



# Elementary Student Handbook

West York Area School District  
2021-2022

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# *West York Area School District*

## *Every Student Every Day*



<b>Title:</b>	<b>Name:</b>	<b>Email:</b>	<b>Phone:</b>
Superintendent of Schools	Dr. Todd M. Davies	tmdavies@wyasd.org	(717)792-2796
Assistant Superintendent	Mrs. Erin N. Holman	enholman@wyasd.org	(717)792-2796
Principal of Wallace Elementary School (Gr K-1)	Mr. Jonathan D. Hoffman	jdhoffman@wyasd.org	(717)764-6869
Principal of Lincolnway Elementary School (Gr 2-3)	Mrs. Catherine M. Kveragas	cmkveragas@wyasd.org	(717)792-3902
Principal of Trimmer Elementary School (Gr 4 -5)	Mr. Matthew E. Minacci	meminacci@wyasd.org	(717)764-6586

**WYASD Administration Office**  
 1891 Loucks Road, Suite 100  
 York, PA 17408

**Wallace Elementary School**  
 2065 High Street  
 York, PA 17408

**Lincolnway Elementary School**  
 2625 West Philadelphia Street  
 York, PA 17404

**Trimmer Elementary School**  
 1900 Brenda Road  
 York, PA 17408

Dear Elementary Students, Parents, and Guardians,

Welcome to West York! The purpose of the student handbook is to give students and their parents/guardians an understanding of the general expectations and guidelines for attending and receiving an education in our schools. 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. Some items in this handbook will not pertain to students attending our West York Cyber Academy but having one handbook will allow for smooth transitions between a cyber environment and “brick and mortar” school.

**In an emergency situation, plans, protocols, and guidelines put in place by the district, CDC, Department of Health, and/or local, state, and federal government will supersede any and all components of the handbook. Please refer to the District website for updated emergency information.**

Our student handbook is located on the building website. You can access this website by logging onto [www.wysad.org](http://www.wysad.org) and clicking on the name of your building. The handbook can be found in the Parent Information section of each building’s website. Should you be unable to access the handbook electronically, please contact the building secretary to request a paper copy of the handbook. All students are required to return this letter signed by both the student and the parent to confirm that you have reviewed the handbook.

As a child’s primary teacher, parents/guardians 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 teacher(s) or principal when questions or concerns arise.

It is imperative that parents/guardians and students read and review this handbook. We are asking both to sign this page indicating that each has read the handbook. Please read it carefully and refer to it for future reference. Please take special note of attendance, educational trip, drop off/pick up, and discipline policies. For the safety and well-being of all students, these policies are enforced with fidelity. If you have a concern, please call your building principal to arrange a time to speak by phone or in person. In order to protect the academic integrity of school programming, a building administrator may not be available should you arrive at the building without an appointment.

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

Sincerely,

Mr. Jonathan D. Hoffman  
Principal, Wallace Elementary

Ms. Catherine M. Kveragas  
Principal, Lincolnway Elementary

Mr. Matthew E. Minacci  
Principal, Trimmer Elementary

**Please submit this signed page to your homeroom teacher. Thank you for your cooperation.**

\_\_\_\_\_  
Student’s Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Grade

## DISTRICT MISSION STATEMENT and ANNUAL NOTIFICATIONS TO PARENTS/GUARDIANS

### *Every Student Every Day*

#### 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

#### SPECIAL EDUCATION - CHAPTER 14

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.

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

The West York Area School District 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. 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.

#### 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, which operates in each elementary school. 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.

### **DISTRICT CURRICULUM AND ASSESSMENTS**

In accordance with Board Policy 105.1, all curriculum, and its components, including surveys, are available for review by parents or guardians at any time during the course of the school year. Requests to review the curriculum should be submitted to the building principal. All requests for exemption from instruction and/or assessment must be submitted in writing to the building principal at least two weeks prior to the scheduled instruction/assessment.

### **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. Traci Stauffer  
Director of Special Education/Pupil Services  
1891 Loucks Rd., Suite 100  
York, PA 17408  
Email: [tstauffer@wyasd.org](mailto:tstauffer@wyasd.org)  
Phone: 717-792-2796 Ext 1025

### **ACADEMIC INTEGRITY**

Cheating is an act of dishonesty that 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 consequences as per the school wide behavior plan.

### **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 the West York Cyber Academy and Flexible Instruction Days.
2. 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 call or email the

school, or complete an on-line absence reporting form/excuse blank for each child for each school. Links to the on-line [absence reporting form/excuse blank](#) are located on the District website under Parents & Families as well as on each building webpage. 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 be recorded as unlawful.

