2026-2027
Student and Parent Handbook

Central York Middle School

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York, PA 17406

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Gerald Eisner - Principal
Scott Livingston - Assistant Principal
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Dear CYMS Parent/Guardian:

The mission of the Central York School District is to provide educational opportunities through which all learners strive to achieve their full potential.

The Central York Middle School is a structured and caring environment where expectations are clearly defined for over 900 students in grades seven, and eight. Central York Middle School offers a dynamic, balanced, and responsive curriculum reflective of the needs of our learners.

Our staff provides a nurturing child-centered atmosphere where young adolescents can make a gradual transition from dependence to independence. The dedicated staff at Central York Middle School is committed to creating a classroom and school environment, curriculum, and instructional program in an atmosphere alive with learning and exploring.

All parents are encouraged to communicate with school personnel as often as necessary. We promote open communication, honesty, trust, and respect among our staff, parents, and learners. Our school community is one of mutual support and encouragement that contributes to the overall cohesiveness across our middle-level program.

The purpose of this handbook is to provide you with information regarding our procedures and expectations at the Central York Middle School. Students are responsible for adhering to the rules and regulations outlined in the handbook, therefore parents are encouraged to read this handbook.

There is something special at Central York Middle School for every learner. We encourage you to get involved with all phases of the middle-level experience. Have a great year!

Sincerely,

Gerald Eisner
Principal

CENTRAL YORK MIDDLE SCHOOL COLLABORATION STATEMENT

The Central York Middle School administration, faculty, and staff believe a collaborative relationship with parents/guardians is one of the best ways to support learner achievement. Parents/guardians play a vital role in their child's educational experience. There is a direct correlation to success in life when a learner's family emphasizes the importance of working hard, studying, and doing well in school. Since we only have your child for seven hours a day, providing a consistent, supportive environment also helps with learning at home. While a collaborative relationship is our ultimate goal, we do know mistakes can and do occur. If the mistake is ours, we will do our best to communicate with you and will work together to solve the problem. Throughout this process, please continue to model a positive, respectful attitude and tone towards Central York Middle School administration, faculty, and staff to support a unified partnership working together for your child's success.

LEARNER – PARENT/GUARDIAN – SCHOOL COMMUNICATION

At Central York Middle School, we believe in the importance of the communication process with all stakeholders. We believe our process allows for the most efficient and effective way of handling most concerns. Our process begins at the learner/teacher level. We believe that middle school learners need to begin to understand that if they are having difficulties in a particular class, they need to advocate for themselves by having consistent conversations with their teacher. If a learner would feel more comfortable having their counselor help facilitate this conversation, the learner should work with the counselor to assist in scheduling a meeting with the teacher. Additionally, parents/guardians should contact teachers directly when questions arise about a concern with their child's progress. When a learner or parent does not feel their concern has been addressed by a teacher, the next step of the process would be to involve the child's school counselor. Typically, the school counselor would set up a meeting with the teacher, parent, and learner so the concerns can be addressed. As appropriate, the learner's grade-level administrator could be involved in this meeting. If a common understanding cannot be reached in the previously outlined steps, the learner's grade-level administrator or another building administrator should be contacted. As always, in any professional setting, we strongly believe that any communication should be uniformly respectful and allow each party the opportunity to share their perspective.

Summary of Communication Process:

Learner, Teacher
Learner, Teacher, and Counselor - or - Learner, Teacher, Counselor, and Parent
Learner, Teacher, Counselor, Parent, and Grade Level Administrator/Other Administrator
Skyward and Schoology continue to be the main resources as it relates to communication and academic progress. Learners and parents/guardians should consistently check both for grades, assignments, assessments, and other pertinent information.

MISSION STATEMENT
Central York School District provides a high-quality academic experience within a supportive, valued, collaborative community that promotes students' personal growth and the pursuit of their passions and interests.

DISCRIMINATION STATEMENT
Central York School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, gender identity, or handicap/disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudge the facts for either side.

For information regarding civil rights or grievance procedures, contact Ryan Caufman, Assistant to the Superintendent for Finance and Pupil Services at 717-846-6789 ext. 1209 or by email at rcaufman@cysd.k12.pa.us. Title VI, Title VII, Title IX, and ADA Coordinator, at 775 Marion Road, York, Pennsylvania 17406.

This Handbook is printed in English, the predominant language of the majority of the students of the Central York School District. If English is not your predominant language and you need assistance in translating this document, please contact the Assistant Superintendent at 846-6789. Upon request, the document will be translated to your predominant language.

Central York School District es una institucion educativa de oportunidades iguales y en cuanto a sus actividades, programas y normas de empleo prescritos por Titulo VI, Titulo IX, Seccion 504, y el "American Disabilities Act" no discrimina a causa de las raza, color, credo, religion, sexo, orientacion sexual, ascendencia, origen nacional, estado, civil, embarazo, identidad de genero o discapacidad.

S: quisiera informacion con respecto a los derechos civiles o el procedimiento para quejas, dirijase Mr. Ryan Caufman, de Titulo VI, Titulo IX, y el American Disabilities Act, at 775 Marion Road, York, PA 17406, (717) 846-6789 extension 1209, rcaufman@cysd.k12.pa.us.

Se escribe este codigo en ingles que es el idioma principal de la mayoria de los estudiantes del Central York School District. Si el ingles no es su lengua principal y se necesita ayuda en traducir este codigo, dirige su peticion a el Director de Titulo VI, Titulo VII, Titulo IX, y el American Disabilities Act, telefono 846-6789. Al pedirlo, se traducira este documento a su idioma principal.

Any conflict between Board Policy and this Student Code/Handbook shall be resolved in favor of Board Policy.

BELL SCHEDULES 2024-2025

Regular Bell Schedule	
7:45-9:15	HR/Block One
9:15-9:18	Class Change
9:18-10:35	Block Two
10:35-10:38	Class Change
10:38-12:38	Block Three
12:38-12:41	Class Change
12:41-1:58	Block Four
1:58-2:01	Class Change
2:01-2:45	Flex
2:45	Dismissal

2 Hour Delay Schedule	
9:45-10:30	HR/Block 1
10:30-10:33	Class Change
10:33-11:18	Block 2
11:18-11:21	Class Change
11:21-1:21	Block 3
1:21-1:24	Class Change
1:24-2:09	Block 4
2:09-2:12	Class Change
2:12-2:45	Flex

Half Day Schedule	
7:45-8:42	HR/Block 1
8:42-8:45	Class Change
8:45-9:27	Block 2
9:27-9:30	Class Change
9:30-10:12	Block 3
10:12-10:15	Class Change
10:15-10:57	Block 4
10:57-11:00	Class Change
11:00-11:30	Flex

Table of Contents

Free Education and Attendance	8
Activity Bus Schedule	8
Arrival to School	8
Attendance Information	8
Educational Trips	9
Flex Time	9
Illegal Absences	9
Tardiness-Late to School	9
Before and After School	10
Change of Address Information	10
Change of Emergency Information	10
Departure from School	10
Detention	10
Grading	11
Academic Misconduct	12
Honor Roll Determination	13
Interim Progress Reports	14
Late Work Policy	14
Make-Up Work	14
Trimester Grades	14
Promotion	14
Report Cards	14
Homeless Students	14
Learning HUB	15
Library Collection	15
Lockers	15
Medication Procedures	15
Physical Education	16
Safety and Security in Central York School District	16
Plan and Procedures for Emergency Situations	16
Practice of Procedures for Emergency Situations	16
Ongoing, Proactive Security Measures	16
Photo ID	17
School Closing and Delays	17
Standards for Student Participation in Co-Curricular Activities	18

Student Assistance Program 21
Student Conduct 22
Acceptable Use Policy 22
Behavior Management 22
Building Rules of Conduct 22
Bullying, Intimidation, or Extortion 22
Bus Conduct 23
Video and Audio Taping on School Buses 23
Convicted/Adjudicated Delinquent for Sexual Assault 23
Dress Code 23
Drug Abuse 24
Educational Environment 25
Electronic Devices 25
Fun Friday 26
Sexting 26
Smoking and Use of Tobacco Products 26
Student Expression/Distribution and Posting of Materials 26
Student Responsibilities 27
Weapons 27
Student Discipline 28
Contact with Law Enforcement Agencies 28
Exclusions from School 28
Expulsions 29
Formal Hearing 30
Levels of Disciplinary Violations 30
Searches 32
Superintendent Level Hearing 32
Teaching in Teams 32
Textbooks, MacBook, and iPads 33
Videotaping on School Property 33
Visitors 33
Volunteers 33

FREE EDUCATION AND ATTENDANCE

All persons residing within the Central York School District between the ages of 6 and 21 are entitled to a free and full education in the public schools of the district. Parents and guardians of all children between the ages of 6 and 18 are required by the Compulsory Attendance Law to ensure that their children attend school. Students who have not graduated and are attending regularly may not be asked to leave school after they have reached 18 years of age if they are fulfilling their responsibilities as students. However, students who have reached the age of 18 years and who are not attending regularly may be referred to the School Board with a recommendation of permanent expulsion for non-attendance. A student may not be excluded from school or from extra-curricular activities because of being married or pregnant unless it can be medically determined that the activity would be harmful to the health and welfare of the individual. Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951-963), and all other non-discrimination statutes, no student shall be denied access to a free and full public education on account of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, gender identity, or handicap/disability.

