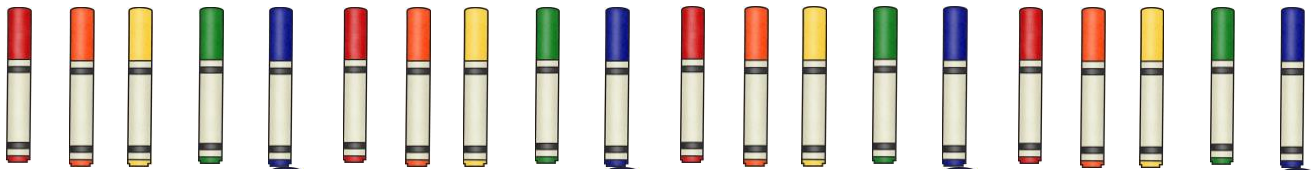




ELEMENTARY  
STUDENT  
HANDBOOK

WEST YORK AREA SCHOOL DISTRICT



Dear Elementary Students, Parents and Guardians,

Welcome to West York! The purpose of the student handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our 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.

**Again this year our student handbook is located on the building website. You can access this website by logging onto [www.wysad.k12.pa.us](http://www.wysad.k12.pa.us) and clicking on the name of your building. The handbook can be found in the Parent Information section of each building 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 teachers or principals 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 keep it in a safe location 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 question, please call the school office for clarification. **Please tear out and submit this signed page to your homeroom teacher. Thank you for your cooperation.**

Sincerely,

Ms. Teresa L. Flury  
Principal, Trimmer

Ms. Melissa Appnel  
Principal, Lincolnway

Mr. Michael Brandt  
Principal, Loucks and Wallace

\_\_\_\_\_  
Student’s Name Printed

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Students Signatures

\_\_\_\_\_  
Grade

**WEST YORK AREA SCHOOL DISTRICT**

Dr. Emilie M. Lonardi, Superintendent  
Ms. Paula J. Rudy, Assistant Superintendent

**ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2014-2015**

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Loucks Elementary School  
1381 West Poplar Street  
York, Pa. 17404  
(717) 843-6631  
Mr. Michael D. Brandt, Principal

Trimmer Elementary School  
1900 Brenda Road  
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Ms. Teresa L. Flury, Principal

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2065 High Street  
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## WEST YORK AREA SCHOOL DISTRICT

### MISSION STATEMENT

Opening minds through educational excellence

#### **ANNUAL NOTICE TO PARENTS: CHILD IDENTIFICATION ACTIVITIES**

In an attempt to identify students with special needs, the West York Area School District 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. In addition, all kindergarten and first-grade students are tested for speech deficiencies.

Once children are entered in school, they are eligible for the services of the Instructional Support Team, 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.

#### **ANNUAL NOTICE TO PARENTS: CHAPTER 15 – PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, the West York Area School District will provide to each protected handicapped student, without discrimination or cost to the student's family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and co-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability or which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the director of Pupil Services at 792-2796 ext. 2080.

#### **CHAPTER 14 – SPECIAL EDUCATION**

The West York Area School District 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. 1026.

## **ELL PROGRAM**

The West York Area School District is committed to educating all students. To meet the needs of our non-native English-speaking students, West York has developed English Language Learners (“ELL”) program. This program helps students learn to read, write, and speak English in order to succeed in school and to meet state academic standards.

Our ELL 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, ELL instruction is provided at the appropriate level. Some students receive instruction via small group or individually with a specially trained ELL teacher. Others receive ELL instruction in their classrooms. Additionally, students are eligible for adaptations in their content area instruction. Students remain in the program until they can successfully participate in all academic areas.

## **TITLE IX DISCLAIMER**

The West York Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap or because a person is a disabled veteran of the Vietnam Era. This policy on nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Students having complaints about discriminatory practices or policies in violation of Title IX of the Education Amendments of 1972 or Section 504 of the Rehabilitation Act of 1973, or others having inquiries, may contact the principal and/or refer to Board Policy 103 for further information.

## PARENT/GUARDIAN RESPONSIBILITIES

Parental support and cooperation is necessary for our school to be a success. Parental attitudes can greatly influence student's attitude 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 agenda/folder/backpack nightly.

Complete **or update** the emergency form that is sent home with each student at the beginning of the school term. It is imperative that parent/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 principle 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.

## STUDENT SAFETY AND BEHAVIOR

### STUDENT CONFLICT

#### Peer Conflict

Peer conflict is not necessarily a bad thing; disagreement and conflict are part of life, and children and adolescents need to develop skills to resolve disagreements.

Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power (friends); it occurs occasionally; it is unplanned; and it does not involve violence or result in serious harm. Perpetrators of peer conflict do not seek power or attention. However, peer conflict can escalate into violence. Those involved with violence and aggression usually have comparable emotional reactions, demonstrate some remorse, and actively try to resolve the problem.



Peer conflict should be reported to an adult. Peer conflict is resolved by assisting students in developing conflict resolution skills and may result in disciplinary actions, should the adult/administrator feel it is warranted. Successfully navigating peer conflict is a skill that all students need to develop as they learn and grow.

### **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 the 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 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**

### **TEACHERS**

Follow the school-wide behavior plan and consequences. Hold class meeting as needed to discuss bullying incidents.

### **STUDENTS**

#### **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.

#### **What to do if you are bullied by someone else:**

Tell him/her to knock it off.

Tell the bully “just let it go!”

Tell the bully, “Cut me a break!”

Say, “I need to...” and walk away.

Say it in a way that will be convincing.

