

Welcome to West York Area Middle School!

Dear Parent/Guardian:

Communication between school and home is an important responsibility that we share. As your child's primary teacher, you are very important to the success of their educational experience. This Student Handbook has been designed to assist your child in managing and tracking responsibilities and progress this school year.

We ask that you review this book on a regular basis with your child throughout the year. Our expectations at the middle school require that every student keep his/her handbook with them throughout the year. Students who lose this handbook will be expected to purchase a new one. Because we share a common goal, the education of youth, it is important that we support each other's efforts on behalf of our students. Your support of this handbook and its appropriate use will ultimately be in the best interest of our students, and serve to reinforce the schools' efforts. Please take a few minutes to explore this handbook that will provide your child with an excellent start to the 2013-2014 school year!

Welcome to the 2014-2015 School Year!



Dear Student:

We are looking forward to an exciting and rewarding educational experience for you this school year. To help you be successful this year, we are providing you with this Student Handbook/Planner. **YOU MUST BRING IT TO SCHOOL AND TO EVERY CLASS.** It provides you with the opportunity to organize your time and track your progress throughout the year on a daily basis. It will also serve as your hall pass for the entire year.

Your teachers will help you in becoming an organized and responsible school citizen. Everyone should be successful in middle school. Students who are successful usually attend school regularly, are prepared and ready to learn in the classroom, and complete their homework. At the West York Area Middle School, we believe that problems can be overcome by preparation and organization. Your teachers are prepared to discuss the use of the planner with you and to help you use it to make the most of your school year.

Help us to help you by showing this section of the handbook to your parents. Please sign below to indicate that you have read the Handbook.

Thanks!

Student

Parent/Guardian

Welcome to West York Area Middle School

The purpose of the Student Handbook is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving education in our schools.

As your child's primary teacher, you are very important to the success of their educational experience. A cooperative relationship between the school and home, in which students, parents and teachers meet their responsibilities, is necessary if children are to meet success. Please do not hesitate to contact your child's teachers or principal when questions or concerns arise. Open and honest communication between home and school is vital to the success of the program. You may be assured that the District will continue to strive to provide comprehensive quality education in a secure atmosphere that is conducive to learning.

In case of conflict between a board policy and the provisions of this handbook, the board 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Students of West York Area School District have the right to:

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

Students of West York Area School District are responsible for the following:

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

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 or a veteran of the Vietnam Era. This policy of 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.

ANNUAL NOTIFICATIONS 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.

Once children are entered in school, they are eligible for the services of the Instructional support Team which operates in each elementary school. At the Secondary Level, a screening process is in place in order to assist students who are having academic and behavioral problems. Student who are thought to have special education needs are recommended for a Multi-Disciplinary Team Evaluation.

Teachers, counselors and or principals for a Multi-Disciplinary Evaluation recommend students in the elementary and secondary schools. Parents may also recommend a student for an evaluation.

Chapter 15 – Protected Handicapped Students

In compliance with state and federal law, the West York Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and co-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact **the Special Education/Pupil Services Director at 792-2796 ext. 1026**

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 building principal or the **Special Education/Pupil Services Director, at 792-2796 ext. 1026.**

ATTENDANCE POLICY

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

1. **Excused Absences:** Excused absences as defined by the Public School Code of the Commonwealth of Pennsylvania include illness of the student, quarantine, death in the immediate family, religious observations, impassable roads, or other exceptional urgent reasons.
2. **Educational Trip:** When requesting an excused absence for an educational trip, parents or legal guardians must complete the necessary forms, which are available in each school office. Educational trips will be limited to not more than five (5) excused days of absence per year. When requesting an educational trip, it is recommended that the application be submitted at least five (5) school days in advance of the trip. Students requesting educational trips must have passing grades in all subject areas and satisfactory attendance records. Submitting this form in a timely manner will allow the administration time to verify the standing of each student. Please note that no educational leave approval will be given after the trip has been taken. All requests require proper approval. The amount of class time and material missed when absent from school should be of significant importance to parents and students. The student is responsible for getting the assignment from the teacher. Students are permitted one (1) school day to make up work missed for each school day they were legally absent. Work missed through legal absences shall be made up as quickly as possible. The teacher shall not accept work missed because of an illegal/unexcused absence. Please consider this when requesting an educational trip so that academic performance does not suffer. . Educational trips will not be approved for days of field trips in which students are ineligible **Educational trips will not be approved during PSSA testing, Keystone testing or final exams.**
3. **Unlawful Absences:** Absence from school for any other reason other than those stated above will be considered unlawful as defined by the Pennsylvania School Code.
4. **Unlawful Absences:** For each unlawful absence, a notice will be sent to the parents or legal guardians. For the fourth and succeeding unlawful absences, a fine up to \$300 and necessary court costs will be imposed on the parents or legal guardians as defined by the Pennsylvania School Code.
5. **Excuse Blanks:** For any absence, including being sent home by the school nurse, a school excuse blank, properly completed and signed by a parent or legal guardian must be returned to the main office. If a properly completed excuse blank is not returned within three (3) school days, the 3-day rule applies.
6. **Notifying the Office:** Parents or legal guardians should notify the building office by 8:00 A.M. when their child is going to be absent. Parents or legal guardians may call before school officially begins for the day. If a secretary is not available, an answering machine will take your message. Parents or legal guardians who fail to notify the school when their child is absent will receive a confirmation call from the school.
7. **Excessive Absences:** If a student's absence pattern appears excessive or questionable, the principal may require a doctor's certificate explaining the absence.
 - A. The principal will require a doctor's certificate explaining the absence. When a student accumulates eight (8) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians. This letter will note the amount of absences and the possibility of requiring a doctor's note to excuse future absences. This total does not include days missed as a result of educational trips or out of school suspensions.
 - B. When a student accumulates ten (10) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians requiring a doctor's note for all subsequent absences if they are to be considered excused. When a doctor's note **IS** required, it is to be submitted, along with a parental excuse blank, **ON THE DAY** the student returns to school. If both items are not submitted within the 3-day period, the 3-day rule applies. (See #5)
8. **Appointments:** Doctor, dental or other appointments involving the student should be scheduled when school is not in session, whenever possible. A maximum of ninety minutes will be allotted per appointment, including travel time. Any time beyond 90 minutes will be considered as a half-day absence. Medical excuse forms and an excuse blank are needed upon return. If both items are not submitted within the 3-day period, the 3-day rule applies. (See #5)
9. **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 and an excuse blank will be required to re-enter school. If both items are not submitted