ACTIVITY BUS SCHEDULE

The Activity Bus is a wonderful resource and privilege provided by our school district to transport your student close to your area of residence. Central York Middle School will communicate a schedule of stops with the beginning of the year information.

ARRIVAL TO SCHOOL

Students will not be permitted to enter the school building early unless arrangements have been made for their supervision. The principal must approve all arrangements. Students should not be arriving to school before 7:30 a.m. Students should report to Block 1 no later than 7:45 a.m. Breakfast students should go to the cafeteria immediately after exiting the buses. All students should go to Block 1 in a timely manner. A warning bell will sound at 7:40 and a late bell at 7:45. Those students who arrive to Block 1 after the 7:45 bell will be marked as tardy. This would be considered an unexcused tardy to school.

Parents who wish to drop off their student at school must drop off the student at, or prior to 7:40 a.m. This will allow appropriate time for the student to arrive at their Block 1 prior to the start time of 7:45. Arrival at, or after 7:45 may be considered an unexcused late arrival to school.

ATTENDANCE INFORMATION

Students may be excused from school in the event of illness, death in the immediate family, quarantine, or for other exceptional reasons determined to be urgent by the school authorities in accordance with school law. Please see Board Policy 204 for more information on what constitutes an excused absence.

1. The parent or guardian is requested to telephone the school by 9:00 a.m. or submit an absence in Skyward when their child is absent, stating the nature and possible duration of the illness.
2. If an absence is not reported within five (5) days, it becomes an unexcused absence, and the work missed during the absence may not be able to be made up.
3. Students absent for 5 or more consecutive days are required to provide a doctor's note. Failure to do so will result in the absences being marked as unexcused.
4. After 10 cumulative days of absence due to illness, the school may require a physician's statement for any future absence. Written notice of this requirement is sent to the parent or guardian upon accumulating 10 absences.
5. An emergency excuse is needed whenever a student leaves for an appointment. The parent or guardian, must enter in Skyward or provide a signed note for early dismissal. The note must include the phone number where the parent can be reached.
6. By law, when a child has a total of three days of unlawful absences, a legal notice will be served on the parent or guardian as a warning of legal action the District must take when the student is absent

unlawfully for six or more days. If the student incurs additional unexcused absences after issuance of the notice and a school attendance improvement plan conference was not previously held, district staff shall offer a time for this conference to occur. When additional unlawful absences amount to six or more days, the parent and/or student will be referred to the District Magistrate for court action or to Children and Youth, depending on the age of the child. All students participating in school-sponsored activities, games, events or trips, regardless of the hour of completion or return, are expected to be at school.

EDUCATIONAL TRIPS

Central York School District has a policy regarding educational trips from school. **Applications for approval can be obtained from the school office or district website. Forms should be submitted two weeks prior to the trip.** Please see Board Policy 204 for more information on what constitutes an educational trip.

FLEX TIME

Flex Time runs each day from 2:01-2:45 p.m. and is designed to provide students with the opportunity to select activities that meet their needs on the specific day that they require the activity/support. Students are assigned to a specific flex classroom as part of their daily schedule, but students have the ability to go to another teacher's classroom for academic support, homework help, test prep, and/or clubs.

ILLEGAL ABSCENCES

Students under the age of 18 are required by state law to attend school. Appropriate aspects of state law will be enforced, including fines, for students who do not attend school regularly. Students 18 years of age or older and who are not attending school regularly may be referred to the school board with recommendation of permanent expulsion for non-attendance. Teachers do not provide make-up work. Failing grades will be given for all missed work. See Board Policy 204, attendance, for additional information about consequences and proceedings for unlawful absences.

A student is considered "habitually truant" when the student has been absent for six (6) or more days during the current school year without a lawful excuse. Refer to Policy 204 for truancy procedures.

Under Act 47 of 2025, a student who is considered habitually truant, as defined above and in Policy 204, may not transfer to a cyber charter school during the school year. A transfer may only occur if a judge determines that the transfer is in the best interest of the student.

TARDINESS/LATE TO SCHOOL

Students who report to their Block 1 after 7:45 a.m. are considered tardy. A tardy is considered unexcused if it is not due to an illness, family emergency, or impassable roads. A parent or guardian must submit a tardy via Skyward or a written note stating the reason for the tardiness. If a student arrives without a written note, the tardiness will be unexcused. Tardiness may be excused for the following reasons: illness, medical or counseling appointments, a traffic accident in which the student was involved, a bus delay, extreme weather conditions, or a family emergency with documentation and verification from a parent or guardian. **Excessive (10 or more) excused tardiness to school will be evaluated by the administration and may require a doctor's note for further occurrences. The determination of excused or unexcused status will be at the discretion of the administration. Appropriate disciplinary action may begin when (5) unexcused tardies to school have accumulated. Arrival to school after 11:00 a.m. will be considered a half-day absence.**

BEFORE AND AFTER SCHOOL

1. No student should be in the building before 7:30 a.m. unless their bus arrives early or they have been issued an early pass at the request of a teacher or parents. Students participating in supervised school activities may be in the building before 7:30 a.m.
2. No student should be in the building after 2:46 p.m. unless requested by a teacher or participating in a *supervised activity*, which requires attendance after dismissal.
3. Any student who remains for after-school detention must leave the school building upon detention dismissal. No student will be re-admitted into the building or on school property after detention is dismissed unless they are attending a school activity. Any student who serves an In-School Suspension on a given day are also not permitted to attend any after-school activity or return to school property to attend any school-sponsored activity.

CHANGE OF ADDRESS INFORMATION

Any time you move within our district we will need to verify that you are still a resident of our school district. You will need to fill out the Proof of Residency form and submit supporting documentation. Contact the counseling office prior to your move to obtain this form.

CHANGE OF EMERGENCY INFORMATION

Any updates or changes to the Emergency Contact information should be handled through the counseling office or submitted through Skyward.

DEPARTURE FROM SCHOOL

Students departing by bus will proceed at 2:46 p.m. to the front or back of the building. Notices are posted throughout the building to let the students know where their bus will be located. Students who are departing by private vehicle must do so from the front of the building. Parents or guardians must park in the parking lot and wait for the student to cross at the crosswalk and proceed to the vehicle. Walkers may exit the building via the exit that is closest to their locker. Parents need to notify the school if there is a change in transportation at any time throughout the school term.

If a student is staying after for a school/PTO sponsored activity and there is no activity bus, the student must make arrangements with a parent/guardian prior to the activity.

Students who are picked up more than 15 minutes late may be ineligible to participate in any future after-school activity and/or event for the remainder of the school year.

Students may not depart any activity or event early without a parent/guardian coming into the building and notifying office personnel that the student will be leaving.

The driver of the bus has the authority to direct students with regard to bus behavior and to assign seats where appropriate. Behavior infractions will be reported to the appropriate administrator. In the event that behavior is such that it is, in the judgment of the driver, unsafe to proceed, the driver can stop the bus in a safe area and request assistance from the police and/or the appropriate school administrator. No playground balls, skateboards or sports equipment (non-school team) will be allowed on school buses.

DETENTION

Detention is held from 2:45 p.m. to 3:45 p.m. Monday through Thursday. It is the responsibility of the parent to provide transportation no later than 3:45 p.m.

Failure to attend detention sessions as scheduled may result in the assignment of additional detentions or suspension.

