EASTERN YORK HIGH SCHOOL
STUDENT-PARENT
2019-2020
HANDBOOK

Eastern York School District
“Striving for Excellence”
Cool Creek Road P.O. Box 2002
Wrightsville, PA  17368
(717) 252-1551
EASTERN YORK HIGH SCHOOL Wrightsville, Pennsylvania

August, 2019

Dear Student and Parent/Guardian,

Welcome to Eastern York High School, the home of the Golden Knights! We are glad you are here and part of our learning community. Eastern York takes great pride in being a comprehensive high school which maintains a close community atmosphere, important in helping students succeed while providing a challenging academic and varied co-curricular experience. Our students will experience high academic standards, opportunities for success in athletics and co-curricular activities, and high behavioral expectations.

The Staff of Eastern York is here to challenge, motivate, assist, teach, and learn with you. This handbook provides important information regarding Eastern York School District rules, procedures, and policies. In the following pages, be sure to review the Eastern York bell schedules, key academic requirements, attendance policies, general policies and procedures, the Student Code of Conduct and Discipline as well as the Co-Curricular Code of Conduct and Discipline.

Please read the entire handbook. If you have not completed online registration, please complete the separate Parental Permission Form and Publication/Posting of Student Photo pages and have your student return them to their Block 1 teacher by August 30, 2019.

Best wishes for a successful and fulfilling year at Eastern.

Sincerely,

Dr. Timothy W. Mitzel
Principal
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Eastern York School District
Mission Statement

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

Contacting Eastern York High School
Parents who wish to contact the school to discuss their child’s progress or who may have questions or concerns regarding a school based policy or decision should contact the high school office between the hours of 7:30AM and 4:00PM at 252-1551. Please follow the outlined sequence below for specific questions.

Instructional/Classroom: Classroom Teacher, Principal
Discipline: Classroom Teacher, Assistant Principal
Attendance: HS Office, Home/School Visitor at 252-1555
Transportation: Transportation Office at 252-1555
Health Concerns: HS Nurse, Principal
ADA/Title IX: Dr. Rita Becker at 252-1555

VISITORS TO EASTERN YORK HIGH SCHOOL
All individuals must have a bona fide reason for visiting Eastern York High School. All individuals entering the high school must sign the guest register in the main office upon arriving at school and receive a pass as a visitor. Visitors must display this pass prominently at all times while in the building. To assist with the management of visitors to our schools, Eastern York School District has implemented a system developed by School Gate Guardian. When a visitor enters Eastern York High School, the visitor will be asked to scan their federal or state issued ID card using a scanner that reads OCR and barcode. The visitor’s information is then checked against the district’s visitor database for unwelcome guests and a national database of registered sexual offenders. If no matches are found, the visitor will be given a time-expiring visitor badge. If the visitor is matched against either the national sexual offender database or the district maintained unwanted guest database, the receptionist will notify appropriate district personnel. Following a visit, visitors are asked to exit through the school office and check out of the visitor management system.

Any person found in the building who has not reported to the main office or who has not completed the authorized purpose of his or her visit and is wandering the halls will be prosecuted for trespass under the provisions of the Act of December 6, 1973, known as the "Crimes Code, Section 3503(6)." Under no circumstances will individuals or former students be allowed to visit friends for the purposes of socializing.
ACADEMIC INFORMATION

I. GRADUATION REQUIREMENTS - COURSES AND CREDITS
   A. An Eastern York High School diploma will be granted to all students who have met Eastern York School District's graduation requirements as indicated in the District's Strategic Plan and adopted by the Eastern York School Board. To be eligible for graduation, students must earn 28 credits. These credits may be accumulated in Grades 9 to 12, as well as Academic Algebra IA and Accelerated Geometry from the middle school. All students will be required to demonstrate achievement by earning 28 credits in the following academic areas:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>2.0</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>1.0</td>
</tr>
<tr>
<td>Computer Education</td>
<td>1.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.0</td>
</tr>
<tr>
<td>Health</td>
<td>1.0</td>
</tr>
<tr>
<td>Additional Core Electives</td>
<td>6.0</td>
</tr>
</tbody>
</table>

   B. For a complete description of what is required, what is elective, and a description of the courses offered, consult the Eastern York High School Educational Planning Guide. This planning guide is available online at www.easternyork.com.

II. GRADUATION REQUIREMENT - GRADUATION PROJECT
   In addition to earning 28 credits, in order to be awarded a diploma from Eastern York High School, students must successfully complete a graduation project.

   A. In accordance with Pennsylvania Department of Education Academic regulations, Eastern York High School has developed its academic programs to prepare students for both career and college. Through an organized and systematic approach, Eastern York provides all students with multiple opportunities to learn about career opportunities as well providing a strong academic foundation for success in college. Through specifically designed measures within the scope of the Eastern York High School Curricula, students will complete career related requirements prior to their Senior Year, including a career interest assessment, personality assessment, cover letter, resume, personal financial management, and career information.

   B. In order to promote success, students will also be required to complete a mock interview.

   C. Assistance with community service or opportunities to explore job shadow experiences can be organized through the School to Career Office. Prior to scheduling a mock interview, students must complete the resume and cover letter. More information on
the graduation project is available from the Career Center.

III. **EARLY GRADUATION**

A. A student may, with parent/guardian permission and in accordance with the provisions of Board Policy #217 Graduation Requirements, be considered for early release from Eastern York High School to join the military or attend a post-secondary vocational, technical, two-year or four-year college full-time.

B. Twelfth grade students in good standing who need four or less credits to graduate and whose schedule will allow, may schedule those classes during the 1st semester of their senior year so that they earn their diploma in January. Participation in this program will require that the Graduation Project be completed by the fall of their senior year. Please contact the Career Center for deadline dates.

C. The student must provide a confirmation of military enlistment or documentation to the Counseling Department verifying the student’s acceptance to the post-secondary institution. For students enrolling in a post-secondary institution, this documentation must include an outline of the student’s daily schedule including the starting and ending date for the spring term. **Students will not be considered for early release from high school if they cannot verify their full-time enrollment in post-secondary study. Applications are available in the Counseling Office during the student’s junior year.**

D. Applications will only be accepted until February 3rd of the student’s junior year. Transportation, tuition and expenses for post-secondary courses will be the sole responsibility of the student’s family. **With this in mind, student and parents are strongly encouraged to attend Eastern York’s Financial Aid Information Night held each year in November. Students should remember to apply for financial aid beginning in January of their Junior Year.**

E. A student’s final cumulative GPA will be determined in January of his/her graduation year. Final Cumulative Rank will be determined in June after the student’s entire class has completed their course work. Classes taken at the college during the 2nd semester will not be reported on the student’s transcript and will not be included in the student’s cumulative GPA or class rank due to the fact that the student is awarded his/her diploma in January.

