



WEST YORK AREA HIGH SCHOOL
★ *Home of the Bulldogs* ★

WEST YORK AREA HIGH SCHOOL
2018-2019 Student Handbook

West York Area High School
1800 Bannister Street
York, Pennsylvania 17404
(717) 845-6634
www.wyasd.k12.pa.us

TITLE IX DISCLAIMER/AFFIRMATIVE ACTION

The West York Area School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, and will provide an equal opportunity to achieve their maximum potential through the programs offered regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, 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 practices of discrimination or policies in violation of Title IX of the Education Amendments of 1972 or Sections 503 and 504 of the Rehabilitation Act of 1973, or others having inquiries, may contact the principal, Director of Human Resources/Title IX Coordinator and/or refer to Board Policy 103 for further information.

**WEST YORK AREA HIGH SCHOOL
2018-2019 SCHOOL YEAR
BELL SCHEDULE**

Regular Schedule

| | |
|-------------|-------------|
| Advisory HR | 7:45-8:00 |
| Period 1 | 8:04-9:22 |
| Period 2 | 9:26-10:44 |
| Period 3A | 10:48-11:28 |
| Period 3B | 11:32-12:12 |
| Period 3C | 12:16-12:56 |
| Period 4 | 1:00-2:18 |
| Flex | 2:22-2:55 |

Early Dismissal

| | |
|-------------|-------------|
| Advisory HR | 7:45-7:51 |
| Period 1 | 7:55-8:37 |
| Period 2 | 8:41-9:23 |
| Period 3 | 9:27-10:09 |
| Period 4 | 10:13-10:55 |

One Hour Delay

| | |
|-------------|-------------|
| Advisory HR | 8:45-8:52 |
| Period 1 | 8:56-10:09 |
| Period 2 | 10:13-11:26 |
| Period 3A | 11:30-12:10 |
| Period 3B | 12:14-12:54 |
| Period 3C | 12:58-1:38 |
| Period 4 | 1:42-2:55 |

Two Hour Delay

| | |
|-------------|-------------|
| Advisory HR | 9:45-9:52 |
| Period 1 | 9:56-10:49 |
| Period 2 | 10:53-11:46 |
| Period 3A | 11:50-12:30 |
| Period 3B | 12:34-1:14 |
| Period 3C | 1:18-1:58 |
| Period 4 | 2:02-2:55 |

Dear Pupils and Parents of West York Area High School,

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

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

It is imperative that parents and students read and review this handbook. We are asking both to sign this page indicating that each has read the handbook. Please read it carefully and keep it in a safe location for future reference.

If you have any questions, please call the school office for clarification. **Students, please tear out and submit this signed page to your homeroom teacher within your first three days of school.** Thank you for your cooperation.

Sincerely,

Carrie R. Jones
Acting Principal

Mr. Wayne A. Dull
Assistant Principal

Ms. Kelly S. Mefford
Assistant Principal

| | |
|------------------------|-------|
| _____ | _____ |
| Student's Name Printed | Grade |
| _____ | _____ |
| Parent's Signature | Date |
| _____ | _____ |
| Student's Signature | Date |

**WEST YORK AREA HIGH SCHOOL
2018-2019
Student Handbook**

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**I. MISSION STATEMENT
WEST YORK AREA SCHOOL DISTRICT
MISSION STATEMENT**

Every Student, Every Day

**II. ANNUAL NOTIFICATIONS
ANNUAL NOTICE TO PARENTS/GUARDIANS:
CHILD IDENTIFICATION ACTIVITIES**

In an attempt to identify students with special needs, the West York Area School District participates and/or conducts activities for this purpose.

For young children not yet enrolled in school, the School District distributes literature notifying parents of screening activities conducted by Lincoln Intermediate Unit #12. In addition, a kindergarten screening and orientation program is held. Prior to school entry, students are screened for learning readiness, health problems, and vision. In addition, all kindergarten and first grade students are tested for speech deficiencies.

Once children are entered in school, they are eligible for the services of the Instructional Support Team, which operates in each elementary school. At the secondary level, a screening process is in place in order to assist students who are having academic and behavioral problems. Students who are thought to have special education needs are recommended for a multi-disciplinary team evaluation.

Students in the elementary and secondary schools are recommended by teachers, counselors, and/or principals for a multi-disciplinary evaluation. In addition to the above, parents may also recommend students 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 an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Special Education/Pupil Services 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 educational 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 Director of Special Education/Pupil Services, at 792-2796, Ext. 1026.

III. STUDENT RIGHTS AND RESPONSIBILITIES

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

1. Learn in a safe environment
2. Be respected for who they are
3. Get assistance from adults and peers when you need to resolve a problem
4. Have your strengths celebrated

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

1. Always do your best
2. Respect others
3. Work on finding a resolution when faced with a problem
4. Use electronic devices responsibly
5. Listen
6. Help others
7. Tell an adult when you hear something troubling or that worries you
8. Report bullying and harassment to caring adults
9. Ask for help when you need it
10. Recognize and appreciate individual differences

IV. ATTENDANCE/DISCIPLINE **ARRIVAL/DISMISSAL**

Arrival

1. Students entering the building before school begins must enter the front lobby or Clinton Street doors and must stay in the lobby and other designated areas. The first bell will ring at 7:40 am with the expectation all students begin moving to their advisory homeroom immediately and are in their homeroom period for attendance by the 7:45 am bell.
2. Students are required to remain on school property after arriving in the morning. Students who leave school property after arriving in the morning will be subject to disciplinary action.
3. Students coming to school on the bus must immediately enter the building and remain upon disembarking from the bus.

Dismissal

Students will be dismissed at 2:55 P.M. Students may only dismiss out of the front lobby or Clinton Street doors. Walkers are not to loiter in the lobby area or anywhere on school property and should leave immediately so as not to crowd the bus loading area. 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 will result in disciplinary action. Students should not be in the halls after 3:05 PM unless

they are receiving individual help from a teacher.

ATTENDANCE POLICY

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

1. **Excused absences** : As defined by the Public School Code of the Commonwealth of Pennsylvania include illness of the student, quarantine, death in the immediate family, religious observations, impassable roads (as determined by local authorities), 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 a total of five (5) excused days of absence per year. **Educational trips will not be approved during Keystone testing or final exams.** When requesting an educational trip, it is recommended that the application be submitted at least five (5) school days in advance of the trip. **Students requesting educational trips must have passing grades in all subject areas and satisfactory attendance records.** Submitting this form in a timely manner will allow the Administration time to verify the standing of each student. **Please note that no educational leave approval will be given after the trip has been taken.** All requests require proper approval. The amount of class time and material missed when absent from school should be of significant importance to parents and students. The student is responsible for getting the assignment from the teacher. Students are permitted one (1) school day to make up work missed for each school day they were legally absent. Work missed through legal absences shall be made up as quickly as possible. Work missed because of an illegal/unexcused absence shall not be accepted by the teacher. Please consider this when requesting an educational trip so that academic performance does not suffer.
3. **Unlawful Absences**: Absence from school for any reason other than those stated above will be considered unlawful as defined by the Pennsylvania School Code. **Each unlawful absence** will result in a notice being sent to the parents or legal guardians. Once a student reaches the third unlawful absence, the school team will conduct a meeting to develop a Student Attendance Improvement Plan (SAIP) If the student continues to have unlawful absences after the SAIP is developed, the team may reconvene to discuss further plans and issue citations through the District Magistrate and refer the student to the Office of Children Youth and Families.
4. **Excuse Blanks**: For any absence, including being sent home by the nurse, a school excuse blank, properly completed and signed by a parent or legal guardian, must be returned to the attendance clerk in the office. If a properly completed excuse blank is not returned within three school days, the 3-day rule applies. **The 3-day rule states, "No excuse blanks will be accepted after the third day of the date of return from the absence. The absence will be recorded as unexcused or unlawful; unexcused if the student is 17 years of age or older, and unlawful if the student is under 17 years of age."**
5. **Notifying the Office**: Parents or legal guardians should notify the high school office by 8:00 AM when their child is going to be absent. Parents or legal guardians may call before school officially begins for the day. Parents or legal guardians who fail to notify the school

when their child is absent will receive a confirmation call from the school. A written excuse blank is still required.