The 3-day rule states, "No excuse blanks will be accepted after the third day of the date of the return of 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 less than 17 years of age.

within the 3-day period, the 3-day rule applies. (See #5)

10. **Perfect Attendance** - To achieve perfect attendance for the school year, the student must be in attendance every day with the exception of: school-sponsored field trips, funerals, and properly approved doctor appointments. In addition, the student cannot accrue more than two (2) tardies.
11. **Change of Address:** When a student moves from one address to another within the school district a parent or legal guardian must report to the office to complete a new registration form and provide new proof of residence. New bus information may be obtained from the transportation office at 792-4046.
12. A student withdrawing to another school shall notify the guidance office several days in advance. A checkout form shall be issued for presentation to each teacher and the educational media specialist, nurse, office secretary and principal to verify that all books and other school property have been returned and financial obligations satisfied. The office will issue a transfer card when the student returns the signed checkout form. A transcript of grades will be mailed to the new school upon request. In order for the West York Area Schools to release school records to another school district, it is necessary to have a form signed by parents granting permission. Every student must have a withdrawal slip signed by all teachers, the principal, and the counselor. Students absent for 10 consecutive days without a just cause will be removed from the attendance roles. (withdrawn) **THIS REQUEST SHALL BE INITIATED AT LEAST A DAY BEFORE DEPARTURE.**
13. **Check Out Policy:** Students wanting to leave the school or school grounds during the school day must adhere to the following procedure:
 - A. The office must be notified by a written request by the parent/legal guardian and submitted prior to the appointment.
 - B. The student will bring the request to the school office for the principal's approval or his/her designee. Upon approval, the student will receive an *Application for Excuse* form to be completed and handed into the office or the student could hand in a signed doctor's excuse upon return to school. If the *Application for Excuse* or a doctor's excuse is not handed in, the kind of absence will be based upon the guidelines set in the *Times to Determine Kind and Length of Absence* chart.
 - C. When the parent or legal guardian arrives at school to pick up the student, the parent of legal guardian should report to the school office to meet the waiting student or 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 student's responsibility to report to the office at the time scheduled for leaving school.
- E. Students returning to school must report to the office before going to the classroom.

Students may not leave the school during the day without first reporting to the office. Students who fail to follow proper attendance procedures will be disciplined.

Times to Determine Type of Absence

School starts: 7:45 A.M.

Tardy: Arrival between the conclusion of the 7:45 bell and 8:45 A.M.

Half days absent: 8:46 A.M. - 10:20 A.M.

Full day absent: After 10:20 A.M.

Half day absent if student leaves before 1:55 P.M.

Unexcused Early Release- student leaves after 1:55P.M.

TARDY POLICY

Tardy To School:

A student will be considered tardy to school if they have not reported to class at the conclusion of the 7:45 AM bell where daily school attendance is taken. Students arriving late to school must report directly to the office. An excuse blank is expected within 24hrs for this tardiness. Please refer to the excused absences section to determine excuse/unexcused policy. If after three (3) days no excuse is received, it reverts to the 3-day rule and will be marked as unlawful tardy. Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is less than 17 years of age. This rule will remain in effect for the school year.

Discipline for unexcused tardies is as follows:

2nd unexcused tardy:	1 hour of detention
3rd unexcused tardy:	2 hours of detention
4th- 9th unexcused tardies:	3 hours of detention
10th & every sub sequential tardy:	1 day of ISS.

TRUANCY

Act 29 of 1995 extensively revised provisions for truancy. The law rose to \$300 the fine for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parents must appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child can be fined up to \$300 or be assigned to an adjudication alternative program.