GRADING

Students will receive a percentage as a grade on their report card at the end of each trimester and as a final course grade. GPAs will be converted to a 4.0 grading scale at the end of each trimester and at the end of the school year. The average percentage for the course must be at least 65% to earn credit for the course. Any average percentage below 65% is failing. A final grade will be calculated through the average of all trimester grades.

Grade	Range
A	90% - 100%
B	80% - 89.9%
C	70% - 79.9%
D	65% - 69%
Failing	Less than 65%

Percentage to Quality Point Conversion Chart

Percentage	Regular Quality Points
100	4.000
99	3.933
98	3.867
97	3.800
96	3.733
95	3.667
94	3.600
93	3.533
92	3.467
91	3.400
90	3.333
89	3.267
88	3.200
87	3.133
86	3.067
85	3.000
84	2.900
83	2.800
82	2.700
81	2.600
80	2.500
79	2.400
78	2.300

77	2.200
76	2.100
75	2.000
74	1.900
73	1.800

72	1.700
71	1.600
70	1.500
69	1.400
68	1.300
67	1.200
66	1.100
65	1.000
64	0.000

ACADEMIC MISCONDUCT
Maintaining academic honesty is essential, and actions – including but not limited to – cheating, copying other students' work, presenting someone else's work as their own, plagiarizing, or using unauthorized aids, including AI, in assessments and assignments, are strictly prohibited and will not be tolerated.

Definitions:
Cheating: using or attempting to use unauthorized assistance, materials, or study aids in examinations or other academic work. This includes using technological assistance to complete assignments or assessments without permission from the teacher.

Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment or using technological assistance such as Artificial Intelligence.

Facilitating academic dishonesty: knowingly helping or attempting to help another violates any portion of this code.

Artificial intelligence (AI) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.

The Central York School District encourages students to create content with an expectation that the work has been developed on their own or that credit is given to those who did create the work.

- Students will not share personal information when online or using artificial intelligence (AI).
- If AI tools are utilized, students will communicate how AI tools are used and include appropriate citation and/or documentation of AI contributions.
- AI-generated content or other sources cannot be claimed as students' own work and submission as such is in violation of academic honesty.

- Artificial Intelligence will only be used to support learning with teacher authorization. Please see the table below for the parameters associated with the use of AI for school work.

- It shall be implied that students may not use AI in the completion of school work and assignments unless explicitly directed by their teacher.

0	No AI Use	The assignment is completed independently without the assistance of AI	No disclosure required.
1	AI-Assisted Idea Generation	AI is used for brainstorming and generating ideas only.	No disclosure required.
2	AI-Assisted Editing	AI is used to edit or refine student work, but not to generate content.	Student must disclose how AI was used.
3	AI for Specified Task Completion	AI is used to complete certain elements of a task or part of a project with human oversight and evaluation of all AI generated content.	Student must disclose how AI was used.
4	Full AI Use with Human Oversight	AI may be used throughout the assignment. The student is responsible for providing human oversight and evaluating the AI generated content.	Student must disclose how AI was used.

The Board permits the use of AI detection tools, so long as use complies with Policy 815.1 and its implementing regulations, as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

Consequence: All incidents that violate the academic dishonesty code will result in the following:

1. The teacher will notify the student's parents by phone, and if unable to contact them by phone, will notify by email.
2. The teacher will discuss the offense with the student and provide expectations for future assignments/assessments.
3. **For the first offense:** The student will be required to repeat the assignment, or an alternate assignment, with a maximum grade possible to earn 70%, and the grade level administrator notified.
4. **For subsequent offenses:** Having received such notice from a teacher, any student who violates these standards is subject to discipline, including a grade of zero on the work or assignment, detention, suspension, or expulsion depending on the nature of the violation

NOTE: Any academic misconduct involving technology or the internet will also trigger the above consequences, as well as consequences under the Acceptable Use Policy (AUP). Please refer to Board Policy 815 for the AUP.

HONOR ROLL DETERMINATION

A student makes the honor roll or distinguished honor roll based on the trimester GPA.

Honor Roll
3.0 trimester GPA and no grades below 70%

Distinguished Honor Roll
3.467 trimester GPA and no grades below an 80%

INTERIM PROGRESS REPORTS
Interim progress/grade reports are available through Skyward.

LATE WORK POLICY
- Teachers shall set due dates and deadlines for all marked work that will be part of the student's grade.
- If major projects or major assignments are handed in late, the work may be penalized. The penalty shall not exceed 10% per day. No points will be awarded if the assignment is more than five days late. Major projects/assignments are defined as those activities that include benchmarks or stages of development.
- Teachers may exempt students from penalties.
- Care should be taken to ensure that penalties (if needed) do not distort achievement or motivation.
- Any penalty for daily work (out-of-class assignments or homework) will be assigned, and the maximum possible grade will be 65% for the assignment.

MAKE-UP WORK
It is the responsibility of the student to contact their teachers the day the student returns from an absence about their make-up work. The policy for make-up work is as follows:
1. The student has the number of days to submit missed work equivalent to their absence. For example, if a student was absent on Monday, the work missed would be due on Wednesday, giving the student 1 school day to submit assignments.

TRIMESTER GRADES
As a safety feature for student success, a student cannot earn less than 55% during the first two trimesters. A student will receive the grade (percent) that they earn during the third trimester, regardless of the grade (percent) earned. This only applies to courses that meet all year long.

PROMOTION
In the event that a student does not achieve in accordance with grade expectations, the decision to retain shall be made by the principal, in consultation with the school counselor and teachers. All decisions to promote or retain will be made with the welfare of the student as the primary consideration.

REPORT CARDS
Report cards will be available every 12 weeks through Skyward at the end of each trimester.

HOMELESS STUDENTS (McKinney-Vento Homeless Assistance - Policy #251)
Central York School District recognizes its obligation to ensure that homeless children and youths have access to the same educational programs and services provided to other District students. The District Homeless Liaison along with school staff shall identify homeless children and youths within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. Policies, procedures, and administrative regulations that create barriers to enrollment, attendance, transportation, and success in school for homeless children and youths, may be waived.
Homeless children and youths are defined as individuals lacking a fixed, regular, and adequate nighttime residence, which includes the following conditions: sharing the housing of other persons due to loss of housing,

economic hardship, or a similar reason; living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; living in emergency or transitional shelters; or are abandoned in hospitals; having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children. Resident families are encouraged to contact their school counselor, building principal, or District Homeless Liaison (Assistant Superintendent of Schools - 717-846-6789, ext. 1202) to discuss their situation. Families new to the district should speak with their building Registration staff during their registration appointment. Refer to Policy 251 for additional information.

LEARNING HUB

The HUB is an excellent facility, which is open for use by all students. Students may use it during flex periods, for classes in conjunction with assignments, and at their leisure with permission from a teacher. Students must have a pass from a teacher to report to the HUB.

Book Checkout Rules:

- Books are checked out for two weeks.
- Students may have a total of two books at one time.
- Students ALONE are responsible for their HUB books. No one will remind them when to return books.
- Books not returned on time are overdue. Fines for each book are 10¢ a school day. If the student was absent when the books were due, the HUB assistant must be informed the day the books are returned.
- Books may be renewed for an additional two weeks.
- No students are allowed to checkout any books if that student has an overdue book or fine. After one week of being on the overdue list, that student is not permitted in the HUB without a written pass.
- Remember - return an overdue book to stop the fine from increasing. Fines do not have to be paid immediately.

LIBRARY COLLECTION

The Central York School District recognizes a parent's right to support the selection of library materials for their student. Policy 109.1, Library Resources, outlines procedures for parents to follow if they wish to provide guidance for their individual student in regard to the checking out of school library resources. Parents wishing to exercise this option, should consult Board Policy 109.1 on the District website, or contact their child's building administrator or librarian to obtain the appropriate form.

LOCKERS

Lockers are the property of the Central York School District and students are specifically advised that they should have no expectation of privacy with respect to their use of such lockers which are subject to random, periodic, and/or sweeping inspections and searches (including the use of certified scent dogs) by the administration. **Students need to provide their own locks, and the school is not responsible for lost or stolen items.**

MEDICATION PROCEDURES

Medications (including over-the-counter medicines and homeopathic remedies) should be given at home if at all possible. If it is absolutely necessary for medications to be given during the school day, the parent/guardian must first provide (1) written parent consent using the Medication Order Form obtained from the school nurse or District website, and (2) a written order of the prescribing physician. No medication will be administered unless both documents are provided. Medication orders and parental consent must be renewed at the beginning of each school year. All medication shall be brought to the nurse's office or school office by the parent/guardian or responsible adult in the original pharmacy-labeled container. Unlabeled bottles will not be accepted. Please

notify the school nurse of any changes in your child's medical history or if you have any questions regarding medication distribution. Students will be responsible for reporting to the school nurse's office and/or building office at the time the medication is to be given. Students are not permitted to carry and self-administer over-the-counter medications. In some cases, students may be permitted to self-administer emergency medication, such as an inhaler, with prior approval. See Board Policy 210, Use of Medications, and Policy 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors for additional information. Failure to comply with these procedures may result in discipline.