6. **Excessive Absences:** If a student's absence pattern appears excessive or questionable, the principal may require a doctor's certificate explaining the absence.
 - a. When a student accumulates eight (8) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians. This letter will note the amount of absences and the possibility of requiring a doctor's note to excuse future absences. This total does not include days missed as a result of educational trips or out of school suspensions.
 - b. When a student accumulates ten (10) days of absence (excluding those for which a doctor's note has been submitted), a letter will be sent to the parents/legal guardians requiring a doctor's note for all subsequent absences if they are to be considered excused. When a doctor's note **IS** required, it is to be submitted **ON THE DAY** the student returns to school. If the doctor's note is not submitted within the 3-day period, the 3-day rule applies. (See #4.)
7. **Appointments:** Doctor, dental or other appointments involving the student should be scheduled when school is not in session, whenever possible. A maximum of 2 hours will be allotted per appointment, including travel time. Any time beyond 2 hours will be considered a half day absence. Medical excuse forms are needed upon return. If a medical excuse form is not submitted within the 3-day period, the 3-day rule applies. (See #4.)
8. **Illnesses:** Students may be excluded from school because of communicable and infectious diseases. A doctor's certificate of recovery or the approval of the school nurse will be required to re-enter school. If this item is not submitted within the 3-day period, the 3-day rule applies. (See #4.)
9. **Change of Address:** When students move from one address to another within the school district, a parent or legal guardian must contact the Counseling Center to complete a new registration form and provide new proof of residence. New bus information may be obtained from the transportation office at 792-2796, Ext. 1007 after the change of address form and proof of residency are received.
Withdrawal: Students who move from the school district or who withdraw from school must report to the office at least one day before leaving and follow the procedures as outlined by the office. Students absent for 10 consecutive days without just cause will be removed from the attendance rolls unless they are of compulsory attendance age (withdrawn). **THIS REQUEST SHALL BE INITIATED AT LEAST A DAY BEFORE DEPARTURE.**
10. **Sign-Out Policy:** Students needing to leave the school or school grounds during the school day must adhere to the following procedure:
 - a. The office must be notified by a written request signed by the parents/legal guardians and submitted prior to the appointment.
 - b. The student will bring the request to the school office for approval by the principal or his/her designee. Upon approval, the student will receive an *Application for Excuse* form to be completed and handed into the attendance clerk upon return to school or the student 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 Type of Absence* chart (below).

- c. If parental permission is given for the student to transport him/herself to the appointment, the student must sign out in the office at the time of departure. If the parent or legal guardian arrives at school to pick up the student, the parent or legal guardian should report to the school office to meet the waiting student or to have the student paged. 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 RECEIVE DISCIPLINARY CONSEQUENCES.

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-Day Absence: | Arrival between 8:46-10:20 a.m. |
| Full Day Absence: | Arrival after 10:20 a.m. |

All students must be in attendance for at least 60 class periods for each one-credit course (at least 30 periods for a .5 credit course) in order to receive a passing grade and credit for the course. Attendance will be credited when the student is in the class for at least one half ($\frac{1}{2}$) of the class period. Students not in attendance for the minimum of 60 class periods will receive a grade of less than "70" for the course. The Administration reserves the right to amend, at its discretion, this rule in cases of medically documented long-term illnesses (e.g., hospitalization, recovery from serious accident, etc.).

TARDINESS

Tardy to School

A student will be considered tardy to school if he or she has 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 for this tardiness is expected within 24 hours. Please refer to the excused absences section to determine excused/unexcused policy. If after three (3) days no excuse is received, it reverts to the three (3) day rule and will be marked as unexcused or unlawful.

Tardiness is excused on the same basis as absences. The first three unexcused tardies will result in a warning. The fourth unexcused tardy will result in one (1) hour of detention. The fifth unexcused tardy will result in two (2) hours of detention. The sixth and subsequent unexcused tardies will result in a three (3) hour Friday detention.

Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is under 17 years of age or will be unexcused if the student is 17 years or older. Charges of violating the Compulsory School Attendance Statute will be filed with the magistrate's office as applicable.

Tardy to Class

We expect all students to be responsible and report to all class periods on time. If a student is tardy to Blocks 1, 2, 3, 4, or the flex period, the student will receive the following disciplinary consequences:

First offense: Teacher warning

Second offense: Teacher detention/parent contacted

Third offense: Administrative one-hour detention/parent contacted

Fourth offense: Administrative two-hour detention/parent contacted

Fifth and subsequent offenses: Friday detention (three-hour detention)/parent contacted

TRUANCY

Once a student acquires three (3) or more unlawful absences, the school team will initiate a School Attendance Improvement Plan (SAIP) to address the reasons for truancy and a corrective action plan. This plan will be reviewed approximately every 30 days to track progress toward eliminating truancy. If the student continues to accumulate unlawful absences once the SAIP is in place, the school district may send a citation to the District Magistrate and refer the student to the Office of Children Youth and Families.

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 enforced to regulate conduct of school bus passengers:

1. **Students must ride the bus assigned to them. Parental written request must be approved by the Administration prior to the student riding a non-assigned bus.**
2. Students are to stand back in an orderly line at pickup points until the bus comes to a complete halt.
3. All students are to enter the bus in an orderly fashion.
4. All passengers must be seated in their assigned seats immediately upon boarding the bus and must remain seated while the bus is in motion.
5. The District considers any action by a rider that creates a safety hazard by demanding unnecessary attention of the driver as misconduct. When a rider is guilty of misconduct, he or she will be reported to the principal of his/her school.
6. Eating and drinking will not be permitted on the bus.
7. Paper or litter must be deposited in the box provided, not on the floor.
8. Students must not extend anything out of the bus windows, including any part of their bodies.
9. Before leaving the bus, students must remain in their seats until the bus stops; then enter the aisle and go directly to the exit door.
10. Students must return from co-curricular activities on the same bus they rode to the event. Exceptions must be requested in writing by the parent/guardian and pre-approved by the building principal.
11. No unauthorized people are permitted on the bus.

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. Failure to do so will be considered leaving school grounds without permission.