F. Students graduating in January waive their right for consideration as valedictorian and/or salutatorian; however, January graduates will be eligible for recognition as **Honor Graduates**. Recognition as an Honor Graduate is based on the student’s final rank.

G. **Honor Graduates must fall within the top ten percent of their graduating class. For each January graduate that earns this distinction, an additional June graduate, who ranks next in line, will be honored as well.**

H. Students graduating in January are invited back to participate in the June Graduation Ceremony due to the fact that there is no January Graduation Ceremony. Students are responsible for contacting the Senior Class Advisor regarding all information pertaining to graduation, including the ordering of their cap and gown. **Students...**
participating in graduation are expected to participate in all practices for the graduation ceremony. Seniors participating in early graduation waive their right to participate in the following after their last school day in December:

1. Activities in which early graduates may not participate:
   a) Co-curricular activities/Sports
   b) Clubs
   c) Students of the Month (January through May)
   d) Valedictorian/Salutatorian consideration
   e) Top Ten Awards in May
   f) Class Officers

2. Activities not affected by Early Graduation:
   a) Prom
   b) Senior Trip
   c) Senior Picnic
   d) Honor Graduate Distinction
   e) Eligibility for Scholarships

I. Student issues or concerns not addressed in this document should be presented to the principal at the time of application.

J. Interested students may obtain and submit the required application through the Counseling Department Office. The principal will forward all applications for early release from the high school to the Superintendent, who will forward the applications to the Eastern York School Board of Directors pursuant to Board Policy #217. If recommended and approved by the Superintendent and recorded in the official Board Minutes, the student shall then be granted acceptance into the program.

IV. APPLICATION TO ENROLL IN COLLEGE COURSES College courses taken in lieu of Eastern York’s Core Courses must be approved by the student’s school counselor. Transportation and expense for any college course(s) will be the sole responsibility of the student and their family. All college courses will carry a weight of 1.0.

A. It is the student’s responsibility to submit college grades to the counseling office. A grade must be submitted for both marking periods. Grades must be on college letterhead or printed from the internet. Students taking college courses during the 2nd semester must submit grades by the fourth Friday in May in order to be considered for Valedictorian, Salutatorian, and Honor Graduate distinctions. If grades are not received from the college by this deadline, students will not be considered for these distinctions. Please check with the enrolling college to ensure that deadlines can be met.

V. AWARDING CREDITS Students in the high school can earn credits toward graduation beginning in grade nine (9), with the exception of students who take Academic Algebra IA and Accelerated Geometry in 8th grade. Those students who take and successfully complete Academic Algebra IA and Accelerated Geometry by 8th grade will be awarded a credit for each course. Upon entering the high school, credits are earned through the successful completion of course requirements offered during the regular school year, or
credits transferred from another school. Credits may also be awarded through the Independent Study Program.

VI. **PROMOTION POLICY** In order for students to advance to the next grade level and be on schedule for graduation, the following minimum number of credits must be accumulated in Grades 9 to 12:

A. Grade 9 - 5.0 credits to move to Grade 10
B. Grade 10 - 12.0 credits to move to Grade 11
C. Grade 11 - 20.0 credits to move to Grade 12
D. Grade 12 - 28.0 credits or more to graduate
E. Students will be placed into grade levels based on the number of credits earned at the end of each school year. Grade assignments will not be changed during the school year.

VII. **RECOGNITION OF ACADEMIC EXCELLENCE** At Eastern, we recognize students for their academic excellence in class at the end of each nine-week marking period, by publishing two honor rolls: the **Superior Honor Roll** and the **Distinguished Honor Roll**. Students who maintain a 3.75 or higher grade point average (GPA) are eligible for the **Superior Honor Roll**. Students who maintain a 3.4 to 3.74 GPA are eligible for the **Distinguished Honor Roll**. Students who fail a course, earn a “D” or “Unsatisfactory” in a course, or have incomplete or missing grades in any course, to include the graduation project, are not qualified to receive either honor roll recognition.

VIII. **HONOR GRADUATE DISTINCTION** Honor Graduate distinctions are determined by looking at each student’s cumulative, weighted grade point average from 9th through 12th grades. If a student took Academic Algebra IA and/or Accelerated Geometry by eighth grade, this is also included in the calculation. Eastern uses a 4.0 weighted grading system. (Please refer to the Educational Planning Guide’s explanation of the Grading System.)

A. The weighted grade point average is a decimal calculation carried out to the ten-thousandth position and is computed at the end of each semester based on final grades. Class rank is a numerical listing of these weighted grade point averages. For example, the senior with the highest weighted grade point average shall be ranked number 1, the senior with the second highest weighted grade point average shall be ranked number 2 and so on. Band, chorus and/or orchestra are not calculated into a student’s grade point average, and therefore, do not affect class rank or the awarding of an Honor Graduate distinction.

B. To be eligible for this award, students must have attended Eastern York High School for two full academic years (four full semesters) prior to graduation. Students placed outside of the school building yet earning an Eastern York High School diploma are not eligible for these awards due to not meeting the two year attendance requirement prior to graduation. Eastern York students who participate in a junior year study abroad/foreign exchange program are still eligible for consideration of this award.

C. Students whose rank falls within the top ten percent of the graduating class shall be honored as an Honor Graduate at Eastern York High School’s Graduation Ceremony.
So as to include January graduates in this honor, for each January graduate that earns this distinction, an additional June graduate, who ranks next in line, will be honored as well.

**IX. VALEDICTORIAN/SALUTATORIAN POLICY**

Valedictorian and Salutatorian distinctions are determined by looking at each student’s cumulative, weighted grade point average from 9th through 12th grades. If a student took Algebra I and/or Accelerated Geometry by eighth grade, this is also included in the calculation. Class rank shall be computed at the end of each semester based on final grades. Band, chorus and/or orchestra are not calculated into a student’s grade point average, and therefore, do not affect class rank or the awarding of valedictorian or salutatorian.

A. Eastern uses a 4.0 weighted grading system. (Please refer to the Educational Planning Guide’s explanation of the Grading System.) The weighted grade point average is a decimal calculation carried out to the ten-thousandth position. The valedictorian award is bestowed on that individual whose cumulative weighted grade point average is numerically the highest when compared to the rest of the graduating class. Salutatorian is bestowed on that individual whose cumulative weighted grade point average is numerically the second highest when compared to the valedictorian and the rest of the graduating class.

B. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding that student. For example, if two students are tied for valedictorian, each of these students will have a rank of one. The next numerically ranked student will have a rank of three and there will be no salutatorian.

