West York Area High School

2025-2026 Student Handbook

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

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, review, and sign off on the handbook using the form linked HERE.

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

Sincerely,

Ms. Carrie R. Jones
Principal

Ms. Kristine A. Marino
Assistant Principal

Assistant Principal

Title IX of the Education Amendments of 1972 to the Civil Rights Act Of 1964/Affirmative Action

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

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

The Title IX Coordinator for the WYASD is:

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

West York Area High School Bell Schedules
2025-2026 School Year

Regular Schedule			**Early Dismissal**	
Homeroom	7:45-7:56		Homeroom	7:45-7:52
Period 1	8:00-9:06		Period 1	7:56-8:28
Period 2	9:10-10:16		Period 2	8:32-9:04
Period 3	10:20-11:26		Period 3	9:08-9:40
Lunch & Learn	11:30-12:32		Period 4	9:44-10:16
L1	11:30-12:00		Period 5	10:20-10:52
L2	12:02-12:32			
Period 4	12:36-1:42			
Period 5	1:46-2:52			

One Hour Delay Schedule			**Two Hour Delay Schedule**	
Homeroom	8:45-8:51		Homeroom	9:45-9:51
Period 1	8:55-9:50		Period 1	9:55-10:38
Period 2	9:54-10:49		Period 2	10:42-11:25
Period 3	10:53-11:48		Lunch & Learn	11:29-12:31
Lunch & Learn	11:52-12:54		L1	11:29-11:59
L1	11:52-12:22		L2	12:01-12:31
L2	12:24-12:54		Period 3	12:35-1:18
Period 4	12:58-1:53		Period 4	1:22-2:05
Period 5	1:57-2:52		Period 5	2:09-2:52

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This handbook serves as our student code of conduct.

I. Mission Statement
West York Area School District Mission Statement

Every Student Every Day

II. Annual Notifications

Annual Notice to Parents/Guardians

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 they need to resolve a problem
4. Have their 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

Child Abuse

Refer to Policy 806, Child Abuse, for an outline of Authority, Definitions, Delegation of Responsibility, and guidelines as related to Child Abuse.

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 enrolled 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 multidisciplinary evaluation. In addition to the above, parents may also recommend students for an evaluation.

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. 1230.

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. 1230.

McKinney-Vento Homeless Assistance Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local

Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

Definition: The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence."

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Core Provisions:

Designated District Liaison: Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

√ Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.

√ Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.

√ Providing school supplies and other related items so they can fully participate.

√ Assist with accessing support services, such as tutoring, Special Education, English Language Learning, and other resources.

√ Assist students so they can participate in school activities, field trips, sports, etc.

√ Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.

√ Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

Student Rights:

School Stability:

- Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.
- LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

- Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.
- LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

- Free lunch and breakfast (if applicable).
- Free school supplies and uniforms (if applicable).
- Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Heather Hossler, they can be reached at the following email address: hahossler@wyasd.org and phone number: 717-792-2796 X1230.

The West York Area School District encourages children and youth who are homeless to enroll in school. The district will make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law regulations. For more information visit the district website here. If you are homeless or know of a child or youth who is homeless and not attending school, please contact Ms. Heather Hossler, Director of Special Education and Pupil Services at (717) 792-2796 x 1230.

Wellness

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

Harassment/Bullying/Cyberbullying/Hazing

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

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

A. **Ethnic harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.
B. **Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

    1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
    2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
    3. Such conduct deprives a student of educational aid, benefits, services or treatment.
    4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

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

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

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

- Directed at another student or students **and**
- Severe, persistent (refusing to relent) or pervasive (to be prevalent throughout)

- **And** has the effect of doing *any* of the following:
    - Substantially interfering with a student's education
    - Creating a threatening environment
    - Substantially disrupting the orderly operation of the school. The school setting shall mean: in the school, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

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

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

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

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

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

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

III. Topic Areas

Arrival/Dismissal

Arrival

- Doors will open for students at 7:30 a.m. Students entering the building before school begins must enter the front lobby or Clinton Street doors and must report directly to homeroom. If the student wants to purchase breakfast items, those items should be purchased and then consumed in homeroom, not the cafeteria. Breakfast will be served from 7:30 AM - 7:45 AM. All students must be in homeroom for attendance by the 7:45 a.m. bell; therefore, students are expected to get their breakfast prior to homeroom. Breakfast passes will not be written for students to leave homeroom.