Act 29 also suspended driving privileges for 90 days from truant juveniles for a first offense and six months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16th birthday. **Truancy Elimination Plans (TEPs) will be required for students in violation of the WYASD attendance policy. Parents are**

required to attend a meeting to assist in the creation and implementation of the Truancy Elimination Plan.

ASSEMBLIES

Assemblies are an extension of the classroom and all school rules apply. Students should proceed to the gymnasium or auditorium as quickly and as quietly as possible and sit in their assigned section. Courtesy must be shown at all times for the performers or speakers. Students should display good character. (No whistling, talking, etc.) Students must remain quiet and attentive during the assembly. Anyone who is disruptive or disrespectful will be asked to leave and will forfeit the right to attend future assemblies.

ATHLETIC AWARD SYSTEM

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

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

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

Types of awards:

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

BUS SAFETY PROCEDURES

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

1. Students must ride the bus assigned to them. **An administrator must approve parental written request prior to the student riding a non-assigned bus.**
2. Students are to stand back in an orderly line at pick-up points until the bus comes to a complete halt.

3. All students are to enter the bus in an orderly fashion.
4. All passengers must be seated immediately upon boarding the bus and must remain seated while the bus is in motion. The driver has the right to assign seats.
5. Any action by a rider that creates a safety hazard by demanding unnecessary attention of the driver is called misconduct by the bus rider. When a rider is guilty of misconduct, he/she will be reported to the principal of his/her school.
6. Eating and drinking will not be permitted on the bus.
7. Paper or litter must be deposited in the box provided, not on the floor.
8. Students must not extend their heads, arms, or hands out of 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 must return from co-curricular activities on the same bus unless approved by the principal.
11. Students arriving by bus must enter the school and remain in the appropriate areas for the start of the school day. Students riding the bus home must remain in the lobby or in the bus loading area from the end of classes until boarding.
12. For the safety of our students, video cameras are assigned to all buses.

Students apprehended violating bus rules might have their riding privileges suspended. Chronic offenders of bus rules and regulations face expulsion from bus transportation.

Students apprehended vandalizing buses, defacing buses, or willfully destroying school property face expulsion from bus transportation. **Students may not change bus assignments for visits to friends' homes, relatives' homes, etc.** Riding a bus is a privilege, not a right.

CAFETERIA GUIDELINES

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and breakfast is offered at a reasonable price. The system operates on a **finger scan system to access the student account.**

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

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

CARE OF SCHOOL PROPERTY

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

Defaced desks and books are not only unsightly, but also unpleasant for students to use. **STUDENTS ARE RESPONSIBLE FOR LOSS OR DAMAGE AND DEFACEMENT OF PROPERTY.** Students should take pride in the school, take care of its furnishings, and keep it clean.

Defacement of school property such as doors, walls, desks, bulletin board, electronic equipment, etc., is a serious offense and offenders will be dealt with sternly. Students will be notified and charged for repairs and replacements of school furniture, texts, electronic equipment, etc., which have been damaged or defaced.

CELL PHONES/ELECTRONIC DEVICES

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

BYOD (Bring Your Own Device)

West York Area School District recognizes that as the 21st century progresses, the educational activities of our students have become more digitized. Therefore, each building principal is authorized to allow the use of personally owned electronic devices for educational purposes within that building. The classroom teacher will make the final decision as to whether and how a device is used in his or her classroom.

If you allow your child to bring such a device to school, they must abide by the district's Acceptable Use Policy as defined in Board Policy 815. Please be aware that the district is not responsible or liable for the use, misuse, damage, or loss of this device, nor for any charges accrued by use of this device.

The district will provide no technical support for personally owned devices.

The school district provides free filtered Internet access for student use and is not responsible for charges incurred through the use of personally supplied unfiltered Internet access. The school district reserves the right to ensure that content viewed on a personally owned device meets the district's educational objectives in order to ensure a safe and secure learning environment.

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

CHEATING

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

CLOSING OF SCHOOL

School closures, school delays and late buses will be announced through the following:

Automatic calling system

WARM-FM 103 WKRZ-FM 106.7 WRVV-FM 97.3

WYCR-FM 98 WSBA-AM 910 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.

If schools are announced as beginning one hour late, all buses will be delayed one hour. If schools are announced two hours late, all buses will be delayed two hours. **(Please note snow make-up days on the district calendar.)**

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

CO-CURRICULAR ACTIVITIES

Academic Eligibility:

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

A. To be eligible for co-curricular activity participation, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum at West York Area School District.

B. In each of the reporting time categories listed below, the student must be passing all subjects. Eligibility will be reported:

1. On a weekly basis during the marking period.
2. At the end of each marking period.
3. At the completion of each course (semester).
4. At the end of the year.