C. To be eligible for this award, students must have attended Eastern York High School for two full academic years (four full semesters) prior to graduation. Students placed outside of the school building yet earning an Eastern York High School diploma are not eligible for these awards due to not meeting the two year attendance requirement prior to graduation.

**X. NATIONAL HONOR SOCIETY**

The National Honor Society was founded in 1921 to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democratic society. On December 29, 1954, we formed the Preston E. Zeigler Chapter of the National Honor Society to recognize those Golden Knights who excel in scholarship, leadership, service, and character. The Preston E. Zeigler Chapter of the National Honor Society has a long and proud tradition at Eastern. It should be the goal of every student entering Eastern York High School to be invited to join this honor society. Membership is by invitation only and brings with it a prestige that lasts a lifetime. It will serve each student well as a credit on any resume for college or employment.

A. Membership also brings with it certain responsibilities. Members are honor-bound to perform service to the community, as well as exhibiting leadership and good moral character in their daily lives.
B. Membership is offered to sophomores, juniors, and seniors who have compiled a cumulative GPA of 3.75 or higher, and who in the judgment of a faculty committee, have exhibited leadership in their high school endeavors, displayed good moral character, and who have provided service to the community. Service is judged from information requested of the student on a Student Activity Information Form. Every qualified student should take the time to list all activities of service and review this form with parents for completeness. The five-member faculty committee reviews each student’s submission and grants admission by majority vote. The decisions of the faculty committee are final and not open to appeal. Once admitted, membership is continuous unless removed by decision of the faculty committee. Revocation of membership may result based upon students failing to maintain the academic standard of a cumulative GPA of 3.75 or higher, and/or actions of the student which reflect poorly on the aspects of character, service, or leadership. For additional information, see the National Honor Society Advisor.

XI. **FAMILY EDUCATION RIGHTS AND PRIVACY ACT** Information on the Family Education Rights and Privacy Act (FERPA) is published in the district calendar.

XII. **DAILY SCHEDULES** Eastern York High School’s academic day is based on a 4 X 4 semester block schedule, which means that each student is enrolled in four (4) courses for the Fall Semester and four (4) courses for the Spring Semester, for a total of eight courses for the year.

A. On a regular school day, students attend four block classes and an enrichment or flex period at the end of the day. Block 1, 2 and 4 classes are 80 minutes long, and the enrichment period is 40 minutes long. Block 1 has an extra 5 minutes for the morning announcements. The third block is the lunch period, with three lunch periods scheduled during this block. Lunch A is a 30-minute lunch followed by an 85-minute class. Lunch B is a 30-minute lunch preceded by a 30-minute class and followed by a 50-minute class. Lunch C is 30-minute lunch preceded by an 85-minute class.

B. The regular bell schedule for the 2019-2020 school year is reflected on the next three pages.

1. **REGULAR BELL SCHEDULE:** In addition to the regular bell schedule, we have special bell schedules that we use for examinations and other standardized assessments. These schedules are posted on the high school website and are distributed to the students and faculty at least a week before the schedule goes into effect. The Flex block at the end of the day provides for a number of individualized activities designed to help meet the students’ needs.
### REGULAR BELL SCHEDULE

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>7:30 – 8:55</td>
<td>85 min.</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:00 – 10:20</td>
<td>80 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>10:26 – 10:56</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>11:01 – 12:24</td>
<td>85 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>10:26 – 10:56</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>11:01 – 11:31</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>11:36 – 12:24</td>
<td>50 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>10:26 – 11:49</td>
<td>85 min.</td>
</tr>
<tr>
<td></td>
<td>11:54 – 12:24</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 4</td>
<td>12:29 – 1:49</td>
<td>80 min.</td>
</tr>
<tr>
<td>Enrichment</td>
<td>1:54 – 2:34</td>
<td>40 min.</td>
</tr>
</tbody>
</table>

### 2 - HOUR DELAY BELL SCHEDULE

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>9:30 – 10:25</td>
<td>55 min.</td>
</tr>
<tr>
<td>Block 2</td>
<td>10:30 - 11:15</td>
<td>45 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>11:20 - 11:50</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>11:55 - 1:00</td>
<td>65 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>11:20 - 11:50</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>11:55 -12:25</td>
<td>30 min.</td>
</tr>
<tr>
<td></td>
<td>12:30 - 1:00</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>11:20 - 12:25</td>
<td>65 min.</td>
</tr>
<tr>
<td></td>
<td>12:30 - 1:00</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 4</td>
<td>1:05 – 1:50</td>
<td>45 min.</td>
</tr>
<tr>
<td>Enrichment</td>
<td>1:55 – 2:34</td>
<td>40 min.</td>
</tr>
</tbody>
</table>
### EARLY DISMISSAL SCHEDULE

<table>
<thead>
<tr>
<th>Block</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>7:30 – 8:20</td>
<td>50 min.</td>
</tr>
<tr>
<td>Block 2</td>
<td>8:25 - 9:15</td>
<td>50 min.</td>
</tr>
<tr>
<td>Block 4</td>
<td>9:20 – 10:10</td>
<td>50 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>10:15 - 10:45</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>10:50 - 11:55</td>
<td>65 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>10:15 - 10:45</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>10:50 - 11:20</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>10:20 - 11:20</td>
<td>65 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>11:25 - 11:55</td>
<td>30 min.</td>
</tr>
<tr>
<td>Enrichment</td>
<td>12:00 – 12:45</td>
<td>45 min.</td>
</tr>
</tbody>
</table>

### ARMOR EARLY DISMISSAL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>7:30 – 8:10</td>
<td>40 min.</td>
</tr>
<tr>
<td>Block 1</td>
<td>8:15 - 8:55</td>
<td>40 min.</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:00 – 9:40</td>
<td>40 min.</td>
</tr>
<tr>
<td>Block 4</td>
<td>9:45 - 10:15</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>10:20 - 10:50</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “A” Lunch</td>
<td>10:55 – 12:00</td>
<td>65 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>10:20 - 10:50</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>10:55 – 11:25</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “B” Lunch</td>
<td>11:25 – 11:55</td>
<td>30 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>10:15 - 11:20</td>
<td>65 min.</td>
</tr>
<tr>
<td>Block 3 “C” Lunch</td>
<td>11:25 - 11:55</td>
<td>30 min.</td>
</tr>
<tr>
<td>Enrichment</td>
<td>12:00 – 12:45</td>
<td>45 min.</td>
</tr>
</tbody>
</table>
XIII. **REPORTS OF STUDENT PROGRESS** Report cards are distributed at the end of each nine week marking period. Distribution dates are identified on the district calendar and on the calendar included on the high school’s website. Eastern York High School maintains an online gradebook system for both student and parent access.