Use good eye contact.

Use a strong stand.

Find friends to walk with or hang out with.

Tell a teacher, adult, parent or a guidance counselor.

#### **What to do if you feel like bullying someone else:**

Remember a time you felt taken advantage of by someone else. Remember a time that you felt powerless or helpless. Think of his/her feelings. Think of how you felt when you chose not to bully someone else.

Think of another way to have fun that doesn't cause hurt.

If Bullying is witnessed, students should report to a teacher and complete a Bullying Report Form and submit it to the guidance office. All instances of bullying will be investigated. A copy of the form is attached at the back of this handbook.

## DISCIPLINARY STRUCTURE

West York Area elementary schools use a School Wide Effective Behavior Support program to reduce discipline problems. 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. West York Area School District 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).

**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 of infractions include, but are not limited to:**

- Tardiness (class, school)
- Out of assigned area/abuse of a hall pass
- Bus misconduct
- Cut teacher-assigned detention
- Cut administrator-assigned detention
- Dress code violation
- Misconduct of a minor nature
- Failure to comply with rules
- Cheating
- Disrespectful language, gestures
- Peer conflict - verbal
- Peer conflict - physical
- Unauthorized use of an electronic device
- Public displays of affection
- Rough play
- Sleeping in class

**Procedures:** Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. If necessary, the staff member will initiate a referral to the administration.

**Actions include, but not limited to:**

- Verbal reprimand
- Special assignment
- Loss of privileges

- Reduction in grade
- Parental contact by phone or in person
- School detention/suspension
- Teacher detention
- Special assignment
- Conflict resolution
- Confiscation of item
- Repair/restitution by student
- Referral to guidance counselor
- Activity restriction
- In-school suspension
- Out-of-school suspension
- Police involvement
- Expulsion

**Level II** – Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

**Examples of infractions include, but are not limited to:**

- Repeated Level 1 offenses
- Cut Saturday detention
- Disruption of the educational process (minor or major)
- Defiance/Disrespect
- Profanity/Gestures/Inappropriate comment
- Tardy to school
- Violation of the Acceptable Use Policy

**Procedures:** The staff member who is supervising the student or who observes the misbehavior submits a proper and accurate record of the offense to the administration. The administration determines an appropriate response, informing the teacher of the action.

**Disciplinary responses include, but not limited to:**

Refer to options under Level I

**Level III-** Defiant misbehavior whose frequency or seriousness requires the involvement of the administration.

**Examples include, but are not limited to:**

- Repeated Level I and II offenses

- Bullying and cyberbullying of a major nature
- Cheating
- Conveying a threat (minor)
- Cutting class
- Damage to school property
- Forgery
- Leaving school without permission
- Major disruptive behavior
- Misconduct of a major nature/major disruptive behavior
- Profanity/gestures toward a faculty or staff member
- Safety violation
- Theft of a minor nature (under \$50)
- Truancy
- Unexcused absences
- Fighting, harassment, disorderly conduct
- Racial comments
- Vandalism (less than \$100)
- Smoking or possession of tobacco products
- Hazing
- Sexting
- Possession of an object or device that implies intimidation or physical harm

**Procedures:** The administrator confers with the staff member involved, and together they meet with the student. Parents/guardians are notified. A report of the offense and the disciplinary action is completed by the administrator, and all staff involved will receive copies.

**Disciplinary responses include, but are not limited to:**

Refer to options under Level I, with the understanding that Level III and Level IV infractions are subject to sanctions including suspension and expulsion on the first offense.

**Level IV-** Acts which result in violence to another person or property or which pose a direct threat to the safety of others. 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 additional action.

**Examples include, but are not limited to:**

- Persistent unmodified Level I, II and III offenses
- Arson/starting a fire
- Assault/battery of another student
- Bomb threat/false fire alarm
- Deliberately threatening or striking a school employee

- Disorderly Conduct
- Fighting
- Carrying a weapon or threat to carry a weapon/weapons policy violation
- Vandalism (more than \$100)
- Gang activities
- Theft of a major nature
- Violation of Drug and Alcohol Policy

**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/guardians are notified. 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:**

Refer to options under Level I, with the understanding that Level III and Level IV infractions are subject to sanctions including suspension and expulsion on the first offense.

### SCHOOL-WIDE EFFECTIVE POSITIVE BEHAVIOR PLAN (“SWEBS”)

Lincolnway, Loucks, Trimmer, and Wallace operate using a School-Wide Effective Positive Behavior Plan, (“SWEBS”). The SWEBS plan is carried out consistently across all elementary buildings. Differences in the plan are for the developmental nuances between grades K-1, 2-3, and 4-5.

#### **School Rules**

1. Be safe
2. Be responsible
3. Be respectful

#### **Consequences**

A student will receive a strike each time a rule is broken. Strikes in the classroom will be monitored with some sort of visual representation at each homeroom teacher’s discretion.

Strike one – immediate re-teaching of appropriate behaviors takes place by the adult issuing. Student records strike in classroom.

Strike two – Student records second strike. A written Behavior Reflection is completed by the student. A follow up conference with the homeroom teacher takes place following the completion of the reflection, and a plan for improved behavior is discussed.

Strike three – Misconduct Report is sent home and a parent/guardian contact is made. A second conference with the teacher is conducted, and a plan for improved behavior is discussed.

**Misconduct Reports** – Documentation from teacher to parents/guardians of behaviors of concern. These are sent home after three strikes in one day.

**Severe Incidents** – Behaviors that require administrator intervention.

Students start each day without any strikes, unless they have earned a strike during an after-school activity or during dismissal during the previous school day.

