2026-2027
4-6 Student/Parent Handbook

North Hills Elementary School
and
Sinking Springs Elementary School

Sinking Springs Elementary
2850 Susquehanna Trail
York, PA 17406
Heather Dick, Principal
Kelsey Zech, Assistant Principal

North Hills Elementary
1330 North Hills Road
York, PA 17406
Patricia VanValkenburg, Principal
Andrew Casale, Assistant Principal

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Dear Parent/Guardian:

Welcome to the 2026-2027 school year! We are so glad that you will be a part of our North Hills and Sinking Springs families. This ***Student/Parent Handbook*** outlines rules and regulations as well as school practices and policies that are designed to maintain a high standard of conduct in our elementary schools. The information provided will allow families and students to quickly reference a specific rule or policy.

Please review this document with your family and help us in our goal of maintaining a school and classroom setting conducive to student learning and healthy social/emotional development. We are excited to work with all of our students and families to meet the needs of the whole child. We look forward to the responsibility of providing educational opportunities for all students to achieve their full potential. If you should have any questions or concerns regarding the information contained in this handbook or about our schools, please do not hesitate to contact us. We are looking forward to a wonderful school year!

Regards,

Heather Dick

Heather Dick
Sinking Springs Principal

Patricia VanValkenburg

Patricia VanValkenburg
North Hills Principal

CENTRAL YORK COLLABORATION STATEMENT

Central York 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 administration, faculty, and staff to support a unified partnership working together for your child's success.

LEARNER – PARENT/GUARDIAN – SCHOOL COMMUNICATION

At Central York, 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 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. 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 his/her concern has been addressed by a teacher, the next step of the process would be to involve the child's school administrator. Typically, the school administrator would set up a meeting with the teacher, parent, and learner so the concerns can be addressed. As appropriate, the learner's school administrator could be involved in this meeting. If a common understanding cannot be reached in the previous outlined steps, the learner's 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 his/her perspective.

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 Mr. 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 (717-846- 6789).

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, edad, credo, religión, sexo, orientación sexual, ascendencia, origen nacional, estado civil, embarazo, identidad de género o discapacidad / discapacidad ("handicap").

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

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 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.

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Attendance Information

Students may be excused from school in the event of illness, death in the immediate family, quarantine, or 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 absence in Skyward when his/her 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 five (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 ten (10) cumulative days of absence for 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 ten absences.
5. By law, when a child has a total of three (3) or more 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 (6) 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 a time for this conference to occur. 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.
6. 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.

Please use the following extensions to report an absence:
North Hills 2403
Sinking Springs 2402

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 2 weeks prior to the trip.** Please see Board Policy 204 for more information on what constitutes an Educational Trip.

Educational Trips & Tours may not be entered through the Attendance/Absence option of Skyward Family Access Center.

Scheduled Appointments
Whenever possible, please try and schedule appointments for your child before or after the school day. For scheduled appointments, such as medical and dental visits, during school hours, parents/guardians should notify their child's school before 9:00 a.m. on the day of the request. Parents/guardians may use the automated phone system or Skyward Family Access Center to enter such requests. Please note – if you are requesting an early dismissal for a scheduled appointment after 11:00 a.m. on the day of the appointment, parents/guardians should call the school office directly and not enter it in Skyward Family Access Center.

Tardiness
Students are considered tardy if they are not at their assigned "student stations" when the bell rings. Principals may assign students after-school detention to make up for such tardiness. Students who are excessively tardy without valid excuses may be suspended. If you know your child will be tardy due to a medical or dental appointment, please call the automated attendance operator to report it.

Cafeteria
Students are expected to show the same positive behavior in the cafeteria as they do throughout the rest of the building. Students are reminded that they should talk quietly with those students who are seated at their table only. If students need assistance, they should raise their hands and wait for a cafeteria aide.

Breakfast is served each morning in the cafeteria. A variety of hot and cold selections is available. Students eating breakfast are expected to report DIRECTLY to the cafeteria upon entering the school. Breakfast WILL be served on days when the start of the school day is delayed.
Each day, students will have the choice of food from either the Platter Line, Sandwich Line, or Pizza/Salad Line.