3. 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.
4. 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). 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.
5. 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.)
6. 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.
7. 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.)
8. 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.
9. 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.
10. 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.

<b>Times to Determine the Types of Absences</b>	
Elementary – Grades K to 5	
School Starts	9:00 a.m.
Tardy	9:00 a.m. bell – 10:00 a.m.
Half day absent	10:01 a.m. – 11:30 a.m.
Full day absent	After 11:30 a.m.
Half day absent if student leaves before:	2:30 p.m.
Unexcused Early Release if student leaves after:	2:30 p.m.

### **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 SAIC 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. **A Student Attendance Improvement Conference (SAIPs) will be required for students in violation of the WYASD attendance policy. Parents are required to attend a meeting to assist in the creation and implementation of a plan to improve the student’s attendance.**

## BULLYING

### **Bullying Code of Conduct**

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make it a point to include students who become easily left out.
4. If we know that someone is being bullied, we will tell the homeroom teacher (or other teacher) and adults at home.

### **WHAT IS BULLYING?**

An intentional electronic, written, verbal, or physical act or a series of acts: Directed at another student or students AND that is severe, persistent (refusing to relent) or pervasive (to be prevalent throughout) 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.

Please visit the District website for more information on bullying and the reporting forms used at each building.

### **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

Breakfast and lunch are served in our elementary schools. Students are required to eat during their scheduled lunch period. Parents/guardians may take their students to lunch by signing the student out in the main office, however, must return by the end of their lunch period. Breakfast will be available from 8:30-9:00am. The lunch period will be 30 minutes. Updated pricing is available on the monthly menu.

There are two methods to pay for lunches:

- 1. Purchase lunch daily with cash or check, sent to the office.
  - a. Send money or check to be deposited in the student's account. 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.
- 2. Use the online account manager through the West York School District Website. **\*\*Preferred\*\***

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. Lunchroom courtesy and good behavior are essential.

The following is a list of expectations that will provide a pleasant lunchtime atmosphere for each student:

- 1. Move through the lunch line quietly and without delay.
- 2. Use good table manners at all times.
- 3. Eat your food promptly.
- 4. Keep hands, feet and objects to yourself.
- 5. Talk only to students sitting beside you or directly across the table from you, using a quiet voice.
- 6. Students are not permitted to share food or remove food from the cafeteria.
- 7. Be polite and courteous to other students and adults.
- 8. Stay in your seat until you are excused, and then leave in an orderly manner.
- 9. Students should clean their area of the tables before leaving.

Glass containers and carbonated beverages should not be included in packed lunches.

Students are expected to be respectful, responsible and safe while in the cafeteria. The use of the cafeteria is a privilege, and a violation of the expectations could result in suspension from the cafeteria. If you have any questions regarding food services, please call 843-4653 ext. 2030.

## 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 should remain off during the regular school day (8:30 a.m. - 3:45 p.m.) 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, and PDA's that take photographs and/or record video/audio. Apps for electronic devices may not be suggestive, profane, or threatening. Sexting is sending or receiving a text or nude or semi-nude picture or video that has sexual content, via cell phone or any electronic device. If a student(s) is caught sexting, disciplinary action and police contact will result. The District assumes no liability for loss, damage to, or theft of students' personal devices. Pupils are not to receive or make telephone calls at school except in an emergency. The telephone in the office is for school business. Students should not ask to use the office phone for anything except emergency calls.

## 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 and can be updated on the Parent Portal in Sapphire.

## 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](http://www.wyasd.org), as well as announced over the following stations:

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

WGAL-TV Channel 8

WHP-TV Channel 27

WHP-TV Channel 21

WPMT-FOX 43

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.

## CODE OF STUDENT CONDUCT

At WYASD, students are expected to be self-disciplined and responsible citizens. 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. Trimmer, Lincolnway, and Wallace operate using a Multi-tiered School-Wide Positive Behavior Plan. The building plans are carried out consistently across all elementary buildings. Please consult with your building's website or school counselor for further information on the plans. [Policy 218 Student Discipline](#)

### **Positive Rewards**

In addition to the incentives described below, building-specific incentives are identified at each elementary school. Please refer to your school's specific PBIS plan information.

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 WYASD will serve as a vehicle by which our students will grow in the knowledge that the life cycle 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, WYASD 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.

