #3 and those items should be purchased from the cafeteria and then consumed in the homeroom classroom. All students must be in their assigned homeroom for attendance by the 7:45 AM bell. All school behavior rules apply before and after school.
2. Students are required to remain on school property after arriving in the morning. Students who leave school property after arriving in the morning without approval from the office will be subject to disciplinary action.

3. Students coming to school on the bus must immediately enter the building and remain upon disembarking from the bus.

Dismissal

1. Students will be dismissed at 2:47 PM.
2. Walkers are not to loiter in the lobby area or anywhere on school property and should leave immediately so as not to crowd the bus loading area.
3. Students are not permitted to return to school after leaving school property.
4. Bus riders are not permitted to leave school property for any reason until their assigned bus wave. Failure to follow these rules will result in disciplinary action.
5. Students should not be in the halls after 3:00 PM unless they are receiving individual help from a teacher, or are under the direct supervision of a district employee.

ATTENDANCE POLICY

Attendance is required of all students between the ages of 6 and 18 during the days and hours that school is in session. Authorized district staff 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.

1. Attendance is taken daily for students attending classes in the building. A combination of daily, virtual check-ins (Zoom, attendance form, etc.) and work completion will be used to account for attendance for Flexible Instruction Days.
2. Educational Trip: When requesting an excused absence for an educational trip, parents or legal guardians must complete the necessary forms which are available in each school office. Educational trips will be limited to not more than a total of five (5) excused days of absence per year. **Educational trips will not be approved during Keystone or PSSA testing.** When requesting an educational trip, it is recommended that the application be submitted at least five (5) school days in advance of the trip. **Students requesting educational trips must have passing grades in all subject areas and satisfactory attendance records.** Submitting this form in a timely manner will allow the Administration time to verify the standing of each student. **Please note that no educational leave approval will be given after the trip has been taken.** All requests require proper approval. The amount of class time and material missed when absent from school should be of significant importance to parents and students. The student is responsible for getting the assignment from the teacher. Students are permitted one (1) school day to make up work missed for each school day they were legally absent. Work missed through legal absences shall be made up as quickly as possible. Work missed because of an illegal/unexcused absence shall not be accepted by the teacher. Please consider this when requesting an educational trip so that academic performance does not suffer.
3. If a student is absent from school because of illness, quarantine, death in the immediate family, religious observations, impassable roads, or other exceptional urgent reasons, a parent/guardian must report their student's absence via the Sapphire Community Portal, or written excuse. A link to the Sapphire Community Portal can be found on the District Website at www.wyasd.org. Written notice (electronic or paper) must be received within 3 days of the absence. If an excuse is not received within 3 days, the absence will remain as unlawful. Parents or legal guardians will receive an automated call as a courtesy for all absences.
4. Parents or legal guardians should notify the appropriate elementary (grades K to 5) office by 9:00 a.m. and/or the appropriate secondary (grades 6 to 12) office by 8:00 a.m. when their child is going to be absent (this includes students attending the West York Cyber Academy who will not attend on a particular day). Parents or legal guardians may call before school officially begins for the day to leave a message with the attendance secretary or complete the form mentioned in #2. Parents or legal guardians who fail to notify the school when their child is absent will receive an automated confirmation call from the school.
5. Absence from school for any reason other than those stated above will be considered unlawful as defined by the Pennsylvania School Code.

- a. For each unlawful absence, a notice will be sent to the parents or legal guardians. Once a student reaches the third unlawful absence, the school team will conduct a meeting to develop a Student Attendance Improvement Conference (SAIC).
 - b. If the student continues to have unlawful absences after the SAIC is developed, the team may reconvene to discuss further plans and issue citations through the District Magistrate and refer the student to the Office of Children Youth and Families.
6. If a student's absence pattern appears excessive or questionable, the principal may require a doctor's certificate explaining the absence.
 - a. When a student accumulates eight (8) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians. This letter will note the amount of absences and the possibility of requiring a doctor's note to excuse future absences. This total does not include days missed as a result of educational trips or out of school suspensions.
 - b. When a student accumulates ten (10) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians requiring a doctor's note for all subsequent absences if they are to be considered excused. When a doctor's note **IS** required, it is to be submitted **ON THE DAY** the student returns to school. If the doctor's note is not submitted within the 3 day period, the 3-day rule applies. (See #2)
7. Doctor, dental, or other appointments involving the student should be scheduled when school is not in session, whenever possible. A signed doctor's excuse form or *Application for Excuse* forms is needed upon return. If either of the forms is not submitted within the 3 day period, the 3-day rule applies. (See #2). A maximum of ninety minutes will be allotted per appointment, including travel time. Any time beyond 90 minutes will be considered as a half day absence.
8. Students may be excluded from school because of communicable and infectious diseases. A doctor's certificate of recovery or the approval of the school nurse and/or excuse blank will be required to re-enter school. If both items are not submitted within the 3 day period, the 3-day rule applies. (See #2)
9. Tardiness to school - Students arriving late to school must report directly to the office. If after three (3) days no excuse is received, it reverts to the 3-day rule and will be marked as unexcused or unlawful tardy. The rule remains in effect through each school year. Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is under 18 years of age.
10. Check-Out Policy - Students wanting to leave the school or school grounds during the school day must adhere to the following procedure:
 - a. The office must be notified by a written request signed by the parent/legal guardians and submitted prior to the appointment.
 - b. The student will bring the request to the school office for the approval of the principal or his/her designee. Upon approval, the student will receive an *Application for Excuse* form to be completed and handed into the attendance clerk upon return to school OR the student could hand in a signed doctor's excuse upon return to school. If the *Application for Excuse* or a doctor's excuse is not handed in, the kind of absence will be based upon the guidelines set in the *Times to Determine Kind and Length of Absence* chart.
 - c. When the parent or legal guardian arrives at school to pick up the student, the parent or legal guardian should report to the school office to meet the waiting student or to have the student paged. The parent or legal guardian must sign his/her student out of the building and show proof of identification. This identification must be a photo ID.
 - d. It is the student's responsibility to report to the office at the time scheduled for leaving school.
 - e. Students returning to school must report to the office before going to the classroom. Students may not leave the school during the day without first reporting to the office. Students who fail to follow proper attendance procedures will be disciplined.
11. Excused absences for an educational tour or trip are approved by the building principal. Parents or legal guardians must complete the necessary educational trips forms requesting that the absence be excused.

These forms are available in each school office. Educational trips will be limited to not more than a total of five (5) excused days of absence per year. If the student does not return to school on the sixth day after an educational tour, any absence for the sixth to the tenth day will be an unlawful absence if the student is under 18 years of age. After the tenth school day of not returning to school, the student will be removed from the rolls (withdrawn) if the student is not of compulsory age. When requesting an excused absence for an educational trip, it is recommended that the application be submitted at least five (5) school days in advance of the trip. Students requesting educational trips must have passing grades in all subject areas and satisfactory attendance records. Submitting the appropriate form in a timely manner will allow the administration time to verify the standing of the student. No educational leave approval will be given after the trip has been taken. All requests require proper approval.

Times to Determine the Types of Absences	
School Starts	7:45 a.m.
Tardy	Arrival between the conclusion of the 7:45 a.m. bell and 8:45 a.m.
Half day absent	8:46 a.m. – 10:20 a.m.
Full day absent	Arrival after 10:20 a.m.
Half day absent if student leaves before:	1:55 p.m.
Unexcused Early Release if student leaves after:	1:55 p.m.

TARDINESS/TRUANCY

Tardy to School:

A student will be considered tardy to school if he/she has not reported to school at the conclusion of the 7:45 AM bell. Students arriving late to school must report directly to the office. An excuse blank is expected within 24hrs for this tardiness. Please refer to the excused absences section to determine excuse/unexcused policy. If after three (3) days no excuse is received, it reverts to the 3-day rule and will be marked as unlawful tardy. Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is less than 18 years of age. This rule will remain in effect for the school year.

Tardiness is excused on the same basis as absences. The first three unexcused tardies will result in a warning. After 12 unexcused tardies, a Truancy Meeting will be scheduled. Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is under 18 years of age or will be unexcused if the student is 18 years or older. Charges of violating the Compulsory School Attendance Statute will be filed with the magistrate's office as applicable.

Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is under 18 years of age or will be unexcused if the student is 18 years or older. Charges of violating the Compulsory School Attendance Statute will be filed with the magistrate's office as applicable.

