

Eastern York School District

Elementary Schools Handbook 2020-2021



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FOREWORD

This handbook has been prepared to acquaint parents and students with the regulations and procedures of our elementary schools.

The administrators of the following elementary schools are:

Mr. Matthew Fried	Canadochly School PO Box 118/ 100 Abels Road East Prospect, PA 17317	717.252.3674 Fax: 717.252.6215
Dr. Robert Walker	Kreutz Creek School 50 N. Lee Street Hellam, PA 17406	717.757.9682 Fax: 717.252.6217
Mr. Douglas Enders	Wrightsville School 320 Chestnut Street	717.252.3676 Fax: 717.478.6009

Wrightsville, PA 17368



**THE MISSION OF EASTERN YORK SCHOOL
DISTRICT IS TO EDUCATE, PREPARE AND
MOTIVATE EACH STUDENT
TO DREAM,
TO THINK,
TO LEARN,
and
TO ACHIEVE
THROUGHOUT LIFE.**

Eastern York School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, and handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act. For information regarding civil rights or grievance procedures, contact Dr. Rita Becker, Assistant Superintendent at 717.252.1555 ext.33238 or by email at rbecker@easternyork.net Title VI, Title IX, and ADA Coordinator, at 120 S. Third Street, Wrightsville, Pennsylvania 17368).

Dates to Remember

August 19 First Day for Students
September 7 Labor Day-No School
September 18 Early Dismissal-1:30 PM

October 8 Early Dismissal-1:30PM
October 9 No School-Teacher In-Service
October 12 No School



November 3 No School-Election Day
November 16 School in Session-Parent Teacher Conference 5-8:00 PM
November 23 No School- Parent Teacher Conferences 9AM-9:00PM
November 24-30 No School

December 22 Early Dismissal-1:30PM
December 23-January 1 - Holiday Break.

January 4 School Resumes
January 14-15 Early Dismissal 12:30PM



January 18 No School - Holiday
 January 19 No School-Teacher In-Service

February 12 Early Dismissal-1:30 PM
February 15 Inclement Weather Make-Up Day

March 18 Early Dismissal -1:30PM
March 19 Inclement Weather Make-Up Day

April 1 Early Dismissal-1:30 PM
 April 2 Holiday - No School
April 5 Inclement Weather Make-Up Day

April 20-24 PSSA-ELA for Grade 3-5
 April 27-May 1 PSSA-Math and Science Grades 3-5

Please do not schedule appointments or trips during PSSA Testing Window



May 14 Early Dismissal 1:30 PM
May 18 No School - Teacher In Service - Primary Election Day
May 31 No School - Memorial Day Holiday
June 2 Early Dismissal 12:30 PM
June 3 Early Dismissal 12:30 PM--Last Day for Students
June 4 Inclement Weather Make-Up Day-Teacher In Service

Please Note: If we are scheduled for an early dismissal and the start of school is delayed, we will remain in school until regular dismissal time and the early dismissal will be canceled.

General Information

SCHOOL DAY SCHEDULE - OPENING AND CLOSING TIMES

8:00 AM Teachers' Day Begins
 8:40 AM Students may enter the building
 9:00 AM Homeroom (student is considered tardy if arriving after 9AM)
 3:20 PM Dismissal/School buses leave
 3:30 PM Teachers' Day Ends



SIX-DAY SCHEDULE

All district elementary schools operate on a 6-day schedule. The first day of school will be designated as **Day 1**. Each subsequent day, regardless of day of the week, will be consecutively numbered until Day 6 is reached. The cycle will then be repeated starting again with Day 1.

ABSENCE FROM SCHOOL

Regular attendance at school is essential in order to maintain a good scholastic standing. If the occasion arises that absence from school is necessary, the student must bring to school a written excuse card signed by the parent/guardian. Please remember to fill in the reason for the absence at the bottom of the card. **You can also turn in excuses through the Skyward portal under the attendance tab.** Absences may be classified as excused or unexcused. Excused absences include: illness, quarantine, death in the immediate family or death of a near relative,



impassable roads, personal catastrophe, religious holidays, and previously authorized parental requests cleared by the Superintendent of Eastern York School District, as defined in the state law.

Please note: If an excuse card is not submitted within three (3) school days, that absence will be recorded as unexcused and will not be changed. Additional excuse cards may be obtained in the school office. A handwritten excuse note signed by the parent/guardian is also acceptable. (Board Policy 204)



- After three days of unexcused absence in any school year, a notice will be sent to the parent/guardian.
- When a student has been absent for 10 or more days, a doctor's excuse will be required for each additional absence, tardy and early dismissal until the end of the school year.
- Absences without a doctor's note will be reported to the attendance officer for further investigation.

EDUCATIONAL TRIPS

Permission for an educational trip must be requested in writing to the school Attendance Secretary **two (2) weeks prior to a trip.** The parent will be notified in writing as to the approval or disapproval of the request. It is the discretion of the administration as to what constitutes a trip as educational.

Students are limited to a total of five (5) excused educational trip days in a school calendar year. **No educational trips will be approved during the window of PSSA Assessment, during midterm and final examinations, or during the first five (5) days and last five (5) days of school.**

If more than five (5) days are requested for a trip, the subsequent days will be marked as unexcused unless written permission is granted through the Superintendent.

If the student is absent from school and an educational trip form has not been submitted and written approval received from the School Attendance Secretary, the days absent will be considered unexcused. (Board Policy 204)

ASSIGNMENTS WHEN CHILD IS ABSENT



It is required that you call the elementary school office between 8:00-8:30 AM, so your child's classroom teacher can be alerted in advance and record the assignments during the school day. You may personally pick up the assignments from 3:30- 4:00 PM on that same day in the office but only if you request the assignments.

An alternative to the above would be to have the assignments sent home with a child who lives near you. This can be accomplished by calling the school as outlined above or by writing a note to your child's classroom teacher requesting that the assignments be sent home at the end of the school day. If you send a written note, it should be delivered directly by your neighbor's child to his/her classroom teacher. This will allow time for the note to be forwarded to your child's teacher prior to 9:00 AM.

Before dismissal at 3:20 PM., your neighbor's child will be permitted to go to the classroom of your child's teacher to pick up the prepared assignments and deliver them directly to you. In either case, this procedure should allow ample time for your child's teacher to prepare the requested assignments and avoid unnecessary disruption of instruction and confusion during the school day.

EARLY DISMISSAL

If it is absolutely necessary for a student to be released from school before the regular 3:20 PM dismissal time, a written note of explanation is required. The note should be addressed to your child's teacher.

All children must be picked up at the office and parents and/or authorized agents of a parent must sign a register in

the main office indicating the date, time and reason why the student was released from school. This is for your child's protection so that we know that your child is in proper hands. **At no time should a parent report directly to the child's home room or recess area. Again, parents must report to the office.**

Medical or dental appointments will only be excused if the student returns the next day with a note or special excuse card from the physician or dentist. All unexcused early dismissals will be monitored as follows:

1 minute to 60 minutes = 1 full hour (7.5 hours = 1 unexcused day)

School personnel will determine whether the note is excused or unexcused.

Please Note: If we are scheduled for an early dismissal and we must delay the start of school in the morning, we will remain at school until the regular dismissal time and the early dismissal will be canceled.



TARDINESS

A child who is tardy is required to report to the office and present a note of explanation from his/her parents. Student tardiness will be monitored and minutes will be accumulated toward assignment of an absence. All unexcused tardiness will be monitored as follows:

1 minute to 60 minutes = 1 full hour (7.5 hours = 1 unexcused day)

Example: A student is 15 minutes late it will be calculated as 1 full hour.

Any tardiness after 1 hour we will continue to accrue time by the minute. Example: A student who is 15 minutes late, it will be calculated as 1 full hour.. A student 1 hour and 15 minutes late will be calculated as 1 hour and 15 minutes. School personnel will determine whether the note is excused or unexcused.

Students must have a note from the parent on the day of the tardy in order for the tardy to be excused.

No excuse cards will be accepted the following day for tardiness. School personnel will determine whether the note is excused or unexcused. The district will utilize an automated phone system to inform all parents of any reported absences during the school day. It is our goal to quickly, accurately, and clearly communicate reported absences to all families.

Examples of unexcused tardiness are: oversleeping, missing a school bus, personal transportation problems, loitering, arriving late without a written note and weather conditions.

Attendance questions should be directed to the building attendance secretary or Mrs. Kimberly Nickle, Pupil Services Specialist, at (252-1555 ext 33231).

Compulsory Attendance Law Enforcement (Board Policy 204)

After three (3) days of unexcused absences, the school attendance clerk will notify the parents, in writing, using certified mail, of the unexcused absences. This letter is called the FIRST NOTICE LETTER. After the FIRST NOTICE LETTER (certified mail notice sent to the parent) of unexcused absences, the next unexcused absence will result in a School Attendance Improvement Conference. Additional unexcused absences may result in citations and/or referral to Children and Youth. Fines of up to \$300.00 per day or five (5) days in County Prison may be implemented by the District Justice at his or her discretion.

Truancy: A student will be considered habitually truant if they have six (6) or more school days of unexcused absences during the current school year.

If a student has incurred three (3) or more school days of unexcused absences during the current school year they will be considered truant.

The school Attendance Secretary will notify the person in parental relation for each incident of unexcused absence. (School Board Policy 204 <https://tinyurl.com/y4fs57pt>)

HOMELESS STUDENTS -Board Policy 251

EYSD recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The school district makes reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations

To the extent feasible, and in accordance with the student's best interest, a homeless student may continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. Please refer to Board Policy 251 for more details <https://tinyurl.com/y624lehh> If you believe you may be eligible or have questions, contact Mrs. Kimberly Nickle, Pupil Services Specialist, at (252-1555 ext 33231) or knickle@easternyork.net.