### **DISCIPLINARY STRUCTURE**

West York Elementary schools follow a progressive discipline model for each student. Teachers are expected to consistently communicate with parents when concerning behaviors occur.

Office Discipline Referrals (ODR) are completed when a student's behavior requires administrator intervention.

Student behaviors are categorized from minor to major and are related to appropriate responses. In accordance with the above, disciplinary infractions are categorized into four levels. In each level, a sample group of misbehaviors is listed, along with a range of possible disciplinary responses. However, certain infractions require mandatory responses. WYASD will use video cameras for disciplinary purposes in such areas as school buses, building entrances, and cafeterias.

All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, and at weekend or evening school 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 (athletic events, school-sponsored dances, PTO events) during their suspension. Please see your child's Positive Behavior Support Building Plan for specific details on the infractions and possible consequences.

**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 Chewing gum
- 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. The 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

### **CONFERENCES**

Arrangements to schedule a conference with your child’s teacher to discuss the progress and welfare of the student can be made by sending a written request directly to the teacher or by telephoning the school office. Conference requests should be received at least 24 hours in advance and should be scheduled at the convenience of the teacher and parents/guardians involved.

Occasionally, teachers may find it necessary to ask parents/guardians to come to school for a conference concerning their child. In this case, parents/guardians will be contacted by the teacher by email or telephone.

### **COUNSELING OFFICE**

The school counselor is interested in each child as a person and is there to help with any problems. 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/guardians 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. Students may be called to the counseling office by their counselor. The only reason for the call is a sincere desire to help the student.

There may be times when a student may wish to talk to the counselor. He/she should obtain a pass from the counselor by stopping in the counseling office before school, between classes, at lunch, after school or during free class time to obtain a pass. The student will then be scheduled for an appointment that day, if possible.

### **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.

## DISMISSAL PROCEDURES

**Illness or Accident** – Should it become necessary to send your child home because of illness or accident, the school will refer to the Emergency Information for the home telephone number. The school will follow the recommendation as recorded in the District Student Information System. Therefore, it is necessary to have current information on file in your child's school.

**Regular Dismissal** – Parents/guardians arriving to pick up their children during the day or at the end of the day should adhere to procedures designed to their specific buildings. (Refer to Transportation Guidelines)

Generally, these procedures include the following for safety reasons:

- Any parent/guardian entering the building must report directly to the office.
- Parents/guardians should not wait outside their child's classroom door.
- Parents/guardians should follow the traffic patterns established for the building.

## DRESS AND APPEARANCE GUIDELINES

Neatness and groomed appearance of the student body reflect 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 and shoes should also support the safety of each child. The following guidelines are recommended:

1. Clothing displaying alcohol, drugs, tobacco products, or obscene material shall not be worn at school.
2. Clothing that is racially or ethnically offensive shall not be worn at school.
3. Attire that is generally offensive, suggestive, vulgar, revealing 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.
5. Head apparel, hats, or sunglasses shall not be worn inside the building.
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. If the length or style of hair causes disruption of the education process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter their hair.
8. The length of skirts, shorts and dresses must be lower than the mid-thigh or a length deemed appropriate.
9. Heavy outer garments such as trench coats, jackets or winter coats should not be worn in the classrooms during the school day.
10. Any garment that is deemed too revealing or tight-fitting will not be permitted. NOTE: Tank tops, see-through or low-cut shirts/blouses, halter-tops, muscle shirts, and any apparel with thin spaghetti straps are not acceptable. Shoulders must be covered at all times.
11. Closed-toed and secured shoes are suggested for your child's safety. Flip Flops are not appropriate for school activities and are not to be worn. Open-toed shoes are not permitted on the playground. A change of shoes is required. Shoes with wheels cannot be worn for safety.

Students should not wear any clothing or accessory that disrupts the educational process. The administration reserves the right to determine the appropriateness of attire. Any student dressed inappropriately will be asked to change or cover the article of clothing or accessory. If the student does not have an alternative item of clothing to wear, the school will provide clothing available at the school.

## 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 PROCEDURES**

Within the WYASD, we have taken numerous steps to support safety precautions and procedures. In the event of an evacuation of the West York Area by the York County Emergency Management Agency, students will be transported to an alternate location. Please listen to local TV or radio for specific details. A photo ID will be required for us to release your child.

Emergency plans will continue to be reviewed and revised for enhanced safety. These revisions will also be distributed to local emergency response agencies. Please be reassured that the safety of your child is of the utmost importance to us. Therefore, we will constantly meet and review our plans and monitor their implementation. Parent permission slips are not collected for participation in drills.