Truancy

Once a student acquires three (3) or more unlawful absences, the school team will initiate a School Attendance Improvement Conference (SAIC) to address the reasons for truancy and a corrective action plan. This plan will be reviewed approximately every 30 days to track progress toward eliminating truancy. If the student continues to

accumulate unlawful absences once the SAIP is in place, the school district may send a citation to the District Magistrate and refer the student to the Office of Children Youth and Families.

Tardy to Class

We expect all students to be responsible and report to all class periods on time. If a student is tardy to any class or homeroom period, the student will receive the following disciplinary consequences:

First offense: Teacher warning

Second offense: Teacher warning/parent contacted

Third offense: Teacher Detention/parent contacted

Fourth offense: Administrative Detention/parent contacted.

Fifth and subsequent offenses: Two or more Administrative Detentions/parent contacted.

ATHLETIC AWARD SYSTEM

Upon completion of the sports season, the coach will present to the Athletic Director a list of athletes and managers eligible for major sport varsity awards based on the following standards:

1. Football and Basketball - Participation in more than one-half of the quarters played.
2. Wrestling - Participation in one more than one-half of the dual meets.
3. Track - Score at least 15 points in middle school; double points awarded a medalist at a major meet.
4. Girls' Volleyball - Participation in one more than one-half of the total matches.

The coach for a varsity award may recommend those athletes and managers not meeting these standards. Anyone not receiving the varsity award may be issued a junior varsity award or certificate. Awards will be presented at the conclusion of the fall, winter, and spring sport seasons during an appropriate assembly program whenever possible.

Types of awards:

1. Middle School - 6" Letter (1 per year) with Metal Sport Insert.
2. Metal Sport Insert - in lieu of receiving a subsequent letter for another sport during the same year.
3. Certificate - issued to athletes and managers receiving none of the above.
4. Championship - In addition to the regular award, all members and coaches of a championship league or division.

BUS SAFETY PROCEDURES

The safety of school bus passengers is the most important part of school bus operation. Efficient and effective use of school buses is the most important factor in achieving the above purpose. In order to provide safety to passengers, and effective use of buses, the following rules are established to regulate conduct of school bus passengers:

1. Students must ride the bus assigned to them.
2. Students are to stand back in an orderly line at pick-up points until the bus comes to a complete halt.
3. All students are to enter the bus in an orderly fashion.
4. All passengers must be seated in their assigned seats immediately upon boarding the bus and must remain seated while the bus is in motion.
5. Any action by a rider that creates a safety hazard by demanding unnecessary attention of the driver is called misconduct by the bus rider. When a rider is guilty of misconduct, he/she will be reported to the principal of his/her school.
6. Eating and drinking will not be permitted on the bus.
7. Paper or litter must be deposited in the box provided, not on the floor.
8. Students must not extend anything out of the bus windows, including any part of their bodies.

9. Before leaving the bus, students must remain in their seats until the bus stops; then enter the aisle and go directly to the exit door.
10. Students must return from co-curricular activities on the same bus unless approved by the principal 24 hours in advance. Families must complete the [Athletic Department Bus Release Form](#).
11. No unauthorized people are permitted on the bus.

Students arriving by bus must enter the school and remain in the appropriate atrium prior to the start of the school day. Students riding the bus home must remain in their assigned end of classes until their bus wave boards. Failure to do so will be considered leaving school grounds without permission.

Video cameras are used on school property, school buses, and throughout the district for the purpose of promoting safety and as a tool in preventing disciplinary problems from occurring.

Students apprehended violating bus rules might have their riding privileges suspended. Chronic offenders of bus rules and regulations face expulsion from bus transportation. Students apprehended vandalizing buses, defacing buses, or willfully destroying school property face expulsion from bus transportation. **Students may not change bus assignments for visits to friends' homes, relatives' homes, etc.** Riding a bus is a privilege, not a right.

BULLYING

WHAT IS BULLYING?

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school.

The school setting shall mean: in school, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

What happens?

One person is made to feel weaker or less powerful than the other.

What does it look like?

Direct

- Physical – hitting, kicking, shoving repeatedly, and over a period of time, involving the same students
- Verbal – taunting, teasing repeatedly, and over a period of time, involving the same students
- Non-Verbal – threatening/obscene gestures, repeatedly, and over a period of time, involving the same students

Indirect

- Physical – getting another person to assault someone, repeatedly and over a period of time, involving the same students
- Verbal – spreading rumors repeatedly, and over a period of time, involving the same students
- Non-Verbal – deliberate exclusion from a group or activity repeatedly, and over a period of time involving the same students

HOW TO DEAL WITH BULLYING

What to do if you observe an incident of bullying and victimization:

1. Suggest to the victim that you go together somewhere else.
2. Tell a friend/recess helper/peer mediator and ask them to help.
3. Tell an adult what is going on and ask them to help.
4. Complete a Bully Reporting form and submit it to the guidance office.

HARASSMENT/BULLYING/CYBERBULLYING/HAZING

The Board strives to provide a safe, positive learning climate in the WYASD. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

The term "harassment" includes anything relating to any aspect of an individual. Examples include but are not limited to slurs, jokes, or verbal, graphic, or physical conduct related to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

- A. **Ethnic harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.
- B. **Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
 - 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 - 3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
 - 4. Such conduct has the purpose or effect of substantially interfering with the student's performance or creating an intimidating, hostile or offensive educational environment.
- C. **Cyberbullying** is the act of bullying using email, instant messaging, chat rooms, pagers, cell phones, or other forms of technology to deliberately harass, threaten, or intimidate someone.
- D. **Hazing** is any intentional, knowing, or reckless act, occurring on or off District property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation of membership in or affiliation with any school-sponsored organization.

CAFETERIA GUIDELINES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and breakfast is offered at a reasonable price. The system operates on a finger scan system to access the student account. Students are not permitted to charge purchases from the Middle School Cafeteria.

There are two methods to pay for meals:

- 1. Purchase lunch daily with cash or check.
- 2. Use the online account manager through the West York School District Website. ****Preferred****

The student's ID number should be printed on the check. Please make checks payable to WYASD and send the check into school in an envelope marked with the student's name and ID number.

The Point of Sale System is also able to hold information regarding food allergies or food items you may prefer that your child not purchase. All you need to do is send in a note that you do not want your child to purchase ice cream, yogurt, etc.

Students should exhibit proper manners while standing in line as they wait to pay for and to receive their food, as well as eating in the cafeteria.

- 1. Report to the cafeteria in a timely and orderly manner. No running or pushing will be allowed.
- 2. Food is to be eaten in the cafeteria only.
- 3. Place all trash in proper containers. Tables, chairs, and the floor must be clean before dismissal.
- 4. Push chairs in when leaving the table.
- 5. Students must have a pass in order to leave the cafeteria prior to dismissal.
- 6. Movement about the cafeteria should be kept to a minimum. The noontime aides on duty will dismiss students.

Students who violate these rules or show disrespect to the adult supervision in the cafeteria will receive consequences appropriate to the violation. Any student who causes a disruption during his/her lunch or will be required to eat in an area assigned by an administrator.

CARE OF SCHOOL PROPERTY

Books, working materials, equipment (including all electronics), and furniture our students use are the property of the West York Area School District, purchased with money paid by the parents in the form of taxes. Waste or misuse of working materials or careless treatment of furniture and equipment is a financial loss to parents.

Defaced desks and books are not only unsightly, but also unpleasant for students to use. **STUDENTS ARE RESPONSIBLE FOR LOSS OR DAMAGE AND DEFACEMENT OF PROPERTY.** Students should take pride in the school, take care of its furnishings, and keep it clean. Defacement of school property such as doors, walls, desks, bulletin boards, electronic equipment, etc., is a serious offense and offenders will be dealt with sternly. Students will be notified and charged for repairs and replacements of school furniture, texts, electronic equipment, etc., which have been damaged or defaced.

CELL PHONES / ELECTRONIC DEVICES

Cellular telephones/electronic devices brought to school by students must be turned off and put away upon entering the building. Electronic devices must remain off during the regular school day and at any other time where the use of the device would cause a disruption of school activities as determined by the building principal. This includes, but is not limited to, cellular phones, iPods, MP3 players, wireless headphones, and all other devices that take photographs, record video/audio, and /or access the Internet. The district assumes no liability for loss, damage to, or theft of students' personal devices. It is a violation of school policy and state and federal statutes for students to use these devices to make any unauthorized recordings, including video or photographs. The district assumes no liability for loss, damage to, or theft of student's personal devices.