A. Skyport Family Access gives parents up-to-date access to their student’s grades. Access to this online feature is available at www.easternyork.com by clicking on the Eastern York High School home page. For further information on accessing this feature, contact the high school office.

B. Parents who desire additional progress reports during the marking period should direct their request to the individual teacher for which subject the report is requested. The request should be made each time a parent desires a report. Please do not assume reports will be sent home without specifically requesting them.

### STUDENT CODE OF CONDUCT & DISCIPLINE

I. **CODE OF CONDUCT**

A. **Philosophy:** We believe that every student attending Eastern York High School has the right to undisturbed teaching and learning, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

B. We also believe that every student attending Eastern York High School has the right to pursue an education in a climate of mutual trust, respect, and interpersonal concern where openness, academic honesty and integrity prevail. We also believe that this educational environment should be safe, reassuring, and free from drugs, alcohol, violence, harmful remarks, and vandalism. In order to make these beliefs a reality, we have developed school discipline policies and procedures that create the best possible safe and healthy environment to promote learning and to protect and develop the physical, social, intellectual, and emotional growth of each student. These policies and procedures limit the opportunity of an individual to interfere with the educational rights of other students, as well as those of the individual. These policies also take into consideration the developmental characteristics of the high school student.

C. We will create a caring environment that encourages mutual respect and cooperation, while providing opportunities for students to make positive choices regarding their behavior. We believe that as students develop and mature, they will develop more self-direction and self-discipline; our policies encourage that development.

1. **Student Behavior and Student Responsibilities**

   a) According to the Pennsylvania State Board of Education, student responsibilities include: attending school regularly, making a conscientious effort in classroom work, and conforming to school rules and regulations. Students also share with the administration and faculty a responsibility to
develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, support staff, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. **Students are specifically responsible for the following:**

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet school standards.
4. Assist the school staff in operating a safe school for all.
5. Comply with Commonwealth and local laws.
6. Exercise proper care using district facilities and equipment.
7. **Be aware that any weapon, or look-a-like brought onto school property may be punishable by removal from school for one (1) year. If you think it will get you in trouble, DO NOT bring it to school!**
8. Eastern York High School prohibits the use of personal communication devices by students during instructional periods without authorization of Eastern York High 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.
9. Be aware that any display of affection in the school is in very poor taste and unacceptable.
10. Be aware that any student who willfully disobeys the reasonable direction of a staff member or administrator shall be subject to disciplinary action for insubordination.
11. Make all necessary arrangements for making up work when absent from school for disciplinary reasons, for reasons of illness, for trips, or other reasons.

2. **Academic Dishonesty**
   a) Students enrolled in Eastern York High School are expected to challenge themselves academically at all times. Challenging oneself means pushing yourself to take the most difficult courses that you can handle based on your post-secondary educational and career goals. In the pursuit of your goals, we expect you to do your own work. There is no place at Eastern York High School for academic dishonesty. **Academic dishonesty** includes plagiarism and cheating.
   b) **Plagiarism** is the use of another person’s ideas or words without giving proper
c) A student may not copy word for word from another source without using quotation marks and appropriate citations in proper form. A student also may not use another person’s ideas or descriptions without proper citation. Even if a student paraphrases or puts another’s concepts into his own words, proper citation must be used.

d) Students are encouraged to use other sources. However, since students are taught very specific rules concerning proper citation, no leniency will be granted in any case of suspected plagiarism. Even so called “accidental plagiarism”, in which a student claims he/she did not know “he/she was supposed to document” will result in penalties. Questions regarding crediting sources should be answered before a paper is prepared or submitted to a teacher.

e) **Cheating** includes:
   
   (1) Giving or receiving information during an exam, which includes tests and quizzes. Using unauthorized material, such as notes, during an exam, unauthorized dissemination or receipt of exams, exam materials, contents, or answer keys, sharing or showing answers during an exam, test or other form of assessment, giving students access to your software files, and/or allowing them to use your own work as their own.
   
   (2) Telling another student what is on a test the student will take later
   
   (3) Copying homework or letting another student copy your work.
   
   (4) Letting your project partner do all the work and just putting your name on the final report or project
   
   (5) Letting a parent build or complete a project

f) The first offense for academic dishonesty will result in a zero “0” grade for the assignment and other consequences listed in the Code of Discipline. If a student commits a second violation, more serious consequences to include removal from the course may be imposed.

D. **Attendance:** A purposeful, caring attendance policy is an integral part of the school’s efforts to provide a meaningful education for all students. We believe a student cannot achieve the maximum benefits from the school experience when not in regular attendance. There are several recognized types of absences: Legal Absences and Illegal or Unexcused Absences.

1. **Legal Absence:**
   
   a) Those reasons over which the student has no control and, which are not cases of parental neglect including illness, funeral, and natural disaster or emergency are legal, with properly signed excuse card within three (3) school days.
   
   b) When permission is granted before the day of absence in the following cases, the absence should be considered legal:
      
      (1) Parents taking child on overnight trip when no other arrangements can be made.
(2) Harvesting crops to prevent financial loss.
(3) Dental or medical appointments.
(4) Extended tours or trips, approved by the superintendent at least two weeks prior to absence.
(5) Mandated court appearances
(6) Religious holidays

2. Illegal or Unexcused Absence:
   a) Habitual failure of the child to attend school, or remain away from school for amusement, is within the control of the parents and such absences will be considered unexcused.
   b) Any student, regardless of age or grade, who has accumulated at least 4 unexcused absences will warrant the creation and implementation of a Student Attendance Improvement Plan (SAIP). SAIP conferences will be held by an administrator. The student and parent/guardian(s) will be invited to participate in the conference. The following individuals may be invited as well: guidance counselor, teachers, community agency representatives.
   c) Students seventeen (17) years of age and older who compile any unexcused absences must complete comparable work for any missed assignments or classwork, or exams and may be assigned to either Saturday school or out of school suspension.
   d) If twenty (20) days of unexcused absences are compiled the student may be referred to the Superintendent of Schools for an expulsion hearing.