Health/Nurse's Information

Immunization Requirements: Prerequisites for attendance in all grades require the following immunizations According to the Pennsylvania Department of Education Title 22, Part I, Chapter 11 and the Pennsylvania Department of Health):

- 4 doses of tetanus* - one dose on or after the 4th birthday
- 4 doses of diphtheria* – one dose on or after the 4th birthday"
- 4 doses of polio -one dose on or after the 4th birthday and at least 6 months after the previous dose.
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

(*usually given as DTP or DTaP or DT or Td; **usually given as MMR)

- All vaccines need to be appropriately spaced to be counted as valid. Any student who lacks a single dose of a single dose vaccine and/or the first dose of a multiple dose vaccine will be required to be excluded from school.
- A student that requires the next or final dose of a multiple dose vaccine will be given five school days to obtain the required immunizations before being excluded from school.
- If a student needs more than one dose of a multiple-dose vaccine series beyond the five days to attend school, they may attend school provisionally upon the submission of a medical certificate outlining the dates for additional vaccination.
- If the student does not comply with the dates in the submitted medical certificate, that student will be excluded.

In addition to those vaccines listed above, students attending 7th grade will need 1 dose of Tdap (tetanus, diphtheria, acellular pertussis) if five years has elapsed since last Tdap immunization, and 1 dose of MCV (meningococcal conjugate vaccine).

- For 7th graders to attend school, they will need one dose of each, MCV and Tdap. There is a five school day period for the student to obtain the final dose before being excluded from school attendance.

If a physician writes that the child is adequately immunized, (ex. inappropriate intervals between Hepatitis B doses, MMR given 6 days prior to 12 months of age, any other spacing issues), it will be considered a medical exemption.



In the event that there is an outbreak, the Department of Health would recommend exclusion and make recommendations based on actual immunizations history.

COMMUNICABLE DISEASES

As a guide for parents, the following has been taken from the Rules and Regulations for Control of Communicable Diseases, Department of Health, Commonwealth of Pennsylvania. (Revised by Pennsylvania Department of Health, January 25, 2002.)

Section 27.71 Schools: Exclusion from school of pupils showing symptoms of a communicable disease-- Every teacher, principal, superintendent, or other persons in charge of any public, private or parochial, Sunday or other school or college immediately shall exclude any person showing an unusual skin eruption, soreness of the throat, or having symptoms of whooping cough or diseases of the eyes.

Diseases	Earliest Return to School
Measles	4 days from onset of rash
Mumps	9 days from onset, or until swelling subsides
Rubella (German Measles)	4 days from onset of rash
Whooping Cough	3 weeks from onset, or 5 days from institution of therapy
Chicken Pox	5 days from last crop of vesicles or when lesions have dried and crusted over- whichever comes first.
Respiratory streptococcal Infections (including scarlet fever)	At least 10 days from the onset if no physician or 24 hours from institution of therapy.
Tonsillitis	24 hours from institution of therapy
Acute contagious conjunctivitis (pink eye)	24 hours from institution of therapy
Ringworm (all types)	Until judged non-infective by child's physician or school nurse
Impetigo	Until judged non-infective by child's physician or school nurse
Pediculosis	Until judged non-infective by child's physician or school nurse
Scabies	Until judged non-infective by child's physician or school nurse
Methicillin-Resistant Staphylococcus (MRSA)	Earliest return-Until judged non-infective by physician or school nurse

Please notify the school nurse by phone or in writing within three school days if your child has been absent due to any of the previously listed diseases. By doing this, you are helping protect and promote the health of the school community from the spread of communicable diseases. The information you submit is also used to provide accurate data for the reporting of communicable diseases to the Commonwealth of Pennsylvania, which uses it for specific studies and research projects. Please note: To ensure confidentiality, please mail a note in a sealed envelope addressed to the school nurse at your child's school.

ILLNESS OR ACCIDENT AT SCHOOL

Should it be necessary to send your child home at any time, or if your child becomes ill or injured, the school will first call home. If no one is reached, we will refer to the **EMERGENCY Contact and Health Information Form**

for your recommendation. **Be sure to have up-to-date information on file** for your child stating who should be called in an emergency when you cannot be reached. Information can be updated on Skyward.

General Health Guidelines

1. A health assessment will be made by the school nurse when deemed necessary.
2. First aid services are given in case of an accident or sudden illness.
3. Permanent health records are kept by the school nurse for all students. The nurse should be notified when immunizations are administered, operations are performed, and/or acute and chronic diseases are contracted. The development of new allergies should also be reported to the school nurse.
4. Physical examinations are required in grades K or 1, 6, and 11 in accordance with state regulations. Parents are urged to have the physical examination conducted by the family physician. However, if requested, the examinations may be done in school by the physician contracted by the School District.
5. Every child receives yearly vision screening and students in K-3 also receive yearly hearing tests. If any deficits are noted, parents will be notified so that corrections may be made as soon as possible.
6. Children are weighed and measured once during the school year. A BMI (Body Mass Index) is provided according to the Pennsylvania State School Health mandate.
7. Dental examinations are required in grades K or 1, 3 and 7 in accordance with state regulations. Parents are urged to have the dental examination completed by the family dentist. However, if requested, the examinations may be done in school by the dentist contracted by the school district.
8. Keep students at home if they exhibit any of the follow symptoms:
 - a. Temperature of 100 degrees or higher –A student’s temperature must be normal for 24 hours before returning to school (without the use of fever reducing medication).
 - b. Vomiting or diarrhea
 - c. Persistent cough or thick nasal discharge
 - d. Red eyes, itchy or with a discharge
 - e. Earache
 - f. Persistent itching of the scalp – If parents suspect that a child may have lice, they should notify the school nurse to have the child examined before he/she goes to the classroom.

MEDICATIONS AT SCHOOL

Doctor's orders are required for administration of all medications (prescription and non-prescription).

The medication must be kept and administered by the school nurse. In accordance with Eastern York School District Policy #210 *Use of Medications*, adopted August, 2009, all medication, prescription and nonprescription, must be registered and kept by the school nurse or health room aide immediately upon entering the building.

- **All medication must be in the original container with the doctor’s prescription.**
- **For medication to be administered by the school nurse, written permission from a parent/guardian and doctor must be provided**
- **Any medication not meeting these requirements will be considered an unauthorized substance.**

Guidelines, delivery, storage, administration of medication, self-administration of medications, and Physician’s Order Form and Parental Permission Form may be obtained from the school office or the school nurse’s office. If your child needs to take a prescribed medicine, it will be necessary that the above forms be completed by the doctor and parent and returned to the school nurse or building administrator.

Special documentation is required for students attending field trips. Please see your school nurse for further

instruction.**FOOD SERVICE: Breakfast/Lunch Programs**

Elementary students may deposit monies on account for the computerized debit system. Meals or ala carte items are purchased using pre-pay meal accounts. The amount spent is subtracted from each student's meal account balance. Parents/guardians are encouraged to deposit money in their student's account weekly. The parent/guardian completes the deposit envelope, encloses a check (with student name & ID noted), made **payable to EYSD Cafeteria Fund** and sends the envelope (check enclosed) with the student to school. Classroom teachers will collect deposits. EYSD is not responsible for lost cash or inaccurate documentation of cash on the deposit envelope, therefore checks are preferred. Payments may not be combined when the siblings attend the same school building. Separate checks must be sent for each student to ensure proper credit to their account. Monies may also be deposited through an online payment system called mySchoolBucks.com. The parent/guardian will need to set up an account and link the student to it. This service does charge a fee of \$2.50 per transaction. You can also utilize this service for free to access your student's account balance and/or monitoring their spending habits.



Any unused prepaid amounts will carry over from week-to-week, month-to-month, and year-to-year. If a student moves out of the district, a refund may be requested in writing within 30 days of the student's withdrawal date, but no later than June 30th of that school year. All refunds will be issued by check. Students cannot receive cash refunds.

Breakfast is not served when there is a delay to the start of school.

Elementary Level Students

The following are the guidelines for the Eastern York School District Cafeteria on borrowing money for elementary school lunches.

- The Point of Sale system allows the students to borrow up to the cost of three meals on their account. If the student's account goes in the negative, a member of the Food Service Department may call the parent/guardian. There will be no borrowing money for snacks if the student has a negative balance.
- Borrowing/charging is not permitted.
- Eastern York School District provides free & reduced price breakfast/lunches for qualified students. Each student is provided with an application for benefits and a letter of explanation. Application may be made any time throughout the school year as your financial situation changes. Re-application is acceptable. **A new application must be submitted each school year.** Students who qualify for our free and reduced lunch program are also eligible for a free or reduced breakfast.

Birthday Treats

Due to the changing face of childhood obesity, food allergies, and federal regulations on child nutrition, the Eastern York School District has developed policies and guidelines that are designed to help promote healthy eating habits for students. When your child has a birthday, we encourage you to coordinate celebrations with the school administration and/or classroom teacher so that creative ideas like colorful pencils and erasers, sticker baskets, teacher's helper for the day, etc. become our best practices for eliminating unhealthy food as a reward or needed piece to a celebration. **In accordance with**



Board Policy 246 School Wellness, only non-edible items can be used for birthday celebrations.

<https://tinyurl.com/y2tuabvw>

Lunch with Student

Parents may request to eat lunch with their child (excluding parents' day, grandparents' day, and special lunches such as Thanksgiving). This request is to be made to the building's office in advance. Parents will be seated at a separate table with their child during lunch. Visitations may be limited by the principal.

SAFETY/SECURITY:

All visitors are required to enter the building at the main entrance. Please ring the doorbell and state the purpose of your visit. Visitors will be buzzed into the building. **DO NOT HOLD THE DOOR OPEN FOR ANY OTHER VISITORS.** Upon entrance, report immediately to the office and sign-in. At that time, you will be given a visitor's badge which must be worn while in the building and returned when you sign-out to leave the building. Please note that all other doors are locked during the school day.