"Sexting" means sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or any school sponsored activities on or off campus, while on school district property, during any recess, lunch or leave periods on or off school district property, by use of school district property, or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school or that disrupts the educational process. If a student is caught sexting, disciplinary action and police contact will result.

CHANGE OF ADDRESS/TELEPHONE/CELL PHONES

Any change of address, telephone or cell number **must** be reported to the office. A parent or legal guardian **must** come into the school office to complete the change of address form and provide new proof of residence. New bus information may be obtained from the Transportation Office at 792-2796 ext. 1008. Accurate phone numbers and addresses are essential in ensuring timely notification of parents or guardians in case of an emergency.

CHEATING

Cheating is an act of dishonesty, which shows disrespect for self and others and shows a lack of responsibility to apply oneself to completing satisfactorily the course of study prescribed. Evidence of cheating through admission or fact will result in a grade of zero on that activity and teacher contact with the parent or guardian.

A reading of the following statement should leave no doubt as to what constitutes cheating. Cheating is....

"copying homework, projects, classwork, reports, quizzes, tests, papers or computer screens; allowing someone else to use your homework, projects, classwork, reports, quizzes, tests, papers or computer

screens; using "cheat sheets" or any other cheating aids; plagiarizing written work without citing credit; plagiarizing computer software/clipart."

Anything you take credit for that you have not done on your own is cheating.

CLOSING OF SCHOOL

School closures, delays and late buses due to weather or other emergencies will be communicated through the District's automated call system, posted on the District App, and posted on the District Website at www.wyasd.org, as well as announced over the local news stations.

If schools are announced as beginning one hour late, all buses will be delayed by one hour. If schools are announced two hours late, all buses will be delayed two hours.

West York Area School District will not tolerate any unjustified incidents that would cause the cancellation of school, i.e., threat of a violent act. Any school cancellations of this nature will result in a make-up day being held on the first available date following the incident.

It is extremely important to keep all telephone and address changes updated in the school office.

CO-CURRICULAR ACTIVITIES

Academic Eligibility:

Participation in co-curricular activities at West York Area School District is a privilege. Through participation, a student gains a sense of self-satisfaction and pride. All students are encouraged to participate in co-curricular activities.

- A. To be eligible for co-curricular activity participation, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum at West York Area School District.
- B. In each of the reporting time categories listed below, the student must be passing all subjects. Eligibility will be reported:
 - 1. On a weekly basis during the marking period.
 - 2. At the end of each marking period.
 - 3. At the completion of each course (semester).
 - 4. At the end of the year.

Teachers will report academic eligibility on Friday of each week throughout the activity.

- C. When a student does not meet the standard listed in Section:
 - 1) B-1, he/she will be ineligible from the immediately following Sunday through and including the next Saturday. Each student activity participant will be given one-week probation for the first failing grade during each semester. **Exception #1, if the failing weekly grade is preceded by a marking period failure, the probation is forfeited and the student will become ineligible. Exception #2, if the student is failing two or more subjects in a given week, the probation is forfeited and the student will become ineligible.** When the student receives his or her second failure, the student will become ineligible following the preceding guidelines. This rule does apply to B-2 or B-3
 - 2) B-2 and B-3, he/she will be ineligible for fifteen (15) school days of the next grading period beginning on the Monday following the day the final grades are due in the Guidance Office.
 - 3) B-4, his/her eligibility will be the same as B-2 and B-3 unless the student attends summer school and corrects the deficiencies, in which case the student will be immediately eligible to participate in any fall activity.

- D. Any student transferring into the West York Area School District must meet and comply with the standards of West York's academic requirements.
- E. A student must be in attendance by 9:30 a.m. in order to participate or practice in any co-curricular activity that day. A student must be in attendance by 9:30 a.m. on Friday to participate or practice in any co-curricular activity that weekend. Exceptions must be approved by the Administration.

CO-CURRICULAR ACTIVITIES CODE OF CONDUCT

Co-curricular activities are defined as any non-academic activity-taking place beyond the normal school day. The following guidelines will apply to any participant in a co-curricular activity.

I. Categories/Rules and Regulations:

- A. Smoking, vaping, possessing or the use of tobacco products is prohibited.
- B. Buying, distributing, possessing, or using alcoholic beverages is prohibited.
- C. Buying, distributing, possessing or using illegal drugs or substances misrepresented as legal drugs is prohibited.
- D. Buying, distributing, possessing, or using bodybuilding, muscle enhancement anabolic steroids, except for valid medical purposes is prohibited in accordance with Act 93 of 1989 (SB 454).
- E. Violations of school code, civil code, or any improper conduct that is unsportsmanlike and results in actions detrimental to individuals, any school, or the public welfare are prohibited.
- F. Any other offense will be dealt with at the discretion of the athletic coach or activity advisor in accordance with IIB.

II. Disciplinary Action/Procedural Guidelines:

- A. Violation of Rule I-A will result in written notification of parents and suspension from the activity and all other co-curricular activities for a period of ten (10) calendar days during the academic year.
- B. Violation of Rules 1-B, 1-C, 1-D and 1-E will result in notification of parents, immediate dismissal from the activity for the duration of that activity, and dismissal from all other co-curricular activities for a period of sixty (60) calendar days during the academic year. The sixty (60) calendar days may be reduced, depending on the circumstances of the situation and/or if the student successfully completes a counseling program approved by the principal.
- C. Violation of Rule 1-F will be enforced as follows:
 - A. A first violation will result in a verbal reprimand from the coach or advisor.
 - B. A second violation will result in suspension from participation in the next regularly scheduled event along with notification to the principal and parents by the coach or advisor involved.
 - C. A third violation will result in dismissal from the co-curricular activity, along with written notification by the school to the parent.
- D. Following any violation that results in dismissal from the co-curricular activity, parents may request a conference with the committee composed of the Coach/Advisor, Athletic Director, Assistant Athletic Director, Principal, and the Superintendent or designee. In all cases, the decision of the committee will be final.
- E. Students suspended in or out of school may not participate or practice in the co-curricular activity until the suspension has been fulfilled.
- F. Any member of a co-curricular activity who withdraws or is dismissed from the activity for an infraction of an established policy of the coach/advisor, school, or PIAA By-Laws automatically forfeits the right to receive any award or any other privilege which he/she would have received as a member of the activity.
- G. All rules and regulations will be enforced seven days a week, twenty-four hours a day for the length of the season or activity.

III. Sportsmanship Guidelines

The York Area Interscholastic Athletic Association enthusiastically embraces the National Federation's target group within each high school community that is responsible for the maintenance of the good sportsmanship, integrity and high behavioral standards applied equally to all activity disciplines.

1. Expectations of Student Participants:

- a. Treat opponents with respect; shake hands prior to and after contests.
- b. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- c. Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- d. Accept seriously the responsibility and privilege of representing school and community; display positive public action at all times.
- e. Live up to the high standard of sportsmanship established by the coach.

2. Expectations of Parents and other Fans:

- a. Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be generally obnoxious.
- b. Respect decisions made by contest officials.
- c. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- d. Respect fans, coaches and participants.
- e. Be a fan...Not a fanatic.

3. Unacceptable Behavior:

- a. Yelling or waving arms during an opponent's free-throw attempt.
- b. Disrespectful or derogatory yells, chants, songs or gestures.
- c. Booing or heckling an official's decision.
- d. Criticizing officials in any way; displays of temper with an official's call.
- e. Yells that antagonize opponents.
- f. Refusing to shake hands or give recognition for good performances.
- g. Blaming loss of game on officials, coaches or participants.
- h. Laughing or name-calling to distract an opponent.
- i. Use of profanity or displays of anger that draw attention away from the game.
- j. Doing own yells instead of following lead of cheerleaders.
- k. Removing shirts during athletic events.

4. Examples of a Good Sport:

- a. Exhibits spirit of benevolence and genuine concern for the opponent.
- b. Accepts results gracefully and acts fairly and courteous at all times.
- c. Maintains self-control in all circumstances.

5. Acceptable Behavior:

- a. Applause during introduction of players, coaches and officials.
- b. Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
- c. Accept all decisions of officials.
- d. Cheerleaders lead fans in positive school yells in positive manner.
- e. Handshakes between participants and coaches at end of contest, regardless of outcome.
- f. Treat competition as a game, not a war.
- g. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- h. Applause at the end of contest for performances of all participants.
- i. Everyone showing concern for an injured player, regardless of the team.
- j. Encourage surrounding people to display only sportsmanlike conduct.