**Step 1** – When a student receives three strikes, the date and behavior are recorded on the Behavior Record in the Discipline Log, and a misconduct report with details of the behavior is sent home. If the behavior persists, additional strikes are given, Step 1 will be repeated if necessary, and the principal should be notified that the student needs to be removed from the area. Six strikes in one day will be considered a severe incident.

**Copies of the detailed Misconduct Report are sent home to the parent/guardian. The yellow copy is signed and returned the next day. The pink copy is kept by the parent/guardian. The white copy is then sent to the office for filing.**

**Step 2** - The second misconduct report or first severe incident – The student will complete a personal reflection and re-teaching activities. A private conference with the issuing teacher will also take place.

**Step 3** – Third misconduct report or combination of a severe incident on the Behavior Record – A parent/guardian contact is made, **and** one day of detention is assigned.

The form for notification is sent home and needs to be returned the next day, signed by the parent or guardian. **Failure to return a signed slip results in the homeroom teacher calling the parent/guardian to notify them of the detention notice.**

Detention should then be scheduled for the next school day. At some point, a student may have both in-school suspension (ISS) and detention. This is not being punished twice for the same incident because the plan is cumulative (i.e. if a student receives ISS for a certain incident and is also on a detention step, both consequences will be enforced.)

#### **Detention\***

Student Detention may be assigned. A schedule will be established in each building. If detention is held after school, there will be no detention on days before a holiday. Detention rules include working quietly and remaining in the assigned seat until dismissed.

**Step 6** – Sixth misconduct report or combination of severe incidents on the Behavior Record – An additional parent contact is made by phone **and** *two consecutive days* of after-school detention are assigned. The student will be assigned a mentor who will have daily morning check-ins with that child. Discussions will also be facilitated with both the teacher and the mentor based on responses in the student's packet.

**Step 9**- Ninth misconduct report or combination of severe incidents on the Behavior Record – Parent contact is made by phone **and** *three consecutive days* of school detention are assigned. A conference is scheduled between the principal, the student, and the homeroom teacher and/or mentor.

**Step 10** – Tenth misconduct report or combination of severe incidents – The principal will assign one half day of school suspension, or equivalent time of lunch/recess detention or community service detention as deemed appropriate by the team (principal, homeroom teacher, mentor, school counselor as appropriate).

**Step 11** – Eleventh misconduct report or combination of severe incidents – The principal will assign one full day of in-school suspension or equivalent time of lunch/recess detention or community service detention as deemed appropriate by the team.

**Step 12** – Twelfth misconduct report or combination of severe incidents. – A meeting will be scheduled to create a Functional Behavior Assessment (FBA) and Positive Behavior Support Plan (PBSP). Further consequences and rewards will be determined as part of the FBA and PBSP. Additional steps should be recorded on the Behavior Log.

### **Positive Rewards (Individual)**

**Top Dog** – This reward is presented at the end of each month to one outstanding student from each class who has demonstrated his/her ability to follow the school rules in an outstanding manner. The bulletin board in the lobby will honor the outstanding citizens for the month with their picture and a summary about themselves. Each top dog will receive a Top Dog dog tag to celebrate his/her hard work and demonstration of positive character.

**Bulldog Biscuits** – These will be given to students when they demonstrate exemplary behavior. They are rewarded to students by all adults in the building. Students will be given a “biscuit” to write their name and homeroom on. Biscuits are linked to incentives throughout the year.

### **Positive Rewards (Classroom)**

**Bulldog Barks** – Classes are awarded a token for commendable behavior each time a staff member observes such behavior. These tokens will be accumulated in each classroom. At the end of each month a class reward will be given to any class that has reached their goal (i.e. start with 20 tokens and build from there). Staff members will be given the tokens for distribution. It is the teacher’s responsibility to provide reward.

## **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 for 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 ethically 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. The length of skirts, shorts and dresses must be lower than the mid-thigh or a length deemed appropriate.
8. Heavy outer garments such as trench coats, jackets or winter coats should not be worn in the classrooms during the school day.
9. Any garment which is deemed to be too revealing or tight-fitting will not be permitted. NOTE: Tank tops, see-through or low-cut shirts/blouses, halter tops are not acceptable. Shoulders must be covered at all times.
10. Close-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.

It is the right of the student to govern the length of his/her hair. If the length or style of hair causes a disruption of the educational process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter his/her hair.

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.

#### DRUG AND ALCOHOL POLICY

A student possessing, using or otherwise maintaining drugs, medicines, controlled substances, alcoholic beverages or any chemical that mimics 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.

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:

1. 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.
2. 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.
3. The student will be referred to an appropriate Counseling Program and will comply with Student Assistance Program Team recommendations, where applicable.
4. 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.

5. 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.
6. Items 1 – 5 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.

### FIRE AND 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.

### EMERGENCY EVACUATION INFORMATION

Within the West York Area School District, we have taken numerous steps to support safety precautions and procedures. The following is a brief explanation of specific information:

To ensure your child's safety, practice drills will be performed on a routine basis to enable staff and students to respond in appropriate ways. During the year, we will be practicing evacuation and lock down procedures. Students will not be informed of the exact drill by name, but rather how they are to respond.

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.

In the event of a building specific event, students will be transported to a nearby facility. Local radio and TV announcements will notify of the specific location. 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 community agencies such as fire and police.

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.