3. Procedure/Student Responsibilities: Students in Eastern York High School are responsible for:
   a) Obtaining an excuse card from a teacher or the attendance secretary and having a parent or legal guardian sign it, explaining the reason for the absence.
   b) Returning a proper excuse card, signed by a parent or guardian to the attendance secretary within three (3) days following any absence period. Even though a parent may have notified the school concerning an absence, an excuse card must still be turned in. Absence is considered unexcused until a valid excuse card is submitted.
   c) Upon returning to school after an absence, each student must report directly to the attendance office. Students must submit a valid excuse card within three (3) days of his/her return to school for the absences to be deemed excused. Students who do not submit valid excuse cards within the three (3) days of their return will have their absences deemed unexcused and may result in disciplinary consequences. Students who are absent, excused or unexcused, will be responsible for collecting and completing any work they may have missed. Work completion deadlines will be extended to equal the number of consecutive days a student is absent for. For example, if a student is absent for 2.0 consecutive days, excused or unexcused, they will have 2.0 days to complete work they may have missed. District Administration reserves the
right to extend the grading deadline on a case by case basis.

d) Turning in a note signed by a parent or guardian is acceptable, if an excuse card is not available. However, students should make every attempt to use approved excuse cards. Note: Students who submit forged or illegal excuse cards will be subject to disciplinary action in accordance with the Student Code of Conduct and Discipline.

4. Tardiness:
   a) Tardiness is defined as arriving to the first scheduled period of the day after the normal school day has started. See the bell schedules at the beginning of the handbook to determine the appropriate start time for a regular school day, or a school day with a delay because of inclement weather or other emergencies.

   b) If a student arrives at the first scheduled period of the day at or after 7:30 A.M. and prior to 8:30 A.M., the student will be determined to be tardy. Any unexcused tardiness from 7:30 to 8:30 will count as one (1) full hour towards an unexcused absence. Therefore, seven (7) days of being tardy will equal one unexcused absence.

   c) If a student arrives at school after 8:30 A.M., the student will be charged for one-half day of absence.

   d) Students arriving to school after 10:30 A.M. will not receive credit for attendance that day.

   e) Students arriving after 7:30 A.M. must sign in at the attendance office upon arrival.

   (1) Unless the lateness is bus related, students must present a written excuse/note, signed by a parent or guardian, when signing in.

   (2) Parents may also call the attendance secretary and inform the secretary of the tardiness, but parents/guardians must still submit a written excuse within three (3) days, or the excuse will automatically be considered an unexcused tardy.

   f) School personnel will determine whether each note for tardiness is excused or unexcused. Note: Tardiness to school, not supported by a written excuse, will be considered unexcused.

   g) The legality of a tardy excuse does not excuse any student from disciplinary action. Examples of UNEXCUSED tardies are oversleeping, missing a school bus, personal transportation problems, arriving late without a written note, taking a driver’s exam and weather conditions.

   h) So as to encourage promptness, consequences for being late to school are as follows, completion of comparable work for any assignment(s) missed, and

   i) On the third (3rd) unexcused tardy one detention will be assigned.

   j) On the sixth (6th) unexcused tardy, 2 hours of Saturday school will be assigned.

   k) On the ninth (9th) unexcused tardy, 4 hours Saturday school will be assigned.

   l) On the twelfth, fifteenth, etc. (12th, 15th, etc.) unexcused tardy, students will be assigned 2 full days (8 hours) Saturday school.
1. Persistent tardiness to school may result in loss of driving privileges.
2. Students who maintain perfect attendance (no absences or tardies) for six weeks (30 consecutive school days) will receive three additional unexcused tardies without discipline.

m) A student must be in school on the day of an activity in order to participate in or attend an afternoon or evening activity.

n) Students who arrive to school after 10:30 A.M. will be unable to attend that evening’s activities.

o) Students who arrive to school after 10:30 A.M. on a Friday, will not be able to attend a Saturday activity without a doctor’s excuse.

p) Students who have accumulated 6 or more hours of Saturday school or an out-of-school suspension are not permitted to participate in practices, contests or performances, nor be a spectator at school sponsored events on the day(s) of a suspension.

5. Early Dismissals:
   a) In order for students to leave the school building before the normal end of the school day, they must submit all requests for early dismissal to the attendance office prior to the start of block.

   (1) Requests for early dismissal must be signed by the parent or guardian, regardless of the student’s age and contain the specific reason for the early dismissal. The request must include a phone number where the parent can be reached and must include the name and phone number of the doctor or dentist, if the early release is for a medical appointment.

   b) Early dismissals for medical or dental appointments will only be excused if the student returns with a note or special excuse card from the physician or dentist.

   c) Requests for early dismissal due to personal reasons will not be accepted.

   d) All students who leave or enter EYHS after the school day begins or before it ends must sign out of and into school, in the attendance office.

   e) A parent or guardian must report to the attendance office prior to a student being released from school.

6. Absences from School:
   a) If a student is absent from school, it is the responsibility of a parent/guardian to notify the high school attendance office (252-1551 ext. 60502) on the morning of the absence.

   b) Parents who have not called the school by 10:30 A.M. may be called by an employee of the school district or may receive an automated message in the evening notifying them that their son or daughter was absent on that day.

   c) PARENTS/GUARDIANS WHO CALL AND INFORM THE SCHOOL OF THEIR STUDENT’S ABSENCE ARE STILL REQUIRED TO SUBMIT AN EXCUSE CARD TO THE SCHOOL FOLLOWING THE ABSENCE.
d) Excuse cards will be turned in to the high school attendance secretary in the office within three (3) days of the absence and return to school or from the last date of consecutive absences. **After three days, excuse cards will not be accepted, and the absence will be counted as an unexcused absence.**

e) An assistant/teacher/or secretary will use the daily attendance sheet to check off the attendance cards brought in each morning. The overdue cards will be monitored and marked each day via input into the school system data bank.

(l) After ten (10) days of absence, the assistant principal will notify the parents/guardians that students must have a doctor’s note for all future absences. (Note: do not count days as absent if the student provides a doctor’s excuse; is on suspension; homebound instruction; hospitalized; on approved trips with prior notification to the school district).

f) This means that for every absence or tardy from that point on, a doctor’s letter is required or the absence will be marked unexcused. Parents/guardians will receive this letter via certified mail.

g) After three (3) days of unexcused absences, the assistant principal will notify the parents, in writing, using certified mail, of the unexcused absences. This letter is called the **FIRST NOTICE LETTER.**

h) After the FIRST NOTICE LETTER (certified mail to notify parent) of unexcused absences, the next unexcused absence will result in a SAIP conference will be held. (Procedures described above on page 16).

i) Once a SAIP has been held, if a student is 16 years or younger, a truancy citation will be filed with the district magistrate. 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. Issuance of citations will continue for each unexcused absence for the entire school year.

j) When a student is absent from school three (3) or more consecutive days, he/she shall submit a doctor’s statement giving the reason for his/her absences when he/she returns to school. The doctor’s statement shall accompany the excuse card signed by the parent(s)/guardian(s) the first day he/she returns.