CODE OF STUDENT CONDUCT

At West York Area Middle School, a student is expected to be a self-disciplined and responsible citizen. In an attempt to clarify the specific expectations we place on our students, a Code of Conduct is necessary to give guidance and direction to our students and their parents.

The first expectation of our Code is that a person functions best when expectations are clearly defined, and a structured, supportive learning environment fostering personal, academic, and social growth is maintained. A student is held accountable for his/her actions and freely chosen actions generate specific consequences. It is our intention that the discipline procedures of West York Area Middle School will serve as a vehicle by which our students will grow in the knowledge that adolescence is a stage in the life cycle that provides a person with the experiences necessary to respond positively to the more demanding responsibilities of adulthood.

Our second expectation is that when a person fails to respond in a positive manner to school rules, he/she not only impedes his/her own development, but interferes with the rights of others as well. For this reason, it is necessary for the school to establish and enforce procedures it deems necessary to accomplish its educational mission.

In light of these expectations, West York Area Middle School will insist that its students respond to school procedures in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose sanctions it deems appropriate. These sanctions include Detention, In-School Suspension, Out-of-School Suspension, Suspension from Co-Curricular Activities and Expulsion. Parental notification will be sent in the event these sanctions are imposed.

For more information, please refer to [Board Policy 218](#).

COUNSELING OFFICE

Your counselor is interested in you as a person and is there to help you with any problems that you may have. All students are encouraged to use the services and resources of the counseling office. Conversations that students have with their counselor are private and confidential. There are times when it is beneficial to the student if this information is shared with their parents and teachers. This will only happen with the permission and knowledge of the student. The counseling office is a place for students to come when they need someone they can trust. Their counselor may call students to the counseling office. The only reason for the call is a sincere desire to help the student. Some of the reasons that students may want to see their counselor are:

1. To get help with personal and social problems.
2. To discuss subjects with which he/she are having difficulty.
3. To get information about education and careers.
4. To get help on how to study.
5. To withdraw from school.
6. To help he/she adjust to school or any other situation.
7. To help he/she to learn and appreciate your own abilities and aptitudes and to recognize your limitations.

There will be times when you wish to talk to your counselor. You should obtain a pass from the counselor. Cyber students can email their counselor to set up an individual appointment. Please complete the form on the Counseling Page in Canvas to alert your counselor of the desire to meet. The student will then be scheduled for an appointment that day, if possible.

If an emergency exists, you do not need a pass. The counselor will assume the responsibility to notify the teacher of your whereabouts.

DANCES/AFTER-SCHOOL SOCIAL EVENTS

The Student Council and PTSO sponsor after-school socials throughout the school year. The socials are for West York Area Middle School students ONLY. Students who are absent or arrive after 9:30 A.M. on the day of a social are not permitted to attend. Students will be denied attendance to socials due to in-school and out-of-school suspensions.

DELIVERIES FOR STUDENTS

Students are not permitted to receive items of a personal nature such as balloons, flowers, or outside food during the school day.

DETENTION

Detention may be assigned for rule infractions to be served after school as determined by the assigning administrator or designee. After-school detention may be held Tuesday or Thursday from 3:00 to 4:00 PM in the library or a classroom.

DISCIPLINARY STRUCTURE (B.A.R.K.)

West York Area Middle School uses a School Wide Positive Behavior Support Program to reduce discipline problems. This is structured through our B.A.R.K. acronym: Be Prepared, Act Responsibly, Respect Others, Keep Safe. Student behaviors are categorized from minor to major and are related to appropriate disciplinary responses. Through knowledge of such information, students, parents and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing these with sound disciplinary responses, the school ensures that its disciplinary practices and procedures are consistent, reasonable, fair, equitable, and follow the goals for our middle school. With a large and growing student body in one building, rules and regulations are necessary for effective traffic flow, programs, activities, and maintenance of safety within the school environment. Students are responsible to know and understand school procedures, practice good school citizenship, and are encouraged to participate in the variety of programs/activities available in our school.

In accordance with the above, disciplinary infractions are categorized into four levels. In each level, a sample group of misbehavior is listed along with a range of possible disciplinary responses. However, certain infractions require mandatory responses.

All examples, procedures, and disciplinary responses are applicable in school, on school buses and bus stops, and during the time required for reasonable commute to and from school, during school-sponsored field trips, at weekend or evening school activities, or at any co-curricular activities in which a West York team is participating.

Any student who is serving a suspension (In School or Out-Of-School Suspension) is not permitted to attend any District-sponsored functions during their suspension. West York Area School District will use video surveillance for disciplinary purposes in such areas as school buses and on school property.

LEVEL I

Misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school and the achievement of school goals.

Examples include, but are not limited to:

- o Bus Misconduct
- o Damage to school property (minor)
- o Disrespectful language
- o Disruption of the educational process (minor)
- o Dress code violation
- o Failure to comply with rule/directive

- o Hall pass/locker privilege abuse
- o Lying/ cheating
- o Misconduct of a minor nature
- o Peer Conflict
- o Public display of affection
- o Rough Play
- o Tardiness (class)
- o Unauthorized use of electronic device/cell phone during school hours

Procedures:

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.

Consequences include, but are not limited to:

- o Reassignment of seat
- o Contact parent by phone/e-mail
- o Proximity to student
- o Replacement behavior
- o Non-verbal prompts
- o Reflection sheet
- o Loss of Privilege(s)
- o Apology restitution
- o Talk with student after class
- o Removal from class
- o Student conference with team
- o Student conference with administrator
- o Meeting with parent or guardian
- o Weekly progress reports
- o Confiscation of item
- o Repair/restitution by student
- o Referral to guidance and or Student Assistance Team
- o Lunch detention
- o Teacher detention
- o Office referral after 2 teacher detentions per semester

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Examples include, but are not limited to:

- o Repeated Level I offenses
- o Failure to serve teacher or administrative detention
- o Forgery
- o Violated acceptable use policy/Internet policy
- o Vulgar, profane, or obscene language, gestures or materials

Procedures:

Immediate intervention is required by the staff member who is supervising the student(s) or observes the misbehavior. Proper and accurate record of the offense must be submitted to administration. The teacher must contact the parent or guardian to inform them of the offense.

Consequences include, but are not limited to:

- o Repair/restitution by student
- o Confiscation of item
- o Administrative detention
- o In-School Suspension
- o Out-of School Suspension
- o Police involvement
- o Expulsion

LEVEL III

Defiant misbehavior whose frequency or seriousness requires the involvement of the administration.

Examples include, but are not limited to:

- o **Repeated Level I and II offenses**
- o Bullying/Cyberbullying (see Board Policy 249)
- o Class-cutting
- o Conveying a threat
- o Disruption of the educational process (major)
- o Hazing
- o Insubordination or open defiance of authority
- o Leaving school ground without permission
- o Misconduct of a major nature
- o Profanity/obscene gestures towards a staff member
- o Racial comments
- o Safety violation (ex.- possession of a lighter/matches)
- o Sexting
- o Smoking or possession of tobacco products, including but not limited to electronic cigarettes, look alike products, and all vaping supplies
- o Theft (less than \$50)
- o Truancy
- o Vandalism (less than \$100)

Procedures:

The administrator confers with the staff member involved, and meets with the student. Parents are notified. If appropriate, law enforcement officials are contacted. The administrator completes a report of the offense and disciplinary action.

Disciplinary responses include, but are not limited to:

- o Repair/restitution by student
- o Confiscation of item
- o Administrative detention
- o In-School Suspension
- o Out-of School Suspension
- o Police involvement
- o Expulsion

LEVEL IV

Acts which result in violence to another person or property or which pose a direct threat to the safety of students, faculty, staff and any employee of the school district. These acts are clearly criminal and/or are so serious that they always require administrative actions, which result in the immediate removal of the student from the school environment, the intervention of law enforcement authorities, and may be referred to the Board of Education for possible expulsion.