PHYSICAL EDUCATION

1. ***Students should not bring their valuables to their physical education class. The school does not assume responsibility for lost or stolen items.***
2. No students are allowed in the locker room without written permission from a staff member, unless involved in a physical education class, or participating in a school sport.
3. Food and drinks are not permitted in the gym.

Safety and Medical Excuses:

No platform shoes, slip-on shoes, or sports sandals will be allowed. All sneakers must be tied or fastened SECURELY to support the foot and ankle. No jewelry may be worn and no gum or candy may be in the mouth during class. All excuse notes must be taken to the school nurse before Block 1. Students should take all necessary precautions prior to physical education class including taking any necessary medication as directed, eating small healthy meals and maintaining proper hydration.

SAFETY AND SECURITY IN CENTRAL YORK SCHOOL DISTRICT

Central York School District considers the safety and security of our students, faculty, and staff to be of the utmost importance. We strive to create a learning environment that protects the health and safety of **ALL** of our students and employees. The following information details several of the District-wide safety and security measures in place to help safeguard our school community.

PLAN & PROCEDURES FOR EMERGENCY SITUATIONS

- The district has a detailed Emergency plan that is shared with all administrators, faculty, and staff. The Emergency Plan includes specific protocols for safeguarding students, faculty, and staff during a crisis. This plan is reviewed routinely with local and regional law enforcement agencies to ensure we are following proper protocol and best practices in emergency response.
- The District has a Crisis Response Team designated in each school building. This team includes faculty, staff, and administrators who are trained in responding to school emergencies.
- The District has in place protocols for external and internal lockdown situations and has trained its administrators, Crisis Response Teams, and faculty and staff on how to respond during each situation to best ensure the safety and security of our students and employees.

PRACTICE OF PROCEDURES FOR EMERGENCY SITUATIONS

- The District Administration regularly reviews the Emergency Response Plan with building administrators, who in turn review the plan with their faculty & staff on an annual basis.
- The district conducts intruder drills, in cooperation with local law enforcement officials, in each school on an annual basis.

ONGOING PROACTIVE SECURITY MEASURES

- All exterior doors to ALL District buildings are kept locked.

- Any visitor to any District school or building must be identified and admitted by a designated staff member. **NOTE: All visitors will be asked to produce a current PHOTO ID before being admitted to the building.** If you have any questions about acceptable forms of PHOTO ID, please contact your school's building principal for more information. See Policy 907, School Visitors, for additional information**.**
- All classroom and interior doors in our schools have the ability to be locked in case of an intruder or internal emergency that necessitates a lockdown.
- In 2018, the General Assembly passed Act 44 mandating the establishment and use of the Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a life-saving and changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.
- Central York School District has been using S2SS since January 2019 and has trained all students in Grades 7-12 on the availability of the system, in accordance with the PA mandate. The system is available for tip reporting for parents/guardians of ANY Central York School District student. It also replaces the "Panther Hotline," which was formerly available via our automated attendant through our main district number. To submit a tip, parents/guardians or students may download and use the Safe2Say App (available for free in the iTunes App Store), submit a tip via the website, www.Safe2SayPA.org, or call directly 1-844-723-2729.
- In 2021, Pennsylvania law required school administrators to establish a Threat Assessment Team (TAT), which may include but is not limited to administration, school counselor, school social worker, school nurse, and school psychologist. Under Act 18…"Each school entity shall establish at least one (1) team… for the assessment of an intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others." The TAT is also responsible for assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs as provided under section 1526 of the PA. school code, 24 PS sec. 15-1526. Refer to Policy 236.1 for additional information.

PHOTO ID

Central York School District considers the safety and security of our students, faculty, and staff to be of the utmost importance. We strive to create a learning environment that protects the health and safety of **ALL** of our students and employees.

The District requires any visitor to our school or facilities to produce and show current PHOTO ID before he or she will be permitted to enter a District building and/or pick up a student from school.

If you have any questions about acceptable forms of PHOTO ID, please contact your school's building principal for more information. See Policy 907, School Visitors, for additional information.

SCHOOL CLOSINGS AND DELAYS

There are times throughout the school year when Central York School District schools may be closed or have a delayed start time due to inclement weather or emergency situations.

In case of a school closing or delay, parents and guardians will be notified in the following ways:

- Parent Notification System: All parents and guardians will receive a notification message advising them of any school closings or delays. Calls are scheduled to be received shortly after 6 AM on the morning of the delay or closure

- District Website: Updates on school closing and delays are posted on the District website's homepage and on all school websites by 6 AM on the morning of the delay or closure.
- Social Media: The district maintains a Facebook page, X Account, and Instagram account, and posts information on school closings or delays on both of these sites
    - To follow the District on X, subscribe to www.twitter.com/centralyorksd.
    - You can subscribe to receive Facebook updates by "Liking" the Districts page at www.facebook.com/centralyorksd.
    - To follow the District on Instagram, you can subscribe to our page at @centralyorksd.

  Local TV & Radio News Stations: School closings & Delays are reported to major Radio & TV News Stations covering our areas, including WGAL-TV Channel 8, ABC 27 News, CBS 21, and FOX 43 News (TV) and WARM 103, WROZ 101.3 and WSBA AM 910 (Radio).

STANDARDS FOR STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES IN THE CENTRAL YORK SCHOOL DISTRICT

All students in the Central York School District are encouraged to participate in co-curricular activities. Through participation, a student has an opportunity to develop skills, build positive relationships and gain a sense of self-satisfaction, accomplishment, and pride. **Participation is a privilege and demands responsibility on the part of the student.** Please refer to Policy 122 (Extracurricular Activities) and 123 (Interscholastic Athletics), and for additional information.

DEFINITION OF A PARTICIPANT

A participant is a student who has met all eligibility requirements for the co-curricular activity established by the Central York School district, the Pennsylvania Interscholastic Athletic Association (PIAA), or the York Area Interscholastic Athletic Association (YAIAA); agrees to participate under the terms and conditions set forth by these standards; and has provided the required verifications. The building principal shall make the final determination of student eligibility.

PERIOD OF ELIGIBILITY

The regulations set forth in these standards will be in effect from the first date that the participant becomes involved with the activity and continue through the last day of the activity. In the case of athletic teams and activities, which are seasonal, the period will normally extend from the first to the last day of that specific activity. During the period of application, these rules will apply on a twenty-four (24) hour, seven (7) day a week basis. In activities, that are both curricular and co-curricular, i.e., band, and chorus, the suspension will be from the co-curricular program only.

PHILOSOPHY STATEMENT

In recognition of the importance of the total development of the student, the secondary schools of the Central York School District shall, to the extent possible, provide a comprehensive program of co-curricular activities. The success of the co-curricular activities program depends upon each individual in the program developing the student's potential to the fullest and accepting responsibility for the group as a whole. To this end, participants in the co-curricular program shall be held to these standards of conduct.

PROCEDURE OF THE ENFORCEMENT OF STANDARDS

The participant or parent will be provided with substantial evidence regarding alleged violations before a penalty is imposed. Following the imposition of any penalty, the participant or parent may initiate an appeal to the building principal.

I. Standards

As a student participating in any co-curricular activity in the Central York School District, I agree to abide by the following rules of habit and conduct. I will:

A. Treat opponents, Officials, Coaches, Directors, Advisors, Judges, other participants, and spectators with respect. I recognize that I represent the Central York School District and must behave accordingly.
B. Refrain from the use of all alcohol, nicotine, or controlled substances in any form, other than those as prescribed by a physician.
C. Strive to maintain the highest academic average that I am capable of in all my courses in school.
D. Be responsible for all uniforms or parts of uniforms and any equipment that has been assigned to me. Failure to return the same at the end of the co-curricular season/activity means that I will not be allowed to participate in other co-curricular activities until the articles are paid for or returned.