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

Students apprehended violating bus rules may have their riding privileges suspended. Chronic offenders of bus rules and regulations face expulsion from bus transportation. Students apprehended willfully vandalizing buses or defacing buses 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.

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 any 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 THE LOSS, DAMAGE AND/OR DEFAACEMENT OF PROPERTY.** Students should take pride in the school, take care of its furnishings, and keep it clean. Defacement of school property such as doors, walls, desks, bulletin boards, electronic equipment, etc., is a serious offense and offenders will be dealt with sternly. Students will be notified and charged for repairs and replacement of school furniture, texts, electronic equipment, etc., which have been damaged or defaced.

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 may lead to a failing grade and disciplinary action. Cheating on a final exam will likely result in a failing grade for the course.

Faculty and student liaison committees have jointly drafted a definition of cheating. A reading of the following statement should leave no doubt as to what constitutes cheating. Cheating is...

“copying homework, projects, classwork, reports, quizzes, tests, papers or computer screens; allowing someone else to use your homework, projects, classwork, reports, quizzes, tests, papers or computer screens; using "cheat sheets" or any other cheating aid; plagiarizing written work without citing credit; plagiarizing computer software/clip art.”

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

CODE OF STUDENT CONDUCT

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

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

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

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

DETENTION

Detention may be assigned for rule infractions to be served after school as determined by the assigning administrator. After-school detention may be held Tuesday through Thursday from 3:00 to 4:00 PM in the cafeteria or a classroom. Students will be given a twenty-four (24) hour notice for detention. Friday detention may be held from 3:00-6:00 PM. Students are given at least 24-hours' notice of assignment to Friday detention. All detentions may only be rescheduled upon advance parental request and subsequent Administrative approval.

NOTE: Those students eligible for Open Lunch privileges will have their privileges revoked until all after-school detentions and suspensions are served and all obligations are met.

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 these with sound disciplinary responses, the school ensures that its disciplinary practices and procedures are consistent, reasonable, fair, equitable, and follow the goals for our high school. With a large and growing student body in one building, rules and regulations are necessary for effective traffic flow, programs, activities, and maintenance of safety within the school environment. Students are responsible to know and understand school procedures, practice good school

citizenship, and are encouraged to participate in the variety of programs/activities available in our school.

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

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

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

LEVEL I

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

Examples include, but are not limited to:

- o Abuse of hall pass
- o Bus misconduct
- o Cut administrative detention
- o Cut teacher detention
- o Disruption of the educational Process (minor)
- o Dress code violation
- o Failure to comply
- o Minor disruptive behavior
- o Misconduct (minor)
- o Peer conflict - physical
- o Peer conflict - verbal
- o Public display of affection
- o Rough play
- o Sleeping in class
- o Tardy to class
- o Unauthorized use of electronic devices

Procedures:

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior and, if necessary, referral to the administration.

Disciplinary responses may include, but are not limited to:

- o Activity restriction
- o Behavioral contract
- o Confiscation of item
- o Expulsion
- o In-school suspension
- o Out-of-school suspension
- o Parental contact by phone or in person
- o Police involvement
- o Referral to guidance and/or the Student Assistance Program (SAP)
- o Removal from class
- o Repair and/or restitution by student
- o School detention
- o Special assignment
- o Teacher detention
- o Verbal reprimand
- o Loss of privileges

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
- Cut Friday detention
- Defiance/Disrespect
- Profanity/Gestures
- Tardy to school
- Violation of acceptable use policy

Procedures:

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

LEVEL III

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

Examples include, but are not limited to:

- Repeated Level I/II offenses
- Bullying/Cyber-bullying (major)
- Cheating
- Conveying a threat (minor)
- Cutting class
- Damage to school property (minor)
- Disruption of educational process (major)
- Forgery
- Leaving school without permission
- Misconduct (major)
- Possession, use, or sale of tobacco (including but not limited to e-cigarettes, look alike products and all vaping supplies)
- Profanity/gestures towards staff members
- Safety violations
- Theft (minor)
- Truancy
- Unexcused absences (after 3rd offense)

Procedures:

The staff member who is supervising the student or who observes the misbehavior submits a record of the offense to the administration. Parents are notified and, if appropriate, law enforcement officials are contacted. A report of the offense and the disciplinary action is completed by the administrator and all staff involved receive copies.

LEVEL IV

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

Examples include, but are not limited to:

- Arson-starting a fire
- Assault
- Bomb threat
- Deliberately threatening or striking a school employee
- Disorderly conduct
- Ethnic/Racist/Sexual harassment or intimidation
- Fighting
- Obscene and other sexual materials and performances
- Terroristic threats
- Theft (major)
- Vandalism (major)
- Violation of district alcohol policy
- Violation of district drug policy
- Violation of district weapons policy

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 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.

DRESS AND APPEARANCE GUIDELINES

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

1. Clothing displaying alcohol, drugs, or obscene material shall not be worn to school.
2. Clothing that is racially or ethnically offensive shall not be worn to school.
3. Attire that is generally offensive, suggestive, vulgar, or disruptive to students or staff shall not be permitted.
4. Attire shall be neat, clean, and worn in its intended manner. No undergarments may be exposed at any time.
5. Sunglasses and head apparel, including hats and bandanas, are not to be worn in the building
6. Mid-riff area must be covered with material at all times.
7. It is the right of the student to govern the length of his/her hair. However, if, in the opinion of the administration, the length or style of hair causes disruption to the educational process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter his/her hairstyle.
8. Heavy outer garments, such as jackets and/or winter coats, will only be worn before and after the school day unless otherwise specified by the administration.
9. The length of skirts, shorts, or dresses must not be excessively short when standing in a normal manner.
10. Any garment which is deemed to be too revealing or tight-fitting will not be permitted. **NOTE:** Tank tops, see-through or low-cut shirts/blouses, halter-tops, muscle shirts, and any apparel with thin spaghetti straps are not acceptable. Shoulders must be covered at all times.
11. Students must adhere to any specific dress guidelines related to safety as found in course syllabi.

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

DRUG AND ALCOHOL POLICY

- A. A student possessing, using or otherwise maintaining drugs, medicines, and/or controlled substances on school premises for the treatment of an existing condition shall register the same with the school nurse at the time they are first brought onto school premises and shall use or maintain the same in accordance 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, or distributes, or offers to sell, purchase or distribute any controlled substance, alcoholic beverage, or prescription drug, and including the sale or distribution of any other pills and/or capsules of any nature or description, and further including a substance misrepresented to be a controlled, dangerous substance or any chemical or substance that may mimic the effect of a controlled substance, or alcoholic beverage shall:
1. Be reported immediately to the police department having jurisdiction where the offense has taken place and be referred to the Student Assistance Program (SAP) Team and will comply with Student Assistance Program Team recommendations.
 2. Be suspended from school for a period of ten (10) days followed by an informal hearing by a school administrator and may be referred for a hearing before the Board of Education to determine further suspension or permanent expulsion and future educational status.
 3. Be prohibited from participation in, and attendance at, athletic or social functions for 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.
 4. 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 possessing, selling, distributing, or offering to sell, or distribute any controlled substance, alcoholic beverage or prescription drug. This also applies to substances misrepresented to be a controlled substance, alcoholic beverage, or drug.
 5. Items 1-4 above will also apply to the possession of drug paraphernalia.