- Students are required to remain on school property after arriving in the morning. Students who leave school property after arriving in the morning without approval from the office will be subject to disciplinary action.
- 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 2:52 p.m.
- 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. This includes the athletic lobby and gym areas.
- Failure to follow these rules will result in disciplinary action. Students should not be in the halls after 3:00 p.m. unless they are receiving individual help from a teacher, or are under the direct supervision of a district employee.

Artificial Intelligence (AI)

The use of AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules. The use of AI by students to complete assignments or assessments shall only be allowed to the extent stated and outlined by the teacher for the individual assignment or course. Students shall be notified in advance of the parameters for use of AI in assignments and assessments. If a student uses AI, without explicit permission from their teacher, the district will consider this a violation of academic integrity. Refer to Policy 815.1

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, the application will 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: If a student is absent from school because of illness, quarantine, death in the immediate family, religious observations, impassable roads, or other exceptional urgent reasons, a parent/guardian must report their student's absence via the Sapphire Community Portal, or written excuse. A link to the Sapphire Community Portal can be found on the District Website at www.wyasd.org. While we continue to encourage the online excuse blanks, written notice (electronic or paper) must be received within 3 days of the absence. If an excuse is not received within 3 days, the absence will remain as unlawful. The absence will be recorded as unexcused or unlawful; unexcused if the student is 18 years of age or older, and unlawful if the student is under 18 years of age. Parents or legal guardians will receive an automated call as a courtesy for all absences.

   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.
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 90 minutes will be allotted per appointment, including travel time. Any time beyond 90

minutes 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. 1008 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. A 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 to sign out. This includes students participating in the HACC academy, D.O. program, YAA, YCST, etc. 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.

Attendance will be credited when the student is in the class for at least one half ($^1/_2$) 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/Truancy

A student will be considered tardy to school if he or she has not reported to school by the conclusion of the 7:45 a.m. bell. Daily school attendance is taken in the homeroom. 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. After 12 unexcused tardies, a Truancy Meeting will be scheduled.

Every three unexcused tardies will be recorded as one-half day unlawful absence if the student is under 18 years of age or will be unexcused if the student is 18 years or older. Six tardies equate to a full day. Eighteen tardies equate to 3 full days, the minimum number of days to begin a truancy elimination plan. Charges of violating the Compulsory School Attendance Statute will be filed with the magistrate’s office as applicable.

Truancy

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

Tardy to Class

We expect all students to be responsible and report to all class periods on time. If a student is tardy to any block or homeroom period, the student will receive the following disciplinary consequences:
First offense: Teacher warning
Second offense: Teacher warning/parent contacted
Third offense: Administrative Detention/parent contacted
Fourth offense: Two Administrative Detentions/parent contacted.
Fifth and subsequent offenses: Three-Five Administrative Detentions/parent contacted.

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. There will be no exceptions.
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 the West York Area School District, purchased with money paid by the parents in the form of taxes. Waste or misuse of working materials or careless treatment of furniture and 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 defacement of property. Students

should take pride in the school, take care of its furnishings, and keep it clean. Defacement of school property such as doors, walls, desks, bulletin boards, electronic equipment, etc., is a serious offense and offenders will receive appropriate consequences. 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/clipart."

Anything you take credit for that you have not done on your own is cheating. This includes using AI when not given explicit approval to use.

Students participating in any cyber course who have been found to have plagiarized assignments will receive the following consequences:

- First Offense within the same course- Student will receive a 0 for the plagiarized submission. Student and parent/guardian will be notified.
- Second Offense within the same course- Student will receive a 0 for the plagiarized submission. Student and parent/guardian will be notified.
- Third Offense within the same course- Student may receive a 0 for the course and may not be permitted to reattempt the course within the cyber program. Student and parent/guardian will be notified by the cyber coordinator.