EMERGENCY CARDS & CHANGE OF ADDRESS

It is **very** important that the school have up-to-date information on your child's emergency contact and health information form. **If your address, place of employment, telephone number or emergency contact person changes during the school year please notify the school office immediately by updating on Skyward, phone, or in writing.** The person designated to be called in case we cannot reach a parent must be available locally, able to transport your child if necessary, and present government issued photo identification. In the case of an address change, two (2) proof of residency must be presented.

SAFETY DRILLS

Eastern York School District and each of its individual schools have developed emergency plans to ensure the safety of the students and staff in the event of a fire or other emergency situation. These plans are practiced throughout the school year and may include "lockdown," "shelter in place" drills as well as school evacuation. Each school has designated an emergency evacuation location where students will be moved until the school can be safely occupied or students released.

CRISIS INFORMATION FOR PARENTS/GUARDIANS

Eastern York School District is committed to the safety of all children and staff. In the event of an emergency and the school has to be evacuated, the evacuation site will be announced. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

In the event of an emergency, we ask that you cooperate and follow these procedures:

1. The School's Crisis Team will be activated and appropriate steps will be taken to provide a safe and nurturing environment for all students.
2. No student will be dismissed from school unless a parent (or his/her designee as indicated on student emergency form) comes to school to pick up the child. NO child will be allowed to leave without the adult responsible for his/her care providing positive government issued photo identification. It is the responsibility of the parent to keep all emergency records up-to-date. (If there is a custody issue, the school must have a copy of the court issued custody agreement so school personnel can follow the agreement.
3. Students must be signed out through the school office or designated site before leaving school. Students will be dismissed individually through an established dismissal area/routine.

4. PLEASE DO NOT CALL THE SCHOOL. We must have all telephone lines open for emergency calls. If your child has been injured or needs your assistance, school personnel will call you.
5. During or immediately following an emergency, do not drive to school. The school access route and entrances must be cleared for emergency vehicles.
6. Listen to local radio or television stations for information and specific directions parents are to follow.

Our schools prepare and practice various drills in order to be prepared in the event of an emergency. By following the procedures outlined above you will provide the schools with the ability to implement our plan smoothly and efficiently.

SCHOOL VISITORS (EYSD School Board Policy 907)

Eastern York School District Board of Directors welcomes and encourages visits to the schools. To ensure order in the schools during these visits and provide for the safety and security of the students and staff, the School Board has established a policy to govern these visits. The guidelines for visiting schools are defined in School Board policy 907, which can be found on the district's website. Visitors are to make arrangements 2 school days in advance by contacting the building's main office.

Upon arrival at the building, visitors must enter through the main office where they will present government issued photo identification. If the visitor does not have government issued photo identification, the visitor will be required to provide his or her first and last name and date of birth. The visitor's information will be entered in the visitor management system, and automatically checked against a national database for sexual offenders and internal database for unwanted guests. Cleared visitors will receive a time-expiring visitor badge that must be worn at all times while on school property. Visitors will be escorted by a district employee while on school property.

A visitor that refuses to provide government issued photo identification or his or her name and date of birth, will be denied entry beyond the main office and will be asked to leave school property. Any visitor refusing to leave will be referred to local law enforcement.

Any visitor who is flagged and positively identified as being on the sexual offender list or listed as an unwanted guest, will be denied entry beyond the main office and will be asked to leave school property. When a visitor is flagged and positively identified as being on a sexual offender list, the building secretary will contact the building administrator and local law enforcement to report the incident.

Upon leaving, visitors will checkout at the school office and be signed out of the visitor management system. Staff members are expected to require that a visitor be registered at the building's main office and receive proper authorization to be present for the purpose of conducting business.

No visitor may confer with a student or district employee in school or on school grounds without the approval of the building administrator.

Should an emergency require that a student be called to the office to meet a visitor, a building administrator or representative will be present during the meeting.

Repeated documented failures to comply with these procedures will result in the visitor being asked to leave school property and denied future entry.

Eastern York School District firmly believes that the safety and security of our students, faculty, and staff is very important. At Eastern York, we feel that an environment that is secure, safe and healthy promotes a strong learning environment where students and staff can work, teach, learn, play, and grow. It is our belief that the School Gate Guardian software delivers effective and consistent management of visitors to our buildings and helps to ensure the

safety of our students, faculty, and staff. We thank you, in advance, for your cooperation with our visitor procedure. Please refer to Board Policy 907 <http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=9YR6K6154276>

Volunteers (EYSD Board Policy 916):

Eastern York School District recognizes the valuable contributions volunteers make to our schools. Keeping with our ongoing efforts to keep our schools safe the School Board has instituted a policy for our volunteers. Volunteers are now required to have the following: 1) completed and submitted PDE-6004 or equivalent form; 2) an Act 34 Criminal History Report, an Act 151 Child Abuse History Clearance, and a TB test on file in the Human Resource Office prior to the start of volunteer service.

All volunteers will receive the district's Volunteer Manual and will register with the Human Resource Office prior to start of their volunteering in the schools. All volunteers must agree to be bound by all applicable privacy laws and regulations and adhere to all rules and regulations and administrative guidelines governing the conduct of the district's professional employees. Please see the full School Board Policy (EYSD School Board Policy #916 <http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=AEHJGK4CA41B>)

WEATHER EMERGENCY-- SNOW DELAYS OR CLOSINGS

If it becomes necessary to cancel or delay the opening of school because of inclement weather or for any other reason, Eastern York School District will utilize an automated phone system. This system will be used by the central office administration for communication with families in the event of inclement weather, situational emergencies, and general announcements in regard to activities impacting the families of students within the Eastern York School District. The intent of this system is to increase the dissemination of accurate information from the district. **BE SURE TO UPDATE YOUR PHONE NUMBER REGULARLY. THE PRIMARY PHONE NUMBER IS THE NUMBER CALLED. IF YOU WISH ANOTHER NUMBER BE DESIGNATED AS THE PRIMARY NUMBER NOTIFY THE BUILDING SECRETARY.**



Decisions concerning delayed opening or closing of schools will be made if sidewalks and streets are slippery and deemed too dangerous for use during the early morning hours.

It is possible that inclement weather could develop during the school day. Should this happen, and if school officials are forewarned of the situation, schools might be dismissed early in order to get children safely home before dangerous weather conditions actually prevail in the area.

The purpose of these decisions is to provide the greatest safety for all students. It may not be necessary to put the plans into effect, but parents should be aware of such possibilities. Parents who are away from home during school hours should make arrangements for their children, in the event school is dismissed early, so that children know where to go until parents return home.

SCHOOL DELAYS

In the event of a delayed start to school buses will run later than the normally scheduled times. For a two or three hour delay the buses will run either two or three hours later depending upon which delay is announced. **Breakfast is not served when there is any delay to the start of school. Lunch will be served on two or three hour delays.**

CAR RIDERS: Please Do Not Drop Students off prior to the delay start time. Walkers should also report at the later start time.

Child Abuse Reporting: Policy 806

EYSD requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School C. The “reporter” of the suspect case is protected by law and his/her anonymity and confidentiality is maintained. School personnel are not obligated by law to inform parents when they report suspected child abuse or neglect. (Refer to Board Policy 806 <http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=AEHKQQ4F17D9>)

ACADEMICS:

Elementary School Counseling Services

A school counseling program is in place at each elementary school. The elementary school counseling program is designed to enhance and promote a safe, healthy, positive educational learning environment. The elementary school counselor is an integral team participant when working with students, staff, parents, business/community, and post-secondary agencies. The comprehensive school counseling program is designed to provide all students with opportunities and resources to accomplish social/emotional developmental tasks within the areas of: academic, career and social/emotional development. It is the goal of the counseling department for our students to become lifelong learners, achieve success in school, live productive and rewarding lives, and develop into flourishing members of society.



Specific elements of the comprehensive school counseling program at the elementary level:

1. **Guidance Curriculum:** The elementary school counselor provides classroom guidance lessons for grades K-5. The lessons are presented by the counselor to each individual class as scheduled with the classroom teacher. Topics may include: Skills for Learning (Listening Effectively, Focusing Attention, using Self-Talk and being Assertive), Empathy, Emotion Management, Problem Solving (including drug and alcohol refusal), and career awareness.
2. **Individual Student Planning/ Counseling Sessions-** requests are made by student referral, staff referral or parent referral. Sessions are as needed, and for brief periods of time. School Counselors coordinate activities that help all students plan, monitor and manage their own learning, as well as meet competencies in the areas of academic, career and personal/social development. Please note, the Elementary School Counseling Program is not therapeutic in nature. If a child is in need of ongoing counseling services, the school counselors can help families connect with outside agencies.
3. **Small group sessions-** a small group setting with targeted students, groups may be specialty topics or general in nature to help support academic, career, and personal/social development. Students, staff or parents may make a request for student participation in a small guidance group.
4. **Crisis Counseling-** available as needed, if your child is in need of assistance please contact the school counselor (or the school main office).
5. **Agency contact and assistance-** counselors are in contact with various outside community agencies as needed in the interest and welfare of members of the student population. Counselors work in a supportive role to provide services to students and their families.
6. **School Wide Activities-** organize and assist with assembly programs or various school wide activities and events, including the ARMOR program.

ELEMENTARY SCHOOL COUNSELORS:

Canadochly School: Mrs. Kristin Fink
 Kreutz Creek School: Mrs. Jessica Crowell
 Wrightsville School: Mrs. Valerie Snyder

School-Based Counseling Services School-Based Counseling is available to any student who is in need of individual, ongoing counseling services. This type of counseling eliminates many of the barriers to traditional counseling services. Counseling sessions are provided during the school day at the school by a trained counselor from True North Wellness Center. Services are billed through the student's insurance provider. The school provides a private place for the student and counselor to meet and are able to collaborate with the counselor when and if it is necessary. If interested please see your student's counselor.