Closings/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 the case of a school closing or delay, parents and guardians will be notified 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 6AM on the morning of the delay or closure.

- District Website: Updates on school closings and delays are posted on the District website's homepage and on all school websites by 6AM on the morning of the delay or closure.

- Social Media: The District maintains social media accounts and posts information on school closings or delays on both of these sites.

    - You can subscribe to receive Facebook updates by "Liking" the District 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).

Dismissal/Student Pick-up

Dismissal begins at 3:35. The following procedure will be in effect at all Central York elementary schools to enhance security:

- Parents/guardians who come to school to pick up a child at dismissal MUST follow signs to designated areas where school staff will be present to help with pick-up procedures. (Identification may be requested.)

Drop-Off

Drop-off begins at 8:40. The following procedure will be in effect at all Central York elementary schools to enhance security:

- Parents/guardians should follow signs to designated areas where school staff will be present to help with drop-off procedures.

- Please keep our students safe by using only the designated areas. The area directly in front of the school is reserved for **buses only during arrival and dismissal of students.**

Emergency Contact Information

Please ensure that the school has completed and updated Emergency Information in Skyward. As information changes, please update the information in the parent portal in your Skyward account or contact the main office. Be sure to include any phone numbers that may be useful to the school staff during the day. In the case of an emergency, illness, or another event, it is necessary for the school to have accurate information in order to be able to make contact as soon as possible.

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 main office prior to your move to obtain this form.

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.

Grading

Central York School District's K-6 schools provide progress reports to parents/guardians of learners three times each year. These reports do not list "letter grades" but indicate the skills your child has mastered in the following areas: English/Language Arts, Math and 21st Century Skills. Progress reports are available in Skyward Family Access Center under the "Portfolio" tab. Parents/guardians will receive an email when progress reports are available to be viewed. If you do not have Internet access, please notify your child's school office so other arrangements to view your child's progress may be made.

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.

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 for

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. See Policy #251

Hours

The student day is from 9:00 AM until 3:35 PM. Students need to be in their classrooms by the time that the bell rings at 9:00. **Tardy students** arriving after 9:00 **must be accompanied into the office by a parent** to be signed in for the day. Due to the importance of being in class, students who are habitually tardy may be subject to disciplinary action.

Teacher hours are from 8:00 AM until 3:45 PM. You may contact your child's teacher before or after school, or feel free to use e-mail or voicemail at any time. (**No phone calls** will be allowed to pupils or teachers **during the school day**. Thank you, in advance, for your cooperation.)

If you call the school and get the voicemail of our secretary, please leave a message. The secretary checks her voicemail frequently, and she will respond to your message as soon as possible.

Medications

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 consents 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. 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. Please notify the school nurse of any changes in your child's medical history or if you have any questions regarding medication distribution. See Board Policy 210, Use of Medications, and Policy 210.1, Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors, for additional information.

Personal Belongings

If parents permit, students may bring personal items such as iPods and handheld electronic games to use while on the bus. These items should go directly into students' backpacks upon arrival to school. They should remain in their backpacks until the students are seated on the bus for the ride home.

Please note: North Hills and Sinking Springs are not responsible for any personal items that become damaged or lost. It is the student's responsibility to care for any personal item that is brought to school.

Retention of Students

Retention as an intervention to improve student achievement may not be effective and should only be considered very judiciously. Students for whom retention might be considered as an option must be included in the RTII process. As part of this process, parents shall be informed as soon as possible that their child is not progressing in a manner that would indicate a likelihood of success at the next grade level. The final decision regarding non-promotion must be a team decision.

Recess & Playground

It is our philosophy that recess is important for all students so that they have time for fresh air and exercise. This is a special time where students have the freedom to socialize and participate in physical activity. Although we want all students to enjoy the benefits of recess, we must maintain a safe environment for everyone. Any student who displays roughness that may cause injury will be removed from the activity and may be sent to the office. Excessive physical contact or continued misbehavior will result in loss of recess privileges.