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, In-School Suspension, Out-of-School Suspension, Suspension from Co-Curricular Activities, and Expulsion. Furthermore, participation in the HACC Academy programs, D.O., and YCST will be reviewed and possible removal from the program will occur. Parental notification will be sent in the event these sanctions are imposed. For more information, please refer to Board Policy 218.

Dating Violence

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

Detention

Detention may be assigned for rule infractions to be served during Lunch and Learn time (62 minutes) or after school as determined by the assigning administrator or designee. Skipping or forgetting detention will result in the detention being doubled. A second time of skipping or forgetting to go will result in a day of In-School Suspension.

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.

The District uses Sapphire to notify students' parents/guardians to advise them of their child's school infractions. Parents are strongly encouraged to use the app on their phone with Sapphire notifications turned on. If a student receives In-School Suspension or Out-Of-School Suspension, parents will be notified by phone call and a letter will be mailed home. This letter can be viewed in Sapphire. Phone calls and letters are not used for lunch detention.

Any student who is serving an 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:

○ Abuse of hall pass ○ Bus misconduct ○ Cut administrative detention ○ Cut teacher detention ○ Disruption of the educational Process (minor) ○ Dress code violation ○ Failure to comply	○ Minor Disruptive Behavior ○ Public display of affection ○ Rough play ○ Sleeping in class ○ Tardy to class ○ 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.

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

Examples include, but are not limited to:

○ Bus Infraction (Major) ○ Cut Flex Period (L&L) ○ Repeated Level I offenses ○ Defiance/Disrespect ○ Peer Conflict - Verbal	○ Profanity/Gestures ○ 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) ○ Discriminatory Comments ○ Disruption of educational process (major) ○ Forgery ○ Leaving school without permission	○ Peer Conflict - Physical ○ 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) Under $50 ○ 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) Over $50 ○ Vandalism (major) ○ Violation of district alcohol policy ○ Violation of district drug policy ○ Violation of district weapons policy

Procedures:
The appropriate administrator or designee 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.

Disciplinary responses may include, but are not limited to:

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

For more information, please refer to Board Policy 218.

Dress and Appearance Guidelines

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

1. Clothing displaying alcohol, drugs, tobacco/vaping products, weapons, or obscene/violent material shall not be worn to school.
2. Clothing that is racially or ethnically offensive shall not be worn to school.
3. Attire that is generally offensive, suggestive, vulgar, or disruptive to students or staff shall not be permitted.
4. Attire shall be neat, clean, and worn in its intended manner. No undergarments may be exposed at any time.
5. Sunglasses and head apparel, including hats, hoods, bandanas, and doo rags are not to be worn in the building. Exceptions may be made to this dress code based on medical or religious restrictions with appropriate documentation.
6. The midriff area must be covered with material at all times.
7. It is the right of the student to govern the length of his/her hair. However, if, in the opinion of the administration, the length or style of hair causes disruption to the educational process, constitutes a health or safety hazard, or presents a problem, the student will be required to alter his/her hairstyle.
8. Heavy outer garments, such as jackets and/or winter coats, will only be worn before and after the school day unless otherwise specified by the administration.
9. The length of skirts, shorts, or dresses must not be excessively short when standing in a normal manner.

10. Any garment which is deemed to be too revealing or tight-fitting will not be permitted. **Note:** Tube tops, inappropriate halter tops, low-cut shirts (front, back and sides), or mid-level revealing shirts are not permitted.
11. Students must adhere to any specific dress guidelines related to safety as found in course syllabi.

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

Drug and Alcohol Policy

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.

Searches

All students must understand that the principal or designee is authorized to lawfully search students, 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 devices 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.

Due to the seriousness and frequency of students possessing and using prohibited items within schools, the Board authorizes the use of hand-held metal detectors to protect the school population and to deter the possession and use of those items on school property subject to the requirements of this section.

Individual students and their personal belongings may be searched by school authorities using a hand-held metal detector when reasonable suspicion exists that a student may be in possession of a prohibited item. The use of a hand-held metal detector shall be done in conjunction with other reasonable investigative tools.

A student who fails to cooperate with a suspicion-based, hand-held metal detector search for a prohibited item may be presumed to be in possession of the prohibited item sought in the search and subject to disciplinary action for the possession of the same. For more information, please refer to Board Policy 226.