**EMERGENCY CONTACT:** Emergency contact information is kept on file for each student in Sapphire, the District Student Information System. This is necessary for use in the event of illness or accident. Parents or guardians should sign the form and answer all questions. Please return the form to school immediately and inform the school of any change of information during the year. Unlisted telephone numbers will be kept confidential. You must have an emergency contact person other than yourself who can pick a student up from school. This emergency contact should live in close proximity to the school building in case of emergency. It is imperative to your child's safety that your information be updated immediately upon change.

**EMERGENCY DRILL PROCEDURES** Practice drills of emergency procedures are conducted at regular intervals, as required by law, and are an important safety precaution. These drills are unannounced and may require staff and students to leave campus for a short period of time. At the sound of an alarm or announcement, students should move quickly, following the directions of their teachers.

## 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 Elementary 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: \*\*6/2017 update\*\*

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

7<sup>th</sup> grade requirements:

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

12<sup>th</sup> grade requirements:

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

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. We encourage all concerned persons to work together in support of the homework practices and procedures adopted.

### **Students shall be requested to:**

1. Make sure they understand the assignment, its purpose, its due date, and how it should be done prior to leaving class.
2. Develop a personal system 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. Turn in all assignments on time and in proper form; assure neatness.
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/Guardians shall be 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 its completion.
5. Monitor TV/video game time 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 make 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 adopted homework practices and procedures.

### **ELEMENTARY HOMEWORK GUIDELINES**

Expectations for homework completion are developmentally appropriate and different for each building. Please see below for your child's specific building/grade level:

- Kindergarten and First Grade: Students should read or be read to 10-20 minutes each night and practice number recognition/math facts weekly.
- Second and Third Grade: Students should read or be read to 20 minutes each night and practice math facts daily.
- Fourth Grade: Students should read daily minimum 20 minutes each night. Additional 20 minutes may be required by the team of teachers for content specific assignments.

- Fifth Grade: Students should read daily minimum 20 minutes each night. Additional 20 minutes may be required by the team of teachers for content specific assignments.

\*Homework assignments should not exceed the number of minutes allotted per grade level.

## INSTRUCTIONAL CYCLE

Elementary schools within the WYASD operate on a four-day cycle. Days lost because of student vacation or emergency closure are not considered cycle days.

## INSTRUMENTAL PROGRAM

Instrumental lessons on band instruments are provided in grades 4 and 5. Parents/guardians are encouraged to share the responsibility of reminding students to practice daily and to bring their instruments on days when lessons have been scheduled.

## 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, 2<sup>nd</sup> grade, 4<sup>th</sup> grade, 6<sup>th</sup> grade, and 9<sup>th</sup> 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.

## **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.

## **LOST AND FOUND ARTICLES**

A lost and found is available in every building. If an item is lost, your child should check the lost and found area. It is suggested that you mark your child's clothing and other belongings with his/her name. All items left over the summer will be donated to local charities.

## **MEDIA CENTER REGULATIONS**

The WYASD offers a comprehensive elementary multimedia center program for its students. The following guidelines and procedures are in effect throughout the District.

1. All books, non-current magazines, and other library materials must be checked out at the desk before being taken from the library.
2. Books must be returned to the library on the date stamped in the back of the book. The person checking out the book is responsible for its return to the library.
3. Classes come to the library approximately once a cycle. Students should return their library books each scheduled day.

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.

## PARENT REQUESTS

Parents/guardians wishing to request a placement for their student may submit their request in writing to the building principal. 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.

## PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization is open to all parents/guardians staff. The organization meets every other month to provide support to the educational programming of the District. Additional information is available on the district website.

## 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 of West York Elementary Schools 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 folder/backpack nightly.
5. Complete **or update** the emergency form that is sent home with each student at the beginning of the school term. 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.**

Parents/guardians who are unable to access electronic documents should contact their children's school office to receive hard copies of District notifications. Contact the elementary principal if your child is unable to attend school for a prolonged length of time due to a physical injury or illness and the physician feels a teacher may visit the home to teach the child. Request student assignments during absences prior to the start of the school day. Every effort will be made to have assignments ready by dismissal time.

Provide a doctor's excuse if a child is not permitted to go outdoors during the school day. A doctor's excuse is also required before a child will be permitted to be excused from physical education classes. Assure that your child attends school regularly, makes every effort to complete classroom work and homework, and follows school rules and regulations. No student has the right to interfere with the education of his/her fellow students.