Student Assistance Programs

The Instructional Support Team (IST) is an innovative program whose goal is to help students succeed in the regular class, while at the same time serving as a screening process for students who may be in need of special education services. IST is a positive, goal-oriented program which uses assessment and intervention techniques to help remove educational or behavioral difficulties for students in the regular classroom. IST seeks to answer the question "What resources can we use to increase the student's chances for success?" through a team approach. Any student who experiences academic or behavioral difficulties may be identified for IST services by the classroom teacher, other educators, or the parents.

Student Conduct

Academic Misconduct

Practicing academic honesty is an expectation for all students at North Hills Elementary and Spring Springs Elementary School. 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 assignment or assessments without permission from the teacher.

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

Facilitating academic dishonesty: knowingly helping or attempting to help another violate 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	AI is used to complete certain elements of a task or part of	Student must

	Task Completion	a project with human oversight and evaluation of all AI generated content.	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 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.
4. **For subsequent offenses:** The student will be required to repeat the assignment and disciplinary consequences may be assigned.

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.

Acceptable Use Policy

All students and their parents/guardians must sign the district's Acceptable Use Policy (Policy 815) before using school-issued electronic devices (such as laptops, netbooks or other mobile devices) 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, which 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 or injuring others or of 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.

Bullying, Cyberbullying, Intimidation, 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, sexual in nature, or occurring 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 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.

The Central York School District's practice is that an adult at the bus stop must meet all Kindergarten students so that buses do not leave them alone unsupervised. Our Transportation Office practice is that after the first time that an adult does NOT meet the child, the parents receive a warning letter. After the second time, there is a three-day bus suspension. After the third time, the student loses bus-riding privileges. Kindergarten students who are not met by an adult at the bus stop are returned to the school and the parent(s)/guardian(s) are notified.

The following rules regarding bus behavior will apply:

1. Pupils must be loaded and unloaded only at school loading stations and designated bus stops approved by the school board.
2. Pupils should proceed quickly and in an orderly fashion when boarding/de-boarding the bus.
3. Pupils must maintain an acceptable level of noise and refrain from singing, shouting, or cheering so as not to distract the driver.
4. Pupils must remain seated while the bus is in motion.
5. Pupils must not extend arms or other body parts out of windows.
6. Pupils must not throw objects inside the bus or out the windows.
7. The aisle must be kept clear; books and other belongings should be held by the students, or properly stowed out of the way.
8. 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.
9. Pupils are not permitted to leave the bus except at their regularly assigned stops unless they have written permission from a school administrator.
10. After arriving at school either by school bus or by private transportation, students must remain on school property until dismissed.
11. Pupils must not bully other students or the bus driver.
12. A note from a parent, and approved by the office, is needed to ride a different bus.

Convicted/Adjudicated Delinquent for Sexual Assault

Policy 218.4 requires any District student convicted or adjudicated delinquent of sex 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.

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 the 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.

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 of 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 cultural restrictions with appropriate documentation.
Examples of the types of dress determined to be disruptive or hazardous are:

1. Skirts, dresses, or shorts worn shorter than mid-thigh.
2. Clothing with ornamentation which 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).
3. No Bare feet
4. Tank tops, tube tops, halter tops, low-cut shirts (front, back, and sides), or mid-level revealing shirts.
5. Clothing revealing the mid-section of the body.
6. Clothing or personal items which display slogans and/or pictures which are suggestive of the use of alcohol, drugs, tobacco, obscene language, lewd or illegal behavior.
7. Transparent and/or immodest clothing.

8. Hats, hoods, sunglasses, and masks (except approved face coverings required for public health reasons) worn in the school buildings. Students may not wear hoodies over their heads during the school day.
9. Any apparel or manner of grooming which 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 school.
10. Sleepwear, including slippers
11. 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. Refer to policy 221 for additional information.

Drug Abuse

The school board finds that the possession, use, or 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:

- **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.
- **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.

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 for more 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 identification, sexual orientation, religion, handicap, or disability. 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 and policy 248 for additional information.

Electronic Devices

The District maintains guidelines for use of personal and school-issued electronic devices in accordance with the District's Electronic Device Policy (237) and 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, smart phones, digital picture/video camera, 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.