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 consistently keeps his/her head down during class or who sleeps during class will be referred to the Pupil Services Team.

Smoking/Vaping

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.

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 that include: in-school suspension, completion of a vaping/addiction course and an extra-curricular suspension. All vaping paraphernalia and accessories will be confiscated, turned over to the School Resource Officer, and tested for the presence of controlled substances.

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 and court costs or be assigned to an adjudication alternative.

Student Obligations

Parents/students are responsible for lost or damaged district provided materials. Notification of replacement cost will be provided to the student. Student obligations must be reconciled prior to graduation to participate in the ceremony.

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 (ISS)

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. Lunch may be carried from home or purchased in the cafeteria, but will be consumed in the suspension room. No other eating at any time will be considered appropriate. **Talking is not permitted and students will remain awake and busy at all times except during permitted break periods.** All cell phones and electronic devices must be turned over to the ISS monitor at the beginning of the day and will be returned at the end of the day. If a student is found to have an electronic device on their person, it may result in an additional day of 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 out-of-school suspension with the student finishing the remaining in-school suspension time upon returning to school.

Out-of-School Suspension (OSS)
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 main office. The School Code of Pennsylvania guarantees the right of a student to make up work missed during a suspension, but it is the student's responsibility, upon returning to school, to initiate requests to teachers to begin the make-up process.

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. All students who are returning from an out of school suspension of 3 or more days (unless otherwise requested by an administrator) will be encouraged to attend an informal hearing with his/her parent or guardian and school administration or their designee. The student may not return to school until this meeting is held.

Threat Assessment

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

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.

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. For more information, please refer to Board Policy 218.1.

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.

IV. Academics

Academic Awards

Certificates will be awarded to students who demonstrate academic excellence. Students will receive academic recognition as a result of being on the Honor Roll or Distinguished Honor Roll each marking period.

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.

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 AP Computer Science Principles CHS English Composition CHS Early US History CHS Modern US History Dual Enrollment Courses (Approved Institutions)	Biology II AP Literature AP Calculus I (AB) AP Calculus II (BC) AP Statistics CHS - Basic Applied Statistics CHS - Analytic Geometry & Calculus AP Human Geography AP Comparative Politics Music Theory World Language V World Language VI

B. Four Point Weighted Courses

All courses denoted as “HONORS” Human Anatomy and Physiology World Language III and IV PLTW Human Body Systems PLTW Medical Interventions PLTW Biomedical Innovations Calculus

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.
4. 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 report card, transcript, and the previous year's report card. 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 through Keystone Academy may be taken as part of a summer school program to gain credit for failed classes. The student is responsible for the payment of the course(s). Courses must be completed prior to the start of school or the course may be rescheduled for the first semester.

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, Commonwealth University of PA, and the University of Pittsburgh. Students, with the recommendation of a school 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. All schedule change policies also apply to dual enrollment courses.

Early Graduation and Early Release

Early Release/Late Arrival (Seniors Only):

Students who have earned 23.5 credits by the end of their junior year will have the ability to come in late or leave early with administration approval and parent/guardian permission:

- At a minimum, two blocks per marking period must be scheduled
- In order to be considered for Distinguished Honor Roll or Honor Roll, a student must schedule a minimum of 4 blocks of academic coursework per marking period
- Co-curricular participation is subject to PIAA rule (maintaining a minimum of 2 credits at all times)

Early Graduation:
Students participating in early graduation will not be included in valedictorian/salutatorian consideration or rankings. Students interested in early graduation should plan early with their parents and counselors to ensure all required courses are complete. Intent to apply for early graduation must be submitted for approval.

Seniors:

- Students meeting all graduation requirements may elect to graduate early at the end of the first semester with administration approval
- Students will receive a diploma and will be treated as WYAHS alumni
- Students will be listed as a graduate (no longer active) - no participation in academic or co-curricular programs
- Final class rank may be negatively impacted
- Students may participate in the end of year commencement ceremony. All students participating in the commencement ceremony are required to participate in all graduation practices.