## HARRASSMENT/BULLYING/CYBERBULLYING

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

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

**Another form of harassment is bullying and cyberbullying.** Bullying is defined as a negative action when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words, or in other ways. There also exists a certain imbalance of power or strength; in other words, the person who is subjected to the negative action has difficulty in defending him/herself and is somewhat helpless against the

person(s) who are harassing him/her. A person is bullied when he/she is exposed repeatedly over time to negative actions on the part of one or more persons. **Cyberbullying** is the act of bullying using e-mail, text messages, chat rooms, cell phones, or other forms of technology to deliberately harass, threaten, or intimidate someone.

- Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.
- Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Administration
2. Teachers
3. Counselors
4. Nurses

All employees who receive harassment complaints from a student shall report such to the building principal. If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

## INTERNET

### **Acceptable use of Technology/Internet**

West York Are School District provides employees and students with access to district technology and the Internet for educational purposes. To insure appropriate use of the technology, all users must agree to the following policy:

#### **Respect and protect privacy**

- Do not use accounts you are not authorized to use.
- Do not view, use or copy data or view 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 web sites.
- 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 rules 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 West York Area School District (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 West York Area School District Student Account Agreement to indicate their cooperation with the West York Area School District Acceptable Use of Electronic Technology Policy.

**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 safe keeping.

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).

### SEARCH AND SEIZURES

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 official. 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 which pose a threat to the health, welfare, or safety of students or staff, it may be searched without prior warning or presence of the student.

### SKATEBOARDS/SKATESHOES

Skateboards, skateshoes, roller blades and /or scooters are not permitted on school property. This is in accordance with district regulations.

### 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), provided that 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
  - 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 parent. The student may seek the help of a parent or a guardian at any step.

### 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 (8:45 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) are caught sexting, disciplinary action and police contact will result. The district assumes no liability for loss, damage to, or theft of students' personal devices.

Parents/guardians needing to contact the school should use the following telephone numbers:

Lincolnway 792-3902

Trimmer 764-6586

Loucks 843 -6631

Wallace 764-6869

### 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. Any student who brings, possesses, or uses a weapon on school property shall be in violation of the Weapons Policy.

#### **A. Definitions:**

1. **"School Property"** shall include, but not be limited to, all buildings and grounds owned, leased or used by the District, and any school vehicle or school bus.
2. **"Weapon"** shall include, but not be limited to, any firearm, rifle, shotgun, pistol, revolver, knife, razor, dagger, cutting instrument or tool, air rifle, air pistol, nunchaku, ninja device, blackjack, metal knuckles, club, chain, look alike weapon, explosive device, chemical agent or any other instrument capable of inflicting bodily injury.

#### **B. Procedures:**

1. The weapon shall be confiscated.
2. District administration shall be notified.

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

**C. Exceptions:**

The only exceptions to the administrative regulations are the following:

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

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

## VIOLENCE

West York has a zero-tolerance for violence. Any act of violence, including acts of intimidation and harassment/bullying, terroristic threats or terroristic acts will be dealt with most severely.

Appropriate disciplinary and/or legal action will be taken against students who possess or assist with possession of weapons.

Students possessing a weapon or any other object or device used in a threatening manner shall be reported promptly to the building principal, who shall, if appropriate, notify the appropriate law enforcement agency and the student's parent/guardians.

**District-wide Notice-** At their May 25, 1999, meeting, the Board of Directors approved the following resolution:

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

## CAFETERIA

Lunches are served in our elementary schools. Students are required to eat during their scheduled lunch period. Parents/guardians may take their student to lunch by signing the student out in the main office. The lunch period will be 40 minutes. Students must return to school on time. Updated pricing is available on the monthly menu.

There are two methods to pay for lunches:



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

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 West York Area School District and send the check into school in an envelope marked with the student's name and ID number.

The Point of Sale System operates similarly to a cash register but also acts as a debit system. The system operates on a **finger scan system to access the student account at all elementary buildings**. Parents/guardians are able to deposit any amount of money that they want in their child's account. When the student's account begins to get low, the cashier will send home an envelope stating the balance. Please update your child's balance using the online system through the district website or send money in for your child's account when they bring home one of these envelopes.

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 rules which will provide a pleasant lunch time 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 rules could result in suspension from the cafeteria.

If you have any questions regarding food services, please call 843-4653 ext. 2030.

## 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. Some of the reasons that students may want to see their counselor are:

1. To get help with personal and social problems.
2. To discuss subjects with which students are having difficulty.
3. To help students adjust to school or any other situation.
4. To help students to learn and appreciate his/her own abilities and aptitudes and to recognize limitations.

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.

### HEALTH 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. Parent/ guardians are responsible to come for the students unless other arrangements are made by the parents/guardians. Students should not call parents/guardians and requests 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.

Parent/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 should never be asked to give first aid for an injury received at home.

### INSTRUMENTAL PROGRAM

Instrumental lessons on band instruments are provided in grade 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.

## LOST AND FOUND

Articles found at school are placed in the lobby. If an item is lost, your child should report to the lobby to check the lost and found box.

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

The West York Area School District offers a comprehensive elementary multi-media 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 West York Area School District. 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/TEACHER ORGANIZATIONS

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.

## STUDENT COUNCIL

Trimmer Elementary School will elect representatives to the Student Council. These representatives will meet with faculty advisors or the principal.