7. **Requesting Homework During An Absence:**

a) In the event of unpredictable absences of more than two days, a 24 hour notification will be required to collect appropriate materials and textbooks as necessary. Students/parents should contact the student’s teachers via email for homework. Please include information regarding the anticipated length of the absence. After the initial request has been made, you may coordinate the pick up of any assignments in the main office. Subsequent assignments will be obtained following receipt of completed homework.

8. **Making-up Work Due to Absences:**

a) Students who are absent from school are responsible for the completion of all missed work. It is the student’s responsibility to arrange with each teacher a schedule for make-up work.
9. **Pupil Absence on Extended Trips:**
   a) If parents are planning an educational trip, the attendance officer must be notified in writing two (2) weeks prior to the trip. The parent will be notified in writing as to the approval or disapproval of the request. Students are limited to five (5) excuse educational trip days in a school calendar year. It is the discretion of the administration as to what constitutes a trip as educational.
   b) 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 a student is absent from school and an educational trip form has not been submitted and written approval received from the district attendance officer, the days absent will be considered unexcused.
   c) Students who are absent from school due to educational or extended trips are responsible for the completion of all missed work. It is the student's responsibility to meet with his/her teachers before the trip to obtain his/her work. If the teachers give the student work to be completed during the trip, the student must submit the completed work the day he or she returns to school. Work assignments that were not completed while the student was on the trip or that were considered to be incomplete will receive a “0” grade for that assignment, not for the course.
   d) Forms for educational trips are available in the high school office or online at www.easternyork.com.

II. **DISCIPLINE CODE**
   A. **Types of Disciplinary Responses:** Classroom teachers, the Assistant Principal, the Principal, and the Superintendent may discipline students. The consequences that may be imposed by school personnel are listed below.
   1. Verbal or written reprimands from a teacher or an administrator.
   2. Parent conferences which may include the student, teacher, administrator, and counselor. Teachers will be responsible for notifying attendees of conferences, without an administrator, establishing the time and place of the conference. Administrators will be responsible for notifying all attendees of administrative conferences.
   3. Exclusion from co-curricular activities in accordance with the Co-Curricular Code of Conduct.
   4. Loss of student privileges, such as senior privileges and driving privileges.
   5. Restitution for property damage. The student may be required to reimburse an individual or the school district for damage done to staff or faculty property or school property.
   6. Detention:
      a) Teacher assigned detention: Classroom conduct is subject to the rules of the classroom teacher as well as the Student Code of Conduct. Students failing to obey rules may be assigned a personal detention by the teacher in whose
b) Administrator assigned attention: Detention assigned by an administrator will be served from 2:40 P.M. to 3:40 P.M. in a designated classroom. Students will be informed of the date, time and location of detentions at least 24 hours prior to the assigned time.

c) General rules for detentions include the following: The date of an assigned detention will be changed only if requested by a parent or guardian before the day of detention. **It is the responsibility of the students to inform their parents of the action being taken and the nature of the offense.** Such notice is to give parents the opportunity to make necessary arrangements for the student's transportation home. It is the parent's responsibility to transport a child home from a detention assignment. Failure to report to detention will result in further disciplinary action.

d) The following rules will be in effect in detention: Students will arrive with school related materials and work for the entire period. No talking, sleeping or other non-constructive activities. Students may not enter after 2:40 P.M. If a student is absent on a date detention is assigned, he/she will serve detention on the next available date upon return to school. Students removed from detention for violation of these rules shall be assigned additional consequences.

e) Mandatory Working Lunch is a program for students who intentionally refuse to learn in class or have a grade below 65%. An example of intentional non-learning is sleeping or putting one's head down in class. Students will report to a designated area instead of the cafeteria during their lunch period. Students will be permitted to purchase the main lunch or a brown-bag lunch option and will be required to work on materials from the class in which they refused to learn or have a grade below 65%.

f) Saturday School is an academic and behavioral intervention proctored by Eastern York School District administrators. Students may be assigned a 2-hour or 4-hour session from 8:00 a.m. to 12:00 noon, depending on the nature of the offense and the level of progression. Students will be asked to write reflectively about their behavior and conference with an administrator. Students will also complete class work independently which they are expected to bring with them. Additionally, teachers may deliver work directly to the Saturday School. The proctor will read each behavioral essay and will discuss his/her thoughts with the individual student. Other reflective strategies, such as round table discussions, viewing of character education videos, and completion of character education assignments may be used. At no time will a student be permitted to sleep, or have his/her head down. Students are strictly forbidden to use electronic devices without the approval of the Saturday School Supervisor.

g) Out-of-School Suspension (OSS). Students who receive Out-of-school suspension are removed from the campus for a specified period of time from one to ten days. A suspended student shall not participate in or attend any co-
curricular activity until the day after the last day of the assigned period of suspension. Administrative approval is required for the student to be present on campus.

h) Suspension Homework Policy: Work assigned during suspension is due upon return to school. The only exceptions are if the assignment is due after the readmittance date or if prior arrangements have been made with the teacher who assigned the work. It is the student’s responsibility to contact the counseling office to check for homework assignments. Schoolwork that needs to be made up due to suspension must be submitted as follows:

- 1 day OSS = 1 day to make up work
- 2 days OSS = 1 day to make up work
- 3 days OSS = 2 days to make up work
- 4 days OSS = 2 days to make up work
- 5 days OSS = 3 days to make up work
- 6 days OSS = 3 days to make up work
- 7 days OSS = 4 days to make up work
- 8 days OSS = 4 days to make up work
- 9 days OSS = 5 days to make up work
- 10 days OSS = 5 days to make up work

i) Expulsion. An expelled student is removed from the regular learning environment on a long-term basis due to repeated disciplinary infractions or a serious violation of district policies. Due process including a School Board Hearing or Superintendent’s Hearing is afforded to all students.

j) Social Probation is the loss of all co-curricular privileges and participation in all school sponsored activities because of inappropriate conduct.

B. Levels of Discipline: It is expected that all students enrolled at Eastern York High School will adhere to the rules and policies established by the Board of Directors of the Eastern York School District and the policies and procedures listed in this handbook. Failure to comply with policies and procedures will result in disciplinary action in accordance with the specific policy or procedure.

1. The disciplinary action will be determined by the severity of the student actions. The Discipline Code of Eastern York High School includes the following levels of violations and their associated consequences.

2. Students should make every effort to practice ARMOR – the school-wide positive behavior support system as described on page 36

C. Please note one or more consequences may be imposed for a single infraction.

1. LEVEL I. Behaviors that interfere with the orderly operation of the class or school.
   a) Consequences:
(1) Verbal reprimand from teacher/staff.
(2) Parent contact by teacher.
(3) Counsel or contact/counseling.
(4) Loss of privileges, special assignments, behavior contracts.
(5) Detention.
(6) Referral to an administrator for administrator assigned detention.