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

C. When a student does not meet the standard listed in Section:

1. B-1, he/she will be ineligible from the immediately following Sunday through and **including** the next Saturday. Each student activity participant will be given one-week probation for the first failing grade during each semester. **Exception #1, if the failing weekly grade is preceded by a marking period failure, the probation is forfeited and the student will become ineligible. Exception #2, if the student is failing two or more subjects in a given week, the probation is forfeited and the student will become ineligible.** When the student receives his or her second failure, the student will become ineligible following the preceding guidelines. This rule does apply to B-2 or B-3.
2. B-2 and B-3, he/she will be ineligible for fifteen (15) school days of the next grading period beginning on the Monday following the day the final grades are due in the Guidance Office.
3. B-4, his/her eligibility will be the same as B-2 and B-3 unless the student attends summer school and corrects the deficiencies, in which case the student will be immediately eligible to participate in any fall activity

D. Any student transferring into the West York Area School District must meet and comply with the standards of West York's academic requirements.

E. A student must be in attendance by 9:30 a.m. in order to participate or practice in any co-curricular activity that day. A student must be in attendance by 9:30 a.m. on Friday to participate or practice in any co-curricular activity that weekend. Exceptions must be approved by the Administration.

CO-CURRICULAR ACTIVITIES

CODE OF CONDUCT

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

1. Categories/Rules and Regulations:

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

2. Disciplinary Action/Procedural Guidelines:

- A. Violation of Rules 1-A, 1-B, 1-C, 1-D and 1-E will result in notification of parents, immediate dismissal from the activity for the duration of that activity, and dismissal from all other co-curricular activities for a period of sixty (60) calendar days during the academic year. The sixty (60) calendar days may be reduced, depending on the circumstances of the situation and/or if the student successfully completes a counseling program approved by the principal.
- B. Violation of Rule 1-F will be enforced as follows:
 1. A first violation will result in a verbal reprimand from the coach or advisor.
 2. A second violation will result in suspension from participation in the next regularly scheduled event along with notification to the principal and parents by the coach or advisor involved.
 3. A third violation will result in dismissal from the co-curricular activity, along with written notification by the school to the parent.
- C. Following any violation that results in dismissal from the co-curricular activity, parent may request a conference with the committee composed of the Coach/Advisor, Athletic Director, Assistant Athletic Director, Principal, and the Superintendent or designee. In all cases, the decision of the committee will be final.

- D. Students suspended in or out of school may not participate or practice in the co-curricular activity until the suspension has been fulfilled.
- E. Any member of a co-curricular activity who withdraws or is dismissed from the activity for an infraction of an established policy of the coach/advisor, school, or PIAA By-Laws automatically forfeits the right to receive any award or any other privilege which he/she would have received as a member of the activity.
- F. All rules and regulations will be enforced seven days a week, twenty-four hours a day for the length of the season or activity.

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

1. **Expectations of Student Participants:**

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

2. **Expectations of Parents and other Fans:**

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

3. **Unacceptable Behavior:**

- A. Yelling or waving arms during opponent's free-throw attempt.
- B. Disrespectful or derogatory yells chants, songs or gestures.
- C. Boing or heckling an official's decision.
- D. Criticizing officials in any way; displays of temper with an official's call.
- E. Yells that antagonize opponents.
- F. Refusing to shake hands or give recognition for good performances.

- G. Blaming loss of game on officials, coaches or participants.
- H. Laughing or name-calling to distract an opponent.
- I. Use of profanity or displays of anger that draw attention away from the game.
- J. Doing own yells instead of following lead of cheerleaders.

4. **Examples of a Good Sport:**

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

5. **Acceptable Behavior:**

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

COUNSELING OFFICE

Your counselor is interested in you as a person and is there to help you with any problems that you may have. All students are encouraged to use the services and resources of the counseling office.

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

- 1. To get help with personal and social problems.
- 2. To discuss subjects with which you are having difficulty.
- 3. To get information about education and careers.

4. To get help on how to study.
5. To withdraw from school.
6. To help you adjust to school or any other situation.
7. To help you to learn and appreciate your own abilities and aptitudes and to recognize your limitations.

There will be times when you wish to talk to your counselor. You should obtain a pass from the counselor. Please stop 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.

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

DANCES/AFTER-SCHOOL SOCIALS

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

DELIVERIES FOR STUDENTS

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

DISCIPLINARY STRUCTURE

West York Area High School uses a School Wide Positive Behavior Support Program to reduce discipline problems. Student behaviors are categorized from minor to major and are related to appropriate disciplinary responses. Through knowledge of such information, students, parents and school staff learn which student behaviors are unacceptable and which responses will be utilized as a consequence. By pairing inappropriate behaviors with sound disciplinary responses, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable and follow in accordance with our goals for the middle school.