HARASSMENT/BULLYING/CYBERBULLYING/HAZING

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

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

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

creating an intimidating, hostile or offensive 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, cyber bullying and hazing.

Bullying is defined as:

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

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

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

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

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

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

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

Students shall be informed that they may choose to report harassment complaints to administrators, teachers, counselors, and nurses.

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

SEARCHES/SEIZURES

All students must understand that the principal or 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, desks, or technology device assigned to or used by students remain school district property. Accordingly, students should not expect privacy regarding items placed in school lockers or desks as they are subject to search at any time by school officials. Further, random, periodic or sweeping searches of all lockers may be conducted by school officials. If there is reason to suspect that a desk or locker contains materials 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.

This authority is extended to routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. Interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SKATEBOARDS

In accordance with school district regulations, skateboards are not permitted on school property.

SLEEPING/HEAD DOWN IN CLASS

It is the expectation of the West York Area School District that students will be attentive in all classes at all times. Accordingly, any student who keeps his/her head down during class or who sleeps during class will receive disciplinary consequences.

SMOKING

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

Possession or use of vaping paraphernalia in a school building, on a school bus or on school property owned by, leased by or under the control of the school district is strictly prohibited. Violation of this rule will result in disciplinary consequences.

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 weekend or holiday is at the discretion of the coach or activity advisor. Also, 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. These privileges include school-sponsored dances such as homecoming or prom.

In-School Suspension

Students assigned to in-school suspension should report to the suspension room, not homeroom or the main office, promptly by 7:45 AM on the assigned day. All necessary books and materials are to be in the student's possession at this time. The student's assignments will be sent to the in-school suspension room by the student's teachers. 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. In the event that a student has been given insufficient assignments to remain busy all day, the monitor will make generic assignments from the suspension files, which must then be completed to the monitor's satisfaction.

Students will receive one morning and one afternoon bathroom break, as well as a lunch break. Lunches may be carried from home or purchased in the cafeteria, but will be consumed in the suspension room. No other eating at any time will be considered appropriate. **Talking is not permitted and students will remain awake and busy at all times except during permitted break periods.** Cell phone use while serving in-school suspension is not tolerated. If a student uses a cell phone, it may result in an additional day of in-school suspension.

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

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

Out-of-School Suspension

Students 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 Counseling Center. 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.

The administrator who suspends a student will decide if an Informal Hearing with the student and parents or guardians is necessary before the student's return to school. When required, a student will not be readmitted until this requirement is satisfied. In cases where the assigned days of suspension are completed and the student and parents or guardians have not appeared for the required hearing, each day the student remains out of school shall be considered unexcused until the hearing requirement is met and the student returns to school. This action, therefore, may result in fines being assessed and/or courses being failed because of truancy.

VIOLENCE

West York has a zero-tolerance for violence. Any act of violence including acts of intimidation, harassment/bullying, or 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, who shall, if appropriate, notify the appropriate law enforcement and the student's parents/guardians.

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

“The West York Area School District will not tolerate any future unjustified incidents that would cause the cancellation of school, i.e., threat of 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.”

WEAPONS POLICY

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

A. Definitions:

1. “School property” shall include, but not be limited to, all buildings and grounds owned, leased or used by the District, and any school vehicle or school bus.
2. “Weapon” shall include, but not be limited to, any firearm, rifle, shotgun, pistol, revolver, knife, razor, dagger, cutting instrument or tool, air rifle, air pistol, nunchaku, ninja device, blackjack, metal knuckles, club, chain, look alike weapon, explosive device, chemical agent or any other instrument 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, written parental permission must be received by the building principal prior to the event. Any weapon(s) being brought to school must be transported by private vehicle. Documentation for each exception listed above must be on file and reported to the superintendent by the building principal.

WORK MISSED DURING ABSENCE FROM SCHOOL

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

If a student is absent the day before a test and the test has been announced previously, the student will be required to take the test the day he returns to school. However, if the test has not been announced previously, the student will have two days to make up the test upon return to school. Absence is not an excuse on long-term assignments/projects.

Work not completed or made up in a timely fashion will receive failing grades and may result in a failing grade for the marking period or even the course, particularly if the assignment is a requirement for passing.

If a student will miss 3 or more days of school, please call the Counseling Center. The counselor will assist in getting homework. Please call as early in the day as possible, and allow 24 hours for the homework to be assembled.

V. ACADEMICS

ACADEMIC AWARDS

Medallions will be awarded to students who demonstrate academic excellence. Students will become eligible for an academic award by earning points as a result of being on the Honor Roll or Distinguished Honor Roll each semester. Three points will be awarded for being on the Honor Roll and six points for being on the Distinguished Honor Roll. When a student has accumulated 8 points, a medallion will be earned. For each additional 7 points, an additional medallion will be awarded. During the senior year, a student who has earned at least two medallions will be awarded a pewter plate on which the medallions may be displayed.

CLASS RANK/GRADE POINT AVERAGE

Colleges, employers, and placement agencies are very interested in your academic performance in relation to the other members of your class. Class rank is cumulative and is calculated at the end of each semester. Request for class rank can be obtained from the Counseling Center.

1. West York Area High School has a class rank system in which certain subjects are weighted higher than others, based upon their level of difficulty.

A. Nine Point Weighted Courses

- AP European History
- AP Government
- AP US History
- CHS Western Civilizations II
- CHS American Politics
- AP Chemistry
- AP Physics I
- AP Physics II
- Biology II
- AP English
- AP Calculus I (AB)
- AP Calculus II (BC)
- AP Statistics
- Music Theory
- World Language V
- World Language VI

B. Four Point Weighted Courses

- Honors Chemistry I
- Honors Physics I
- Honors Biology I
- Honors English 9, 10, 11, 12
- Honors Algebra II
- Honors Geometry
- Pre-Calculus
- Calculus
- Honors American Political Systems & PA Govt.
- Honors Am. Cultures II
- Honors World Cultures
- Human Anatomy & Physiology
- Honors Intro. to Engineering
- World Language IV

2. Class Rank is based upon a weighted grade point average (GPA) which is calculated as a percentage.
3. Computation of Class Rank: Full value is given to all courses at the end of each semester. Class rank uses only final grades in the ranking computation.

Summer school grades are averaged with the previous year's grades (i.e., a student who takes eight courses during the school year and repeats two of those courses in summer school will have his/her GPA computed using all ten grades). For the repeated subjects, both grades are recorded on the permanent record card, transcript, and the previous year's report card. Audited subjects are not counted in class rank. Approved classes satisfactorily completed at a college may be counted toward meeting graduation requirements and may be included in computing class rank.

CORRESPONDENCE COURSES

Remediation of failed courses may be taken through correspondence courses. The following guidelines must be followed:

1. Seniors may take correspondence courses at the end of the senior year to fulfill graduation requirements.
2. A maximum of two courses may be taken.
3. Course approval by the school principal is required.
4. Specific course information may be obtained through the Counseling Center.
5. Courses must be completed by September 30 of the graduating year.

Correspondence courses may be taken as part of a summer school program to gain credit for failed classes. Courses must be completed prior to the start of school or the course may be rescheduled for the first semester.