## ATTENDANCE AND STUDENT RECORDS

### ATTENDANCE

The following attendance regulations have been adopted by the West York Area School District:

1. **Excused Absences:** As defined by the Public School Code of the Commonwealth of Pennsylvania, acceptable excuses for absences includes illness of the student, quarantine, death in the immediate family, religious observations, impassable roads (determined by local authorities), or other exceptional urgent reasons.
2. **Educational Trip:** Excused absences for an educational tour or trip may be approved by the building principal five (5) school days in advance of the trip. Parents or guardians must complete the necessary educational tour forms requesting that the absence be excused. These forms are available in each school office. The following criteria apply to educational trips:
  - a. Education tours or 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 10<sup>th</sup> days will be an unlawful absence if the student is under 17 years of age or will be unexcused if the student is 17 years or older. After the tenth (10<sup>th</sup>) school day of not returning to school, the student will be removed from the rolls (withdrawn).
  - b. Students must have passing grades in all current subjects in order for an educational tour or trip to be considered excused.
  - c. Students must have a satisfactory attendance record (i.e., no citations for unlawful absences, no warning letters for excessive absences, etc.) to be considered excused.
  - d. Educational trips will not be approved during PSSA testing.
  - e. Educational trips will be denied if application does not occur prior to the absence. Absence will be considered unlawful.
  - f. Educational trips will not be approved for days of field trips in which students are ineligible.
3. **Unlawful Absences:** Absence from school for any reason other than those stated above will be considered unlawful as defined by the Pennsylvania School Code. Each unlawful absence will result in a notice being sent to the parents or guardians. For the fourth and succeeding unlawful absences, fines up to \$300 and necessary court costs will be imposed on the parents or legal guardians as defined by the Pennsylvania School Code. Each unlawful absence will result in a notice being sent to the parents or guardians. For the fourth and succeeding unlawful absences, fines up to \$300 and necessary court costs will be imposed on the parents or legal guardians as defined by the Pennsylvania School Code. The accumulation of a student's unlawful absences runs continuously through the school year. When the first notice is sent, no additional notice is required throughout the remainder of the school year.
4. **Excuse Blanks:** For any absence, including being sent home by a school nurse, a school excuse blank, properly completed and signed by a parent or guardian, must be returned to the student's classroom teacher. If a properly completed excuse blank is not returned within three school days, the 3-day rule applies. **The 3-day rule states, "No excuse blanks will be accepted after the third day of the date of return from the absence. The absence will be recorded as unexcused or unlawful: unexcused if the student is 17 years of age or older; unlawful if the student is under 17 years of age.**
5. **Notifying the Office:** Parents or guardians should notify the building office by 9:00 a.m. when their child is going to be absent. Parents or guardians may call before school officially begins for the day. Please choose the attendance line to report your child as absent and leave a message. Parents or guardians who fail to notify the school when their child is absent will receive a confirmation call from the school the same day of absence.

6. **Excessive Absences:** 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 days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/guardians. This letter will note the amount of absences and the possibility of requiring a doctor's note excuse future absences. This total does not include days missed as a result of educational tours or trips or out-of-school suspensions.
  - b. When a student accumulates ten days of absence (excluding those or which a doctor's note has been submitted), a letter will be sent to the parents/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, along with a parental excuse blank **ON THE DAY** the student returns to school. If both items are not submitted within the three day period, the 3 day rule applies. (See # 4.)
7. **Appointments:** Doctor, dental or other appointments involving the student should be scheduled when school is not in session whenever possible. Medical excuse forms or an excuse blank are needed upon return. If an excuse is not submitted within the three day period, the 3-day rule applies (See #4.)
8. **Illnesses:** 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 or an excuse blank will be required to re-enter school. If an excuse is not submitted within the three day period, the 3-day rule applies (See #4).
9. **Change of Address:** When students move from one address to another within the school district, a parent or legal guardian must report to the office to complete a new registration/change of address form. New bus information may be obtained from the transportation office at 792-2796 ext. 1007.
10. **Withdrawal:** Parents/guardians of a student withdrawing to another school shall notify the office several days in advance. A withdrawal form needs to be completed. Students absent for 10 consecutive days without just cause will be removed from the attendance rolls.
11. **Sign-Out Policy:** Students who leave the school or school grounds during the school day must adhere to the following procedures:
  - a. The office must be notified by a written request signed by the parent/guardian and submitted prior to the appointment.
  - b. The student will bring the request to the school office for approval by 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 can 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 Type of Absence chart.
  - c. When the parent or 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. Parent or legal guardian must sign his/her student out of the building and show proof of identification. This identification must be a form of picture ID.
  - d. It is the collective responsibility of the student and teacher to comply with reporting to the main office at the time scheduled for leaving school.
  - e. Students returning to school must be signed in by a parent or legal guardian prior to returning 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.**

**TIMES TO DETERMINE TYPES OF ABSENCES**

+ refers to AM Kindergarten

\* refers to PM Kindergarten

School Starts	9:00 a.m. 12:50 p.m.*
Tardy	9:00 a.m.bell – 10:00 a.m. 12:50 p.m. – 1:50 p.m.*
Half day absent	10:01 a.m. – 10:20 a.m. 1:51 p.m. – 2:10 p.m.*
Full day absent	After 11:30 a.m. After 10:20 a.m + After 2:10 p.m.*
Half day absent if student leaves before	2:30 p.m. 10:40 a.m.+
Unexcused Early Release if student leaves after	2:30 p.m. 10:40 a.m. +

**Tardy to School:** Students arriving late to school must report directly to the office accompanied by a parent or legal guardian. An excuse blank for this tardiness is expected the day of the tardiness. Please refer to the excused absences section to determine excused/unexcused policy. If after three (3) days no excuse is received, it reverts to the three (3) day rule and will be marked as unexcused to unlawful.