Juniors:

- Students meeting all graduation requirements may elect to graduate early at the end of his/her junior year with administration approval
- Student's GPA does not affect class rank for graduating class
- Same as above – students will be eligible to participate in the commencement ceremony but will not be recognized for honor status

Grading Scale

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

Graduation Requirements

Students must earn **29 credits** and demonstrate proficiency in the Pennsylvania Academic Standards in order to graduate. The following must be included:

English	4 credits
Mathematics	4 credits
Social Studies^	3 credits
Science^	3 credits
Arts/Humanities	3 credits
Physical Education	2 credits
Health	.5 credit
Safety Education	.5 credit
Personal Finance*	1 credit

^A 4th credit must be earned in either Science or Social Studies.

*The Personal Finance course offered through the Business Education department may be substituted for one math credit.

The total credits for each subject area must be passed in order to qualify for graduation or early graduation. The remainder of the courses a student takes is based upon advice from counselors, parents, and teachers, as well as the student's identified areas of interest. **To participate in the graduation ceremony, students must have completed all graduation requirements.**

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 marking period 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%.

To qualify for the Distinguished Honor Roll or the Honor Roll in any given marking period, a student must take a minimum course load of at least 3 credits. Students enrolled in a Dual Enrollment course will only be eligible for the Distinguished Honor Roll or the Honor Roll during the 2nd and 4th marking periods (depending on whether they are taking a 1st semester or 2nd semester Dual Enrollment course).

Superintendent's Honor Roll: All students beginning with ninth grade who earn a cumulative weighted GPA of 98% (no rounding) or higher (determined at the end of the first semester for juniors and seniors and third marking period for freshmen and sophomores) will be recognized on the Superintendent's Honor Roll published at the end of the year. A certificate will be awarded. All seniors who have earned a cumulative weighted GPA of 98% (no rounding) or higher by the end of the first semester of the senior year will receive the highest honor of academic achievement, the Superintendent's Summa Cum Laude Honor. This special recognition will also be based on character; therefore, each students' disciplinary record will be taken into consideration prior to receiving recognition.

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 first semester of the senior year will be invited to attend an academic celebration with the Superintendent.

Honor Graduate Distinction: The valedictorian and salutatorian will be determined by the cumulative GPA earned at the end of the first semester of the senior year. If the cumulative GPA earned at the end of the senior year changes the determination of the valedictorian and/or salutatorian distinction(s), those students will be recognized accordingly. Additional honors recognized at graduation are also based on the cumulative GPA earned at the end of the first semester of the senior year.

Language Instruction Educational Program

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

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

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

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 an 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, and to be considered for junior and senior privileges, such as open lunch, the following credits must be earned:

10th	7*
11th	14
12th	21.5

* York County School of Technology requirements for admission to grade 10. (Students must pass Social Studies, Math, English, and Science as part of the seven 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. 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. A window of opportunity to make any schedule change will be provided when schedules are released to students for those students who are missing a class or must repeat a class. Students should pick up a schedule change request form in the

counseling center and complete the form in its entirety. Counselors will fulfill the request if possible and if it meets the criteria listed for a schedule change.

2. Change requests will require administrative approval after the 5th day of the semester and will be accommodated based upon the master schedule and seating capacity. Schedule changes will not be made for teacher preferences or convenience purposes.
3. 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.
4. Any scheduling concerns should be brought to the attention of the student's counselor by using the schedule change request form.
5. Students are not permitted to add/drop classes after 5 school days from the day the course begins. Once a semester (or term course) begins, students are expected to remain in the scheduled courses.

The following list is the approved reasons for which a schedule change may be granted:

1. Are you academically misplaced in a course? (Requires teacher verification)
2. Do you wish to increase the rigor of your currently scheduled course?
3. Did you fail a course that is a graduation requirement and need to retake it?
4. Are you a senior who needs this course to meet a graduation requirement?
5. Are you scheduled for a course without having already passed a prerequisite course?
6. Are you scheduled for a course that you have already taken and passed?

Substitute Teachers

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

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.