## PREPARATION FOR CLASS

In order for significant educational progress to take place in the school, a certain burden of responsibility rests on the individual student. It is expected that students show up in class with the necessary tools for learning. These may vary from class to class but generally include:

1. Pencil
2. Paper
3. Textbook
4. Homework Assignment

Parental assistance in guiding students to fulfill these responsibilities is sometimes necessary and is appreciated by school personnel.

## 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.

## **PUPIL PROGRESS**

**Statement of Purpose-** It is the intent of the teaching staff to report to parents/guardians the progress of their children. This is done through conferences and by sending home a Progress Report during the school year. The progress report reflects the child’s levels of proficiency in relation to the student’s achievement of grade-level standards.

Elementary students will have their academic progress in ELA reported as Exceeding Expectations, Meeting Expectations, or Approaching Expectations. Our instructional program is focused on teaching readers, not levels, and is based on best practices in cultivating readers. Feedback will be collected from grade level lessons, and opportunities for exceeding work will be observed during guided reading and in student writing samples or reading responses. Feedback will continue to be standards aligned but specific to skills and strategy. In math, academic progress will be reported as Meeting Expectations, Approaching Expectations, Partially Meeting Expectations, or Not Mastered. Families will receive checklists at the end of math units following progress checks to communicate what students are able to accomplish in mathematics. The checklists are aligned to grade level standards.

**Who Receives a Progress Report?** All students in grades K-5 attending the WYASD Elementary Schools will receive a “Progress Report” four times a year.

### **Procedures Relating to Grading**

1. Parent-teacher conferences are scheduled at the end of the first marking period as an integral part of the reporting system. At the conference, parents/guardians will receive their child’s first marking period progress report.
2. Grades are determined through a variety of assessment methods, including tests, quizzes, projects, observations, checklists, and rubrics.
3. With standards-based reporting, levels of achievement are determined solely on academic performance. Work habits are evaluated separately from academic achievement.
4. Evidence and documentation of the levels of standards attainment will be gathered throughout the marking period/year in lieu of averaging grades over time. A compilation of student work and teacher documentation will reflect student’s progress toward reaching proficiency levels.
5. Space is provided on the progress report to record information dealing with attendance statistics.
6. A copy of the progress report is maintained in the school office. There is no need to return the progress report, only the signed envelope.
7. When appropriate, teachers will write comments to the parents/guardians in the spaces provided.

**Promotion and Retention** – Because the public schools of the District are dedicated to the best total and 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 do not demonstrate the achievement of identified State-approved standards will be considered for retention.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the pupils involved. Exceptions will always be made after prior notification and explanation to each pupil’s parents/guardians, but the **final decision will rest with the school authorities**. Parents/guardians who disagree with the teacher’s professional decision should state their reasons in writing and schedule a conference with the building principal.

### **Retention Criteria**

Regular Education Students –If the student fails both reading and math for two (2) semesters, the student will need to attend Summer School (mandatory when provided). If a student fails either reading or math for both semesters, the student will be promoted, following attendance at Summer School (mandatory when provided).

Regular Education Students who are being tested for a specific learning disability – if found to be in need of specially designed instruction, an individualized education plan (IEP) will be developed and the student will be promoted to the next grade level. If found to be non-exceptional, then the student will be retained and attend Summer School (mandatory).

**Student Records** – The WYASD systematically gathers and maintains data about pupils and their families for legitimate educational purposes including instruction, guidance, and research. Guidelines for the collection, maintenance and dissemination of information contained in a student’s file have been established to ensure that a student’s right to privacy has not been violated when the information is either gathered or released. These guidelines conform to Pennsylvania’s “Right to Know” law. Parents, guardians, or their legal representatives have access to all permanent and cumulative records. Appointments to review records may be made by contacting the principal of the unit where the records are housed.

### **PROPERTY – PERSONAL AND SCHOOL**

**Personal Property** – The school will not be responsible for loss or damage to a student’s personal property. Students are directed to refrain from bringing personal property to school. Students should not bring large sums of money or articles of an expensive nature to school. If it is necessary to bring such an item to school for an assignment or a related activity, it should be marked for identification and given to the teacher or office for safekeeping. Other items such as radios, recorders, music boxes, toys, cameras, athletic equipment, and any form of weapon should not be brought to school. Students may not bring animals or pets to school. Every effort shall be made to ensure that the student’s due process rights are protected.