The rule remains in effect through each school year, when the first notice is sent, no additional notice is required throughout the remainder of the student’s school career. Every three tardies will be recorded as one-half day unlawful absence if the student is under 17 years of age or will be unexcused if the student is 17 years or older.

**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. New bus information may be obtained from the Transportation Office at 792-2796 ext. 1007. Parent’s/Guardian’s homes are contacted in case of illness or emergency. Accurate up-to-date information is essential.

**CLOSING OF SCHOOL**

School closures, delays and late buses due to weather or other emergencies will be announced over the following:

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

District Emergency Call System

WARM FM 103	WKRZ-FM 106.7
WRVV-FM 97.3	WYCR-FM 98
WSBA-AM 910	WGTY-FM 108/am320
WGAL-TV Channel 8	WHP-TV Channel 27
WHP-TV Channel 21	

You may also find closing/delay information on the district website at: [www.wyasd.k12.pa.us](http://www.wyasd.k12.pa.us).

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

**If schools are announced as beginning one hour late, morning kindergarten hours will be 10:00 until 11:45 a.m. If schools are announced as beginning two hours late, the modified kindergarten schedule will be as follows:**

<u>Session</u>	<u>Time</u>
<b>Morning</b>	<b>11:00 a.m. – 12:45 p.m.</b>
<b>Afternoon</b>	<b>1:30 p.m. – 3:30 p.m.</b>

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

Please note Snow Make-Up Days on the district calendar. Attendance is expected on all Make-Up Days. Please refer to Attendance guideline number 1 for district approved guidelines regarding excused absences.

### EMERGENCY FORMS

An emergency form is kept on file for each student. 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.

### HEALTH EXAMINATIONS / INOCULATIONS/ MEDICATION PRODEDURES

**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:

**Diphtheria**- 4 doses (1 dose on or after the 4<sup>th</sup> birthday)

**Tetanus**- 4 doses (1 dose on or after the 4<sup>th</sup> birthday)

**Polio**- 3 doses (oral or intramuscular)

**Measles**- 2 doses- Usually given as MMR.

**Rubella**- 1 dose or physician verified history (serological proof)

**Mumps**- 2 doses or physician verified history (serological proof)

**Varicella**- 2 doses (chickenpox) vaccine or history of disease (phased in by 2010/2011)

**Hepatitis B**-3 doses

**Medication Procedures:** The West York Area School District 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. Written order of prescribing physician and or the physician's standing order.
2. The parents/guardians must sign the consent form for prescription and non-prescription medications. For the medication which is to be given during school hours, the parent/guardian will write a note stating:
  - a. Why the medication is to be given.
  - b. The time or under what conditions medications should be administered.
  - c. Dosage.
  - d. Date medication is to be discontinued.
3. A medication log will be kept for any child receiving prescription and or non-prescription medication medicine during the school hours.

4. Students are not permitted to carry prescription or non-prescription medication to school (this will include over-the-counter, organic types of medication) unless absolutely necessary and with the parents/guardians' written consent. It is advised that all medications (prescription and non-prescription) are delivered to school by the parent and or guardian.
5. This note will be taken by the student to the school nurse or, in his/her absence, to the building principal (or his/her designee) at the beginning of the school day. The medication must be bought to school in the container in which it was purchased.
6. Any medication to be given during school hours must be delivered to the school nurse, the school principal, or his/her designee. The medication must be brought to school in a properly labeled container stating student's name, dosage and time to be given.
7. Students with the following conditions may carry medication (prescription) for health reasons.
  - a. Asthmatics with inhalers – exercise induced asthma
  - b. Diabetics – insulin or oral medication, glucose tabs
  - c. Bee-Sting Allergies – Epi-Pen
  - d. Food Allergies – Epi-Pen

All medications will be kept in the Health Room. If there is 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.

#### PUBLICATION AND CONSENT FORM

Students who attend school in the West York Area School District 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 web site. 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.

#### 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 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.

**SCHOOL HOURS**

The school hours are as follows:

9:00 a.m. to 3:30 p.m. for students in grades 1 to 5.

AM Kindergarten 9:00 – 11:40 a.m.

PM Kindergarten 12:50- 3:30 p.m.

If schools are announced as beginning one hour late, morning kindergarten hours will be 10:00 until 11:45 a.m.

If schools are announced as beginning two hours late, the kindergarten schedule will be modified as follows:

AM Session 11:00-12:45

PM Session 1:30-3:30 p.m.

Students who do not ride buses are encouraged to arrive after 8:45 a.m. due to the fact that students are not admitted to the classrooms before that time. Students having breakfast at any elementary schools 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.

**STUDENT TRANSFERS**

**From the District** –Should you move from the District and enroll your child in a new school situation, we suggest you utilize the following procedures:

- 1. If possible, contact the school office several days prior to your actual moving date.
- 2. Advise the school of the district your children will be attending. This will allow us time to prepare the necessary school records.
- 3. Contact the school office to sign a Withdrawal form.
- 4. Be sure your child has returned all textbooks, library books, and materials to the school. Cafeteria balances must be paid in full.
- 5. Parents/guardians who fail to notify the District that they no longer live in the District and who continue to send their children to school in the District are breaking the law and face a penalty.

**Within the District** – The West York Area School District reserves the right to assign students to any elementary building in an effort to maintain reasonable class size or to offer special programs or services. Administratively, every effort will be made to minimize the number of student transfers and to avoid repeated transfers.

Parental assistance in recognizing the need for student transfers and in helping students accept transfers as a positive experience is appreciated. Our goal is to provide a consistent elementary program of the highest quality regardless of the assigned building.