DISSECTION IN BIOLOGY

As part of the study of the animal kingdom in biology, preserved animal specimens will be dissected in class. Any student who does not wish to actively participate in dissections may either observe his/her laboratory partner perform the dissection or submit a research paper on a related topic as assigned by the teacher. It is the responsibility of the student, through parental written request, to notify the teacher of the student's intent not to participate in dissections by the beginning of the second week of the course (or the second week of attendance by a transfer student).

DUAL ENROLLMENT

Seniors and juniors will have the opportunity to participate in a Dual Enrollment program offered through the West York Area School District in conjunction with the Penn State University/York, York College of PA, Harrisburg Area Community College (HACC)/York Campus, and the University of Pittsburgh. Students meeting the eligibility requirements of a minimum of 92% GPA in the academic area of the desired course or the designated SAT score and having the recommendation of a guidance counselor or the principal may, upon acceptance by the college or university, enroll in a course not offered through the high school and, upon successful completion, receive both high school and college credit for the course.

GRADING SCALE

| | |
|-------------|------------|
| Advanced | 92% - 100% |
| Proficient | 80% - 91% |
| Basic | 70% - 79% |
| Below Basic | 0% - 69% |

GRADUATION REQUIREMENTS

A summarization of the requirements for graduation will be helpful as you plan your course of study. In order to graduate, a student must earn 28.5 credits, which include the following:

| | |
|---|-----------|
| English (9, 10, 11, & 12) | 4 credits |
| Social Studies (Am. Cult. II, World Cult., APS, elective) | 4 credits |
| Mathematics | 4 credits |
| Science (Biology, Chemistry, & Physics) | 3 credits |
| Arts and Humanities | 3 credits |
| Physical Education (PE 9, 10, 11, & 12) | 2 credits |
| Health (Health 9 & 11) | 1 credit |
| Safety Education | .5 credit |
| Independent Living | .5 credit |
| Graduation Project | .5 credit |

The total units of credit for each curricular area must be passed in order to receive credit. The remainder of the courses a student takes is based upon advice from counselors, parents, teachers, and the student's identified areas of interest. **To participate in the graduation ceremony, students must have completed ALL graduation requirements.**

All students must be in attendance for at least 60 class periods for each one-credit course (at least 30 periods for a .5 credit course) in order to receive a passing grade and credit for the course. Attendance will be credited when the student is in the class for at least one half ($\frac{1}{2}$) of the class period. Students not in attendance for the minimum of 60 class periods will receive a grade less than "70" for the course. The Administration reserves the right to amend, at its discretion, this rule in cases of medically documented long-term illnesses (e.g., hospitalization, recovery from serious accident, etc.). In addition to these requirements, a student must demonstrate mastery of the Pennsylvania Core Academic Standards in order to receive a diploma.

HOMEWORK POLICY

Parents, students, teachers, and administrators share responsibility with regard to homework. Therefore, the West York Area School Board has adopted a homework policy. (Refer to Board Policy #130 for complete text.)

Roles and Responsibilities

Students will:

1. make sure they understand the assignment, its purpose, due date and how it should be done prior to leaving class.
2. develop a personal system 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, so as to provide sufficient time to complete all homework assignments.
5. be neat and turn in all assignments on time and in proper form.
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.
2. have study tools readily available.
3. establish a regular time for homework to be completed each day or evening.
4. be aware of their child's homework assignments on a daily basis and help him/her budget time for its completion.
5. help their child to take a systematic, step by step approach to completing long term homework projects, i.e., term papers, major reports, etc.

We encourage all concerned persons to be supportive of the adopted homework practices and procedures.

HONOR ROLL AND DISTINGUISHED HONOR ROLL

Honor Roll and Distinguished Honor Roll are based on final course grades. Pupils are listed for honors at the end of each semester according to the following criteria:

DISTINGUISHED HONORS - A weighted GPA of 95% or higher with no grade lower than an 88%.

HONORS: A weighted GPA of 88% or higher with no grade lower than 80%.

Students taking a course load of less than 3 credits per semester (with the exception of those students taking year-long Dual Enrollment course work) will not be eligible for Distinguished or Honor Roll during that semester.

SUPERINTENDENT'S HONOR ROLL: All students beginning with ninth grade who earn a cumulative weighted GPA of 98% (no rounding) or higher will be recognized on the Superintendent's Honor Roll published at the end of the year. A certificate will be awarded.

Superintendent's Summa Cum Laude Honor Banquet: All seniors who have earned a cumulative weighted GPA of 98% (no rounding) or higher by the end of the second marking period of the senior year will be invited to attend an academic celebration with the Superintendent.

NATIONAL HONOR SOCIETY

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

Participation in National Honor Society will be based on invitation that will be issued during their sophomore or junior year if the following requirements are met:

- (i) 95% weighted cumulative GPA
- (ii) No OSS and no more than two incidents of ISS during their High School career
- (iii) Completion of 15 service hours over the summer
- (iv) Completion of candidate paperwork
- (v) Endorsement of 10 faculty members and 1 administrator
- (vi) Satisfactory review of the application by a panel of evaluators

Retention of membership in NHS will require additional service hours to be completed during each semester and summer of membership, active participation in NHS activities and/or fundraisers, regular attendance at monthly membership meetings, continuation of upholding the tenets upon which NHS is founded, and maintenance of a cumulative weighted GPA of at least 95%.

Students who remain in good standing throughout their membership in NHS will be given the distinction of processing first at Commencement, have a special notation in the program, and wear an NHS Honor stole.

PROMOTION REQUIREMENTS

To advance from grade nine through twelve, the following credits must be earned:

| | |
|------------------|------|
| 10 th | 6* |
| 11 th | 13 |
| 12 th | 20.5 |

* This complies with the York County School of Technology requirements for admission to grade 10. (Students must pass Social Studies, Math, English, and Science as part of the six credits.)

Promotion/Retention of Special Education students will be based on achievement of the Individual Education Plan (IEP) as determined by the multidisciplinary team evaluation.

Parents should be informed of the possibility that their child has not earned sufficient credits to be promoted to the next grade level status. Parents will be contacted by their child's counselor through a written letter and/or telephone conference.

Students in Grades 9-12 will be expected to satisfy the requirements for promotion to the next grade/grade level status. If a student has been retained and has not satisfied the requirements, the student may attend summer school. Successful completion of course requirements may enable the student to be promoted to the next grade/grade level status.

SCHEDULE CHANGES

The selection of an appropriate schedule is an important consideration that deserves the careful attention of students and parents/guardians. **STUDENTS MUST SCHEDULE EIGHT CREDITS PER YEAR, FOUR CREDITS PER SEMESTER.**

They should read the course selection guide, consider carefully the courses that are available and review the high school graduation requirements when planning a schedule. Students, guidance counselors and administrators will work together to create a balanced student schedule with regard to core subject areas and previous course failures.

Be reminded that students are scheduling courses for the entire year.

1. Class changes will not be made for teacher preferences or for convenience purposes.
2. The Administration reserves the right to rearrange a student's schedule in an attempt to balance class size or to accommodate a student's educational needs.
3. Any scheduling concerns should be brought to the attention of the student's counselor. Any changes must be approved by the Administration.