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

All examples, procedures and disciplinary responses are applicable in school, on school buses and bus stops, and during the time required for reasonable commute to and from school, during school-sponsored field trips, at weekend or evening school activities, or at any co-curricular activity in which a West York team is participating. **Any student who is serving a suspension (In School or Out-Of-School Suspension) is not permitted to attend any district-sponsored functions during their suspension. West York Area School district will use video surveillance for disciplinary purposes in such areas as school buses and on school property.**

LEVEL I

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

Examples include, but are not limited to:

- o Bus Misconduct
- o Chewing gum
- o Damage to school property (minor)
- o Disrespectful language
- o Disruption of the educational process (minor)
- o Dress code violation
- o Failure to comply with rule/directive
- o Hall pass/locker privilege abuse
- o Lying/ cheating
- o Misconduct of a minor nature
- o Peer Conflict
- o Public display of affection
- o Rough Play
- o Tardiness (class)
- o Unauthorized use of electronic device/cell phone during school hours

Procedures:

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

Consequences include, but are not limited to:

Use of the Positive Redirecting Opportunities (PRO) if applicable:

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

LEVEL II

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

Examples include, but are not limited to:

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

Procedures:

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

Consequences include, but are not limited to:

Use of Positive Redirecting Opportunities (PRO) if applicable: (See Level I)

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

LEVEL III

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

Examples include, but are not limited to:

Use of Positive Redirecting Opportunities (PRO) if applicable: (See Level I)

- **Repeated Level I and II offenses**
- Bullying/Cyberbullying (see p. 11)
- Class-cutting
- Conveying a threat
- Disruption of the educational process (major)
- Hazing
- Insubordination or open defiance of authority
- Leaving school ground without permission
- Misconduct of a major nature
- Profanity/obscene gestures towards a staff member
- Racial comments
- Safety violation (ex.- possession of a lighter/matches)
- Sexting
- Smoking or possession of tobacco products, including but not limited to electronic cigarettes
- Theft (less than \$50)
- Truancy
- Vandalism (less than \$100)

Procedures:

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

Disciplinary responses include, but are not limited to:

Use of Positive Redirecting Opportunities (PRO) if applicable: (See Level I)

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

LEVEL IV

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

Examples include but are not limited to:

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

Procedures:

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

Disciplinary responses include, but are not limited to:

Use of Positive Redirecting Opportunities (PRO) if applicable: (See Level I)

- Repair/restitution by student

- Confiscation of item
- Administrative detention
- In-School Suspension
- Out-of School Suspension
- Police involvement
- Expulsion

DISMISSAL -END OF THE DAY

Students will be dismissed at 2:55 P.M. Walkers are not to loiter on school property, but should leave immediately, so as not to crowd the bus loading area. Students are not permitted to return to school after leaving school property. Bus riders are not permitted to leave school property for any reason. Failure to follow these rules could result in disciplinary action. Students should not be in the halls after 3:05 P.M. unless they are receiving individual help from a teacher.

DRESS AND APPEARANCE GUIDELINES

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

1. Clothing displaying alcohol, drugs, tobacco products, or obscene material will not be worn to school.
2. Clothing that is racially or ethnically offensive will not be worn to school.
3. Attire that is generally offensive, suggestive, vulgar, revealing, or disruptive to students or staff will not be permitted.
4. Attire will be neat, clean, and worn in its intended manner. NO undergarments may be exposed at any time.
5. Head apparel and sunglasses are not permitted to be worn inside the building.
6. Midriff area should be covered with material at all times.
7. It is the right of the student to govern the length of his/her hair. If the length or style of hair causes disruption of the education process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter their hair.
8. Heavy outer garments such as trench coats, jackets, or winter coats should only be worn before and after school, not in the classrooms.
9. Shorts, skirts, and dresses must be at least mid-thigh.
10. Any garment which is deemed too revealing or tight fitting will not be permitted. **Note: Tank tops, see-through blouses, low cut shirts/blouses, halter-tops, muscle shirts, and any apparel with thin spaghetti**

straps are not acceptable. Shoulders must be covered at all times.

11. Flip-flops and/or open-toed shoes **are not permitted** in Family and Consumer Science, Art and Physical Education.
12. Students must adhere to any specific dress guidelines related to safety as found in course syllabi.

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

DRUG AND ALCOHOL POLICY

- A. A student possessing, using or otherwise maintaining drugs, medicines, controlled substances on school premises for the treatment of an existing condition will register the same with the school nurse at the time they are first brought onto school premises and will use or maintain the same in accord with instructions of the school nurse or prescribing physician. The misuse of such medication is subject to disciplinary action.
- B. 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, 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 any chemical or substance that may mimic the effects of a controlled substance or alcoholic beverage will:
 1. Be reported immediately to the police department having jurisdiction where the offense has taken place. Parents 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 the Student Assistance Program Team and will comply with Student Assistance Program Team recommendations.
 4. Be prohibited from participation in, and attendance at athletic or social functions for a sixty (60) calendar 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 substances, 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 to the possession of drug paraphernalia as defined in Section 102 of the Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania, Act No. 64 of 1972, as amended, 35 PSA Section 780-101 et. seq.

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

EMERGENCY TELEPHONE CALLS

Pupils are not to receive or make telephone calls at school except in an emergency. The telephone in the office is for school business. Students should not ask to use the office phone for anything except emergency calls.

ENGLISH LANGUAGE LEARNERS

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 as a Second Language (ESL) program. This program helps students read, write, and speak English in order to succeed in school and meet state academic standards.

Our ESL 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 student 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, ESL instruction is provided at the appropriate level. Some students receive instruction via small group or individually with a specially trained ESL teacher. Others receive ESL 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.