Examples include but are not limited to:

- o **Persistent unmodified Level I, II and III offenses**
- o Arson/starting a fire
- o Assault
- o Bomb threat/false fire alarm
- o Deliberately threatening or striking a school employee
- o Disorderly conduct
- o Ethnic/racial/sexual harassment or intimidation
- o Fighting
- o Terroristic threats
- o Theft (over \$50)
- o Violation of the district drug and alcohol policy (See p.10)
- o Violation of the district weapons policy (see p. 18)
- o Vandalism (more than \$100)

Procedures:

The appropriate administrator verifies the offense, confers with staff involved and meets with the student. Student is removed from the school environment. Parents are notified. Law enforcement officials are contacted. A complete and accurate report is submitted to the Superintendent. If applicable, the student is given a full due process hearing before the Board of Directors for possible expulsion.

Disciplinary responses include, but are not limited to:

- o Repair/restitution by student
- o Confiscation of item
- o Administrative detention
- o In-School Suspension
- o Out-of School Suspension
- o Police involvement
- o Expulsion

DRESS AND APPEARANCE GUIDELINES

Neatness and groomed appearance of the student body reflects the atmosphere of the school. We are committed to conveying the message that the school does not provide a permissive environment for drug and alcohol use, as well as inappropriate acts or behavior. Dress should convey a sense of respect for self and others. Clothing, masks, and shoes should also provide for the safety of each child. The following guidelines are required:

1. Clothing displaying alcohol, drugs, or obscene material shall not be worn to school.
2. Clothing that is racially or ethnically offensive shall not be worn to school.
3. Attire that is generally offensive, suggestive, vulgar, or disruptive to students or staff shall not be permitted.
4. Attire shall be neat, clean, and worn in its intended manner. No undergarments may be exposed at any time.

5. Sunglasses and head apparel, including hats, hoods, bandanas, and doo rags are not to be worn in the building. Exceptions may be made to this dress code based on medical or religious restrictions with appropriate documentation.
6. Midriff area must be covered with material at all times.
7. It is the right of the student to govern the length of his/her hair. However, if, in the opinion of the administration, the length or style of hair causes disruption to the educational process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter his/her hairstyle.
8. Heavy outer garments, such as jackets and/or winter coats, will only be worn before and after the school day unless otherwise specified by the administration.
9. The length of skirts, shorts, or dresses must not be excessively short when standing in a normal manner.
10. Any garment which is deemed to be too revealing or tight-fitting will not be permitted. NOTE: Tube tops, inappropriate halter tops, low-cut shirts (front, back and sides), or mid-level revealing shirts are not permitted.
11. Students must adhere to any specific dress guidelines related to safety as found in course syllabi.

Students should not wear any clothing or accessory that is disruptive to the educational process. The administration reserves the right to determine the appropriateness of attire. Any violation will result in the student being required to change the attire. Parents will be notified to bring in appropriate clothing or students may use clothing available at school to ensure compliance with the [dress code policy](#).

DRUG AND ALCOHOL POLICY

1. A student possessing, using or otherwise maintaining drugs, medicines, controlled substances, alcoholic beverages or any chemical that mimics the effects of a dangerous substance on school premises for the treatment of an existing condition will register the same with the school nurse at the time the substance is first brought onto school premises and will use or maintain the same in accord with instructions of the school nurse or prescribing physician, if any.
2. A student who, while subject to School District jurisdiction, possesses, uses, is under the influence, sells, purchases, distributes, or offers to sell or distribute any controlled substance, alcoholic beverage, look-alike drug or prescription drug, including the sale or distribution of any other pills and/or capsules of any nature or description, and further including a substance misrepresented to be a controlled, dangerous substance or alcoholic beverage will:
 - a. Be reported immediately to the police department having jurisdiction where the offense has taken place. Parents/guardians will be notified if they are available at the time of the alleged offense.
 - b. Be suspended from school for a period of 10 days and may be referred for a hearing before the Board of Education to determine further suspension or permanent expulsion and future educational status.
 - c. The student will be referred to an appropriate Counseling Program and will comply with recommendations, where applicable.
 - d. Be prohibited from participation in and attendance at athletic or social functions for sixty (60) days during the academic year. If not completed by the conclusion of the current academic year, the balance must be completed at the beginning of the next academic year.
 - e. Be referred to the Board of Education for a hearing to determine further suspension or permanent expulsion and future educational status when the offense involves selling, distributing or offering to sell or distribute any controlled substance, alcoholic beverage or prescription drug. This also applies to substances misrepresented to be a controlled substance, alcoholic beverage, or drug.
 - f. Items a – e above shall apply in the possession of drug paraphernalia as defined in Section 102 of the Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania, Act No. 64 of 1972, as amended, 35 PSA Section 780-101 et. seq.

The Superintendent of Schools may refer extenuating circumstances to a Board Committee for consultation and a subsequent recommendation to the full Board when a situation requires further review.

EMERGENCY NOTIFICATIONS

In an emergency, the District uses several forms of media to communicate with families. It is important that families keep contact information current in Sapphire, our student information system, to receive all notices and alerts from the District. Contact information includes all parent/guardian phone numbers (cell, work, home) and email addresses. Each student should also have at least one or more emergency contacts, in addition to parent/guardian information, in the event we cannot reach primary contacts.

EMERGENCY DRILLS

In accordance with state laws, a fire or emergency drill is held once a month. These drills are important and must be treated seriously.

Directions: It is essential that everyone leave the building when the warning signal sounds, going at least 100 feet from the building to assigned marshaling areas and facing away from the building. Classes are to remain intact throughout the entire drill. Exit directions are posted in each room. Students should assemble and file out of the building in a quiet orderly manner. At no time is there to be any running, crowding, or pushing

Returning: At a given signal, students will proceed back into the building, going immediately to their respective classes.

In addition, emergency drills will be conducted throughout the school year. In the event of an emergency, school personnel will respond to the immediate conditions, then parents will be informed of procedures of reunifying with their children. Parents/guardians should ensure that current emergency contact information is provided to the school.

ENROLLMENT

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. [Enrollment Policy 200](#).

HEALTH SERVICES – SCHOOL NURSING SERVICES

The purpose of the Health Program is to provide health education and optimum health-related services for the welfare of the students. The school nurse is available for emergency first aid treatment for school-related injuries. If a student becomes ill during school hours, necessary arrangements will be made for the student to be sent home. Parents/guardians are responsible to come for the students unless other arrangements are made by the parents/guardians. Students should not call parents/guardians and request to be picked up.

The following are reasons your child will need to be sent home or kept home from school:

1. Fever of 100 degrees or higher- The child must be fever-free for 24 hours before returning to school.
2. Vomiting and/or Diarrhea – The child must remain home until vomiting stops and diarrhea slows down.
3. Head Lice – Call the nurse's office and report the case. The parent/guardian must bring the child into school so the child can be checked by the nurse on the day of return before being admitted to class.
4. Pink Eye- If the eye is pasted shut and/or draining. The child must remain home for 24 hours after the first treatment is given.
5. Chicken pox – Students must remain at home until all pox are scabbed over.

Parents/guardians are encouraged to contact the school nurse regarding health problems affecting or relating to their child's educational progress or well-being. The school nurse is interested in each student's health and

welfare and may make suggestions as to the need for medical evaluation. The school nurse should never be asked to give first aid for an injury received at home.

HEALTH EXAMINATIONS / INOCULATIONS / MEDICATIONS

School Health Program: The Pennsylvania School Health Law requires medical examinations for all children upon original entry into school and in grades 6 and 11. Dental examinations are required for children upon original entry into school and in grades 3 and 7. The following are also state mandated for students:

1. A hearing acuity test in kindergarten, 1, 2, 3, 7, and 11.
2. A scoliosis screening in grades 6 and 7.
3. A vision acuity test yearly.
4. Height, weight and Body Mass Index (BMI) recorded annually.

INOCULATIONS:

Mandated Immunizations:

- o 4 doses of tetanus, diphtheria, and acellular pertussis* (**1 dose on or after the 4th birthday**)
- o 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- o 2 doses of measles, mumps, rubella***
- o 3 doses of hepatitis B
- o 2 doses of varicella (chickenpox) vaccine or evidence of immunity

7th grade requirements:

- o 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

12th grade requirements:

- o 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

Medication Procedures: The WYASD recognizes parents/guardians have the primary responsibility for the health of their children. Although the school nurse strongly recommends medication be given in the home, we realize that the health of some children require that they receive medication while in school.