YORK COUNTY SCHOOL OF TECHNOLOGY

Vocational and technical educational programs are available to students from West York at the York County School of Technology (YCST). Students may typically enter YCST after successful completion of eighth grade at West York. Additional course offerings may be available to juniors and seniors on a part-time basis. Students who are interested in additional information for any of these opportunities should consult with their counselor.

VI. ATHLETICS/COCURRICULARS

ATHLETIC AWARDS SYSTEM

Upon completion of the sports season, the coach shall 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 one-half the quarters.
2. Wrestling: Participation in one-half the dual meets.
3. Track: Score at least 14 points.
4. Baseball and Softball: Participation in one-half the innings.
5. Cross Country: Compete as a top 10 runner in at least one-half of the meets.
6. Golf and Tennis: Participation in one-half the matches.
7. Volleyball, Field Hockey, Lacrosse and Soccer: Participation in one-half the games played.
8. Cheerleading: Recommendation of the coach.
9. Swimming: Compete in all dual meets and the Southwestern Relays and score at least 18 points (illness excused) or compete in 3/4 of the YAIAA dual meets and score at least 23 points.

Anyone not receiving the Varsity award may be issued a Junior Varsity award or a certificate of participation. Awards shall be presented at the conclusion of the fall, winter and spring sport seasons during an appropriate assembly, whenever possible.

ATHLETIC AWARDS (TYPES)

1. Varsity: Award winners will receive a medallion. Two or more Varsity awards earned in the same sport through the senior year will receive a pewter plate on which the medallions may be displayed.
2. Jr. Varsity: JV Medallion
3. Junior High:
 - a. Letter

- b. Metal Sport Insert - In lieu of receiving a subsequent letter for another sport during the same year.
 - c. Certificate - for those who do not meet the requirements for a letter.
4. Students who earn both an athletic and academic award plate will receive only one plate.

**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 shall apply to any participant in a co-curricular activity.

I. Categories/Rules and Regulations

- A. Smoking, vaping 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 illegal drugs is prohibited.
- D. Buying, distributing, possessing or using body-building, muscle enhancement anabolic steroids, except for valid medical purposes, is prohibited in accordance with Act 93 of 1989 (SB 454).
- E. Violations of the school or criminal code, or any improper conduct that is unsportsmanlike and results in actions which are 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 section II-B.

II. Disciplinary Action/Procedural Guidelines:

- A. Violation of Rules I-A, I-B, I-C, I-D, or I-E will result in written 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 day suspension may be reduced, depending upon the circumstances of the situation and/or if the student successfully completes a counseling program approved by the principal.
- B. Violation of Rule I-F will be enforced as follows:
 - 1. A first violation will result in a verbal reprimand from 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 and written notification to the parents signed by coach and principal.
- C. Following any violation that results in dismissal from the co-curricular activity, parents may request a conference with a committee composed of the Coach or 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 Bylaws automatically forfeits

the right to receive any award or any other honor or privilege which he/she would have received as a member of that activity.

- F. All rules and regulations will be enforced seven days a week, twenty-four hours a day for the full length of the season or activity.

III. Sportsmanship Guidelines

The York/Adams 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.

A. Expectations of Student Participants:

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

B. Expectations of Parents and other Fans:

1. 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.
2. Respect decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches and participants.
5. Be a fan....not a fanatic.

C. Unacceptable Behavior:

1. Yelling or waving arms during opponent's free throw attempt.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booming or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Refusing to shake hands or give recognition for good performances.
7. Blaming loss of game on officials, coaches or participants.
8. Laughing or name-calling to distract an opponent.
9. Use of profanity or displays of anger that draw attention away from the game.
10. Doing own yells instead of following lead of cheerleaders.
11. Removing shirts during athletic events.

D. Examples of a Good Sport:

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

E. Acceptable Behavior:

1. Applause during introduction of players, coaches and officials.
2. Players shaking hands with opponent who fouls out while both sets of fans recognize player's performance with applause.
3. Accept all decisions of officials.
4. Cheerleaders lead fans in school cheers in a positive manner.

5. Handshakes between participants and coaches at end of contest, regardless of outcome.
6. Treat competition as a game, not a war.
7. Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
8. Applause at end of contest for performances of all participants.
9. Everyone showing concern for injured player, regardless of team.
10. Encourage surrounding people to display only sportsmanlike conduct.

CO-CURRICULAR ACTIVITIES 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. The student must maintain acceptable grades in such approved curriculum as certified by the principal.
- 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 within 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 not 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 first day report cards are issued.
 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 the 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.

VII. STUDENT SERVICES

CLASS OFFICERS

Class of 2019

Jack A. Green, President
Mya E. Guerri, Vice President
Carelle-Joyce T. Ngounou, Secretary
Taylor Haroldson, Treasurer
Sydney A. Cooper, Historian

Class of 2020

Kambrie E. Hepler, President
Elizabeth M. Landis, Vice President
Kya W. Moul, Secretary
Jillian R. Benzel, Treasurer
Alyssa M. Bunnell, Historian

Class of 2021

Jacob E. Schmitt, President
Alyssa M. Tyndall, Vice President
Aidan P. Connolly, Secretary
Mia U. Swancer, Treasurer
Chloe E. Hoover, Historian

Class of 2022

To be elected in the fall

COUNSELING CENTER SERVICES

Each student is assigned to a guidance counselor who provides information and counseling services in the areas of vocational, educational, and personal concerns. Students are encouraged to consult with their counselor for help in selecting high school programs that will lead to their chosen post-high school endeavors.

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, or after school to obtain a pass. The student will then be scheduled for an appointment that day, if possible.

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. In most cases, this will only happen with the permission and knowledge of the student. The counseling office is a place for students to come when they need someone they can trust. Students may be called to the counseling office by their counselor. The only reason for the call is a sincere desire to help the student. Some of the reasons a student may want to see their counselor are:

1. To get help with personal and social problems.
2. To discuss subjects with which the student is having difficulty.
3. To get information about education and careers.
4. To get help on how to study.
5. To help the student adjust to school or any other situation.
6. To help the student to learn and appreciate his/her own abilities and aptitudes and to recognize his/her limitations.

Students and parents are encouraged to utilize counselors and the computerized guidance information system for the collection of ideas and data to be used during the decision-making process.

Educational and occupational opportunities are available to high school graduates through the Armed Forces, business schools, career schools, apprentice training, colleges, community and junior colleges, schools of nursing, technical and trade schools and the universities. Information concerning all of these options is available in the counseling center in the high school.

HEALTH EXAMINATIONS

The Pennsylvania School Health Law requires Medical examinations for all children upon original entry into school and in grades 6 and 11. Dental examinations are required for children upon original entry into school and in grades 3 and 7.

HEALTH SERVICES

A student should always report to the teacher before going to the health room unless it is a great emergency.

The school nurse is available for emergency first aid. If a student becomes ill during school hours, the nurse will make the contact and the necessary arrangements for the student to be taken home. Parents or guardians are responsible to come for the student unless other arrangements are made by the parents.