2. **LEVEL II.** Serious or frequent behaviors that disrupt the orderly operation of the class or school.
   a) **Consequences:**
      (1) 1 to 3 detentions.
      (2) Saturday school.
      (3) Loss of driving privileges.
      **Note:** The number of detentions and hours of Saturday school assigned depends on the circumstances, seriousness, and frequency of the misbehavior.

3. **LEVEL III.** Behaviors and actions that involve injury or threat to persons or property.
   a) **Consequences:**
      (1) Several detentions
      (2) Saturday school
      (3) Suspension from School assigned
      (4) Loss of driving privileges
      (5) Legal authorities may be notified.
      **Note:** The number of detentions, hours of Saturday school, and OSS assigned depends on the circumstances, seriousness, and frequency of the misbehavior.

4. **LEVEL IV.** The most serious violations of school rules or laws, including those involving violence or which present a threat of serious injury to persons or property.
   a) **Consequences:**
      (1) OSS
      (2) Possible expulsion and/or legal action
   b) **Unacceptable Behaviors:** The following is a partial list of behaviors considered to be unacceptable in school, and/or during school sponsored events. Other offenses, which in the opinion of the staff and administrators pose a threat to the health, safety, and welfare of students and/or disrupt the smooth and efficient educational program, will be addressed at the appropriate level of supervision.

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<tr>
<th>OFFENSE</th>
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<td>Abusive Language</td>
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<td>Accumulation of Referrals</td>
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<td>Acts which can cause physical harm</td>
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Agitating or teasing others
Alcoholic Beverages: sale/use/possession of
Arson
Assault & battery
Assignment, repeated failure to complete
Books, loss of, destruction of, fail to return
Bomb threat
Bus regulations, infraction of
Cafeteria Misbehavior
Cheating
Computer Violations
Cutting Class
Defacing school property
Destruction of school property
Detention misbehavior
Detention, refusal to serve
Disorderly conduct
Disruption of class
Disruption of Mandatory Working Lunch
Dress code violation
Drugs and drug paraphernalia -
Sale, use, or possession of
Eating in unauthorized area
Electronic Equipment/radios/games -
Unauthorized use / possession of
Extortion
Fighting
Fire Alarm system, unauthorized use of
Fireworks, sale, use, or possession of
Forgery
Forms, failure to present proper attendance materials, excuse cards, admission slips, handbook & signature page after a reasonable amount of time (3 days)
Gambling
Hall misbehavior
Harassment
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Indecent exposure
Insubordination, disrespect in speech, Actions, open defiance of authority
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**Note:** The assistant principals will handle incidents regarding student discipline.

**D. 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.

E. School Safety: Escape, Enhance, Engage: The Eastern York School District has adopted a school safety protocol, “Escape, Enhance, Engage,” designed to empower students and staff to exercise a variety of options should they be confronted with a situation involving an intruder on our grounds. The protocol, which was created as an enhancement to the district’s school safety plans for kindergarten through grade 12, has been endorsed by all major federal and state agencies as a means of providing a more flexible response to these incidents rather than offering one fixed school-wide response.

F. Each school will conduct age-appropriate training for students for them to receive information about the protocol and practice a variety of safety drills (in addition to our monthly mandatory evacuation drills).

III. DISTRICT POLICIES Students enrolled at Eastern York High School are responsible for adhering to the following District policies.

A. Bullying/Cyber Bullying - EYSD Policy #249:
   1. The Board strives to provide a safe, positive learning climate for students in the schools. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. In addition to harassment as defined in Policy #248, the following definition(s) applies to bullying.
   2. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:
      a) Substantial interference with a student’s education.
      b) Creation of a threatening environment through:
         (a) an attempt to place the person in reasonable fear or bodily injury.
         (b) an intent to cause substantial emotional distress to the person.
         (c) use of hostile, offensive, or derogatory remarks.
         (d) physical interference with another student’s movements.
      c) Substantial disruption of the orderly operation of the school.
   3. Bullying, as defined in this policy, includes cyberbullying via any form of electronic communication including, but not limited to phone, text messaging, internet, websites, email, blogs, chat rooms, and/or instant messaging.
   4. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. In conjunction with other policies regarding harassment, the Board prohibits all forms of bullying of students by all district students or employees.
The Board encourages students who have been harassed or bullied to report promptly such incidents to the designated staff members which include building principals, teachers, counselors, nurses, employees, or administrators. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment or bullying.

5. The district shall inform students, staff, parents/guardians, independent contractors and volunteers that harassment or bullying of students will not be tolerated, by a variety of methods including publication in handbooks and presentations to students and staff when appropriate. This policy shall be:
   a) Posted on the district’s publicly accessible Internet web site.
   b) Posted in every district classroom.
   c) Posted at a prominent location in each school building where such notices are usually posted.
   d) Posted in the Code of Student Conduct and disseminated annually to students.
   e) Reviewed with students within ninety (90) days of adoption and at least once each school year thereafter.

6. The district may develop and implement bullying prevention and intervention programs. Such programs may provide district staff and students with appropriate training for effectively preventing, responding to, intervening in, reporting, and disciplining incidents of bullying.

7. Each staff member shall be responsible to maintain an educational environment free from all forms of bullying. All employees must report all reported or observed incidents to the building principal or assistant principal.

8. Each student, administrator, and teacher shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

9. Students shall be informed that they may choose to report bullying complaints to building principals, teachers, counselors, nurses, employees, or administrators.

10. If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

11. The Superintendent or designee may develop administrative regulations to implement this policy.

12. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed at least annually with students.

13. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and make recommendations for any necessary revisions to the Board.

14. District administration shall annually provide the following information with the Safe School Report:
   a) Board’s Bullying Policy.
c) Information on the development and implementation of any bullying prevention, intervention, or education programs.

15. When a student believes that he/she is being bullied, the student should immediately inform the bully that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. This procedure is part of the ongoing programs in the district indicating a no-tolerance of bullying behavior.

16. When a student believes that he/she is being bullied, intimidated or is in physical danger, the student shall follow the established complaint procedure as outlined in school procedure manuals and shared with students as part of the anti-bullying programs. Those outlines provide:

a) Complaint Procedure.
b) Notification Procedure.
c) Investigation Procedure.
d) Confidentiality.

17. The Bullying/Cyber Bullying Incident Report from can be found on the District website and in the High School Counseling Office. A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

a) Verbal or written reprimand.
b) Counseling within the school.
c) Parental conference.
d) Loss of school privileges.
e) Transfer to another school building, classroom or school bus.
f) Exclusion from school-sponsored activities.
g) Restitution for property damage.
h) Detention.
i) Suspension.
j) Expulsion.
k) Counseling/Therapy outside of school.
l) Referral to law enforcement officials.