II. Academic Eligibility

To be eligible for participation in a co-curricular activity, a student must pursue a full-time curriculum and must be passing a minimum of 75% of their credits. In most cases, this means that a student cannot be failing more than one core subject. Eligibility shall be determined on a weekly basis. Students who do not meet this academic requirement on a weekly basis will be placed on probation.

When student grades are reported and reviewed each Monday, if it is determined that a student is ineligible, he or she will be ineligible from that Monday through Sunday of the next week for a total of 7 days. EXAMPLE: On Monday – a student is reported ineligible. On Monday, the student begins the 7-day ineligibility period. During the period of ineligibility, the student will be permitted to practice but may not participate in athletic contests or public performances. Students involved in activities that do not have public performances may not participate in that activity for the ineligible period (i.e. Student Council, etc.) A student will be removed from the remainder of any co-curricular activity for the remainder of that season/length of activity if the student is on the weekly ineligibility list (3) three times during the season.

At the end of the each trimester, students failing (2) two or more classes will have a fifteen school day ineligibility period which will begin at report card distribution. Students failing (2) two or more classes in trimester three will acquire their ineligibility period for the start of the next school year or sports season they participate in.

Students involved in non-athletic activities will be permitted to practice but not perform in public performances. Upon regaining eligibility, it will be at the discretion of the Director/Advisor if the student may participate in the remainder of the activity. In the event the activity does not have public performances, the student will not be permitted to participate in the activity for the probation period.

III. Attendance Requirements

Students who participate in co-curricular activities will be expected to maintain regular school attendance.

A. To be eligible to participate in a contest/practice/public performance/activity on any given day, the student must report to school by 10:30 a.m. A student arriving after 10:30 a.m. because of an illness or other reason may be permitted to participate with proper documentation in Skyward and/or a written note from parent/guardian.

B. Students who have 3 unexcused tardies will be suspended from the next athletic contest. Students involved in non-athletic activities will be suspended from participating in the next two activities/rehearsals.

IV. Rules and Regulations

The following guidelines have been formulated concerning the conduct of students involved in all co-curricular activities:

A. The use or distribution of alcoholic beverages or controlled substances including anabolic steroids not prescribed for a valid medical purpose by a physician is prohibited.

ACTION: Immediate removal from any co-curricular Activity for the remainder of that season or year's activity.

B. The use or possession of tobacco products:

ACTION: First Violation: A one-week suspension from any co-curricular Activity. The student will not be permitted to participate in any practices or contests for the period of the suspension.
Second Violation: Removal from any co-curricular activity.

C. Stealing of equipment or personal items is prohibited:

ACTION: Removal from any co-curricular activity for the remainder of that season or year's activity, and restitution for items.

D. Suspension from school (In-School and Out-of-School Suspensions)

ACTION: Students are not permitted to participate in any co-curricular activity nor be spectators at school-sponsored events on the days of suspension, ending at midnight of the last day of suspension. In addition, when returning from ISS/OSS the following guidelines are in place upon students returning to practice:

- 1st ISS/OSS offense – Athletes will miss the first event upon return to the team after suspension. If a student receives a 2nd OSS they will be removed from the team.
- 2nd ISS offense – Athlete will miss the next 2 events upon return to the team after suspension.
- 3rd ISS offense – The athlete will be removed from the team.
- 10-day suspension – The Athlete will return to play at the Coach's discretion.

E. Any behavior unbecoming of a Central York student is justification for disciplinary action at the discretion of Coaches/Directors/Advisors or school administration and will be considered a violation of these standards. Examples, but are not limited to Violence and acts of violence, lying, cheating, profanity, unsportsmanlike conduct, disrespect, or any inappropriate behaviors in the school setting. Coaches/Directors/Advisors will administer appropriate disciplinary action and confer with the Athletic Director and/or school administration concerning student misbehavior.

F. PIAA and YAIAA rules stipulate that if an athlete is disqualified from an event due to unsportsmanlike conduct, he or she will also be suspended from the next interscholastic contest. Likewise, inappropriate behavior at an event for other activities covered under this document may result in a similar suspension.

STUDENT GOVERNMENT

The name of the student government shall be "Student Council." It shall consist of no more than 12 representatives per grade level. Seventh and eighth-grade representatives are elected in the spring. The officers of the council shall be President, Vice President, 1- 2 Secretaries, and Treasurer. These officers will be elected in the spring of the preceding school year.

The objectives of the Central York Middle School Student Council are to:

1. Give students the opportunity to discuss policies and to make suggestions and recommendations for the improvement of these policies.

2. Give students the opportunity to organize extracurricular activities for educational and recreational purposes.
3. Give students opportunities to learn the democratic procedures and current methods of parliamentary procedures under Roberts' Rules of Order.

Faculty advisors will sponsor the Student Council.

INTERSCHOLASTIC ATHLETICS
Interscholastic sports at Central York Middle School include the following: football, girls and boys basketball, wrestling, girls and boys track, girls and boys soccer, cross country, field hockey, and girls volleyball. These are open to seventh and eighth-grade students. Students participating in interscholastic activities are required to have insurance coverage through a family plan or the school.

MUSIC PARTICIPANTS
Participation in extra-curricular music events is a privilege. While many after-school events are part of our curriculum, such as concerts, there are always additional events that fall outside the scope of the curriculum, such as reward trips, etc. We have high expectations for conduct and accountability throughout the year, and as such, any student who receives two (2) or more In-School Suspensions or two (2) Out-of-School Suspensions will be excluded from participation in said trips, i.e. end of year reward trips, etc.

INTRAMURALS
The intramural program is designed to fit into the middle school philosophy of allowing all students to participate in a variety of activities no matter what their ability levels may be. Intramurals offered include but are not limited to, athletics, academics, technology, family science, art, etc. Both mutual student and faculty interests determine offerings. If an intramural runs until 5:00 p.m., the activity buses are available to those who stay for intramurals. A permission form, signed by a parent or guardian, is required prior to participation.

STUDENT ASSISTANCE PROGRAM

What is the Student Assistance Program?
Central York Middle School offers a program of support and assistance for students who have difficulty with drug and alcohol abuse, mental well-being, and other high-risk behaviors. A trained team of school personnel and representatives from local Drug and Alcohol and Mental Health agencies are available to provide confidential, caring counseling. Contact the Counseling Department to find out more about this program.

Central York Middle School has developed a student assistance team called SAP which is comprised of school personnel who are specially trained to work with these students. The program is a systematic response to a student's problems.

How does SAP operate?
The student assistance team receives referrals from parents, students themselves, other school students, and personnel, and conducts a pre-assessment to determine the need for action. A referral is made by contacting the student's school counselor or any member of the core team.

After receiving a referral, the SAP Team gathers information from other members of the professional staff who have contact with the student. An interview is then conducted with the student and in some instances with the student’s parents or guardians. The SAP Team next meets with the student and family to present recommendations based on all information that has been gathered. The SAP Team continues to monitor and provide support for the student.

Formal assessments, if indicated, are provided by consulting counselors from community agencies. These individuals work closely with the team and make recommendations for appropriate action to be taken. These actions may include referral for treatment within a mental health or drug/alcohol agency.

Confidentiality between the student and school personnel will be respected and maintained for the best interests of the student. The intervention team at Central York Middle School believes that it can make a difference and it is dedicated to making that difference.

STUDENT CONDUCT

ACCEPTABLE USE POLICY

All students and their parents/guardians must read, sign, and agree to and abide by the district's Acceptable Use Policy (Policy 815) before using school-issued electronic devices (such as laptops, netbooks, or other mobile devices) to perform classroom or school work and/or access the Internet through any of the district-maintained networks. Please note: The Acceptable Use Policy also governs student use of personal electronic devices to access the district-maintained networks from those devices during school hours. A student who violates the Acceptable Use Policy may lose computer/network privileges and may incur disciplinary consequences.

BEHAVIOR MANAGEMENT

The Public-School Code of Pennsylvania gives every teacher, assistant principal, and principal the right to exercise the same authority as to the conduct and behavior of students in the school during the time they are in attendance, including the time required in going to and from their homes, as parents, guardians, and persons in parental relations may exercise over them. The use of corporal punishment for the purpose of controlling or modifying student behavior is forbidden. For the purpose of this provision, corporal punishment is defined as any physical contact, that would be intended to inflict pain and cause physical injury to a student and would include paddling and spanking.