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.

Unauthorized recording is prohibited and may be punishable under federal and state laws. Use of electronic devices is prohibited in the nurses' office, guidance office, school office, restrooms, and locker rooms unless school personnel in charge specifically permit 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.

- **Use of Personal Electronic Devices:**
  Personal electronic devices, including cell phones, shall not be visible for any purpose during school hours (from the late bell in the morning until the dismissal bell at the end of the school day) without teacher permission. Personal electronic devices used to access the district-maintained networks must be used in accordance with the district's Acceptable Use Policy (815).

  The District assumes no responsibility for lost, stolen or damaged cell phones and/or electronic devices.

- **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.

Safety & 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 in 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: Visitors will be asked to produce 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 and signals 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 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.

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 and 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 the 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 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 his or her fellow students.

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

1. 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.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the school environment.
4. Assist the school staff in operating a safe school for all students and staff enrolled therein.
5. Comply with federal, state, and local laws and regulations.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and Central York School District authorities.
10. Follow directions of bus driver regarding behavior on school buses and cooperate in following procedures designed to provide safe transportation to and from school.
11. Report accurately and not use indecent or obscene language in student newspapers or publications.
12. Respect the rights of staff, students, administrators, and all others who are involved in the educational process.
13. Interact with students and staff in a respectful manner.
14. Refrain from using language which 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

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 – are 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 his/her 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 to:

- Running
- Minor horseplay
- Late to class
- Dress code violation
- Classroom disruption
- Defiance/Disrespect

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 Guidance or Student Assistant 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
- Illegal absence / Truancy
- Inappropriate language or gestures
- 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

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:

1. Disrespect/Insubordination or defying school staff
2. Forgery of any documents, including attendance
3. Destruction or willful defacing of school property
4. Hazardous or unauthorized use of vehicles
5. Use, possession or distribution of dangerous drugs or drug related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetics Act"
6. 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
7. Use, possession, or distribution of anabolic steroids as defined in Act 93 of 1989
8. Use or possession of alcoholic beverages
9. Use or possession of dangerous weapons, look-alike weapons, or fireworks
10. Use or possession of tobacco products or, nicotine delivery devices, lighted cigarettes;
11. Fighting or physical assault
12. Theft
13. Gambling
14. Use of profane language or obscene gestures
15. Disorderly, vicious, illegal, or immoral conduct
16. Persistent or severe harassment, intimidation, extortion, or bullying
17. Participation in or responsibility for causing willful damage, destruction, or vandalism to the personal property of District employees, either on or off school premises
18. Verbal or physical assault directed toward a student, District employee or toward an employee of the school bus company, either on or off school premises.
19. Violation of any local, state, or federal law
20. Persistent violation of school rules and regulations
21. Excessive unexcused absence by a student not subject to compulsory attendance laws.
22. 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.
23. Possession or use of any incendiary devices to include, but not be limited to, lighters or matches.
24. Collection of money in school or on school property, or at any school sponsored event, for personal benefit.
25. Behavior or items brought to school that cause or are reasonably foreseeable to cause a substantial disruption to the school environment.
26. Off-campus speech, which could include social media posts, that threatens or 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 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 before the principal. 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 the principal to discuss ways to avoid future offenses.

Superintendent's 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 his or her 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.

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 ten (10) days of the suspension. If it is impossible to schedule a hearing during this ten (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.

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.

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 are 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, Device, 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.

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

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.

Transfer/Withdrawals

Should it become necessary for a student to transfer or withdraw, a parent/guardian will need to notify the office. **Any change of address must be reported to the office so that our information can be updated**. We appreciate your cooperation.

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 visit. 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.

Video Taping 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: to include, but not be limited to, such areas as building entrances, cafeterias hallways, athletic fields, and the stadium.

Volunteers

School district policy requires all volunteers to be 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. The volunteer packet and additional information is available on the district website. Refer to Policy 916 for additional information.

www.cysd.k12.pa.us/employment/volunteer_opportunities. For more information, please call (717) 846-6789, extension 1212.