No unauthorized medications will be dispensed by the school nurse; this includes aspirin, Tylenol, Advil, or any similar product. The school should never be asked to give first aid for an injury received at home.

The following health program is State-mandated:

1. All students are to have a vision acuity test and to be weighed and measured yearly.
2. All 1st grade students are to receive a hearing acuity test and physical examination by the school physician unless completed by their family physician.

IMMUNIZATIONS

Mandated Immunizations:

- 4 doses of tetanus*
(1 dose on or after the 4th birthday)
- 4 doses of diphtheria*
(1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

*Usually given as DTP or DTaP or DT or Td

**Usually given as MMR P

Children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years

- has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

MEDICATION

For a student to take any medication, prescription or nonprescription, a parent must sign a consent form and have the medication brought to the nurse's office. The medication must be brought to school in its properly labeled, original container stating student's name, dosage, and time to be given. This form is available in the school office.

Students with the following conditions may carry medication (prescription) for health reasons. PRN medications:

1. Asthmatics with inhalers—exercise induced asthma
2. Diabetics—insulin or oral medication, glucose tabs
3. Bee Sting Allergies—Epi-Pen

STUDENT ASSISTANCE PROGRAM (SAP)

The student assistance team is a group of concerned members of the staff who have received special training in working with at-risk students. Staff members on this team are Ms. Bortz, Mr. Dull, Mr. Fry, Mr. Janaszek, Ms. Jones, Ms. Kopp, Mr. Leonard, Mr. Lyons, Ms. Mefford, Ms. Smethers, Ms. Tison, Ms. Zuilkoski and the school nurse. A representative from an outside mental health agency and a representative from a drug and alcohol counseling agency are also members of the team.

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 and staff members can assist students who are at-risk either due to 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 a student is referred and a signed parental consent is received, an agency member meets with the referred student to assess the individual's need, and a determination is made regarding the need for additional counseling.

Parents who have a question or concern about the possibility of their child being involved with this program should contact the building principal.

VIII. SCHOOL PROCEDURES

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 breakfast and lunch is offered at a reasonable price. A finger scan system is available to access the student's account. The school staff and your fellow students will appreciate your cooperation as follows:

1. Deposit all litter in trash receptacles.
2. Return all trays and silverware to the dishwashing area.
3. Leave the table and floor around your place in a clean condition. NO food may be taken from the cafeteria except by arrangement with a staff member.
4. Backpacks are not permitted in the food court.
5. Coats and jackets, as determined by an administrator, are not permitted in the food court.

All students not exercising open lunch privileges must remain in the cafeteria during the lunch period. Students need a valid pass to be in a classroom or the hall during lunch. Packed lunches should be nutritious in content and should be transported in a non-commercial paper bag or appropriate food container.

Cafeteria personnel and lunch room/lobby aides are responsible for monitoring student behavior to ensure a safe and orderly environment during the lunch period. Any behavior deemed inappropriate will be reported to the administration for disciplinary action.

Open Lunch

Open lunch is a privilege only for juniors and seniors. To be eligible, the following criteria must be met:

1. Open Lunch Parent Permission form properly filled out and returned to the office.
2. NO outstanding administrative detentions and/or suspensions. All obligations have been satisfied.
3. Follow all other rules found on the Open Lunch Parent Permission form.

If you lose open lunch privileges, you must sign the attendance sheet in the cafeteria and remain there throughout the lunch period.

Please remember that all school rules are still in effect during open lunch. Students who choose to eat in the lobby, rather than leave school property, are expected to behave appropriately and pick up all trash. Driving to open lunch or riding in a car to open lunch will result in disciplinary consequences, which will include a loss of the privilege.

CELL PHONES/ELECTRONIC DEVICES

Cellular telephones/electronic devices brought to school by students will only be permitted during instructional time with the explicit permission of the teacher for a specific academic purpose. The expectation is for all cell phones to be turned off and only used for academic purposes when allowed by the teacher. Unauthorized use of electronic devices/cell phones is prohibited during the school day. Due to the privacy of other students, cell phones and other electronic devices are strictly prohibited in the bathroom, locker room, and nurse's office. It is a violation of school policy and state and federal statutes for students to use these devices to make any unauthorized recordings, including audio, video or photographs. The district assumes no liability for loss, damage to, or theft of student's personal devices.

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

Bring Your Own Device (BYOD)

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 reserve 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.

CHANGE OF ADDRESS/TELEPHONE/CELL PHONES

Any change of address must be reported immediately. A parent or legal guardian must come into the Counseling Center to complete a change of address form and provide new proof of residence. New bus information may be obtained by calling the Transportation Office at 792-2796, Ext. 1007. Accurate phone numbers and addresses are essential in ensuring timely notification of parents or guardians in case of an emergency.

CLOSING OF SCHOOL

In the event of school closures or school delays, information will be communicated through the District's automated call system, posted on the District's app and the District's web site at www.wyasd.k12.pa.us, as well as announced over various media.

If a one-hour delay is announced, all buses will be delayed one hour. If a two-hour delay is announced, all buses will be delayed two hours. Please note snow make-up days on the district calendar.

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

DELIVERIES FOR STUDENTS

Students are not permitted to receive items of a personal nature such as balloons or flowers.

DRINK AND SNACK MACHINES

The drink machines in the lobby and adjacent to the fitness center are to provide cold drinks for students and staff. Rules pertaining to the drink machines are as follows:

1. During the school day, students are **not permitted** to drink from or transport cans/bottles, but may carry their own containers. Glass containers are not permitted. Students are encouraged to drink only water during the school day and refrain from unhealthy choices such as beverages containing high sugar content.
2. Empty cans/plastic bottles are to be placed in appropriate bins for recycling.

3. Failure to comply with the above rules will result in disciplinary action.

All of the above apply to those machines secured by the cafeteria and these machines are to be used during lunch only.

FIRE/EMERGENCY PROCEDURES

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

DIRECTIONS: It is essential that everyone leave the building when the warning signal sounds, giving at least 100 feet from the building to assigned marshaling areas. Classes are to remain intact throughout the entire drill. Exit directions are posted in each room.

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

The following emergency drills will also be conducted during the year:

| | |
|--|--|
| Code Blue Medical Emergency/ Code Blue Medical Emergency Respond | Used in cases of a medical emergency |
| Code Red Intruder Alert/ Code Red Intruder Alert Respond | Used in situations requiring a lockdown of the building due to presence of an intruder |
| Evacuation | Used if the building occupants need to be evacuated to another location |
| Administrative Building Lockdown | Used for administrative purposes |

In the event of an emergency, school personnel will respond to the immediate conditions, and then parents will be informed of procedures for reuniting with their children. Parents/guardians should ensure that current emergency contact information is provided to the school.

FLEX PERIOD

Flex period is a 33-minute period at the end of each cycle day. On cycle days 1, 2, 3 and 4 students will typically return to the corresponding block. Cycle days 1, 2, 3 and 4 are known as WINI (What I Need!) periods. During this time, teachers are to engage students in remediation, make-up assignments, enrichment sessions, completion of extended projects, and other rigorous and resiliency-based activities.

An Advisory Homeroom for all students will meet prior to block one each day. The teacher advisor will provide support in academic and peer interaction areas.