V.Athletics / Co-Curriculars

Athletic Awards System

Upon completion of the sports season, the coach shall present the Athletic Director a list of athletes and managers eligible for major sport Varsity awards based on sports specific standards:

1. Football and Basketball: Participation in one-half the quarters.
2. Baseball and Softball: Participation in one-half the innings.
3. Cross Country: Compete as a top 7 runner in at least one-half of the meets.
4. Golf, Tennis, Volleyball & Wrestling: Participation in one-half the matches.
5. Field Hockey, Lacrosse & Soccer: Participation in one-half the games played.

6. Swimming and Track: Compete in at least half of the available events (6 meets, 24 possible events). If an athlete specializes in an event, they must be top 3 on the team in that event.
7. Cheerleading: Recommendation of the coach.
8. Coaches can recommend an athlete that does not meet the sport standards if the coach feels that they have earned it in other areas.

Anyone not receiving a Varsity award may be issued 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.

Types of Athletic Awards:

1. Varsity – Award winners will receive a Varsity Letter and recognition pins. Two or more Varsity awards earned in the same sport through the senior year will receive a Shadow Box with a varsity letter and engraved nameplate.
2. Graduation Cord – Senior students that successfully complete 7 or more seasons of a high school sport.
3. Fackler Hower & E. Jerry Brooks – Awarded to seniors who meet the academic and sportsmanship requirements.
4. Student Council Sportsmanship – Awarded to athletes that are nominated by coaches.
5. Jr. Varsity - Certificate
6. Junior High – Certificate

Forfeiture of Awards:

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.

Co-Curricular 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 the coach or advisor.
   2. A second violation will result in suspension from participation in the next regularly scheduled event along with notification to the principal and parents by the coach or advisor involved.
   3. A third violation will result in dismissal from the co-curricular activity and written notification to the parents signed by the 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 YAIAA and West York School District emphasize good sportsmanship from its players, coaches and fans. Athletic contests are played for the benefit of the student athletes. Any spectator by their actions or behavior interfering with athletic contests will be removed.

A. Expectations of Athletes, Parents & Fans:

1. Treat opponents with respect; shake hands prior to and after contests.
2. Respect judgment of contest officials, abide by the 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 the school and community; display positive public action at all times.
5. Live up to the high standard of sportsmanship established by the coach.
6. Remain in designated areas. Only West York Area School District coaches, event staff and administrators are allowed on the fields of play.
7. Be respectful during the introduction of players, coaches and officials.
8. Accept the decisions of officials and not berate or taunt them.
9. Recognize and applaud opposing participants for outstanding performance or coaching.
10. Applaud at the end of each contest for performances of all participants.

11. Show concern and respect for an injured player, regardless of team.
12. Encourage fellow spectators to display sportsmanlike conduct.
13. Avoid the use of profanity.
14. Refrain from any use of drugs, alcohol or tobacco products.
15. Respect the rule that pets are not permitted on any school athletic fields or facilities, and should, therefore, leave all pets at home.
16. 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.
17. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
18. Respect fans, coaches and participants.
19. Be a fan ...not a fanatic.

B. Unacceptable Behavior:

1. Yelling or waving arms during an opponent's free throw attempt.
2. Disrespectful or derogatory yells, chants, songs or gestures.
3. Booing 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 their own yells instead of following the lead of cheerleaders.
11. Removing shirts during athletic events.

C. 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. Recognizes and applauds outstanding performance regardless of who it is.
4. Maintains self-control in all circumstances.

Co-Curricular 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. At a minimum, the student must be attempting at least 2 credits throughout the entire season. 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.

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

1. B-1, he/she will be immediately ineligible from the following Sunday through and including the next Saturday even if the failing grade becomes passing during the course of the ineligible week. 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 West York's academic requirements.

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

VI. Student Services

Counseling Center Services

Each student is assigned to a 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 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 11th 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 the 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. 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.

Suicide Awareness, Prevention, And Response

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

VII. School Procedures

Food Services Guidelines

The school cafeteria and designated serving and eating areas are 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 plastic trays and silverware to the dishwashing area.
3. Leave the table and floor around your place in a clean condition.

Appropriate student behavior is expected at all times to ensure a safe and orderly environment during the lunch period. Any behavior deemed inappropriate will be reported to the administration.