FIRE /EMERGENCY PROCEDURES

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

Directions: It is essential that everyone leave the building when the warning signal sounds, going at least 100 feet from the building to assigned marshaling areas and facing away from the building. Classes are to remain intact throughout

the entire drill. Exit directions are posted in each room. Students should assemble and file out of the building in a quiet orderly manner. At no time is there to be any running, crowding, or pushing.

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

In addition, emergency drills will be conducted throughout the school year.

In the event of an emergency, school personnel will respond to the immediate conditions, then parents will be informed of procedures of reunifying with their children.

Parents/guardians should ensure that current emergency contact information is provided to the school.

GRADING PROCEDURE

All subjects will be graded by using the following:

Advanced (92-100%) Letter Grade A

Proficient (80-91%) Letter Grade B

Basic (70-79%) Letter Grade C

Below Basic (69% and below) Letter Grade F

A "**P**" grade may be used for a final course grade. "P" will have no numerical value but will be given only in a case where the teacher feels the student has worked to the best of his/her ability and deserves to pass for the year.

An "**I**" should be used only to indicate that some aspect of the student's work in a particular subject has not been completed by the end of the course. It is the teacher's responsibility to see that the student's work, including homework, tests, reports, etc., is completed.

An "**I**" must be removed from the report card and office records no later than three weeks after the distribution of report cards. A student has the responsibility of removing an "**I**" from his/her records in that he/she should make arrangements with the teacher to get his/her work done. All teachers are expected to inform students of the work to be done to complete the course and to give a student every opportunity to remove the "**I**" from his/her record.

HARASSMENT/BULLYING/CYBERBULLYING/HAZING

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

The term "harassment" includes, but is not limited to slurs, jokes, or verbal, graphic, or physical conduct related to an individual's race, color, religion, ancestry, sex, national origin, age, sexual orientation, 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 will consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive 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; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Other forms of harassment include bullying, cyberbullying and hazing.

Bullying is defined as:

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

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

Cyberbullying is the act of bullying using e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of technology to deliberately harass, threaten, or intimidate someone.

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

Some examples of hazing include, but are not limited to, physical brutality (i.e., beating, electronic shocking, 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, humiliation, or discourages them from taking part in an activity is considered hazing and will not be tolerated.

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

Each student will be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

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

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

All employees who receive harassment complaints from a student will report such to the building principal.

If the building principal is the subject of a complaint, the student will report the complaint directly to the Superintendent or designated administrator.

HEALTH SERVICES SCHOOL NURSING SERVICES

The purpose of the Middle School 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 taken home. Parents or guardians are responsible to come for the students unless other arrangements are made by the parents. Students should not call parents and request to be picked up.

The school nurse dispenses no medications; this includes aspirin. A student should always report to the teacher before going to the health room unless it is a great emergency. When leaving the health room, the student should return immediately to the classroom.

Parents are encouraged to contact the school nurse for 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.

HEALTH EXAMINATIONS AND INOCULATIONS

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&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 and weight recorded annually.

Inoculations:

Mandated Immunizations:

- o **Diphtheria:** 4 doses of toxoid
- o **Tetanus:** 4 doses of toxoid
- o **Polio :** 3 doses (oral or intramuscular)
- o **Measles:** 2 doses- Recommended as MMR **OR** serological proof of immunization.
- o **Mumps:** 2 doses
- o **Varicella (chickenpox) -** 2 doses **OR** statement verifying date of chicken pox disease.
- o **Hepatitis B -** 3 doses on original entry (kindergarten)
- o **Rubella (German measles) :** 1 dose

Children attending 7th grade need

- o 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 yrs has elapsed since last tetanus immunization)
- o 1 dose of meningococcal conjugate vaccine (MCV)

MEDICATION PROCEDURES

The West York Area School District recognizes that parents 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 requires that they receive medication while in school.

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

For any medication to be administered at school, the following procedures apply:

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

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

Dental Services:

The school nurse gives all seventh grade students a dental evaluation. Referral papers are sent home with each student following the evaluation. The form should be completed by the family dentist and returned to the school, in order to keep the student’s records current.

HOMEWORK POLICY

The Board of School Directors, district administration and staff are committed to a strong academic program. We believe that homework can make a significant contribution to enhancing student learning. We also believe that homework should aid in mastery of a skill 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.

Students will:

1. Make sure they understand the assignment, its purpose, due date and how it should be done prior to leaving class.
2. Develop a personal system, such as the student agenda, for recording and keeping track of daily assignments.
3. Remember to take home appropriate materials necessary for the completion of all homework assignments.

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

Parents are requested to:

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

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

HONOR AND DISTINGUISHED HONOR ROLL

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

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

Published honor roll lists will be released at the conclusion of the academic year.

An academic awards dinner is held each year to honor the top achievers in the 8th grade class. This honor is based on the students' academic achievement over the course of their 7th and 8th grade years.