**School District Property** – When District property has been damaged, destroyed, or removed from the premises without authorization, the appropriate administrator will be notified. Students are reminded to act responsibly since they will be held liable for any loss, damage, or defacement of property (including, but not limited to, textbooks, library books, software, hardware, calculators, instructional supplies, furniture, buildings and equipment).

**CARE OF SCHOOL PROPERTY** Books, working materials, equipment (including all electronics), and furniture our students use are the property of WYASD, 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. Parents/students are responsible for lost or damaged district provided materials. Notification of replacement cost will be provided to the student.

**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 board, electronic equipment, etc. is a serious offense and offenders will be notified and charged for repairs and replacements of school furniture, texts, electronic equipment, etc. which have been damaged or defaced.

**THEFT OF SCHOOL DISTRICT AND/OR PERSONAL PROPERTY** Theft of School District property or the personal property of employees and/or students in the School District will be dealt with by the principal. The course of action taken by the principal will be determined according to the severity of the act. This might include:

1. Notification of parent and immediate restitution for the loss.
2. Suspension from co-curricular activities.
3. Suspension from school.
4. A hearing before the Board of Education.
5. Notification of law enforcement officials.
6. Any combination of the above.

### **SCHOOL HOURS**

The school day will begin at 9:00am and concludes at 3:30pm for all students in Grades K-5.

Students who do not ride buses are encouraged to arrive at 8:30. Students having breakfast at any elementary school are to arrive no earlier than 8:30 a.m. at the school buildings.  
Students assigned to ride buses are encouraged to do so to reduce traffic congestion.

## SEARCHES

All students must understand that the principal or his/her designee is authorized to inspect students' desks, lockers, 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 or desks as they are subject to search at any time by school officials. Further, random, periodic or sweeping searches of all lockers may be conducted by school officials. If there is reason to suspect that a desk or locker contains materials that pose a threat to the health, welfare, or safety of students or staff, it may be searched without warning or presence of the student.

For more information, please refer to [Board Policy 226](#).

## STUDENT COMPLAINT

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 complaint of the student(s), 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 following shall occur:

1. The student shall prepare a written statement of his/her complaint including:
  - 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. At each step beyond the first, the school authority hearing the complaint may call the student's parents. The student may seek the help of a parent or guardian at any step.

## STUDENT WELLNESS

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy: [Policy 246](#); information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.

## TRANSPORTATION

The following guidelines and procedures have been developed to ensure a safe and orderly method of student transportation. Please stress their importance with your children. You may also wish to review them with anyone that you authorize to provide daycare or transportation.

**BUS SAFETY PROCEDURES:** The WYASD will provide transportation for its students in accordance with state and District guidelines. The transportation of students is a privilege, not a right. Students violating bus expectations and regulations are subject to disciplinary action, which could result in the denial of bus-riding privileges. **Parents or guardians are ultimately responsible for their children's transportation if the student is denied bus-riding privileges.** Students' time on the school bus is considered an extension of the school day, and expectations governing student conduct in school apply to students at bus stops and on school buses.

Students are to board the bus only at their assigned bus stop. Students must be at the bus stop **only** five minutes before scheduled pick-up. Inappropriate behaviors at the bus stop will not be tolerated and may result in suspension of bus privileges. During inclement weather, students should wait a minimum of twenty (20) minutes for late-arriving buses.

While at bus stops:

1. Students are to stand back in an orderly line at pick up points until the bus comes to a complete stop.
2. All students are to enter the bus in an orderly fashion.
3. All passengers must be seated immediately upon boarding the bus and must remain seated while the bus is in motion.
4. Loud talking, profanity, scuffling, throwing objects, and changing seats are examples of activities that draw the attention of the bus driver from his/her main task of safe operation of the bus. Actions that create a safety hazard by demanding unnecessary attention of the driver are classified as misconduct. When a rider is guilty of misconduct, he or she will be reported to the principal of his/her school.
5. Eating and drinking will not be permitted on the bus. Paper or litter must be deposited in a garbage can.
6. Students must not extend anything out of the bus windows, including any part of their bodies.
7. 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.
8. Students will communicate in a respectful manner without offending or slandering others and without using profane or unacceptable language.
9. The driver will assign seats and may change them at his/her discretion.
10. Students will be assigned bus transportation at the beginning of the school year. There will be no deviation of this assignment unless a student requires a full-time assignment change. **Students may not change bus assignments arbitrarily for visits to friends' homes, after-school activities, etc.**

Violation of school District bus rules and regulations will lead to disciplinary action at the dean/principal's discretion. Fighting, smoking, lighting matches/lighters or having any type of weapon will result in immediate suspension from the school bus for a minimum of three (3) days.