### VISITORS

To help ensure your child's safety and to reduce disruptions to the educational process, the following visitor procedures are enforced in the West York Area School District's elementary schools:

1. Visitors and service personnel must report to the office upon entering the building.
2. Upon reporting to the building secretary, the visitor shall log in with his/her name, time and destination.
3. The visitor will receive an identification badge/label.
4. The secretary will notify the person at the destination to expect a visitor.
5. If the visitor does not arrive at the destination within a reasonable amount of time, the person at the destination notifies the office. If the visitor has not reported to the destination, they are considered to be an intruder.
6. At the end of the visitation, the visitor reports to the office, returns the badge, signs out, and leaves the building. Staff at the destination should alert the office that the visitor is returning to the office.
7. Visitors are not permitted in the cafeteria at any time.
8. Parents/guardians requesting to observe their child's classroom should make the request to the building principal at least 24 hours in advance.
9. Special parent visitation events will be held in November. Specific information will be sent home in November.

### CHEATING

Cheating is an act of dishonesty which shows disrespect for self and others and shows a lack of responsibility to apply oneself to completing satisfactorily the course of study prescribed. Evidence of cheating through admission or fact will result in consequences as per the school wide behavior plan.

### 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, parent/guardians will be contacted by the teacher by letter or telephone.

A teacher-parent conference day has been scheduled at the end of the first marking period. Please consult the District calendar for the specific date.

## HOMEWORK

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. Students in grades 2-5 are expected to utilize their district-provided agendas.
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 to 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 procedure. In addition, each student in grades 2-5 is provided with an agenda book. We recommend students record their assignments in their agendas each day.

### ELEMENTARY HOMEWORK GUIDELINES

Total minutes of homework per night are noted below.

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
15-20	25-30	25-30	35-40	45-50	55-60
min/night	min/night	min/night	min/night	min/night	min/night

Reading and Math homework will be assigned each evening. Social Studies and Science homework will be assigned on an occasional basis. Homework assignments should not exceed the number of minutes allotted per grade level.

### INSTRUCTIONAL CYCLE

The West York Area School District operates on a six-day cycle. Days lost because of student vacation or emergency closure are not considered to be cycle days.

### 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 personal.

## 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.

The Pennsylvania Levels of achievement are:

The **Advanced Level** reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Core Standards.

The **Proficient Level** reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Core Standards.

The **Basic Level** reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skill included in the Pennsylvania Core Standards. This work is approaching satisfactory performance, but satisfactory performance has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

The **Below Basic Level** reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Core Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

**Who Receives a Progress Report?** All students in grades 1-5 attending the West York Area School District Elementary Schools will receive a "Progress Report" four times a year. All kindergarten students are evaluated during the second, third, and fourth marking periods.

### 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 an 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. Sometimes percentages are used to evaluate work. When this occurs the following ranges will apply:

Advanced	92-100%
Proficient	80-91%
Basic	70-79%

Below Basic 0 -69%

6. When appropriate, teachers will write comments to the parents/guardians in the spaces provided.
7. Space is provided on the progress report to record information dealing with attendance statistics.
8. 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.

**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). If a student fails either reading or math for both semesters, the student will be promoted, following attendance at Summer School (mandatory).

Regular Education Students who are being tested for a specific learning disability – If found to be in need of a 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 West York Area School District 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 insure 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.

## **STUDENT TRANSPORTATION**

### **TRANSPORTATION GUIDELINES**

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 day care or transportation.



## **GENERAL INFORMATION**

1. Parents/guardians are reminded to report to the office and register upon entering the building at any time.
2. Children arriving late to school should report to the office, accompanied by a parent.
3. Parents/guardians are encouraged to follow the established procedures and not enter the building to pick up their child after school.
4. Children who violate the established procedures will be subject to disciplinary action.
5. Parents/guardians may not take their children without reporting to the office.
6. Arrival and dismissal time must be closely supervised and controlled for your child's safety.

### **District Bus Riding Information:**

1. Bus rules 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.
6. Bus times are tentative and subject to change. Please allow a few days for the routes to be adjusted and for the regular times to be established. Traffic flow, construction, weather, etc. can cause changes in the bus schedules.
7. All Kindergarten children must be met at the bus stop 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.
8. 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 8:45 and 9:00 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 8:45 and 9:00 a.m.
2. Walkers should follow pedestrian safety rules 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.

As always, your cooperation is appreciated. By following the established rules and procedures, we will provide for student safety. Thank You.

**WALLACE ELEMENTARY**

**Car Rider Information:**

1. Car riders should park on High Street and walk to the lobby doors. There should be no cars in the bus circle.
2. Students will be assisted to find their rooms upon entering the school. Although they will be expected to become quickly independent, the teachers will help in this area.
3. School personnel will supervise the children at dismissal time. Morning kindergarten dismissal is at 11:40 a.m.; afternoon dismissal is at 3:30 p.m.
4. Car riders should be picked up at dismissal at 3:25 p.m. Parents/guardians should park along High Street and walk to the lobby doors and wait outside to meet their child. Parent pick up cards will be available from the school office.

**TRIMMER ELEMENTARY**

**Car Rider Information:**

1. Drivers should follow the arrows through the parking lot to the rear of the cafeteria and drop the children off at the cone-marked walkway on their right as they face Brenda Road. Delivered students will enter through the bus deck entrance.