When a student is at risk of self-injury injuring others or damaging property, and when other behavioral deterrents have failed school personnel may use the use of physical restraint. Behavior management techniques, strategies, and procedures will be used to the extent necessary to ensure that schools are not disrupted by inappropriate student behavior. Refer to Policy 218 for additional information.

BUILDING RULES OF CONDUCT

1. Any student absent from school may not attend or participate in any school function on the day of their absence without administrative approval.
2. After arriving at school, either by school bus or private transportation, students must remain on school property until dismissed. Failure to do so will be considered truancy and may result in appropriate disciplinary action.
3. Students are not permitted to carry or ride skateboards, scooters, etc. during school hours.
4. Deliveries of food to students from commercial vendors and or parents are not permitted. Any other type of delivery must go to the office. Throwing food in the cafeteria will result in disciplinary action. The administration reserves the right to inspect any open containers.
5. Students shall refrain from inappropriate or excessive displays of affection while on school property, a conveyance to or from school property or event, or while generally under the jurisdiction of the school.

BULLYING, CYBERBULLYING, OR EXTORTION

The school will not tolerate actions by students, which could fall under the classification of bullying, intimidation, or extortion. These acts often lead to greater violence. Not only do they harm the intended victims, but they also affect the climate of the schools and the opportunities for all students to learn and achieve in

school. Students must be taught that the individual rights of other students will be safeguarded. Bullying may be physical, verbal, emotional, or sexual in nature, or occur via the Internet through cyberbullying. Please refer to Policy 249 for additional information.

BUS CONDUCT

Proper student conduct on school buses is essential to the health and safety of all students. Persistent misbehavior on the part of any pupil will result in the revocation of the privilege to ride the school bus. Should a student lose the privilege, it becomes the responsibility of the parent or guardian to provide transportation.
The following rules regarding bus behavior will apply:

- Pupils must be loaded and unloaded only at school loading stations and designated bus stops approved by the school board.
- Pupils should proceed quickly and in an orderly fashion when boarding/exiting the bus.
- Pupils must maintain an acceptable level of noise and refrain from singing, shouting, or cheering so as not to distract the driver.
- Pupils must remain seated while the bus is in motion.
- Pupils must not extend arms or other body parts out of windows.
- Pupils must not throw objects inside the bus or out the windows.
- The aisle must be kept clear; books and other belongings should be held by the students, or properly stowed out of the way.
- Pupils must be on time at bus stop locations at home and school. They should leave home in time to reach the bus stop FIVE minutes before scheduled pick-ups and avoid playing or loitering on the highway when waiting for the bus.
- Pupils are not permitted to leave the bus except at their regularly assigned stops unless they have written permission from a school administrator.
- After arriving at school either by school bus or by private transportation, students must remain on school property until dismissed.
- Pupils must not bully other students or the bus driver.
- A note from a parent, approved by the office, is needed to ride a different bus.

VIDEO AND AUDIO TAPING ON SCHOOL BUSES

The Central York School District contracts with a third party to provide student transportation. The company utilizes video camera systems on school buses and vans. The third party or the school district may use the captured images and audio to support disciplinary action for inappropriate behaviors. Refer to Policy 810.2 for additional information.

CONVICTED/ADJUDICATED DELINQUENT FOR SEXUAL ASSAULT

Policy 218.4 requires any District student convicted or adjudicated delinquent of sexual assault upon another District student, to immediately, within 72 hours of the conviction of adjudication, notify the District. Upon notification, the District must implement specific measures as outlined in Board Policy 218.4.

DRESS CODE

Students may dress or wear their hair in any fashion, which suits their individual taste, providing such dress is within reasonable limits of decency, morality, and propriety. Standards of cleanliness and personal hygiene must be maintained. Any dress that causes a safety hazard or is disruptive to the educational process is prohibited. Clothing intended for outerwear (coats, hats, rainwear) shall not be worn during the school day unless under emergency circumstances approved by the principal. Undergarments must be covered. Additionally, students are encouraged not to wear valuable clothing or jewelry to school as any loss or theft is not covered by school insurance. The administration of each building has the ultimate responsibility and authority to enforce the dress code guidelines, which are appropriate in the educational setting. This dress code applies to all school-

sponsored events including, but not limited to, dances, co-curricular events, etc. Exceptions may be made to this dress code based on religious or cultural restrictions with appropriate documentation. Refer to Policy 221 for additional information.

Examples of the types of dress determined to be disruptive or hazardous are:

- Skirts, dresses, or shorts worn shorter than mid-thigh.
- Clothing with ornamentation that will scratch or mark furniture, or presents possible danger of injury to the wearer or others (chains, studded bracelets or belts, or other items not commonly sold or accepted as clothing or jewelry).
- Bare feet.
- Tank tops, tube tops, halter tops, low-cut shirts (front, back, and sides), or mid-level revealing shirts.
- Clothing revealing the mid-section of the body.
- Clothing or personal items that display slogans and/or pictures that are suggestive of the use of alcohol, drugs, tobacco, obscene language, lewd or illegal behavior including violence and weapons.
- Transparent and/or immodest clothing.
- Hats, hoods, sunglasses, and masks (except approved face coverings required for public health reasons) are worn in school buildings. Students may not wear hoodies over their heads during the school day.
- Any apparel or manner of grooming that is disruptive to the educational program by denoting membership in groups that advocate behaviors contrary to this Code of Conduct and the orderly operation of the school.
- Sleepwear, including slippers, blankets, and pajama pants.
- Clothing with holes above mid-thigh.
- Clothing or personal items containing images, language, or content, which is plainly lewd, vulgar, or offensive or which causes or is reasonably predicted to cause substantial disruption to the school environment.

DRUG ABUSE

The school board finds that the possession, use, distribution, or delivery of controlled substances, "look-alike" drugs, and alcoholic beverages at school or while engaged in activities subject to the control by the school district is a matter of great concern and potentially injurious to the health, safety, and welfare of students. Students are prohibited from knowingly possessing, using, transmitting, manufacturing, or being under the influence of any controlled substance, "look-alike" drugs, or alcoholic beverages. Students are also prohibited from knowingly possessing, using, transmitting, or manufacturing medical marijuana.

For the purpose of this section, the following definitions will apply:

- Alcoholic Beverage - An alcoholic beverage is any intoxicating liquor, wine, or brewed or malt beverage regulated under the Liquor Code of the Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, Art. 1, Section 101, Et Seq., as amended.
- Controlled Substance - A controlled substance is any substance the possession, use, or delivery of which is regulated by the Controlled Substance, Drug, Device, and Cosmetic Act of the Commonwealth of Pennsylvania, Act of April 14, 1972, P.L. 233, No. 64, Section I, Et Seq., 35 P.S. Section 780-101 Et Seq.
- "Look-alike" Drug - A "look-alike" drug is a non-controlled substance that has a stimulant or depressant effect on human beings and/or substantially resembles a controlled substance in appearance. This includes Juuls and e-cigarettes as defined in Policy 222.

First-offense violation of this section may result in a Superintendent's level hearing. Second and subsequent violations of possession and/or use of alcohol, controlled substances, and/or "look-alike" drugs will result in a

referral to the Board of School Directors in the form of a Board hearing for consideration of expulsion from school.

Distribution of alcohol, controlled substances, and/or "look-alike" drugs will result in referral to the Board of School Directors in the form of a Board hearing for consideration of expulsion from school.

Central York School District considers the possession, use, and/or distribution of illegal drugs and alcoholic beverages on school property a serious offense. All violations will be referred to the appropriate police departments for their disposition.

None of the provisions of this policy shall be construed to prohibit or regulate a student's being under the influence of medical marijuana if the student is properly following a prescription by a licensed physician and has made a plan with the school district. Any student who may need to be under the influence of medical marijuana while under the jurisdiction of the school district is required to meet with the administration. Please refer to Policy 210 and 227 for additional information.

EDUCATIONAL ENVIRONMENT

The Central York School District is committed to maintaining an educational environment free from harassment and discrimination of any kind including sexual, ethnic, or racial. All employees and students are to be treated with dignity, respect, and courtesy, regardless of race, color, national origin, gender, gender identity, sexual orientation, religion, handicap, or disability. Sexual harassment or racial intimidation shall be defined as any action, which interferes with an individual's education by creating an intimidating, hostile, or offensive environment. Students who are found guilty of sexual harassment, intimidation, or discrimination shall be subject to appropriate discipline. Any of the above may also violate local, state and/or federal law and may be the basis for exclusion under that provision. Any student who believes s/he has been subject to any form of harassment or discrimination is encouraged to report the incident to the building principal or individual designated as Title IX Coordinator. See Policy 103 for additional information.