Video and audio recordings are maintained on all school buses. The primary purpose for video monitors on school buses is to promote safety. Cameras are also used as a "tool" in preventing disciplinary problems from occurring.

1. Bus expectations are posted in the buses and are listed in this handbook.
2. Make certain that your child recognizes his/her school and bus stop.
3. Remind your child to memorize his/her bus number so he/she will easily recognize it at dismissal time each day.
4. Remind your child that he/she may only ride his/her assigned bus and is to go directly home from the bus stop. Students are not permitted to change buses or bus stops without permission from the District transportation supervisor and the principal.
5. Students who get confused or miss exiting the bus at their assigned stop will be brought back to the correct stop or back to the school or to the bus terminal. The transportation director or school personnel will call you if you need to pick up your child.

## **Bus Discipline Procedures**

1. Bus Drivers are responsible for the safety and security of students and will maintain order on the bus through reinforcement of conduct expectations.
2. Bus drivers will complete a Bus Conduct Report (AR 810.4) for inappropriate behavior.
3. All Bus Conduct forms will be submitted to the appropriate building administrator for review. This may result in a minor or major infraction.

### **Examples of minor infractions are, but not limited to:**

- Standing
- Moving from an assigned seat
- Feet in the aisle
- Hands outside the windows
- Excessive loudness
- Horseplay

The consequence for a minor infraction may include parent contact, principal conference with student and/or parents, peer mediation, or other principal determined response.

### **The following actions are considered severe and will require immediate administrative intervention:**

- Defiance/Disrespect: comments or behaviors that escalate with adult intervention
- Fighting: usually involves observable anger, can result in harm to another and participants continue to express hostility towards each other, even when adults intervene
- Harm to others: requires nurse or doctor intervention
- A threat to inflict harm to others: this can be verbal, written, or physical

A determination of a major infraction will result in a more serious consequence, as outlined below, and will include parent contact. The consequences for possession of drugs, alcohol, and/or weapons, and threats of terroristic nature will align with Board Policies addressing these types of student discipline violations.

- **1st Major Infraction - May include detention or up to one-day suspension from the school bus.**
- **2nd Major Infraction - One to five days of suspension from the school bus.**
- **3rd Major Infraction - Five to ten days of suspension from the school bus.**
- **4th Major Infraction - Thirty days of suspension from the bus.**
- **5th Major Infraction - Permanent suspension from the bus for the rest of the school year.**

Bus Conduct Reports will result in a consequence appropriate to the misbehavior, which may alter the sequence of the outlined consequences above and/or follow the overall District discipline policy. If a student is suspended from the bus, it is the parent/guardian responsibility to transport their child to and from school. Absences due to not having transportation will be marked unexcused/unlawful.

- Bus times are tentative and subject to change. Please allow a few days for the routes to be adjusted and for the regular time to be established. Traffic flow, construction, weather, etc. can cause changes in the bus schedules. Please arrive to your bus stop 5-10 minutes before your scheduled time.
- All Kindergarten children must be met at the bus stop, at the bus doors by an adult or designated person. If no one meets the child at the bus stop, the child will be returned to school and the parent/guardian will be contacted to pick up the child at the school.
- Bus students who wish to walk to and from school **MUST** have written permission from their parents/guardians and approval from the principal. Parents/guardians may give verbal permission to the office; a Permission to Walk slip will then be given to the student.

### **District Car Riding Information:**

1. All car riders should be delivered to school between 8:30 and 8:45 a.m., following building protocols. **Cars should never be in the building bus lane.**
2. Remember that school buses have the right of way and that private vehicles should not enter the bus circle during arrival and dismissal times. **Passing buses is prohibited at all times.**
3. Follow all building level protocols for specific routines.

**District Walker Information:**

1. Students should arrive between 8:30 and 8:45a.m.
2. Walkers should follow pedestrian safety expectations and respect the property of residents. Walkers should not congregate in large groups or linger outside the building or at corners.
3. Walkers will be dismissed at 3:30 p.m.
4. We recommend that all children be escorted to and from school by an adult to ensure their safety.
5. Walkers should not take short cuts through the soccer or ball fields.
6. 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, school-sponsored field trips, at weekend or evening school activities, or at any co-curricular activities in which a West York team is participating.