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 3:23 p.m. at the glass doors at the gymnasium entrance. Drivers should follow the arrows through the parking lot. School personnel will supervise the children's dismissal.
4. Students may not exit the glass doors at the end of the cafeteria wing, school activities, or at any co-curricular activities in which a West York team is participating. Students may not cross the driveway to the north parking lot for safety reasons.
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.

### **LOUCKS ELEMENATARY**

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

1. Cars dropping off students at Loucks should drop their children off in front of the lobby doors upon arrival at school. Please remember to pull as far forward as possible to allow several cars to unload at one time. Please do not double park to drop your child off. This creates a very unsafe situation for the children and cars involved. Car riders should be delivered between 8:30 and 9:00 a.m.
2. The bus lane on Pearl Street is to be kept open for buses and school vans only.
3. Students will be assisted to find their rooms upon entering the school, although they will be expected to become quickly independent of this help. The teachers will help in this area.
4. Morning Kindergarten and will be dismissed from the lobby doors. Afternoon Kindergarten and First Grade dismisses from the side door by the ramp.
5. Car riders should be picked up at dismissal at 3:30 p.m. at the side doors on either side of the ramp. Parents should on Poplar Street or in the parking lot above the park and should walk to the front of the school to pick up their children. Parents should accompany children back to parent vehicles.

### **LINCOLNWAY ELEMENTARY**

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

1. Parents dropping off students at Lincolnway should follow the traffic arrows in the main parking lot and drop off the children at the end of the sidewalk leading from the parking lot to the main lobby doors.
2. Breakfast will be served at 8:30 a.m.
3. Car riders will be dismissed at 3:30 p.m. through the door in the second grade wing. Parents/guardians should enter the parking lot, drive around the parking lot to the door, stop at the cones, and remain in the car. Students will wait inside and be dismissed as the cars pull up.
4. 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. 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 report to their homeroom between 8:45 and 9:00 a.m.

#### **Walker Information:**

1. Walkers crossing the East Berlin Road are to follow the adult crossing guard's instructions. These students then walk on the sidewalk to the safety crossing area at the edge of the school parking lot. Students cross 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.

### **BUS SAFETY PROCEDURES**

The West York Area School District 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 rules 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.** Riding a bus is a privilege, not a right.

Students' time on the school bus is considered an extension of the school day, and rules governing student conduct in school apply to students at bus stops and on school buses. Students are required to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to ensure safety; and obey constituted authority responding to student behavior. Parents/guardians are expected to monitor and encourage appropriate behavior at the bus stop. Inappropriate behaviors at the bus stop and on the bus are subject to school disciplinary action and should be reported immediately to the bus driver.

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 must ride the bus assigned to them.
2. Students are to stand back in an orderly line at pick up points until the bus comes to a complete stop.
3. All students are to enter the bus in an orderly fashion.
4. All passengers must be seated immediately upon boarding the bus and must remain seated while the bus is in motion.
5. Loud talking, profanity, scuffling, throwing objects, and changing seats are examples of activities that draw 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.
6. Eating and drinking will not be permitted on the bus.
7. Paper or litter must be deposited in a garbage can.

8. Students must not extend their heads, arms or hands out the bus windows.
9. Before leaving the bus, students must remain in their seats until the bus stops; then enter the aisle and go directly to the exit door.
10. Students will communicate in a respectful manner without offending or slandering others and without using profane or unacceptable language.
11. The driver will assign seats and may change them at his/her discretion.
12. 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 that may include the following: detention at recess, lunch and/or before or after school; suspension of transportation privileges.

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.

### **BUS DISCIPLINE POLICY FOR WEST YORK AREA SCHOOL DISTRICT**

A District Bus Misconduct Form will be completed by a bus driver to document all instances of misbehavior. Severe behavior will be referred to the office for administrative intervention. All bus misconducts will result in parent notification, either by phone or in writing.

Sanctions may include a minimum of one (1) day of bus suspension. Length of bus suspension will correlate to the severity of behavior and the accumulation of prior referrals.

If severe misconduct occurs, the pupil shall be referred to the principal immediately. 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.

### **DISMISSAL PROCEDURES**

**Illness or Accident** – Should it become necessary to send your child home because of illness or an accident, the school will refer to the Emergency Information for the home telephone number. The school will follow the recommendation as recorded on the Emergency Information form. 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.

Date received by counseling office: \_\_\_\_\_

**Real Bulldogs Don't Bully!**

Your name \_\_\_\_\_ Date \_\_\_\_\_

Name of the person who was bullied \_\_\_\_\_

Name of person(s) who bullied them \_\_\_\_\_

Were you (circle one) \_\_\_\_\_ the person who was bullied or a witness (bystander)

Describe what happened

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Where did the bullying happen? (Circle all that apply)

Hallway      classroom      Cafeteria      Bathroom      Gym      Other  
Bus/Bus Stop      Online      Playground      Cell Phone

Were there witnesses/bystanders? **yes or no** What did they do?

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Names of witnesses/bystanders (if any)

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Did a teacher or adult witness this situation? yes or no Who? \_\_\_\_\_

What did they do?

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**RESPONSE FORM**

(TO BE COMPLETED BY A TEACHER/ADMINISTRATOR/GUIDANCE COUNSELOR HANDLING THE SITUATION)

Date Received \_\_\_\_\_

Spoke to victim \_\_\_\_\_

Was this a bullying situation? \_\_\_\_\_

Spoke to bully \_\_\_\_\_

Notes Regarding Incident and Interviews:

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Outcomes:

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Parent Contacts:

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Copies of this response form AND the student report (and any severity forms, should they be necessary) should be placed in the student files (principal files) of ALL students involved in the situation.

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