INTERNET/TECHNOLOGY

Acceptable use of technology/Internet

West York Area School District provides employees and students with access to district technology and the Internet for

educational purposes and it is considered a privilege, not a right. To insure appropriate use of the technology, all users must agree to the following policy:

Respect and protect privacy

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

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

- o Do not attempt to circumvent or disable district installed anti-virus, filtering, blocking or security technology.
- o The use of proxy sites or port tunneling is prohibited.
- o Do not destroy equipment or data that does not belong to you.
- o Do not download or install programs without proper authorization.
- o Do not install equipment that is not owned by the district on the district network.
- o Conserve and share resources with others.
- o Inspect all equipment before use and report any damage or malfunctions immediately.
- o Use all equipment in an appropriate manner.
- o The district has the right to monitor email, files, and all Internet sites visited; users should have no expectation of privacy on the district network.
- o The district will comply with the requirements of the Children's Internet Protection Act regarding Internet filtering.

Respect and protect the intellectual property of others

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

Be respectful of others

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

- o Unauthorized audio or video recording or pictures are prohibited.

Consequences for violation

Violation of these rules may result in disciplinary action, including the loss of use privilege. 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, 2nd grade, 4th grade, 6th grade, and 9th grade), all students and their parents/guardians, will be asked to sign the WYASD Student Account Agreement to indicate their cooperation with the WYASD Acceptable Use of Electronic Technology Policy. These agreements will be filed by the building principal who will ensure that Internet access is given only to those students

LOCKERS

All students must understand that any lockers assigned to or used by students remain school district property. Accordingly, students should not expect privacy regarding items placed in those school lockers, as the lockers are subject to search at any time by school officials. School officials may conduct further, random, periodic or sweeping searches of lockers. Lockers are school property made available for your convenience. Each student will be assigned a locker and is to use only that locker. The homeroom teacher will make periodic inspections. The school does not provide locks, **but students are encouraged to use locks to protect their books and personal belongings.** A spare key or copy of the combination must be submitted to the office.

LOST AND FOUND ARTICLES

Pupils are responsible for claiming their own lost possessions. Sometimes lost possessions are found several weeks after being lost, so pupils should check with their teachers or the office several times. Very few things are ever stolen.

MEDIA CENTER REGULATIONS

1. The library will be open from 7:40 A.M. until 3:10 P.M. each school day.
2. Please sign for all library materials at the circulating desk.
3. Reference books and reserve materials may be borrowed from the last period of the day until 8:05 A.M. the following morning. Any student not returning these materials will have his library borrowing privileges revoked until those materials are returned. Current magazines do not circulate.
4. All materials may be borrowed for two weeks with a two-week renewal.
5. Library materials should be returned promptly. The person signing for the material is responsible for the return.
6. The student who signed for them must pay for lost materials.
7. A student may borrow any number of materials, within reason, provided he/she maintains a good record of returning materials promptly.

8. Report cards will be withheld until all library obligations are cleared.
9. Each student has the right to use the library **BUT** she or he does not have the right to disturb others. Those persons who cause a disturbance will lose library privileges.
10. A fine of five cents per school day will be charged for overdue books. Ten cents for magazines and overnight materials.

PARENT/TEACHER/STUDENT ORGANIZATION

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

PARENTAL OBLIGATIONS

Parental support and cooperation are necessary for our school to be a success. Parental attitudes can greatly influence students' attitude toward school. The administration and staff of West York Middle School 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 middle school administration. Call the school to let us assist you with any concerns.
4. Check your child's agenda nightly.
5. Complete and update the emergency forms with accurate information **to be used for the district automated notification system.**

PERSONAL POSSESSIONS

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

PHYSICAL EDUCATION

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

Students who forget their gym clothing are encouraged to borrow clothing from the physical education teacher. The student's grade will be affected by not being prepared for class. Students who are to be excused from physical education for medical reasons must have a note from a parent, guardian, or a doctor. If the student or parent abuses this policy, the school can require a doctor's excuse.

Uniforms may be purchased from local stores. Students without uniforms will not be excused from class. At the beginning of the school year, each student will be provide

with a hand out which includes more detailed policies and procedures for physical education classes.

PROMOTION REQUIREMENTS

Because the West York Educational Program is dedicated to the continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally. Students who fail a course (math, English language arts, or science) will be required to retake the course(s) during a summer school session. If they fail summer school, they will be required to retake the course during their next school year. Only one course can be retaken during the school year, but two courses may be taken in a summer school session. Students taking summer school courses will do so at their own expense and must follow all summer school guidelines. Students who do not successfully complete this requirement will be considered for retention. **Any eighth grade student who fails Algebra I or Algebra IA will be required to repeat the course in ninth grade. In the event that an eighth grade student who fails Algebra I or Algebra IA wishes to be academically eligible for the start of the following school year's fall co-curricular season, he/she must successfully complete the remedial math course offered during summer school at his/her own expense. Successful completion of the summer school course does NOT eliminate the need to enroll and repeat Algebra I as a ninth grader.**

PUBLICATION CONSENT AND RELEASE AGREEMENT

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.