Emergency Situations : Crisis Intervention – 851-5320 Child Abuse Line – 800-932-0310

HOMWORK GUIDELINES

Homework is a daily communication between home and school and develops accountability and responsibility. Homework reinforces and supplements learning experiences by providing necessary practice and application of skills. So that the parents may become more involved, they will be informed of homework expectations for the year by their child's teacher. Students in grades 2, 3, 4, and 5 will be issued a homework assignment book to help the student meet this responsibility and to inform parents.

When a teacher assigns a homework project, he or she usually has these things in mind:



- Promoting good study habits
- Developing a sense of responsibility and independence
- Helping the child master a skill
- Enhancing and stimulating the child's creativity
- Encouraging the child to learn new things
- Making sure the child understands what's been taught
- Informing parents of what their children are learning in the classroom

Parents play a vital part in the success of the homework experience. Parents who are actively involved in their children's school and homework enforce good study habits. Here are some suggestions to assist you in helping homework to be a productive and successful activity:

- Have a set scheduled time every evening to do homework.
- Have a set location to do homework.
- Turn off TV, radio, CDs, or other distractions to create a quiet area to work.
- Begin with the subject area your child finds the most difficult; take a break between working on each subject; save the subject they find the easiest for last.
- When finished with the homework assignment, put it in the textbook or folder and place it in the backpack so when they leave for school the next morning they will not forget it and leave their homework behind.

To help parents establish a regular allotted time each evening for homework and study time, the following time requirements are guidelines as to the amount of time you should expect your child to spend each night according to grade level. These times should become a part of your child's regular daily routine.

SUGGESTED GUIDELINES FOR HOMEWORK ASSIGNMENT

<u>Grade 1</u>	<u>10 Minutes</u>
<u>Grade 2</u>	<u>20 Minutes</u>
<u>Grade 3</u>	<u>30 Minutes</u>

Grade 440 MinutesGrade 550 Minutes

If specific homework assignments do not always require the entire suggested time, encourage your child to review notes, practice independently or read independently. Establishing regular study habits early in life will contribute to your child's academic success.

ELEMENTARY MUSIC PROGRAM

BAND: Each year students in grades four and five are provided the opportunity to rent or purchase a musical instrument from local dealers and then are given small group lessons free of charge. School lessons meet once a cycle. Private lessons are recommended but not required. Such lessons are the responsibility of the parent/guardian. During grade four, concentration is on small group lessons. During grade five, small group lessons are continued and a band is formed and students are afforded an opportunity to play together once a cycle. This gives students a chance to develop ensemble skills.



CHORUS: Each year students in grades four and five are provided the opportunity to participate in our choral program. Students learn how to read choral music and improve their overall singing skills. Chorus members are provided the opportunity to sing together once a cycle.

ORCHESTRA: Each year students in grades three, four, and five are provided the opportunity to rent or purchase a string instrument from local dealers and then are given small group lessons free of charge. School lessons meet once a cycle. Private lessons are recommended but not required. Such lessons are the responsibility of the parent/guardian. In addition to group lessons, students meet once a cycle for orchestra. This gives students a chance to develop ensemble skills.

Band, chorus and orchestra performances are scheduled two times a year. While participation in these programs is voluntary, it is our hope your child will take part in this wonderful program provided by our district's music department.

STANDARDIZED TESTING: PA State Assessment

It is important that the pupils be rested and have a good breakfast before these tests. The results of this testing are maintained in each student's permanent school file and an explanation of the results are sent home to parents.

PA State Assessments:

Statewide Assessment Tests are administered to students in grades 3, 4, and 5. Students in grades 3, 4, and 5 are administered the state assessment in the areas of English/Language Arts (ELA) and mathematics. Students in grade 4 are also administered the state assessment in the area of Science.

The purposes of the testing include: (1) determining the degree to which our school programs enable students to achieve and exceed appropriate student learning outcomes; (2) helping school districts in curricular planning, and (3) providing information to parents about individual student progress in English Language Arts, mathematics, and science.

REPORT CARD DISTRIBUTION

The Eastern York School District will be utilizing the Family Access features to provide all families with an electronic report card. The electronic copy will be made available at the same time of year as the traditional paper report cards. Should you not have Internet access, please contact your school's main office.

TITLE I

Title I is a federally funded program with the goal of providing supplemental instruction for students who need extra practice and additional help meeting grade level expectations. It is part of the Every Student Succeeds Act. The reading program serves students in grades kindergarten through five and is provided by certified reading specialists. Parents/guardians are encouraged to be involved in all aspects of the program. Please see the Title I page on the school website. Board Policy <https://tinyurl.com/yxa9ubrq>

SKYWARD ACCESS

The Eastern York School District utilizes an internet portal for the retrieval of important information regarding your child's academic progress. This Family Access is available on any district website (www.easternyork.com).

Family Access is an application through our student information management software, Skyward will allow parents to view student attendance, demographics, grades, emergency information, report cards, and much, much more. Each authorized parent or legal guardian is provided with his/her unique login and password for Family Access. You only need one login to access all of your students. The login that is assigned will remain active throughout all of the years that you have a student enrolled in the District. To obtain your login and password, simply contact the building where your student is enrolled. Do not share your login information with your student. Students in grades 6 to 12 are provided with their own unique login information to view their grades, assignments and schedule.

When logging into Family Access, please take a moment in the Student Information section and verify that the information we have on file is correct. Please be sure to verify that your e-mail address is correct. If there is any information that needs to be changed, click on "Request Change(s) to My Child's Information" at the top right of the screen, enter your changes and click on Save. Your changes will be electronically submitted to the office for approval. Your student's school office may be contacting you if additional information is required to complete your request. Please note that you cannot change your residential address through Family Access. You **MUST** visit your student's school and show appropriate proof of residency.

We are very excited about how Family Access will help you stay informed about your student's progress and hope that we can use this tool to create a stronger relationship between parents and our school community.



AWARDS: PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

This award is an embossed seal certificate signed by the President of the United States, the Secretary of Education and the School Principal and issued to students in the fifth grade who meet the established criteria for the award.

Eastern York Cyber Academy

Definitions:

Full-Time Eastern York Cyber Student - A student who is receiving all of their coursework online.

Part-Time Eastern York Cyber Student - A student who is receiving their coursework both online and in an Eastern York School District building.

Enrollment:

For those students needing to complete some or all of their educational courses in a non-traditional setting, Eastern York School District offers the opportunity to qualify for entry into the Eastern York Cyber Academy (EYCA).

1. A student's previous academic record and attendance will be considered when determining qualification for entry.
2. The first two weeks of enrollment in EYCA will be considered a probationary period at the end of which the school counselor will evaluate the student's performance based on the number of lessons completed, the number of hours of activity, student grades, and conversations with student and parent(s). If EYCA is determined to be the correct environment for student success, full acceptance into the program will be given.
3. Every 15 school days, the student's progress will be reevaluated. Failure to keep on pace with a passing grade could result in having to come into the building to work on the cyber courses and/or removal from the Eastern York Cyber Academy.
4. Part-Time Eastern York Cyber Students are only able to take courses that are not available at EYSD or the student can not fit the course into their schedule due to a scheduling conflict.

Since successful completion of cyber classes requires serious motivation on the part of student and parent(s), entry into EYCA is predicated on written agreement by students and parents to the commitment regulations and attendance requirements set forth below. Failure to comply with those regulations can be ground for dismissal from the program. Registration for online courses is done for one semester at a time, and the cyber student must pass the first semester in order to register for the second semester. In one credit courses, students must complete and pass both the first and second semesters to earn the credit.

Parental Agreement

- I understand that I am responsible for providing on-site supervision for my student. I also acknowledge my responsibility in motivating my student to follow and complete each assigned course of study within the designated enrollment period and on a schedule that facilitates teachers' feedback.
- I understand that I am responsible for checking on my student's progress weekly and that I can do this by logging into the site with my student's login information.
- I understand that the work my student submits to the academy must be his/hers solely. Tests and quizzes must be completed by the student in one sitting, independent of any other resources (e.g., answer keys, lesson text, coaching, etc.).
- I understand that I will notify the school counselor if my student will be absent from cyber work.
- I am aware that my full-time student is expected to login and work on all school days as recorded on the school calendar.
- I am aware that the academy may change policies and procedures as needed.
- I agree to update the Eastern York Cyber Academy with current contact information, including email, postal and shipping addresses, and telephone.
- I understand that the student's guidance counselor is available for questions regarding academic progress and course selection.
- I understand that if my student is not progressing well in a course of study, I will make every attempt to set a time to speak with the cyber teacher and the guidance counselor or building principal of Eastern York.

Student Agreement

By enrolling in Eastern York Cyber Academy, I pledge the following:

- I will do my best to complete my schoolwork on my own, but if I need help, I will let my parent(s) or teacher know.
- I will treat my parents and the academy's teachers with respect.
- I will do my best to follow the academy's rules and complete my work on schedule.
- I will not cheat. I will answer the questions on my quizzes and tests without help from any other person or source not named in the directions unless otherwise stated in a student's IEP.
- I will not share answers with any other student.
- In my writing projects, I will follow the academy's guidelines for showing where I found the exact words or specific information.
- I will log into the cyber academy and work on my coursework on a regular basis.
- As a full-time student, I understand that I should plan on working on my courses for at least 5 hours a day, 5 days a week.
- I understand that to meet the Eastern York Cyber Academy's Attendance Policy for full-time students, I must login and work on all school days as recorded on the school calendar. Failure to meet this requirement will warrant an unexcused absence from class outlined in the attendance policy.

Attendance As listed in the Eastern York online handbook, cyber students will be held to the same attendance expectations as Eastern York students. Daily login and work, Monday – Friday is the standard that will be used regarding attendance. A student needs to either be on pace with passing grades or have an average of 3 hours per school day of activity in their courses in order for it to be counted as a day of attendance. In order for students to be successful, they should plan on 5 hours every day Monday through Friday to keep them on pace with finishing the course.

If an emergency arises, or a student knows he or she will be absent (unable to log on) for part or all of a week, the student is responsible for contacting his or her online instructor and the Eastern York counselor and making arrangements to complete missed work just as would be done in a traditional classroom setting.