Cycle day 5 for each different grade is designated as follows: Grade 9 will complete a freshman transition curriculum. Grade 10 will complete a designated guidance curriculum. Grade 11 will work on completing the Graduation Project to be presented in the spring. Students in grade 12 may be eligible for early release if all academic requirements have been fulfilled.

Cycle day 6 is designated as Club/Activity period for all students. Students

will have been scheduled to various clubs and activities which they have previously requested. Those students who did not receive their first two club choices due to class size will be assigned to an alternative option. Students in grade 12 may be eligible for early release if all academic requirements have been fulfilled.

Students may be assigned to academic remediation during any flex period.

As the flex period is part of the instructional day, **students must use the Prior Pass Policy in order to see other teachers.** The Prior Pass Policy states that a student must obtain a pass from the teacher whom the student is requesting to see in lieu of the scheduled flex teacher. The student then presents the pass to the scheduled flex teacher who then has the option of releasing the student to the requested destination or keeping the student in the scheduled class.

A LIMITED NUMBER OF PASSES WILL BE ISSUED DURING FLEX PERIODS.

HALL PASSES

In order to minimize distractions to the educational process, no student will be allowed in the halls without a valid hall pass. The pass must be signed by the teacher, and it must include time, date, student's name and destination. Students issued passes to use the lavatory or water fountains must use those facilities closest to the classroom from which they left. Further, in all travels using a hall pass, the most direct route is to be used.

INTERNET/TECHNOLOGY

Acceptable Use

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. In addition, the district will comply with the requirements of the Children's Internet Protection Act and the Children's Online Privacy Protection Act regarding Internet filtering and usage. To insure appropriate use of the technology, all users must agree to the following policy, which applies regardless of whether the student is using a district owned or personally owned device:

Respect and protect privacy

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

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

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

- 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

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

Be respectful of others

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

Consequences for Violation

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

Signing of Agreement

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 who have a completed agreement on file.

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. All book bags, coats, and other large bags are expected to be secured in lockers at all times. The homeroom teacher will make periodic inspections. The school will have removable locks available to rent. If the lock is returned at the end of the school year, the rental fee will be returned to the student. If a student chooses to use a personal lock, a spare key or copy of the combination must be submitted to the office.

LOST AND FOUND ARTICLES

Students are responsible for claiming their own lost possessions at the nurse's office. No person in charge of lost and found will seek the owners of lost articles. Sometimes lost possessions are found several weeks after being lost, so students should check several times.

MEDIA CENTER REGULATIONS

1. The media center is a place for reference work and recreational reading.
2. Students using the media center during their lunch period must stay the remainder of the period after obtaining a pass from the lunch aide.
3. The media center will be open from 7:40 AM to 3:15 PM Monday through Friday.
4. Please sign for all media center materials at the main desk.
5. Current magazines and reference materials may be borrowed overnight (after school until 7:40 AM the following school day). A 25-cent fine per day will be charged for overnight materials not returned before 7:45 AM the following day.
6. Books may be borrowed for two weeks with renewals if needed. All other materials may be borrowed for one week.
7. Media center materials should be returned promptly. The person who checked out the materials is responsible for the return of them. As young adults, it is your responsibility to keep track of due dates.
8. A ten-cent fine per school day is charged for each overdue item.
9. If a student does not have the money for the fine of an overdue item(s) she/he may have a grace period of one week.
10. Lost materials must be paid for by the student who borrowed them.
11. A student may borrow any number of materials, within reason, provided she/he maintains a good record of returning materials promptly.
12. Research passes are available from the media specialist for students with special assignments.
13. Each student has the right to use the media center BUT she/he doesn't have the right to disturb others. Those persons who cause a disturbance or abuse their media center pass in any other way will lose media center privileges.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or the administration by telephoning the school office at 845-6634.

PARENTAL/GUARDIAN OBLIGATIONS

Parental support and cooperation is necessary for our school to be a success. Parental attitudes can greatly influence students' attitudes toward school. The Administration and staff of West York Area High 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 High School administration. Call the school to let us assist you with any concerns.
4. Keep the school informed of phone number, address, and emergency contact changes.
5. Complete and update emergency forms.
6. Update contact information for parent notification system.

PARKING AND TRAFFIC REGULATIONS

Motor Vehicles: Only Senior and Junior students are permitted to park their vehicles on school property provided they abide by these regulations:

1. Student pays \$5 for the parking pass. This is non-refundable.
2. Registration forms are completed and on file in the office. All vehicles must be registered.

3. Students' vehicles must display the required parking pass.
4. Vehicles are parked in assigned spaces.
5. Students are not permitted to enter their vehicles from the time school begins until after dismissal, unless permission is granted by the Administration or the student is involved in a course(s) where permission to use the vehicle for transportation has been obtained.
6. The 10 MPH speed regulation must be observed at all times.
7. Drivers must observe all traffic regulations.
8. Failure to comply with these rules will result in possible towing of the vehicle at student expense, disciplinary action and/or revocation of privileges.
9. It is the responsibility of the students to follow the spirit as well as the letter of the law when driving on school grounds.

Guidelines for Automobile Use During the School Day

1. Only those students taking courses off-campus or having other off-campus obligations will be permitted to drive directly to and from their respective assignments if written parent/guardian permission is on file.
2. Students are **NOT** permitted to use vehicles while exercising Open Lunch privileges.
3. Administration reserves the right to curtail driving privileges due to inclement weather, hazardous conditions, etc. Additionally, if these conditions arise while the student is at an assignment, he/she should remain at the assignment until the conditions are deemed safe.

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.

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, provided that the complaint is made according to procedures, which follow.

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

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

1. The student shall prepare a written statement of his/her complaint including:
 - a. The specific nature of the complaint;
 - b. A brief statement of the facts giving rise to the complaint;

- c. The manner in which and extent to which the student believes he/she has been adversely affected;
 - d. The relief sought by the student;
 - e. The reasons why the student feels he/she is entitled to the relief sought.
 2. The complaint is then submitted to the building principal who will meet with the student and staff member 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.

TRANSFERS/WITHDRAWALS

It is necessary to have a withdrawal or transfer slip signed by all teachers with whom you have classes, the principal, counselor, educational media specialist, nurse and office secretary. In order for the West York Area Schools to release your school records to another school district, it is necessary to have a form signed by parents granting permission. You should initiate this request at least a day before your departure.

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.

VISITOR/INTRUDER POLICY

All visitors to the building are expected to report first to the main office to state the reason for their visit. At this time, the visitor may be asked to show photo identification. If the visitor's business will result in him/her traveling to other points in the building, he/she will be issued a visitor's pass to wear. Visitors are not permitted in the cafeteria during student lunch periods.

In the event a person is seen by any staff member without a visitor's pass in any area of the building other than the lobby or main office, that staff member should direct that person to the office, either accompanying him or her if possible, 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 that the incident has been resolved. Staff will later be given all pertinent details of the situation.

WORK PERMITS

Students who are not 18 years of age are required to obtain a work permit if they wish to be employed. The student must first obtain employment status before the actual permit is obtained. In order to obtain a work permit, a student must show his/her birth certificate or driver's license to a representative in the High School Office and have a parent/guardian validate his/her permission by signing the work permit application.