Parents/guardians should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

For Prescription and Non-Prescription Medication

1. A written order must be provided by the prescribing physician for any medication, including over the counter medication, to be administered at school.
2. The parents must sign the consent form for any medication to be administered at school.
3. For any medication to be given during school hours, the doctor's order must contain:
 - a. Name of the drug.
 - b. Why the medication is to be given.
 - c. The route, time, frequency, or under what conditions the medication should be administered.
 - d. Dosage of medication.
 - e. Date medications are to be discontinued.
 - f. If applicable, signed permission for the student to self-administer asthma inhalers.
4. A medication log will be kept for any child receiving medication during school hours.

5. Students are not permitted to carry medication to school (this will include over-the-counter medication). All medications must be delivered to school by the parent or guardian.
6. The medication must be brought to school in the original container.
7. Any changes to medication administration must be accompanied by a doctor's order.
8. Students with the following conditions may carry medication with a physician's order. Misuse of these medications will result in disciplinary action.
 - a. Asthmatics – inhalers
 - b. Diabetics – insulin or oral medication, supplies, glucose tabs
 - c. Severe Allergies – Epi-Pen
9. **All medications must be picked up by a parent or guardian by the last day of school or the medicine will be discarded. Medications cannot be held over the summer months or sent home with children.**

Ultimate care of an ill or injured student while under the jurisdiction of the school (including travel to and from school or while in school), is still the responsibility of the parent. Therefore, no employee of the school system has the authority to refer medical or surgical care to any doctor or institution. This choice is up to the parent or guardian, with the only exception to occur in emergency situations.

All medications will be kept in the Health Room. If there is a change in medication or a new diagnosis, parents/guardians should notify the school nurse as soon as possible with a copy of the doctor's orders. No medications are provided by the District.

Dental Hygiene – Upon original entry to school and in grades kindergarten, 3 and 7, each student is required by the Commonwealth to have a complete dental examination by his or her family dentist. Students in kindergarten and first grade who have not submitted a family dentist to the school will be examined by a school dentist. The school nurse may send dental referral forms home with students. These forms should be signed by the family dentist and returned to school.

HOMEWORK POLICY

The Board of School Directors, District administration, and staff are committed to a strong academic program. We believe that homework can make a significant contribution to enhancing student learning. We also believe that homework should aid in mastery of skills learned in the classroom, and should instill a sense of responsibility in the student. We further believe that homework assignments should provide enrichment and reinforcement activities that will help to expand and to support the student's base of knowledge. The Superintendent, or designee, shall be responsible for policy implementation.

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Homework assignments are purposeful in content and are assigned according to the student's ability level. The goal of homework is to provide for the practice and maintenance of mastered skills and for the development of student responsibility.

Roles and Responsibilities

Students will:

1. Make sure they understand the assignment, its purpose, due date and how it should be done prior to leaving class.
2. Develop a personal system, such as the student agenda, for recording and keeping track of daily assignments.

3. Remember to take home appropriate materials necessary for the completion of all homework assignments.
4. Organize their after-school schedule, to provide sufficient time to complete all homework assignments.
5. Be neat and turn in all assignments on time.
6. Do their own assignments.
7. Arrange with the teacher to make up homework assignments, missed due to illness, on the day the student returns to school.

Parents are requested to:

1. Make a study area available for their child. It should be equipped with a table or desk, comfortable hardback chair, good lighting and quiet surroundings.
2. Have study tools readily available. These should include pens, pencils, scissors, ruler, and dictionary.
3. Establish a regular time for homework to be completed each day or evening.
4. Be aware of their child's homework assignments on a daily basis and help him/her budget time for their completion.
5. Monitor TV watching and community involvement so that they do not interfere with completion of homework assignments.
6. Encourage their child to curtail employment hours and co-curricular activities that may interfere with the completion of homework assignments.
7. Help their child to take a systematic, step-by-step approach to completing long-term homework projects, such as term papers, major reports, etc.

We encourage all concerned persons to work together in support of the homework practices and procedures adopted. In addition, each student at the middle school is provided with an agenda book. We recommend that students record their assignments in their agenda each day. All students should bring their agendas home each day.

HONOR ROLL AND DISTINGUISHED HONOR ROLL

Pupils are listed for honors based on marking period course grades according to the following schedule:

- o **Distinguished Honors** - A GPA of 95%. Additionally, no grade below 88% permitted.
- o **Honors** – A GPA of 88% or higher. Additionally, no grade below 80% permitted.

Published honor roll lists for West York Area Middle School students will be released at the conclusion of each marking period.

The grade point average (GPA) will be calculated using the following information:

- Year-long core courses (ELA and math) are weighted as 1.0
- Semester-long classes core courses (science and social studies) are weighted as 0.50
- Exploratory courses are weighted as follows:
 - 6th and 7th grade exploratories are weighted as 0.20 (two courses are offered during each of the five rotations for a total of ten (10) courses throughout the year); 8th grade exploratories are weighted as 0.25 (two courses are offered during each marking period for a total of eight (8) courses throughout the year)

INTERNET/TECHNOLOGY

Acceptable use of Technology / Internet

WYASD provides employees and students with access to District technology and the Internet for educational purposes and it is considered a privilege, not a right. In addition, the district will comply with the requirements of the Children's Internet Protection Act and the Children's Online Privacy Protection Act regarding Internet filtering and usage. To insure appropriate use of the technology, all users must agree to the following policy, which applies regardless of whether the student is using a district owned or personally owned device:

Respect and protect privacy

- Do not use accounts you are not authorized to use.
- Do not view, use or copy data or view or use networks for which you are not authorized.
- Do not distribute private information about yourself or others.

Respect and protect the integrity, availability and security of all electronic resources

- Do not attempt to circumvent or disable District-installed anti-virus, filtering, blocking or security technology.
- The use of proxy sites or port tunneling is prohibited.
- Do not destroy equipment or data that does not belong to you.
- Do not download or install programs without proper authorization.
- Do not install equipment that is not owned by the District on the District network.
- Conserve and share resources with others.
- Inspect all equipment before use and report any damage or malfunctions immediately.
- Use all equipment in an appropriate manner.
- The District has the right to monitor emails, files, and all Internet sites visited.
- The District will comply with the requirements of the Children's Internet Protection Act regarding Internet filing.

Respect and protect the intellectual property of others

- Do not plagiarize.
- Do not infringe on copyrights.

Be respectful of others

- Do not attempt to access pornographic or other inappropriate websites.
- If a site is encountered that is threatening or uncomfortable, immediately report it to a teacher or other responsible adult.
- Do not violate the school code of conduct by sending or creating harassing or discriminatory material.
- Do not send spam, chain letters or other mass unsolicited emails.
- Do not use resources for personal or private business.
- Do not have food, drink, gum or candy around equipment.
- Do not post defamatory comments.
- Communicate in a respectful manner and follow expectations of network etiquette.

Consequences for violation

Violation of these rules may result in disciplinary action, including the loss of use of privileges. Financial or legal consequences may apply to the misuse of technology.

Signing of Agreement:

Upon entering a new school building in the WYASD (Kindergarten, 2nd grade, 4th grade, 6th grade, and 9th grade), all students and their parents/guardians, will be asked to sign the WYASD Student Account Agreement to indicate their cooperation with the WYASD Acceptable Use of Electronic Technology Policy.

1:1/Technology Information

For detailed information regarding our 1:1 initiative and the use of chromebooks for our K-12 students, please visit our technology webpage. There you will find our 1:1 device guide, agreements and our protection plan, along with information on using your chromebook. Families may purchase insurance for each student's device on our District Website under the For Student/Technology Information Page. More information can be found [here](#).

Daily Device Usage

Chromebooks should be brought to school, charged daily. In the event that one is forgotten, chromebooks and chargers may be borrowed from the Guidance Suite. All chromebooks and chargers must be returned by the end of the school day in which it was borrowed.

LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM

The WYASD is committed to educating all students. To meet the needs of our non-native English-speaking students, West York has developed a Language Instruction Educational Program (LIEP). This program helps English Learners (ELs) learn to read, write, listen, and speak English in order to succeed in school and to meet state academic standards.

Our EL teachers determine students' eligibility through a screening process. The screening process includes reviewing the home language survey that must be completed by all registering students as required by law. If a language other than English is spoken at home and noted on the survey, the students will be further evaluated through an interview, review of former school records, and screening tests, if necessary.

After a student's English language proficiency has been determined, LIEP instruction is provided at the appropriate level. Some students receive instruction via small groups or individually with a specially trained EL teacher. Others receive LIEP instruction in their classrooms. Additionally, students are eligible for adaptations in their content area instruction. Students remain in the program until they meet the state's English Learner reclassification criteria.