Cyberlearning does take a lot of self-discipline from the student, and it may not be the right educational environment for everyone. Continuation in the EYCA program will require that the student is passing all of his/her courses with at least a 60% or higher. At the end of a semester or trial probation time, the student's progress will be evaluated to determine if the cyber program is right for that student. If the student is not successful in the EYCA, he/she will need to return to the building for their classes.

Grading

Grades will be collected and recorded by the cyber teacher. Eastern York School District will receive the percentage for the courses completed at the end of the semester. That percentage will then be applied to Eastern York School District grading scale and that grade will be recorded as the official grade for the course.

State Mandated Testing

If your child is in grades 3 through 11, he/she must participate in all mandated state tests. You will be notified through the school as to the dates and times the test will be administered.

Graduation Requirements

Students will be required to take the minimum requirements for graduation as stated in the Eastern York School District's Policy.

SPECIAL EDUCATION:

EARLY INTERVENTION SERVICES: Lincoln Intermediate Unit #12 provides services for children who are developmentally delayed between the ages of three years and school age. Programs are available in a number of

settings throughout the three county area. These services are available at no cost to parents. Available services include classroom instructional services, physical therapy, occupational therapy, and speech and language therapy. If you have a child whom you think is eligible for services, please contact LIU #12 Preschool Office at (717) 624-6475.

Screening for preschool children is available each month at The York Learning Center (York 717-718-5902), the LIU Central Office (New Oxford 717-624-6490), and the Franklin Learning Center (Chambersburg 717-263-1732). To schedule an appointment for a screening and/or evaluation call one of the numbers listed above.

Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Annual Public Notice of Special Education Services, Gifted Services, and Chapter 15 / Section 504 Services Annual Public Notice to Parents

All Public Schools provide no-cost evaluations and appropriate programs to all students eligible for special education, gifted, and Chapter 15/Section 504 services. Services are made available to children that meet the eligibility requirements for special education, gifted, and/or Chapter 15/Section 504 services. It is the responsibility of the school districts and charter schools to ensure that all children residing in the Commonwealth, who are in need of Special Education and related services, are identified, located, and evaluated. A federal law called the Individuals with Disabilities Education Act (IDEA 2004) as amended in 2004 requires this annual child find notice.

Multi-tiered System of Support (MTSS) This is an early intervention strategy. It is a comprehensive, multi-tiered, standards aligned strategy to enable early identification and intervention for students at academic or behavioral risk. MTSS allows educators to proactively identify and address academic and behavioral difficulties. Monitoring student response to a series of increasingly intense interventions assists in promoting success. The overarching goal of MTSS is to improve student achievement using research based interventions matched to the instructional need and level of the student. MTSS provides all students with standards-aligned concepts and competencies, data-driven instruction and the additional support needed to achieve strong academic results.

Notice of Services for Special Education Students

Evaluation If a parent suspects their child may have a disability and be in need of special education services, an evaluation process is available at no cost through the school district or charter school in the parent live. This request for an evaluation should be made in writing to the contact person identified at the end of this notice. If a parent makes an oral request for an evaluation, the school district or charter school shall provide the parent with a form for that purpose. Pre-Referral Team, Child-Study Team, or Instruction Support Team (IST) activities may not serve as a barrier to the right of a parent to request an evaluation.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction.

Every public school including charter schools have a procedure in place by which parents can request a special education evaluation. For information about the school district's procedures applicable to your child, contact the school, which your child attends. Consent School entities cannot proceed with an evaluation or with the initial provision of special education and related services, without the informed written consent of the parents.

Individualized Education Program (IEP) If, after an evaluation, your child is found to have a disability and to need special education, the public school will develop, with parent participation, an IEP. An IEP is a written document that specifically describes the services your child needs. The child's parent, the regular education teacher, the special education teacher, and representative of the school's special education program will be present at the IEP team meeting. If the IEP meeting follows the first evaluation of your child, the school may not proceed with delivery

of special education services until the parent provides consent in a NOREP.

Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN) The LEA must notify you in writing whenever it proposes or refuses to initiate or to change the identification, evaluation, educational program or placement of a child or whenever it refuses to initiate or make a change in the identification, evaluation, educational program or placement requested by a parent.

Notice of Services for Gifted Students

The Pennsylvania State Board of Education has set forth the regulations governing Gifted Education through the adoption of PA Code, Chapter 16. This document and several others pertaining to the regulations of Gifted Education in Pennsylvania can be found at: <https://www.education.pa.gov/K-12/Gifted%20Education/Pages/default.aspx>.

*Eastern York School District adheres to the regulations set forth in Chapter 16.

What is Gifted Education?

According to PA Code, Chapter 16, gifted education is specially designed instruction that is individualized in order to meet the educational needs of a gifted student. Each student who is identified as being mentally gifted and in need of services is given the opportunity to have a Gifted Individualized Educational Plan (GIEP). The GIEP is created by a team of district members, including the parents, teachers, school counselor, and other important persons, who can give pertinent information and insight into the child's academic history and/or background. The team establishes individualized goals and specially designed instruction in the GIEP that aim to accelerate and/or enrich a student's regular education.

Who Qualifies for Gifted Education? Mentally Gifted is defined as outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. (22 Pa. Code §16.1). Students identified as being gifted typically have an IQ of 130 or higher and meet other established criteria. They also need to demonstrate a need for gifted services in addition to their regular educational programming. A certified school psychologist is required to assess a child in order to determine if the student qualifies for gifted services.

Parent inquiries regarding gifted education qualification at the elementary level should be directed to the Instructional Support Teacher. At the middle and high school level, parent inquiries should be directed to the Gifted Teacher.

What Do We Do in Gifted Education? Qualifying students receive services that are tailored to meet their individual needs. Our Gifted Seminar classes typically center around the student's needs and utilize multiple avenues of instruction. To meet those needs, students experience problem-based learning, inquiry-based discussions, and hands-on projects and experiments, which are meant to challenge our students and encourage development of higher-order thinking skills.

For more information on Gifted Education, please visit <http://www.giftedpage.org>

Notice of Services For Chapter 15 and Section 504 Students

Students who are not eligible to receive special education services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district or charter school must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. Section 504 covers qualified students with disabilities who attend schools receiving federal financial assistance. To be protected under Chapter 15/Section 504, a student must be determined to:

1. have a physical or mental impairment that substantially limits one or more major life activities;
2. have a record of such impairment, or
3. be regarded as having such impairment.

Chapter 15/Section 504 require that school districts or charter schools provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that

substantially limits one or more major life activities. For further information on the evaluation procedures and provision of services to protected handicapped students under Chapter 15/Section 504, parents should contact the school district of residence or charter school.

Confidentiality of Student Information

All school entities maintain educational records concerning children enrolled in public school, including students with disabilities. Educational records containing personally identifiable information about or related to children with disabilities are securely maintained, and not released without parental consent.

Consent for Disclosure of Personally Identifiable Information Parent consent must be obtained before personally identifiable information is released, except as permitted under Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

Complaints concerning alleged failure of a public school to comply with the confidentiality requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20202-5920 Phone 1-800-872-5327.

The public schools, intermediate unit, and charter schools prohibit discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, marital status, or because a person is a disabled veteran. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school shall be denied equal opportunity or equal access to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship



STUDENT CODE OF CONDUCT

All students have rights. Among these is the right to receive the best education possible in a safe and orderly learning environment. In order to protect this right for all students at all times, it will be necessary for students to control their own behavior. Students should always examine their behavior and how it will affect others. No student has the right to interfere with the education of his/her fellow students. Self-control is the best method of assuring that the rights of all are protected. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

All students must come directly to school and return to their homes without lingering on school grounds or the streets. Pupils staying after school must go directly home afterwards. Students will exhibit appropriate and respectful behavior going to and from school.

If it is necessary that a student be permitted to go to another place other than home, a note from the parent or guardian giving the reason must be sent to the teacher.

Students are not permitted to ride bikes to or from school.

By School Law, teachers and administrators are responsible for their pupils' conduct to and from school. Therefore, the aforementioned regulations are enforced. For your child's safety it is advisable that all parents help the school in stressing to the children the importance of their resisting any advances by strangers and reporting same immediately to the school and home.

Instruct your child never to talk with a stranger, never to take a gift from a stranger, and never to get in an automobile with a stranger!!



DISCIPLINE

1. *Purpose:* Effective operation of the programs of the school district requires the cooperation of all district employees, students and patrons in working together under a system of policies and rules applied fairly and uniformly to all persons. The orderly conduct of the district business requires uniform compliance with these policies and rules and uniform penalties and disciplinary procedures for violations.
2. *Authority:* Under the School Code, the Board is given the authority to prescribe rules and regulations regarding the management of its school affairs and the time that they are engaged in their duties to the district, as well as regarding the conduct and deportment of all pupils in their school, during such time as they are under the supervision of the Board and the teachers, including the time necessarily spent coming to and returning from school.

The Eastern York School Board recognizes that the administration is given the authority to exercise control over student conduct as follows: "Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct the behavior over students attending his/her school, during the day they are in attendance, including the time in going to and from their homes, as their parents, guardian, or persons in parental relation to such peoples may exercise over them." The Eastern York School Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school.

Discipline Philosophy Statement

The Eastern York Elementary Schools shall strive to create a safe environment conducive to learning for all students. No student shall have the right to interrupt the learning of others.

Students are expected to wear their ARMOR every day inside and outside of school.

Attending

- What is it? – An attending student will be present both physically and mentally.
- What does it look like? – An attending student is listening, following directions, taking turns, paying attention to teachers and peers and is on time.
- What does it not look like? – An attending student is NOT sleeping in class, calling out, having off task conversations, doing as he or she pleases or ignoring directions.

Respectful

- What is it? – A respectful student shows care and consideration for his/herself and others, uses resources properly and gives care and consideration to the thoughts and feeling of others.