ELECTRONIC DEVICES

The District maintains guidelines for the use of personal and school-issued electronic devices in accordance with our Electronic Device Policy 237 and our Acceptable Use Policy 815. Electronic devices include, but are not limited to, iPads, iPods, tablets, e-readers, MP3 players, DVD players, handheld game consoles, personal digital assistants (PDAs), cellular phones, smartphones, digital picture/video cameras, laptops, notebooks, and any other device capable of connecting to the District's network or other independent mobile network. Students who violate the Electronic Device and/or Acceptable Use policies may lose electronic device or network privileges and could incur disciplinary consequences in accordance with district policy.

Unauthorized recording is prohibited and may be punishable under federal and state laws. Use of electronic devices is prohibited in the nurses' office, counseling office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit the use of the electronic device in which case the device may be used ONLY to the extent and in the manner that permission was expressly granted.

Students may not, under any circumstances, use District provided technology to gather or disseminate student or staff information, including personally identifiable information, log-ins, and passwords.

- **Use of Personal Electronic Devices:**
  The use of personal electronic devices in common areas is permitted. The use of those devices in the classroom is at the discretion of the teacher.

The District assumes no responsibility for lost, stolen, or damaged cell phones and/or electronic devices. Personal electronic devices used to access the district-maintained networks must be in accordance with the district's Acceptable Use Policy 815.

- **Use of School-Issued Electronic Devices:**
  Students who use school-issued electronic devices will be required to comply with the policies governing for use of the district's technology resources, including personal computing devices and the district-maintained networks.

FUN FRIDAY
The Middle School PTO periodically holds Fun Friday events throughout the school year. Fun Friday lasts from 3:00 p.m. to 5:00 p.m. Parents and students must make transportation arrangements with a parent/guardian prior to the activity. Additionally, parents/guardians must pick up their student by no later than 5:00 p.m. Failure to do so may result in the student not being able to attend additional Fun Friday events.

While student attendance is not mandatory, all students who attend must adhere to the Student Code of Conduct while present. Students who receive any type of disciplinary action/consequence prior to a Fun Friday event (Lunch Detention, After School Detention, In-School Suspension, Out of School Suspension, etc.) may not be allowed to attend the next Fun Friday event at the discretion of the administration.

SEXTING
Possession or distribution of sexually suggestive, sexually explicit, obscene, and/or pornographic text or images by cellular telephone or other electronic devices, commonly known as "sexting", is prohibited. When appropriate, law enforcement officials will be notified and cell phones or electronic devices will be confiscated. Sexting is a serious offense. In addition to school disciplinary action, violations could result in criminal charges including child pornography or other offenses.

SMOKING AND USE OF TOBACCO PRODUCTS
Act 169 of the 1988 session of the General Assembly of the Commonwealth of Pennsylvania specifically prohibits the use of tobacco by pupils in school buildings, on school buses, and on school property owned by, leased by, and under the control of the Central York School District. The term tobacco is defined in Policy 222 and includes Vape Pens and Juuls. To protect the health of future citizens and to provide role models for the youth of the district, the Central York School District has enacted by resolution a smoke-free environment in all enclosed areas of the district and has prohibited smoking by all persons on school property. Portions of this Act and policy are enforceable under civil penalty with a fine not to exceed fifty dollars ($50). The discipline to enforce this Act is outlined under Level III Violations in the Appendix of this document.

Policy 222 also pertains to electronic cigarettes and all related paraphernalia and accessories, including but not limited to vaporizers, vape pens, vape juice, Juuls, and any chemical or device that produces the same flavor or physical effect of nicotine substances. Possession and/or use of such items is strictly prohibited.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS
Students wishing to distribute or post materials that are not part of district-sponsored activities (non-school materials) must comply with the requirements of Board Policy 220, Student Expression/Distribution and Posting of Materials. Non-school materials are defined as any printed, technological, or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular

program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.

STUDENT RESPONSIBILITIES

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Students should express their ideas and opinions in a respectful manner. No student has the right to interfere with the education of their fellow students.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption.
- Assist the school staff in operating a safe school for all students and staff enrolled therein.
- Comply with federal, state, and local laws and regulations.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time for all classes and other school functions.
- Makeup work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and Central York School District authorities.
- Follow directions of bus driver regarding behavior on school buses and cooperate in following procedures designed to provide safe transportation to and from school.
- Report accurately and do not use indecent or obscene language in student newspapers or publications.
- Respect the rights of staff, students, administrators, and all others who are involved in the educational process.
- Interact with students and staff in a respectful manner.
- Refrain from using language that is plainly lewd, vulgar, or offensive or which causes or is reasonably predicted to cause substantial disruption to the school environment.

WEAPONS

Students are not permitted to have weapons or other hazardous equipment or material in their possession in school, on school property, or at school-sponsored activities. Act 26 of 1995 defined weapons to include, but not be limited to, "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury." Violations of this prohibition are a serious matter and carry a mandatory consideration of expulsion from school for a period of a full year and an automatic report to appropriate law enforcement agencies.

Consistent with Act 44 of 2025, the district will provide notice to parents/guardians and school employees when an incident involving a weapon occurs on school property, at a school sponsored event, traveling to or from school, or on a school bus. Unless circumstances require otherwise, this notification will occur within twenty-four (24) hours of the incident.

When the District receives a student, who transfers from a public or private school during a suspension or expulsion period for an offense involving a weapon, the District will enforce the suspension or expulsion determined by the sending school.

Weapons capable of firing a bullet, ball, or projectile shall not be used in instructional and co-curricular programs, stage props in dramatic productions, or student athletic contests. If the display of a weapon is part of an authorized project or class, the principal may authorize the display after assuring that the weapon has been made inoperative and necessary safety procedures are in place. All exceptions under this policy must be approved in advance of the actual event. Exhibits and displays of this type will not, under any circumstances, be permitted to be transported on the District's transportation system. Please refer to Policy 218 for additional information.

STUDENT DISCIPLINE

CONTACT WITH LAW ENFORCEMENT AGENCIES

The Board of School Directors has established a policy with regard to contact with law enforcement agencies involving discipline as a result of activities occurring on school property or at a school event. Police assistance will be requested when a trespasser fails to respond to a request to leave the premises, when any person is creating a disturbance and fails to respond to requests to cease and desist, or when any action threatens the health, safety, or welfare of any person. The police will also be contacted when any person other than police officers is in possession of a dangerous weapon. Police will also be contacted for identification of substances and assistance in the investigation of all violations of the Dangerous Drugs, Devices, and Cosmetics Act or drugs, which fall under the "look-alike" category. Police may also be contacted for cases of verbal or physical assault or violation of local, state, or federal law, depending on the seriousness of the incident. Victims of violations of local, state, and federal law may choose to file charges under these statutes independent of school disciplinary actions. The school is often asked why they do not file charges in a student disciplinary incident. While the school has broad discretion in student discipline matters, the school does not have jurisdiction to file charges in most incidents. The police and/or the District Attorney make that decision after a report by the school.

Act 26 of 1995 of the Pennsylvania Legislature provided additional requirements for reporting and required the development of a Memorandum of Understanding between the School District and the police departments of jurisdiction. A copy of this Memorandum is on file with each school's main office and available for review by parents and guardians by request.

EXCLUSIONS FROM SCHOOL

The Board of School Directors has defined the types of offenses, which could lead to exclusion from school. These offenses may take the form of suspension or expulsion and include, but are not limited to, the following:

- Disrespect/Insubordination or defying school staff
- Forgery of any documents, including attendance
- Destruction or willful defacing of school property
- Hazardous or unauthorized use of vehicles
- Use, possession, or distribution of dangerous drugs or drug-related paraphernalia as defined in the "Dangerous Drugs, Device, and Cosmetics Act"
- Use, possession, or distribution of "look-alike" drugs defined as a non-controlled substance that has a stimulant or depressant effect on humans and substantially resembles a controlled substance in appearance
- Use, possession, or distribution of anabolic steroids as defined in Act 93 of 1989

- Use or possession of alcoholic beverages
- Use or possession of dangerous weapons, look-alike weapons, or fireworks
- Use or possession of tobacco products, nicotine delivery devices, or lighted cigarettes
- Fighting or physical assault
- Theft
- Gambling
- Use of profane language or obscene gestures
- Disorderly, vicious, illegal, or immoral conduct
- Persistent or severe harassment, intimidation, extortion, or bullying
- Participation in or responsibility for causing willful damage, destruction, or vandalism to the personal property of District employees, either on or off school premises
- Verbal or physical assault directed toward a student, a District employee, or an employee of the school bus company, either on or off school premises
- Violation of any local, state, or federal law
- Persistent violation of school rules and regulations
- Excessive unexcused absence by a student not subject to compulsory attendance laws
- Possession of any weapon as defined by Act 26 of 1995 to include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury
- Possession or use of any incendiary devices including, but not limited to, lighters or matches
- Collection of money in school or on school property, or at any school sponsored event, for personal benefit.
- Behavior or items brought to school that are reasonably foreseeable to cause a substantial disruption to the school environment
- Off-campus speech, which could include social media posts, threatens, and incites violence against the school or school community

The preceding list is not intended to be exhaustive of the types of offenses that can lead to exclusion from school. Refer to Policy 218 for additional information.