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 and Student Handbook Signature Page 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.
4. Students must swipe out of the building at the beginning of open lunch and swipe in upon their return.
5. Students are permitted to be out for the duration of lunch. Failure to report back to school before the end of the lunch period will result in disciplinary consequences.

Please remember that all school rules are still in effect during open lunch. Students who choose to eat in the lobby, the cafeteria, or any other area of the school, 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 for at least 45 days.

Cell Phones/Electronic Devices

Electronic devices will only be permitted during instructional time with the explicit permission of the teacher for a specific academic purpose. During class, all cell phones, headphones, and earbuds will be stored in hanging pockets located within every classroom. We are asking all students and parents to fully cooperate with our expectations regarding cell phone use. We expect all students to respect specific teacher expectations regarding cell phone use and storage during all instructional blocks. 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. Failure to follow the expectations will result in disciplinary consequences that include detention, in-school suspension and cell phone suspension.

During instructional blocks, if a student is caught with an unauthorized electronic device, but places the device in the holder after being informed by the teacher:

First offense: Teacher warning
Second offense: Teacher warning and parent contacted
Third offense: Administrative Referral stating the prior two dates/parent contacted
Fourth offense: Administrative Referral stating the prior 3 dates/parent contacted
Fifth and subsequent offenses: Administrative Referral/parent contacted

If a student refuses to place their phone in the holder after the teacher did their **best** to encourage compliance:

Any offense: Call the office and request administrative support for a cell phone violation. Someone will come up and also encourage the student to comply. If they do not comply, the student will be removed from the classroom and assigned ISS for the remainder of the day. A minimum of a ½ day of ISS will be assigned.

Students who repeatedly violate this rule, will be subject to a cell phone suspension. A cell phone suspension will include a collection of the cell phone upon arrival to school where it will be secured for the entire day.

Students are still permitted to use electronic devices before/after school, during passing periods between classes, and during lunch. This provides students with ample opportunities to check and respond to messages from family and friends.

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

Change of Address/Telephone/Cell Phones

Any change of address 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.org, 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 food, balloons or flowers. Students are only permitted to bring in food during lunch when they are returning from open lunch or if lunch is delivered by a parent/guardian during the lunch block (11:30 AM - 12:30 PM). **Any food delivery from a delivery service will be denied**. Failure to follow this expectation could result in disciplinary action.

Drinks and Snacks

1. 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. Snacks can be brought into the school and eaten in the classroom with teacher permission.
3. Failure to comply with the above rules will result in disciplinary action.

Fire and 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. 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. 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:

Administrative Lockdown	Used in cases of a medical emergency and other administrative purposes

Intruder Lockdown	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

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.

Hall Passes

In order to minimize distractions to the educational process, no student will be allowed in the halls without a valid color-coded 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 the 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 websites.
- If a site is encountered that is threatening or uncomfortable, immediately report it to a teacher or other responsible adult.
- Do not violate the school code of conduct by sending or creating harassing or discriminatory material.
- Do not send spam, chain letters or other mass unsolicited emails.
- Do not use resources for personal or private business.
- Do not have food, drink, gum or candy around equipment.
- Do not post defamatory comments.
- Communicate in a respectful manner and follow 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.

1:1/Technology Information

For detailed information regarding our 1:1 initiative and the use of Chromebooks for our K-12 students, please visit our technology webpage. There you will find our 1:1 device guide, agreements and our protection plan, along with information on using your Chromebook. Families may purchase Device Protection for each student's device. The form to fill out can be found on our District Website, under Departments/Technology, labeled "Optional Annual Device Protection Form." We will also have copies in the Main Office of each building. More information can be found here.

Lockers and Backpacks/Bookbags

Students are only permitted to use the locker assigned to him/her. 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 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. All lockers must be locked at all times with a school issued lock. Students will be charged a replacement lock if it is lost or damaged. Failure to comply could result in disciplinary action.

Lost and Found Articles

Lost and found items are stored in a bin located in the front lobby. Lost cell phones and other valuables will be kept in the main office until claimed. Students are responsible for claiming any lost item. Unclaimed items will be discarded at the end of each semester.