- What does it look like? – A respectful student is kind, well-mannered, cares for all property and asks for permission.
- What does it not look like? – A respectful student does NOT talk back, put others down, steal, break or misuse items, lean on chairs or mock others.

Motivated

- What is it? – A motivated student is an active participant in his or her education, stays on task and cooperates with others.
What does it look like? – A motivated student participates in activities, stays on task, tries to achieve, communicates appropriately and works well with others.
- What does it not look like? – A motivated student does NOT sleep, demonstrate off task behavior, refuse to do assignments or give up on oneself or others.

Organized

- What is it? – An organized student is prepared to learn and follows procedures.
- What does it look like? – An organized has all necessary materials, assignments completed on time, follows the rules and procedures of the classroom, team, and school and has the Forever Assignment.
- What does it not look like? – An organized student does NOT refuse to follow directions, arrive unprepared for class or procrastinate.

Responsible

- What is it? – A responsible student is honest with oneself and others, stays on topic and speaks and acts appropriately.
- What does it look like? – A responsible student takes ownership of his or her actions, stays on task, is honest, displays a positive attitude, encourages others and sets realistic goals.
- What does it not look like? – A responsible student does NOT bully, blame, make excuses, put people down, lie, or use profanity or racial slurs.

TEAMOLOGY

EYSD has implemented Project TEAM which is a school-wide program that creates a whole school climate change and brings every person in the school together to work toward common goals. Penn State developed an anti-bullying and school climate improvement program referred to as “Project TEAM,” built upon concepts proven to reduce bullying and increase a supportive school climate in elementary schools. The program instills a sense of belonging in students, decreases bullying, teaches students proactive social skills, and creates future leaders. Students are taught and reinforced daily with the six foundations of Project TEAM—Helping Others, Positive Change, Anti-Bullying, Problem Solving, Resiliency, and Leadership.

Students are taught the importance of teamwork. Project TEAM creates a community working together where students participate in team-building lessons year round and receive hands-on experiences to increase their understanding of being team players. All of this teamwork effort revolves around the six foundations that promote a healthy environment for learning and developing.

A visual of a house begins to build the foundations where each piece of the house represents one of the foundations, and applying the foundations in everyday life keeps students “In the House.” Six characters are used to strengthen the connection between students and the program, with one student connected to each Project TEAM foundation.

Children are exposed to careers and learn the life skills they need to excel to reach their full potential, fulfill their dreams, and develop a deeper sense of doing the right thing for the good of the whole. They gain important knowledge to use in real life situations as well as aid in their academics.

DISCIPLINE GUIDELINES

The following is provided as a representative list of inappropriate student behavior, which interrupts the learning of others, but is not intended to be a list of all examples of inappropriate student behaviors.



- Cafeteria rule violations.
- Infractions of bus regulations.
- Disrespect to others including students, teachers, administrators, and other adults.
- Inappropriate language and profanity.
- Major classroom disruptions (disruptions which interfere with learning and create an environment in which learning cannot occur).
- Hallway misbehavior (running, pushing, shoving, loud noises, shouting, etc.).
- Loss and destruction of school property, including textbooks and other equipment.
- Insubordination (refusal to follow the direction of a school authority).
- Misbehavior for a substitute teacher.
- Misbehavior in an assembly or other special activity (field trips, special events, etc.).
- Truancy (also covered by school and/or penal code).
- Harassment of others, including racial, sexual, ethnic, age discrimination, etc.
- Sexual misconduct.
- Actions which can cause physical harm to students or adults.
- Fighting, Assault and Battery.
- Vandalism of school property and property of others.
- Stealing, larceny, theft, possession of stolen property, extortion.
- Possession, sale, or use of alcohol or drugs, tobacco products or paraphernalia, or look-alikes.
- Terroristic or any other type of threat, including bomb threats.
- Possession, transfer of, or use of a weapon.
- Use of, possession of fireworks, smoke bombs, and/or stink bombs.
- Fire alarm violations.



DISCIPLINE CONSEQUENCES

The following is provided as a representative list of the disciplinary consequences that will be applied by the staff and administration of the Eastern York Elementary Schools. The disciplinary consequence(s) that may be applied depend on the severity and frequency of the student misbehavior.

- Verbal reprimand, warning of the student by the teacher/staff member.
- Parental contact by the teacher/staff member or administration.
- Student referred to the guidance department.
- Loss of privileges, special assignments.
- Behavioral contract with the student.
- Teacher assigned personal detention(s).

- Loss of bus riding privileges, which may range from three (3) days to the remainder of the school year. Parents will be responsible for the student's transportation to and from school when bus riding privileges are revoked.
- School detention assigned.
- Student referred to principal's office.
- In-school suspension.
- Out-of-school suspension.
- A School Board hearing for possible expulsion or suspension out-of-school for longer than ten (10) days.
- The police may be notified and appropriate charges brought against the student.

Bullying/Cyberbullying

Bullying/Cyberbullying is the intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and is severe, persistent, or pervasive. Board Policy 249 <https://tinyurl.com/y5ug96mp>

Bullying/Cyberbullying have the effect of doing the following:

- Substantially interfering with a student's education.
- Creating a threatening environment.
- Substantially disrupting the orderly operation of the school.

School setting is defined as: in school, on school grounds, in school vehicles, at a designated bus stop, or an activity sponsored, supervised, or sanctioned by the school.

Safe 2 Say Something (S2SS) Tip-line

The Pennsylvania Attorney General, with the support from local law enforcement and the local school districts, have established a toll-free student tip line which is accessible 24-hours per day as part of Act 44 legislation. Students who have concerns or information involving potential student threats upon individuals or property are encouraged S2SS. The Safe 2 Say Something is available for anonymous reports. When contacting S2SS, the student must provide the name of the school district and the building or location that is involved. The student must also state the name(s) of individuals that are involved, the time and date, what was said, and how the student became aware of it. Eastern York School District utilizes the Safe 2 Say Something Alert system which allows anyone to report incidents via mobile application, website, or call. Reports can be submitted online at: through the S2SS app; via online at SAFE2SAYPA.ORG or by phone : (844) SAF2SAY.

A student who violates this policy shall be subject to appropriate disciplinary action which may include but not limited to;

- Verbal/written reprimand
- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school sponsored activities
- Restitution for property damage
- Detention
- Suspension



Expulsion

Counseling/therapy outside of school

Referral to law enforcement officials

The Board prohibits all forms of bullying by district students (EYSD Board Policy #249).

Harassment – Board Policy #248

In accordance with the provisions of Eastern York School District Policy #248, the Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct: Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities.

The School District encourages students who believe they have been harassed to promptly report such incidents to the building principal or any other District employee.

Hazing (Board Policy #247) The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. Board Policy 247 <https://tinyurl.com/yxd6zmf7>

DRUG, TOBACCO AND ALCOHOL POLICY (Board Policy 222)

The Eastern York School District assumes an adamant posture in prohibiting the use or possession of drugs on school property, on school buses, at school bus stops or at school-sponsored activities. The school district also supports the "School Safety Zone". They also strongly endorse the concept of prevention through education and support the use of classroom instruction to inform students. The goal is to educate, to intervene through early identification, to make appropriate referrals for treatment, and to develop a support system for students returning from treatment.

The possession, sale, and/or use of alcohol, tobacco (defined as use and/or possession of a lighted or unlighted cigarette, cigar or pipe; other lighted smoking product; and smokeless tobacco in any form-Board Policy 222), drugs, steroids, look-alike drugs, unauthorized drugs (unauthorized drugs are those drugs and medications which have not been registered with the school nurse), or drug paraphernalia is strictly forbidden. A student who sells, uses, possesses, distributes, is under the influence of and/or aids in the procurement of the same, while on school grounds or anywhere during a school activity or while utilizing school transportation shall be subject to provisions of the policy including disciplinary action deemed appropriate by the administration, and by School Board policy. A

student, who sells, uses, possesses, distributes, is under the influence of and/or aids in the procurement of the same, shall be referred to the School Board for possible expulsion.

Smoking during school hours and on school property presents a health and safety hazard for both the smoker and the nonsmoker, and is inconsistent with school programs and policies directed against smoking by students.

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; nicotine; electronic smoking devices; unapproved nicotine-delivering devices; chemicals or devices that produce the same flavor or physical effect of nicotine substances; and smokeless tobacco in any form. The term electronic cigarette includes all related paraphernalia and accessories, including but not limited to vaporizers, vape pens, vape juice and any chemical or device that produces the same flavor or physical effect of nicotine substances.

Violations of the Use of Tobacco and/or Smokeless Tobacco Policy by employees or students will result in appropriate disciplinary action. Visitors found in violation of this policy may be asked to remove themselves from District premises. (For more information see School Board Policy 222 <https://tinyurl.com/yyryqxbf>)

WEAPONS POLICY

The Pennsylvania legislature passed a law regarding possession of weapons and replicas of weapons on school property. In the law the term "weapon" is defined as any knife, cutting instrument or tool, firearm, shotgun, or rifle, as well as other instruments capable of inflicting serious bodily injury. The administration reserved the right to determine what is considered a weapon. If your child is in possession of a weapon as defined above in the law, on school property, at a school sponsored event, traveling to or from school, on a school bus, they may be faced with expulsion from school for a period of up to one (1) year. This may be in addition to any disciplinary action taken by the administration. (Board Policy 218.1 <https://tinyurl.com/yy64meoa>)

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 possessing illegal materials on his or her person, the student shall be referred to the principal or assistant principal for a search. If the student resists a search or uses force, the police may be called for assistance. Possession of illegal or inappropriate material in an automobile on school property will result in, but not be limited to, suspension of parking privileges.

If it is reasonably suspected that a student has illegal material in his or her automobile on school property, it will be searched by administration. In addition, school personnel will immediately call the police and advise them of the circumstances which led to their belief of the possession of illegal materials. Parking lots are subject to random, periodic, and/or sweeping searches by certified scent dogs.