Suspension is exclusion from school for a period of 1 to 10 consecutive school days. The principal or assistant principal in charge of the school may give suspensions. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Every effort and means will be utilized in an attempt to notify the parents of the student on the day the suspension is imposed. The parents will also be notified in writing with a copy forwarded to the superintendent's office.

When the suspension exceeds 3 school days, the student and the parents will be given the opportunity for an informal hearing (via phone conversation or face-to-face meeting) before an administrator. The purpose of this informal hearing is to enable the student and the parent to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is intended to encourage the student's parents to meet with an administrator to discuss ways to avoid future offenses.

EXPULSIONS

Expulsion is exclusion from school imposed by the board of school directors for a period exceeding 10 consecutive school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing before the board of school directors or a duly authorized committee of the board or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the

hearing, a majority vote of the entire school board is required to expel a student. The formal hearing will be scheduled during the first 10 days of the suspension. If it is impossible to schedule a hearing during this 10-day period, the student will be returned to school pending the hearing, unless it can be shown that the student's presence would constitute a threat to the health, safety, morals, or welfare of others. See Policy 233, suspension and expulsion, for additional information.

Students who are less than 18 years of age are subject to the Compulsory School Attendance Laws even though expelled. The initial responsibility for providing the education rests with the student's parent or guardian through placement in another school or through tutoring or through an alternate educational program approved by the district superintendent.

If the parents or guardians are unable to provide the required education, they must within 30 days submit to the district superintendent written evidence outlining the attempts, which have been made, and the reasons for non-compliance. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided, the district superintendent will contact the parent. If these efforts are not productive, the district has the option to provide some alternate educational program or take action in accordance with Chapter 63 of The Juvenile Act (42 PA. C.S. 6301-6308).

FORMAL HEARING
Due process procedures are to be observed and can be found in Policy 233.

LEVELS OF DISCIPLINARY VIOLATIONS

- Level I – the least serious in nature and generally handled by the teacher
- Level II – not as serious as Level III and are generally handled by an administrator
- Level III – are serious in nature and may result in a suspension or expulsion from school as well as police notification
- Level IV – is defined as follows
    - Any acts the consequence of which endanger the health, safety, or welfare of the individual or others in the school community
    - Acts, which result in harm to another person or their property or the property of the school district. Such acts are usually malicious in their motivation and pose a threat to the safety of others in the school community.
    - Possession, use, or distribution of substances banned by school policy.
    - Persistent disregard of school rules

Level I Violation examples include, but are not limited

Minor horseplay

- Late to class
- Dress code violation
- Classroom disruption
- Defiance/Disrespect
- Class Cut

Procedures – Disciplinary responses include, but are not limited to:

- Verbal reprimand/Warning
- Special assignment
- Withdrawal of privileges
- Parent contact

- Behavioral contract
- School detention
- Removal from class
- Teacher detention
- Conflict resolution
- Confiscation of item
- Repair/Restitution
- Referral to counselor or Student Assistance Team
- Activity restriction
- Bus suspension
- In-school suspension
- Out-of-school suspension
- Police involvement
- Expulsion

Level II Violation examples include, but are not limited to:

- Repeated Level I offenses
- Failure to serve detention
- Class cut
- Illegal absence/Truancy
- Inappropriate language, gestures, or behavior
- Bus misconduct

Procedures – Disciplinary responses include, but are not limited to:

- See Level I violation examples

Level III Violation examples include, but are not limited to:

- Repeated Level I & II offenses
- Theft
- Threat to others
- Vandalism
- Unlawful trespass
- Fighting
- Gambling
- Inappropriate physical contact
- Violation of Acceptable Use Policy
- Possession of tobacco products

Procedures – Disciplinary responses include, but are not limited to:

- See Level I violation examples

Level IV Violation examples include, but are not limited to:

- Repeated Level I, II & III offenses
- Use, possession, or under the influence of a non-prescribed controlled substance, dangerous drugs, alcohol, mood-altering substance, or "look-alike drugs"

- Use, possession, sale, or distribution of a controlled substance, mood-altering substance, “look-alike drugs,” alcohol, or dangerous drugs or drug-related paraphernalia as defined in the “Dangerous Drugs, Device and Cosmetic Act”
- Use, possession, or distribution of a weapon, fireworks, or fire-making equipment
- Physical assault directed toward a student/staff
- Terroristic or bomb threat

Procedures – Disciplinary responses include, but are not limited to:

- See Level I violation examples

SEARCHES

School authorities may search a student's locker or desk and seize any illegal or inappropriate materials. Students are specifically advised that they should have no expectation of privacy with respect to their use of such lockers which are subject to random, periodic, and/or sweeping inspections and searches (including the use of certified scent dogs). Such materials may be used as evidence against the student in disciplinary proceedings. Prior to an individual locker search, the student shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school, student lockers can be searched at any time without a prior warning.

If a student is reasonably suspected of possessing illegal materials on their person, the student shall be referred to the principal or assistant principal. The administrator will confront the student privately with the accusations and then conduct a search of the student and their belongings. If the student resists or uses force, the police may be called for assistance. Refer to Policy 226 for additional information.

SUPERINTENDENT LEVEL HEARING

Violations of school rules and regulations of a serious or recurring nature will result in a suspension with a referral to the superintendent of schools. The student and their parents shall be required to appear before the superintendent of schools to work out a plan to correct the inappropriate behavior. Failure to appear after proper notice by certified mail or courier delivery will result in a referral to a formal hearing before the board of school directors.

TEACHING IN TEAMS

The team concept was developed when the middle school was first organized. The core academic teachers work together to provide the strongest possible personal and instructional support for students.

Research shows that team teaching at the middle level is highly effective for the developing adolescent.

The team-teaching approach is used at Central York Middle School to enable students, and their parents or guardians, to develop better relationships and communications. Parents of eighth-grade students meet in the spring to discuss ninth-grade course selection.

Academic instruction in core subject areas is enhanced with health and P.E., family and consumer science, technology education, music, digital age, computer science, and art. Teachers utilize technology to enrich the curriculum. Central York Middle School teachers work together in teams to provide improved integration of subject materials, better coordination of testing schedules, and more individualized attention to students.

Each team has a designated leader who serves as a primary parent contact. The teachers to whom the student is assigned provide more detailed information.

TEXTBOOKS, MACBOOKS, AND IPADS

Textbooks, MacBooks, and iPads are the property of the Central York School District. Loss or excessive wear and damage become the student's responsibility and must be paid for at the end of each trimester.

VIDEOTAPING ON SCHOOL PROPERTY

The Central York School District may use video cameras for disciplinary purposes. The District may utilize video cameras in any area of District property: including, but not limited to, such areas as building entrances, cafeterias, hallways, athletic fields, and the stadium.

VISITORS

Parents and other adult guests are always welcome to visit our schools. We ask that you make arrangements with the principal prior to any classroom visits. To ensure security and maintain order within our instructional program, all visitors must use the call button to gain entry into the office where they must sign in and receive a visitor's badge. This badge must be visible at all times while in the building. See Policy 907, School Visitors, for additional information. Visitors must sign out and return their badges to the main office before leaving the building.

VOLUNTEERS

School district policy requires all volunteers to be board-approved and registered on the district volunteer list before helping in any building or at any school function. Information about approval and registration requirements can be obtained from the building administrative assistants. All visitors should check in at the main office at the front of the building and speak with office personnel. Refer to Policy 916 for additional information.