LOCKERS

All students must understand that any lockers assigned to or used by students remain school district property. Accordingly, students should not expect privacy regarding items placed in those school lockers, as the lockers are subject to search at any time by school officials. School officials may conduct further, random, periodic or sweeping searches of lockers. Lockers are school property made available for your convenience. Each student will be assigned a locker and is to use only that locker. All book bags, coats, and other large bags are expected to be secured in lockers at all times (Students are permitted to carry gym bags to and from the gymnasium for the purpose of Physical Education class.) The homeroom teacher will make periodic inspections to ensure cleanliness and organization of lockers. All students will be issued a lock for the purpose of securing his/her assigned locker. Loss or damage to district locks will result in replacement fees.

LOST AND FOUND ARTICLES

Students are responsible for claiming their own lost possessions. Sometimes lost possessions are found several weeks after being lost, so students should check with their teachers or the lost and found several times. Unclaimed items will be discarded at the end of each semester.

LIBRARY/MEDIA CENTER REGULATIONS

1. The library will be open from 7:30 A.M. until 3:00 P.M. each school day.
2. Please sign out all library materials at the circulating desk.
3. All materials may be borrowed with a two week renewal, or longer with teacher request.
4. Library materials should be returned promptly. The person who signed out materials is responsible for the return.
5. The student who signed for them must pay for lost materials.
6. A student may borrow up to three library materials at any one time.
7. Each student has the right to use the library BUT she or he does not have the right to disturb others. Those persons who cause a disturbance will lose library privileges.

Lost or damaged materials must be paid for by the students with a check made payable to the WYASD. Money will be refunded if the lost material is found and returned to the library. A delay in payment for lost or damaged books or excessive mistreatment of the books and materials could result in a loss of library privileges.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Our school utilizes a Multi-Tiered System of Support (MTSS) to address the academic, behavioral, and attendance needs of each of our students. Through this system, data is analyzed and reviewed frequently to ensure the appropriate support is put in place to meet the intervention needs of the student. Should a student be identified as benefiting from additional supports in any of the three areas, parents/guardians will be notified and encouraged to join the team to discuss and implement the appropriate supports.

Another component of our MTSS program is the positive recognition of students and staff through our BARK rewards program. Staff can reward students BARKS when they recognize a student showing behavior that matches our BARK matrix. Students rewarded BARKS will be eligible for prizes from the Bulldog Boutique.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society (NJHS) is a nationwide service organization founded upon the tenets of Scholarship, Service, Leadership, Character, and Citizenship. West York Area Middle School has a local chapter.

Participation in the West York Area Middle School Chapter of the National Junior Honor Society will be based on an application during the first semester of a student's eighth grade year if the following requirements are met:

- 92% cumulative GPA as of the fourth marking period of their seventh grade year
- No OSS and no more than two incidents of ISS during their seventh and eighth grade years
- Satisfactory review of the application by a panel of evaluators

Retention of membership in NJHS will require additional service hours to be completed during each semester of membership, active participation in NJHS activities and/or fundraisers, regular attendance at membership meetings, and continuation of upholding the tenets upon which NJHS is founded.

PARENT-TEACHER-STUDENT ORGANIZATION

The Parent/Teacher /Student Organization (PTSO) is open to all parents and staff of the middle school. This organization meets every other month and provides support to the educational programming in the middle school.

PARENT / GUARDIAN OBLIGATIONS

Parental support and cooperation are necessary for our school to be a success. Parental attitudes can greatly influence students' attitudes toward school. The administration and staff solicit your cooperation and ask that you:

1. Read this handbook and discuss it with your child.
2. Attend school activities in which your child participates to show your interest in your child's endeavors.
3. Bring suggestions and concerns to the attention of the school administration. Call the school to let us assist you with any concerns.
4. Check your child's grades and Canvas page to monitor progress regularly.
5. Complete or update the emergency form that is available through the Sapphire portal. It is imperative that parents/guardians complete the form with up-to-date and precise information to be used for the District's automated-notification system.
6. Keep your contact information up to date with phone numbers, email addresses, and other pertinent information and documentation that is necessary in keeping your child safe.

PARENT REQUESTS FOR STUDENT PLACEMENT

Parents/guardians wishing to request a placement for their student may submit their request in writing to the building principal and school counselor. The letter should not include a specific teacher's name, but describe the student's strengths, weaknesses and learning style so that the roster creation team can determine the best

placement and environment in which the student will be most successful. Efforts will be made to honor reasonable requests but there is no guarantee your request will be granted.

PERSONAL POSSESSIONS

Personal possessions, which have no useful or constructive purpose in the school, should be left at home. The school will not be responsible for loss or damage to a student's personal property. Toys, radios, cameras, or items, which are used for mischief such as laser pointers, will be confiscated and kept in the office. All items not claimed by parents will be discarded after a reasonable period of time.

PHYSICAL EDUCATION

All students are required to take physical education. The middle school philosophy is one of skill development and participation in team sports. Grading is not based on athletic ability, but is based on proper dress, participation, and individual student improvement.

Students who forget their gym clothing are encouraged to borrow clothing from the physical education teacher. The student's grade will be affected by not being prepared for class. Students who are to be excused from physical education for medical reasons must have a note from a parent, guardian, or a doctor. If the student or parent abuses this policy, the school can require a doctor's excuse. Uniforms may be purchased from local stores or through the school. Students without uniforms will not be excused from class. At the beginning of the course, each student will be provided with information which includes more detailed policies and procedures for physical education classes.

PROMOTION REQUIREMENTS

Because the West York Educational Program is dedicated to the continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally. Students who fail a core course (math, English/Language Arts, or science) will be required to retake the course(s) during a summer school session. If they fail summer school, they will be required to retake the course during their next school year. Only one course can be retaken during the school year, but two courses may be taken in a summer school session. Students taking summer school courses will do so at their own expense and must follow all summer school guidelines. Students who do not successfully complete this requirement will be considered for retention.

PUBLICATION AND CONSENT FORM

Students who attend school in the WYASD are occasionally asked to be part of school and/or District publicity, publications and/or public relations activities, including, but not limited to, printed publications, video and/or District's website. In order to ensure student privacy and consent for your child to participate, the District requires a signed release form. This form need only be signed once during your child's career at West York. To rescind the agreement, the child's parent/guardian must indicate so in writing.

SEARCHES

All students must understand that the principal or his/her designee is authorized to inspect students' desks, lockers, technology devices and students' possessions at any time for the purpose of determining whether they are being improperly used for the storage of contraband, illegal substances or objects, or any material or object which poses a hazard to the safety of the school or student body. All lockers or desks assigned to or used by students remain school district property.

Accordingly, students should not expect privacy regarding items placed in those school lockers, desks or technology devices as they are subject to search at any time by school officials. School officials may conduct further, random, periodic or sweeping searches of all lockers. If there is reason to suspect that a desk or locker contains materials, which pose a threat to the health, welfare, or safety of students or staff, it may be searched without prior warning or presence of the student. For more information, please refer to [Board Policy 226](#).

SKATEBOARDS/SKATE SHOES/ROLLER BLADES/SCOOTERS

Skateboards, skate shoes, roller blades and/or scooters may not be used on school property. This is in accordance with District regulations.

SMOKING

Act 145 of 1996 defines possession or use of tobacco products or smokeless tobacco by a student in a school building, on a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. The first and subsequent offenses may result in the West York Area School District initiating prosecution and disciplinary consequences based upon school district policy. A student may be sentenced to pay a fine of not more than \$50.00 and may have to pay court costs or be assigned to an adjudication alternative.

Possession or use of vaping paraphernalia in a school building, on a school bus or on school property owned by, leased by or under the control of the school district is strictly prohibited. Violation of this rule will result in disciplinary consequences. All vaping paraphernalia and accessories will be confiscated, turned over to the School Resource Officer, and tested for the presence of controlled substances.

STUDENT ASSISTANCE PROGRAM (SAP)

The student assistance team is a group of concerned members of the professional staff who have received special training in working with at-risk students.

The student assistance team is authorized by the School Board through formal action and is clearly sanctioned as part of the established program of the school. The Board has sanctioned the program so these trained teachers can assist students who are at-risk due to either substance abuse or emotional problems.