TECHNOLOGY:

Acceptable Use of Online Tools

The changing educational environment and level of technology integration may require that students access web-based technology tools while using non-District owned equipment (e.g. home computer, cell phone, etc.) and/or using non-District owned resources (e.g. Internet, Cellular data, etc.).

Such tools include, but are not limited to, hardware, software, Internet access, web-based applications (e.g. Wikispaces.com, Blackboard, Blogs, Discussion Boards, Podcasts, etc.), personal electronic devices, telecommunication products, audio/video equipment, and any other tool used for classroom instruction.

Any student user accounts created by District personnel or by students, for the purpose of completing course curriculum, are subject to the guidelines defined by the Acceptable Use Policy of the Eastern York School District, regardless of where the access to that technology tool has taken place.

Users have *no expectation of privacy or confidentiality* in the content of such technology tools and inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action. At a minimum, all District students will be assigned a network login.

ELECTRONIC DEVICES/COMMUNICATION (EYSD Board Policy 237)

Eastern York School District prohibits the use of personal communication devices by students during instructional periods without authorization of school staff. Eastern York School District will not be liable for the loss, damage, theft, or misuse of any personal electronic device brought to school by a student, nor will the district bear any responsibility or provide technical support, troubleshooting, or repair of any device other than those owned by the district. Costs incurred for the use of data and applications on any personal device will be the responsibility of the student.

Eastern York School District supports the use of the Internet and other authorized computer networks within the district's schools Instructional Programming in order to facilitate learning through interpersonal communications, to access information, for research, and for collaboration. Students, in accordance to **Eastern York School Board Policy 237**, may utilize personal electronic devices for instructional purposes as authorized by faculty. For the purposes of this handbook, personal electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit, or receive written or audiovisual messages or images; or provide a wireless, filtered or unfiltered connection to the internet. Examples include but are not limited to cellular phones, smart phones, laptop computers, netbooks, tablet computers, iPads, iPods, e-Readers, Personal Digital Assistants (PDAs), handheld game consoles, DVD players, mp3 players, digital picture/video cameras, and any other device capable of connecting to the District's network or another independent mobile network.

Students are not permitted to use network connections other than the specific wireless network provided by Eastern York School District. The use of cellular telephones, pagers, beepers, digital cameras or electronic devices over an independent wireless network while on school grounds, buses, and other vehicles provided by the district and at school sponsored activities during the school day is strictly prohibited.

a) The uploading, distribution, or posting to the internet of any type of audio and/or visual media taken or recorded during school hours or on school property or at a school-sponsored event without Administrative approval is strictly forbidden and will be subject to disciplinary action.

b) Students are not permitted to possess or use laser pointers on school grounds, buses, and other vehicles provided by the district and at school sponsored activities. Devices such as radios, portable stereos, electronic games, and CD

players may not be used during school hours. The building principal or designee must approve requests for exemptions. Students who bring these devices to school should keep them in their lockers or backpacks during the school day. A student brings these devices to school at their own risk. The school shall not be responsible for lost, stolen, or damaged items.

c) Unauthorized use of these items shall result in confiscation of the item and possible disciplinary action as outlined in the handbook. If school personnel sees or hears any of these devices, whether they are visual or concealed, and ask for the item(s), and a student refuses to turn over the item to the teacher, the student will be considered to be insubordinate, and the student will be referred for disciplinary action for insubordination. Items confiscated more than once will be turned over to the student's parent/guardian.

<http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=9YR65G1341B7>

Computer/Internet (EYSD Board Policy 237)

The Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, to access information, for research, and for collaboration. Technology resources include, but are not limited to, any school district-owned; leased/licensed or user-owned personal hardware/software, or other technology, including cell phones and personal electronic devices, used on the school district premises or at school district events.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Network facilities are defined as:

- computers, electronic connections, electronic devices, and other information technology tools used for information processing as well as peripheral devices connected to these computers and other tools;
- network bandwidth including Internet bandwidth and other devices necessary to facilitate network connectivity such as e-mail services, file servers, routers, switches, hubs, firewalls, premise wiring, network data ports, etc.;
- computers, electronic connections, electronic devices, and other information technology tools used on district property or used off district property that impact the district or when such use comes in conflict with the Student Code of Conduct or district policy, whether or not such tools are owned by the district or whether or not they are connected physically or wirelessly to the district's information network(s);
- computers, electronic connections, electronic devices, and other information technology tools while they are connect remotely (from house or elsewhere) to the district's network.

The use of personal computing devices on the EYSD network is permitted only on specially designated networks. All use of personal electronic devices must be in accordance with **district policy No. 237**. When a student, parent/guardian or employee connects a personal computing device (including, but not limited to, laptops, tablets, flash drives, and cell phones) to an EYSD operated network, they are agreeing to the requirements contained in this policy and should consider his/her personal device subject to the same levels of monitoring and access as any EYSD technology resource. The district reserves the right to monitor and log Internet and network use on district guest networks.

The Eastern York School District network is established for a limited educational purpose and has not been established as a public access or a public forum. Accordingly, the district has the right to place restrictions on the use of the system and to require users to abide by system rules. All students, staff, guests, and others who use district network facilities or technology resources must agree to and abide by all conditions of this policy.

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. Technology protection measures are in place to filter access to information and visual depictions that are obscene, pornographic, or harmful to minors. The district cannot guarantee total elimination of all such materials and shall not be held responsible for any information accessed through the network. In addition, the district shall not be responsible for any information

that may be lost, damaged, or unavailable when using the network.

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students and staff shall have no expectation of confidentiality or privacy with respect to anything they create, store, send, delete, receive, or display when using the district network or any resource accessed through the network. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computer and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and the district network shall remain the property of the school district.

The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user who incurs unauthorized charges or fees will be responsible for the same.

The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized, or illegal use will result in a range of appropriate disciplinary action which may include the cancellation of privileges, as well as suspension, expulsion, and/or criminal charges.

The district shall make every effort to ensure that this educational resource is used responsibly by students and employees. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. A school administrator shall have the authority to determine what inappropriate use is, and his/her decision is final.

Network accounts will be used only by the authorized owner of the account for its authorized purpose. Network users shall respect the privacy of other users on the system.

Policy 237 <http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=9YR65G1341B7>

Prohibitions

Students and employees are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. use of the network to facilitate inappropriate or illegal activity;
2. use of the network for commercial or for-profit purposes;
3. use of the network for activities not consistent with this policy or district objectives;
4. use of the network for product advertisement or political lobbying;
5. use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication;
6. use of the network to access obscene or pornographic material;
7. use of inappropriate language or profanity on the network;
8. use of the network to transmit material likely to be offensive or objectionable to recipients;
9. use of the network to intentionally obtain or modify files, passwords and data belonging to other users except by authorized personnel as part of one's employment responsibilities;
10. impersonation of another user;
11. use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws;
12. loading or use of unauthorized games, programs, files, or other electronic media;
13. use of the network to disrupt the work of other users;
14. destruction, modification, or abuse of network hardware and software;
15. quoting personal communications in a public forum without the original author's prior consent;
16. use of the network to create, alter, destroy, transfer, upload, download, or otherwise replicate web pages or e-mail

or content not reflecting the mission and character of the school and district or not approved or reviewed by responsible parties/teacher and/or the principal;

17. attempting to circumvent or disable network security or technology protection measures;
18. unauthorized use of personal e-mail accounts, chat rooms, blogs and forums;
19. use of the network to promote violence or advocate destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
20. no personal electronic devices, such as USB drives, wireless routers, etc., may be installed on the district computers or network without prior consent;
21. bullying/cyberbullying.

Security

Security on district computer systems is a high priority. Students or staff who identifies a security problem while using the network or resources accessed through the network must immediately notify the Technology Department staff.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Every user is responsible for any activity that occurs under his/her account. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Individual users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.



Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. If any such communication is proven to have been created by a student or employee of the district from any computer or network, appropriate disciplinary action will be taken and, when warranted, the actions will be reported to the proper legal authorities.

The district will provide information educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyber bullying awareness and response. Network users should never reveal personal addresses, telephone numbers, or other personal information to others using the Internet, e-mail, or chat rooms.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful, or negligent acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations or theft of services will result in disciplinary action which may include suspension or expulsion from school and a report made to the appropriate legal authorities for possible prosecution.

Vandalism will result in cancellation of access privileges and other disciplinary actions including suspension or expulsion from school. Vandalism is defined as any malicious attempt to harm or destroy equipment, systems, software, data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this

policy. Loss of access and/or other disciplinary actions shall be consequences for inappropriate use, depending upon the seriousness of the infraction.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

TRANSPORTATION

SCHOOL BUS INFORMATION - BUS REGULATIONS

Riding the school bus is a privilege, which may be removed at any time for unsafe student conduct. In an attempt to ensure safety, video cameras have been installed in buses to monitor bus behavior. Students can be disciplined for behavior that is audio or video taped.



Bus Regulations

The bus driver is in direct charge of the bus and pupils at all times. The bus driver will do the following:

- Stop at regular stops only.
- Have control over the conduct of pupils.
- Assign seats to all pupils.
- Make a written report of all violations of conduct to the principal.

Student passenger rules are as follows:

- Be at their bus stop 10 minutes prior to their scheduled morning pick-up time,
- Enter the bus quietly and orderly, be seated quickly.
- Follow the driver's directions the first time they are given.
- Keep all body parts inside the bus.
- Stay in your assigned seat with feet on the floor, facing front at all times.
- No cursing, swearing or loud noises, including rude gestures.
- No eating or drinking.
- No glass, sharp objects or pets of any kind.
- Do not tamper with the bus or its equipment.
- Students will ride their assigned bus and exit at the assigned bus stops. Written permission from a parent or guardian with the approval of the administration is necessary in order for bus changes to occur and only for special circumstances.
- **Cross in front of the bus only.**
- Proper behavior is expected while on the bus and at the bus stop.