RULES TO FOLLOW WHEN ARRIVING IN THE MORNING

Students are required to remain on school property after arriving in the morning. Students who leave school property after arriving in the morning will result in disciplinary action. When arriving in the morning, students are required to report to their assigned team atrium and remain there until homeroom begins. All school behavior rules apply before and after school. Students should not loiter on school property after dismissal. **Doors will open at 7:30 AM and students should not arrive prior to this time.**

SEARCHES/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 officials. School officials may conduct further, random, periodic or sweeping searches of all lockers. If there is reason to suspect that a desk or locker contains materials, which pose a threat to the health, welfare, or safety of students or staff, it may be searched without prior warning or presence of the student.

SKATEBOARDS/ROLLER BLADES/SCOOTERS

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

SMOKING

Act 145 of 1996 was signed into law by the governor on December 4, 1996 and defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense. The first offense will result in a warning and discipline under school policy. The second and subsequent offenses will result in the West York Area School District initiating prosecution. A student may be sentenced to pay a fine of not more than \$50.00 and may have to pay court costs or be assigned to an adjudication alternative.

STUDENT ASSISTANCE PROGRAM

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

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

Students and staff are informed about the program each year. Students with problems can refer themselves or be referred by other students, staff or parents. After being referred, a member of the team meets with the referred student to assess the individual's need, and a determination is made for the need for additional counseling.

STUDENT COMPLAINT PROCEDURE

An individual or groups of individuals have the right to file a complaint. The complaint should be recognized and appropriate appeal procedures provided in a timely manner. A student "complaint" shall be a complaint that arises from actions that directly affect the student's participation in an approved educational program.

District administration shall recognize the complaints of the students, if the complaint is made according to procedures, which follow.

1. The student should first make the complaint known to the staff member most closely involved and or his/her guidance counselor,
2. Both shall attempt to resolve the issue informally and directly.

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

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

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.

STUDENT COUNCIL

Student Council is a vital part of our school. All students are invited to be a part of the council as it has open membership. Council members plan student activities for the entire student body.

STUDENT OBLIGATIONS

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

SUBSTANCE ABUSE

Check with the school counselor or a staff member to receive assistance for drug/alcohol current or potential abuse. The middle school offers a student assistance program.

SUBSTITUTE TEACHERS

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

SUSPENSION

Any student who is suspended either in school or out-of-school is prohibited from any participation (including attendance as a spectator) in co-curricular activities, including practices, on the days of the suspension. When a suspension spans a weekend, the above prohibition includes the weekend. When the suspension includes and ends on a Friday or the last school day before a holiday, participation over the holiday or weekend is at the discretion of the coach or activity advisor. In addition, the administration reserves the right to deny privileges when a student receives any

suspension, including In-School Suspension and Out-of-School Suspension, as a consequence for behavior.

IN-SCHOOL SUSPENSION

Students assigned to In-School Suspension will report to the main office (not homeroom or atrium) promptly at 7:45 AM on the assigned day(s). The student's teachers will send the student's assignments to the In-School Suspension room. The day is to be spent completing the teachers' assignments, with all appropriate work turned in to the suspension monitor at the end of the day for return to the assigning teachers. Failure to satisfactorily meet the above expectations will result in additional in-school suspension time or out-of-school suspension with the student finishing the remaining in-school suspension time upon returning to school.

OUT-OF-SCHOOL SUSPENSION

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

THEFT OF SCHOOL DISTRICT AND/OR PERSONAL PROPERTY

Theft of School District property or the personal property of employees and/or students in the School District will be dealt with by the principal. The course of action taken by the principal will be determined according to the severity of the act. This might include:

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

TRAFFIC FLOW

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

VIDEO SURVEILLANCE

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

VIOLENCE

West York School District has a zero-tolerance for violence. Any act of violence or bullying, including acts of intimidation

and harassment (bullying), terroristic threats or acts will be dealt with most severely.

Appropriate disciplinary and/or legal action will be taken against students who possess and who assist with possession of weapons. Students possessing a weapon shall be reported promptly to the building principal, if appropriate, notify the appropriate law enforcement and the student's parents.

District-wide Notice

At the 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."

VISITOR/INTRUDER POLICY

All visitors to the school must report to the main office state the reason for their visit and register to obtain a badge for security purposes.

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

Visitors are not permitted in the cafeteria. Parents requesting to observe their child's classroom should make the request to the building administrator twenty-four hours in advance.

WEAPONS POLICY

In accordance with state and federal laws and in a continuing effort to promote Safe Schools, the School District has developed a Weapons Policy. Any student, who brings, possesses, or uses a weapon on school property shall be in violation of the Weapons Policy.

A. Definitions:

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

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

B. Procedures:

1. The weapon shall be confiscated.

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

C. Exceptions:

The only exceptions to the administrative regulations are the following:

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

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

WORK MISSED DURING ABSENCE FROM SCHOOL

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

WORK PERMITS

Students who are not 18 years of age need to have a work permit. This procedure necessitates the student bringing along his birth certificate or driver's license and having one parent come to the Senior High School office to validate his permission by signing the work permit request book.

YORK COUNTY SCHOOL OF TECHNOLOGY INFORMATION

Vocational and technical educational programs are available to students from the West York at the York County School of Technology. Students may enter York County School of Technology after successful completion of their eighth grade at West York. Students who are interested in additional information should consult their guidance counselor.