**District Bike-Riding Information:**

1. Bike riding is a privilege that requires both parent/guardian and principal permission. Permission forms are located in the building office.
2. Students who wish to ride a great distance or who must cross busy streets without a guard (ex. Carlisle Road) will not be given permission to ride bikes.
3. Students riding bikes in an unsafe manner, breaking traffic rules, not wearing a helmet, failing to ride directly home or directly to school will have their bike-riding privileges suspended.
4. Bike riders should park their bikes in the building bike rack. Students enter through the lobby doors and report to their homeroom.
5. Bike riders should arrive between 8:45 and 8:55 am.
6. Parents/guardians must complete, sign and return the "Bicycle Rider Permission Form" which can be obtained in the school office before students may ride their bicycles to school.

**WALLACE ELEMENTARY**

**Car Rider Information:**

1. For both arrival and dismissal, parents/guardians dropping off or picking up their children from a private vehicle must use the car-rider line in the parking lot closest to the playground.
2. School personnel will assist students in walking to and from the building.
3. Parents/guardians should remain in their vehicles so that traffic moves efficiently through the line. Students are encouraged to open their own doors as an added health and safety precaution.
4. Parents/guardians of car-rider students will be provided with a pick-up card that they can display in their front window to identify their student. Parents/guardians without a card may be required to show photo identification and sign out their children in the main office.

**LINCOLNWAY ELEMENTARY**

**Car Rider Information:**

1. Parents dropping off/picking up students at Lincolnway should enter Clark Ave. from Fayette St. Then follow Clark Ave. and turn right onto John St. to pull up along the front of Lincolnway. Please follow directions from Lincolnway staff for when students should enter and exit the car.
2. Car riders will be dismissed as their car arrives at Lincolnway and exit out the front doors.
3. If your child will be a car rider on a certain day, please send a note so that your child's name can be placed on the list. A sign with the family name on it will be given to you to display in the car window. This will indicate to us which child you are picking up.

**Bike Rider Information:**

1. Most students are assigned buses due to the school's proximity to East Berlin Road. Due to highly trafficked roads, all bike riders should be escorted to school by a parent or caregiver. Lincolnway students should stop their bikes and walk them across the crossing areas at the edge of the parking lot to the bike rack. The students then enter the school through the main lobby doors and arrive at school by 8:30 a.m.

#### **Walker Information:**

1. Walkers crossing East Berlin Road and West Market Street must be escorted by a parent or caregiver. Please cross at the cross walks once on school property. Walk to the side of the blacktop and stay inside the painted white lines to the next crossing area and the sidewalk leading to the main lobby doors.
2. Walkers are dismissed at 3:30 p.m. If you choose to meet your child at the front door, a note needs to be sent so that your child is on the list. A sign with the family name will be given to you for identification. The adult inside the building will release your child to you.

#### **TRIMMER ELEMENTARY**

#### **Car Rider Information:**

1. Drivers should follow the car line through the parking lot and drop the children off at the cone-marked sidewalk near door 14 which is along the sidewalk by the gymnasium.
2. Students should exit vehicles on the sidewalk side only. School personnel are on site to assist with drop off and pick up.
3. Dismissal begins at 3:30 p.m. at door 14 at the same spot as drop off. Drivers should follow the car line through the parking lot. School personnel will supervise the children's dismissal.
4. Please park in a parking spot in the designated lower parking lot until 3:00.
5. **Please do not ask your child to exit with the walkers and then pick them up on Brenda Road or neighboring streets.** Your attempt to short circuit established procedures will result in safety patrol reports, parent complaints, and concern for your child's safety.

### **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.

### **VISITORS 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 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.

### **WORK MISSED DURING ABSENCE FROM SCHOOL**

Any work missed through unexcused absences may NOT be made up. Any work missed through excused absences should be made up as quickly as possible. A request should not have to be made by the teacher for assignments missed during absences. The student is responsible for getting the assignments from the teacher. If the student misses a test, he or she is expected to make up the test on the day following the absences if there was a one-day excused absence.

If a student is absent on the day before a test and the test has been announced previously, the student will be required to take the test the day he returns to the school. However, if the test has not been announced previously, the student will have two days to make up the test upon return to school. Absence is not an excuse on long term assignments/projects. Work not completed or made up in a timely fashion will receive failing grades, and may result in a failing grade for the marking period or even the course, particularly if the assignment is a requirement for passing. If a student will miss 3 or more days of school, please call the Counseling Center. The counselor will assist in getting homework. Please call as early in the day as possible, and allow 24 hours for the homework to be assembled.