Failure of students to observe the above rules will be cause for disciplinary action, including possible suspension from bus transportation.

PLEASE NOTE: Bus drivers will drop off kindergarten students at their designated bus stop only if the parent or designated adult is waiting at the bus stop. If a parent or designated adult is not there, the Kindergarten student will be returned and parents will be responsible to pick up the student at school.

BUS DISCIPLINE PENALTIES

The preceding rules are not intended to be all-inclusive. Other behaviors **not** mentioned may require disciplinary actions. If a student chooses to break a rule, the following consequences **may** include but are not limited to:

1. Warning
2. Change Seat

3. Contact Parents
4. Parent/Principal/ conference
5. 3-5 days riding suspension (Parent will provide transportation)
6. One month suspension (Parent will provide transportation)

If conduct continues after the above, a student will be refused transportation for the remainder of the school year. Failure of a student to observe the above rules will be sufficient cause for suspension of bus riding privileges. Parents/guardians of students denied bus riding privileges must provide their own transportation to and from school.

USE OF AUDIO AND VIDEO MONITORING EQUIPMENT (Board Policy 810.1/819)

Protecting the safety of students, staff and others on school buses and school property is a paramount concern to the Eastern York School District. Safeguarding school property and maintaining student discipline are also very important goals. To help achieve these objectives, the School Board authorizes the use of audio and visual monitoring equipment in school buses, and in public areas on school property.

The School Board is mindful of privacy issues and laws prohibiting interception of oral communications where the speaker has a reasonable expectation of privacy. Accordingly, notice of the school district's use of monitoring equipment will be provided to students, parents/guardians and others whose actions or oral communications may be recorded. Such notice is intended to ensure there is no expectation of privacy with respect to actions or oral communications recorded.

The equipment will be installed in conspicuous locations, to enhance the deterrence of improper conduct, and to alleviate any concern about lack of knowledge of monitoring. The goal in monitoring is to ensure safety and protect property, without invading privacy.

Audio and video monitoring equipment means equipment with audio and video recording capabilities, which is permanently or temporarily affixed at a particular location in a school bus, school building or on school property pursuant to this policy and at the direction of the Superintendent or designee.

Public areas mean all areas of school buildings and grounds other than restrooms, locker rooms, nurses' offices, counseling rooms, and areas designated primarily for staff use.

School bus means any motor vehicle used by the school district to transport students to or from school or school-sponsored activities. Consistent with **Policy 810.1**, the School Board authorizes use of audio and video monitoring equipment in school buses that transport students and in public areas on school property. Audio and video monitoring equipment shall be located in a visible location.

Images and sounds recorded by the audio and video monitoring equipment may be used as evidence in disciplinary proceedings conducted by the school district. Such information also may be shared with law enforcement officials, if school officials reasonably believe that it constitutes evidence of a crime.

Subject to the limitations and purposes of this policy, and School Board approval of equipment purchases, the Superintendent or designee shall be responsible to determine the extent to which audio and video monitoring devices are used, and the type and location of all audio and video monitoring equipment.

The Superintendent or designee shall notify students, parents/guardians, staff, visitors, and others whose actions or oral communications may be recorded that the school district is using audio and video monitoring equipment. This may include the following or other notices to the extent deemed appropriate by the Superintendent or designee:

1. Notice posted prominently at entrances to school buses, or in common areas on school property where monitoring may occur.

2. Notice in student and staff handbooks.
3. Notice sent home with students and provided to staff at the start of each school year, and at the time any enrollment or employment begins after the start of the school year.
4. Instruction by teachers and coaches accompanying students on school buses to athletic contests or field trips not to use the school bus as a changing area.
5. Publication on the district website.

The Superintendent or designee shall take the following precautions with respect to the review, copying or distribution of the audio or video recording:

1. The digital recordings should not be reviewed, copied or distributed except as reasonably necessary to implement the school safety and discipline program, or for law enforcement purposes.
2. The digital recordings should be reviewed by or distributed to only the following persons:
 - a. Those participating in investigation or evaluation of an incident;
 - b. Those providing professional guidance or legal advice to the school district or to the subject of an investigation or evaluation to the extent deemed appropriate by the Superintendent or designee;
 - c. Those involved in a hearing or legal proceeding relating to matters recorded, consistent with applicable law.
3. Anyone who reviews or is provided a digital recording must keep the contents confidential, except as required in connection with school district or law enforcement action relating to matters recorded.

The Superintendent or designee shall establish written procedures for the following:

1. Individuals responsible for installation, removal and review of digital recordings;
2. A schedule for inspecting the operation of equipment.
3. Storage and safekeeping of digital recordings before they are erased, including any digital recording used in connection with a legal or administrative proceeding or needed as part of an official school record.
4. Making a record of anyone who reviews any digital recording.

DRESS CODE:

Good taste in personal dress and grooming should be observed at all times. Bizarre and/or attention-getting clothes and/or jewelry are not acceptable in school as they will tend to distract others. Shorts are permitted, but should be long enough (minimum of a four (4) inch inseam) so that the child can sit and move around in comfort.

If, in the judgment of the teacher and/or principal, the child is not properly dressed, it will be addressed. We appreciate your cooperation in sending your child to school in appropriate, safe, and comfortable clothing.



Specific Guidelines for Dress Code:

1. Immodest or transparent clothing is not acceptable.
2. Shoes and clothing that may be damaging to school property or hazardous to self or others are prohibited.
3. The wearing of outerwear, including coats, jackets, windbreakers, pullover windbreakers, and the like are prohibited indoors.
4. Bare feet, open-toe shoes, sandals, and shoes without backs such as flip flops are not permitted.
5. Clothing should not be too tight, too short, attention getting, suggestive or revealing.
6. Tank tops must have at least one-inch straps for high school students. Tank tops must cover shoulders for Middle School and Elementary Students. Sleeveless shirts are permitted but cannot reveal the sides of the torso.
7. Clothing, jewelry and grooming practices, which, by words, signs, pictures or any combination thereof, advocates

or promotes sexual activity or violence, or use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability is prohibited.

Examples of inappropriate school apparel include,
but are not limited to, the following:

- Pajamas and/or slippers, visible undergarments
- All shorts must have a minimum of a four (4) inch inseam - for both males and females.
- Clothes of any kind with a suggestive connotation, message or design, including obscenities, profanity, tobacco, drugs and alcohol, sexual innuendos, or a message which intends to harass, threaten or intimidate another student.
- Non- prescription sunglasses, caps, hats or any type of head covering are not to be worn indoors, unless for religious reasons.
- Head (forehead), wrist, or leg bands are not to be worn indoors.
- Large decorative chains worn as necklaces or bracelets. Wallet/pocket chains, no jewelry with spiked, sharp, or protruding parts that can inflict damage or harm. The administration reserves the right to determine what are excessive amounts and appropriate jewelry.
- Pants/shorts with printing on the backside
- Midriff shirts or blouses (Students must be able to raise their hands above their head without seeing midriff area.)
- Shoes with wheels in them as well as open-toe, backless shoes, sandals, and flip-flops.
- Tube tops, tank tops which do not cover the shoulders, spaghetti strap tops, etc.

Consequences for inappropriate dress may include but are not limited to:

- Requiring the student to change clothes
- Calling home and having parent/relative bring a change of clothes
- Sending the student home

These guidelines are in effect during regular school hours and at any school sponsored event whether on or off school premises.

The administration reserves the right to make the final decision on appropriate dress.

Board Policy

<http://www.boarddocs.com/pa/eyrk/Board.nsf/goto?open&id=9YR643130C5E>

MISCELLANEOUS INFORMATION:

DISTRIBUTION OF INVITATIONS/BALLOONS AND FLOWERS

Students are not permitted to distribute invitations to classmates in the school setting unless all classmates are given an invitation. We will not be able to accept the delivery of balloons, flowers, and gifts at the elementary schools due to the fact that they would be a distraction in the classroom and cannot be taken home on the school bus.

PARENT REQUEST FOR TEACHERS

Parents may provide input regarding their child's classroom placement in written form to the building principal. When making a request, please state specifics on the type of classroom environment that you believe would be most beneficial for your child. We ask that you refrain from requesting inclusion or exclusion of specific teachers for your child's grade placement. Placements will continue to be based upon instructional and behavioral needs of students. The final decision will be made by the principal keeping in mind the best educational interest of the student.

SCHOOL PICTURES

Individual and class group pictures of pupils are taken in all grades during the school year. Parents are under no

obligation to purchase pictures. However, since the cost is nominal, many parents find it desirable to keep a picture history of their child's school days. School pictures also make nice gifts for friends and family.



PERMISSION TO PUBLISH PHOTOGRAPHS

From time to time, Eastern York School District publishes photos of its students, individually and in groups, in the district newsletter, and submits photos to various newspapers. In addition, EYSD publishes student newspapers, literary anthologies, yearbooks, class journals, etc. as part of either its curriculum or extracurricular activities. These publications often contain student work such as poetry or artwork.

Eastern York's Internet site is <http://www.easternyork.com>. Within our website, we like to include photos of and work done by our students. As part of our ongoing efforts to ensure the safety of our students, we are seeking parental permission before including your child's photo or work in any of its publications, including the web site. In order to include your child's photo or work on our web site or any site accessed from Eastern York's site, we will require your signed permission. Last names of students will not be used in conjunction with any photo on the Internet. If you did not sign the electronic copy of the permission slip, you will receive a paper copy to sign and return to the school granting permission for us to publish or post any photo which may include a picture of your child or any work produced by your child.

If you have any questions concerning this request, please contact Mr. Larry DiPiano, Director of Technology. He can be reached via email at [Ldipiano\(@\)easternyork.net](mailto:Ldipiano(@)easternyork.net), by phone at 252-1551, or contact your building principal. If you do not want your child to use the Internet and/or have their photograph or work published, please send a letter to your child's principal informing them of your decision by **Thursday, August 27, 2020**.

**May 2020
Revised/Board Approved**