Lunch and Learn

The purpose of the Lunch & Learn time (62-minute chunk of time between blocks 3 and 4) is to allow students time to eat and to meet with teachers during the school day for clarifications, additional help or remediation, or to engage in club activities. Some students will be assigned to a teacher per teacher discretion so that the student may more fully develop a necessary skill or make up work missed. Those students are required to attend all scheduled sessions. Failure to report to an assigned support will result in disciplinary action. Lunch and Learn is a school wide opportunity for all students to meet with teachers so that they may improve in an area of specific academic concern. It is also an opportunity for students to participate in a variety of club activities.

Media Center Regulations

1. The media center is a place for reference work, quiet studying/work space, and recreational reading.
2. Students using the media center during Lunch and Learn should either be using the Bulldog Learning Center in the back of the library for academic support or quietly eating/working in the front of the library.
3. The media center will be open from 7:30 AM to 3:00 PM Monday through Friday.
4. Please sign for all media center materials (books, reference materials, Chromebooks, and Chromebook chargers) at the main desk.
5. Current magazines and reference materials may be borrowed overnight (after school until 7:40 AM the following school 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. Overdue reminders are via email to the person who checked out materials weekly on Tuesday mornings. Overdue materials will be marked as lost and submitted as obligations at the end of each term.
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. A student may not borrow any new materials if he/she has a current overdue material/obligation owed to the media center.
13. Research passes are available from the media specialist for students with special assignments.
14. 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.

15. Chromebooks and chargers may be borrowed from the media center. All Chromebooks and chargers must be returned by the end of the school day in which it was borrowed. Any Chromebook or charger not returned within one week of the borrowed date will be submitted as an obligation.

MTSS

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

Another component of our MTSS program is the positive recognition of students and staff through our Stellar Student/Staff program. Staff can submit a nomination form for students and other staff members and students may submit nomination forms for another student or staff member when they recognize that person showing behavior that matches our C.A.R.E expectation matrix. C stands for Courageous, A stands for accountable, R stands for resilient, E stands for empathetic. Students who are nominated receive a certificate and are entered into a weekly drawing for various prizes.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or the administration by telephoning the counseling center at (717) 845-6634, ext. 2016.

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. If you would like to meet with an administrator, we strongly recommend making an appointment so we can dedicate the requested time to assist you during the school day.
4. Keep the school informed of phone number, address, and emergency contact changes.

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. The 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. Students are only allowed to park in their assigned parking space. If a student’s vehicle is found parked somewhere other than the assigned space, the parking privilege may

be revoked. No student should park in the back parking lots for any reason at any time. The administration also has the right to move parking spaces if deemed necessary.

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, have earned early release/late arrival privileges, or have 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.

Personal Possessions

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

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 website. In order to ensure student privacy and consent for your child to participate, the District requires a signed release form. This form need only be signed once during your child's career at West York. To rescind the agreement, the child's parent/guardian must indicate so in writing.

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 should be 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/guardian. The student may seek the help of a parent or guardian at any step.

Student ID Cards

Students will be provided student ID cards at the beginning of the school year (after school pictures are taken). Students are expected to possess their ID during the school day and present them upon request. Replacement student ID cards should be requested in the main office; this is a $5 obligation.

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. Video footage is reserved for administrative review only.

Visitor/Intruder Policy

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

In the event a person is seen by any staff member without a visitor's pass in any area of the building other than the lobby or main office, that staff member should direct that person to the

office, either accompanying him or her if possible, and notifying the office of their presence. If a staff member encounters a visitor failing to follow these directives or any visitor acting in a suspicious or abnormal way, the staff member should contact the office immediately. The principal or designee will, if appropriate, issue a lock-down alert. At that time, teachers should lock all classroom doors and move all students away from view from the hall as much as possible, while explaining to the students the reason for the safety precaution. Rooms should remain locked until an announcement is made indicating that the incident has been resolved. Staff will later be given all pertinent details of the situation.

Work Permits

Students who are not 18 years of age are required to obtain a work permit if they wish to be employed. In order to obtain a work permit, a student must show proof of date of birth (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.