Students and staff are informed about the program each year. Students with problems can refer themselves or be referred by other students, staff, or parents. After being referred, a member of the team meets with the referred student to assess the individual's need, and a determination is made for the need for additional counseling. Parents who have a question or concern about the possibility of their child being involved with this program should contact the building principal.

STUDENT AGENDAS

All middle school students will be provided an agenda for the purposes of recording their assignments, important school events and projects. The agenda will be provided free of charge. This agenda will serve as each student's hallpass and must be signed when leaving a classroom and carried by the student in transit. Any lost agendas must be replaced. They will be available at the office for a \$5 replacement fee.

STUDENT COMPLAINT PROCEDURE

An individual or groups of individuals have the right to file a complaint. The complaint should be recognized and appropriate appeal procedures provided in a timely manner. A student "complaint" shall be a complaint that arises from actions that directly affect the student's participation in an approved educational program. District administration shall recognize the complaints of the students, if the complaint is made according to procedures, which follow.

1. The student should first make the complaint known to the staff member most closely involved and or his/her guidance counselor,

2. Both shall attempt to resolve the issue informally and directly.

For complaints, which must move beyond the first step, the follow shall occur:

1. The student shall prepare a written statement of his/her complaint
 - A. The specific nature of the complaint
 - B. A brief statement of the facts giving rise to the complaint
 - C. The manner in which and extent to which the student believes he/she has been adversely affected
 - D. The relief sought by the student
 - E. The reasons why the student feels he/she is entitled to the relief sought
2. The complaint is then submitted to the building principal who will meet with the student and teacher to resolve the issue.

STUDENT OBLIGATIONS

Parents/students are responsible for lost or damaged district provided materials. Notification of replacement cost will be provided to the student.

SUICIDE AWARENESS, PREVENTION & RESPONSE

The district has a comprehensive program designed to promote the behavioral health and prevent suicide, in an effort to protecting the health, safety and welfare of its students and the school community. For more information, please refer to [Board Policy 819](#).

SUBSTITUTE TEACHERS

Substitute teachers are here to help you continue the regular educational program in the absence of the regular teacher. They should be treated with respect and consideration. Failure to do so will result in consequences being assigned.

SUSPENSION

Any student who is either in-school or out-of-school suspended is prohibited from participating in or attending school activities, including practices, whether on or off campus. When a suspension spans a weekend, the above prohibition includes the weekend. When the suspension includes and ends on a Friday or the last school day before a holiday, participation over the weekend or holiday is at the discretion of the coach or activity advisor. In addition, the administration reserves the right to deny additional privileges when a student receives any suspension as a consequence for behavior (ex. school dances, etc.).

IN-SCHOOL SUSPENSION

Students must report to the main office (not homeroom or atrium) promptly upon entry to school on the assigned day(s). Students are required to bring their school supplies just as they would if they were going to normal classes. Teachers will send assignments to the In-School Suspension (ISS) room. Students will use their time in ISS completing these assignments, and will turn in the assignments to the suspension monitor at the end of the day for return to the appropriate teachers. In the event that a student has been given insufficient assignments to remain busy all day, the monitor will make generic assignments from the suspension files, which must then be completed to the monitor's satisfaction.

Students will receive one morning and one afternoon bathroom break, as well as a lunch break. Lunches may be carried from home or purchased in the cafeteria, but will be consumed in the suspension room. No other eating at any time will be considered appropriate. Talking is not permitted and students will remain awake and busy at all times except during permitted break periods. All cell phones and electronic devices must be turned over to the ISS monitor at the beginning of the day and will be returned at the end of the day. If a student is found to have an electronic device on their person, it may result in an additional day of ISS.

When suspension is scheduled on a day that detention is held, any student suspended in-school who also has detention is expected to meet that obligation that day.

Failure to satisfactorily meet the above expectations will result in additional in-school suspension time or out-of-school suspension with the student finishing the remaining in-school suspension time upon returning to school.

OUT-OF-SCHOOL SUSPENSION

Students are expected to remain at home during the day and are not to be on school property or school events without permission until the suspension has ended. Arrangements for obtaining homework assignments are to be made through the services of the counseling center or the main office. The School Code of Pennsylvania guarantees the right of a student to make up work missed during a suspension, but it is the student's responsibility, upon returning to school, to initiate requests to teachers to begin the make-up process.

Administration will decide if an Informal Hearing with the student and parents or guardians is necessary before the student's return to school. When required, a student will not be readmitted until this requirement is satisfied. In cases where the assigned days of suspension are completed and the student and parents or guardians have not appeared for the required hearing, each day the student remains out of school shall be considered unexcused until the hearing requirement is met and the student returns to school. All students who are returning from an out of school suspension of 3 or more days (unless otherwise requested by an administrator) will be required to attend an informal hearing with his/her parent or guardian and school administration or their designee. The student may not return to school until this meeting is held. This action, therefore, may result in fines being assessed and/or courses being failed because of truancy.

THREAT ASSESSMENT

This policy addresses student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, and others. A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. For more information, refer to [Board Policy 236.1](#).

TRAFFIC FLOW

The safety of our students is our primary concern. To assist us in this effort, parents should plan arrivals and pick-ups during AM arrivals and PM dismissals at the gymnasium entrance only. Buses enter in and out of the front entrance; therefore, we ask parents' cooperation in staying out of the bus lane, front parking lots and side entrances. Students may be picked up during school hours in the front of the building.

VIDEO SURVEILLANCE

Video cameras are used on school property, school buses, and throughout the district for the purpose of promoting safety as a tool in preventing disciplinary problems from occurring. Video footage is reserved for administrative review only.

VISITOR POLICY

All school visitors must identify themselves and state the reason for their visit prior to having access to enter the building. All visitors will be asked to show identification and have their ID scanned into the visitor management system (Raptor). The system has the ability to provide alerts for anyone who may jeopardize the safety of the school. Visitors will be given a badge to be worn at all times within the building for security purposes. In the event a person is seen by any staff member without a visitor's badge in any area of the building other than the main office, that staff member should direct that person to the office, either accompanying him or her if possible, or notifying the office of their presence if unable to accompany them to the office. Visitors are not permitted in the cafeteria. Parents requesting to observe their child's classroom should make the request to the building administrator twenty-four hours in advance.

WEAPONS POLICY

In accordance with state and federal laws, and in a continuing effort to promote safe schools, the School District has developed a Weapons Policy-[School Board Policy 218.1](#). Any student who brings, possesses, or uses a weapon on school property shall be in violation of the Weapons Policy.

A. Definitions:

“School property” shall include, but not be limited to, all buildings and grounds owned, leased or used by the District, and any school vehicle or school bus.

“Weapon” shall include, but not be limited to, any firearm, rifle, shotgun, pistol, revolver, knife, razor, dagger, cutting instrument or tool, air rifle, air pistol, nunchaku, ninja device, blackjack, metal knuckles, club, chain, look alike weapon, explosive device, chemical agents or any other instrument or implement capable of inflicting bodily injury.

B. Procedures:

1. The weapon shall be confiscated
2. District administration shall be notified.
3. Law enforcement officials shall be notified and criminal charges may be filed.
4. Parents shall be notified, and a required meeting with the principal, student, and parent shall be held.
5. After a formal hearing, the Board shall expel the student for a period of not less than one (1) year.
The District shall report such incidents of expulsion to the Department of Education.

C. Exceptions:

The only exceptions to the administrative regulations are the following:

1. Possession and use is part of an authorized course;
2. Possession of the weapon is part of a display, such as in a civil war history class;
3. Possession of the weapon is authorized as a stage prop.

Before any weapon may be brought onto school property under the above exceptions, the building principal prior to the event must receive written parental permission. Any weapon(s) being brought to school must be transported by private vehicle. Documentation for each exception listed above must be made, on file and reported to the superintendent by the building principal.

WORK MISSED DURING ABSENCE FROM SCHOOL

Students are permitted two school days to make up work missed for each school day they were legally absent. Work missed through legal absences shall be made up as quickly as possible. The student is responsible for getting the assignment from the teacher. The teacher shall not accept work missed because of an illegal absence. If the student is absent for more than three days, parents should call the office to request assignments.

YORK COUNTY SCHOOL OF TECHNOLOGY INFORMATION

Vocational and technical educational programs are available to students from the West York Area School District at the York County School of Technology. Students may apply to attend York County School of Technology during their eighth-grade year. Students who are interested in additional information should consult their guidance counselor.