18. Violations may be considered as Level I, II, III, or IV disciplinary infractions depending upon the character, severity, and frequency of the actions. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

20. Appeal Procedure If the complainant or accused is not satisfied with the principal’s decision, he/she may file a written appeal to the Assistant Superintendent or Superintendent within ten (10) school days of the decision.

B. HOMELESS STUDENTS - EYSD Policy #250

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 (EYSD Board
Policy #250)

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
contact the Pupil Services Specialist at 717-252-1555 ext 33231 with any questions.

C. **Computer/Internet - EYSD Policy #815**: 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, access to
information, research and collaboration.

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.

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. An Internet blocking product is in place to filter
access to information and visual depictions that are obscene, child pornography, 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.

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 them.

The District reserves the right to log network use and to monitor Internet access and
file server space utilization by District users. Daily Internet logs that monitor Internet
access will be maintained. Electronic mail, if used, is not guaranteed to be private.
People who operate the system have access to all mail. Messages relating to, or in
support of, illegal activities may be reported to the proper authorities.
The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and 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.

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.

The principal shall have the authority to determine what is inappropriate use, and his/her decision is final.

1. Computer/Internet/Network Use Guidelines
2. 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
   a) **Prohibitions:** Students and staff are expected to act in a responsible, ethical and legal manner in accordance with District Policy #815 Computer/Internet and District Policy #237 Electronic Devices, accepted rules of network etiquette, and federal and state law.
   Specifically, the following uses are prohibited:
      (a) Use of the network to facilitate illegal activity.
      (b) Use of the network for commercial or for-profit purposes.
      (c) Use of the network for activities not consistent with District objectives.
      (d) Use of the network for product advertisement or political lobbying.
      (e) Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
      (f) Unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials.
      (g) Use of the network to access obscene or pornographic material.
      (h) Use of inappropriate language or profanity on the network.
      (i) Use of the network to transmit material likely to be offensive or objectionable to recipients.
      (j) Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users. (11) Impersonation of another user.
(k) Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.

(l) Loading or use of unauthorized games, programs, files, or other electronic media.

(m) Use of the network to disrupt the work of other users.

(n) Destruction, modification, or abuse of network hardware and software.

(o) Quoting personal communications in a public forum without the original author’s prior consent.

(p) Attempts to circumvent network security.

(q) Unauthorized use of personal email accounts and chat rooms.

3. **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. Network users should never reveal personal addresses or telephone numbers to others using the Internet, email, or chat rooms.

4. **Security:** 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. To protect the integrity of the system, the following guidelines shall be followed:

   a) Employees and students shall not reveal their passwords to another individual.

   b) Individual users are not to use a computer that has been logged in under another student or teacher’s name.

   c) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

5. **Consequences for Inappropriate Use:** Network users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful 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. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access to the internet or other school related programs and/or other disciplinary actions shall be consequences for inappropriate use. 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, and data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

6. **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.

C. **Drug Awareness - EYSD Policy #227:** 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, drugs, steroids, look-alike drugs, or drug paraphernalia are 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 the provisions of the policy, including disciplinary action.

In addition to the discipline policy set down by the school board, every case will be referred to the SNAP team for recommendations of additional ways in which the student can receive intervention or treatment. The willingness of a student and/or the parent or guardian to work with school personnel in a reasonable and helpful manner will determine whether the case will be termed "cooperative" or "uncooperative." Procedures vary and can be found in more detail in the School District Drug Awareness Policy, Policy # 227.

D. **Harassment - EYSD Policy #248:** In accordance with the provisions of Eastern York School District Policy #248, Unlawful Harassment, the term **harassment** includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age or handicap/disability.

1. **Ethnic harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

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

E. **Hazing - EYSD Policy #247:** Hazing is:

1. Any type or manner of physical brutality, such as but not limited to whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on a student.
2. Any type of physical activity that subjects a student to an unreasonable risk of harm or has an adverse effect on the student’s mental or physical health or safety. This may take the form of exposure to weather elements, confinements, excessive calisthenics or exercise, or any other manner or form of physical stress imposed on a student.
3. Any type of activity involving the ingestion of foods, liquids, or other substances that have the potential for placing the student at unreasonable risk or harm, or that can adversely affect the student’s mental, emotional, and physical health and safety.
4. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame, embarrassment, humiliation, having a detrimental effect on the student’s dignity. Any activity that discourages someone from entering or remaining in an organization, rather that subjecting himself or herself to such hazing activity.
5. Any activity that requires a student to perform an illegal act as defined by the Penal Code.
6. Examples of hazing, may include but are not limited to:
   a) Paddling or striking in any manner
   b) Marking or branding
   c) Excessive calisthenics
   d) Excessive physical or undue stress
   e) Denying a student sleep
   f) Preventing or restricting class attendance
   g) Forcing someone to ingest a substance against their will
   h) Placing a substance on a person’s skin that has a potential to cause irritation
   i) Forcing students to wear inappropriate garment(s)
   j) Throwing items at an individual

F. **Mental Health - EYSD Policy #236:** The district supports the philosophy that for optimum functioning of students, mental health is of paramount importance. The procedures incorporated in the policy have been formulated for the effective enforcement of the policy in a fair and consistent manner. Realizing that abnormal behavior is sometimes symptomatic of serious, underlying problems, every effort will
be made to provide appropriate referrals for treatment and aftercare support including discipline, if necessary in the best interest of the student involved.

G. **PA. ACT 1996-145 Tobacco Law, Use of Tobacco and/or Smokeless Tobacco - EYSD Policy #222:** PA. Act 1996-145 prohibits the possession or use of tobacco by a pupil in a school building, on a school bus, on school property or on other property owned by, leased by or under control of a school district. Vaping pens, e-cigarettes, vaping liquid or any vaping paraphernalia, rolling papers, lighters and matches are also prohibited by this policy. The use or possession of tobacco under such circumstances is a summary offense. The law permits the local school district to initiate prosecution of violations of the act. Upon conviction, a pupil may be sentenced to pay a fine of not more than $50.00 for the benefit of the school district in which the offending pupil resides.

Students who violate this policy will be subject to disciplinary action of suspension days assigned for the first offense. Subsequent violation of this policy will result in additional disciplinary action including citation issuance, and initiating prosecution procedures.

H. **PA Weapons Law, Weapons - EYSD Policy #218.1:** Weapons and replicas of weapons are forbidden on school property. **WEAPONS** shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with the intent to use them to harm, threaten, or harass students, staff members, parents, and patrons. The administration reserves the right to determine what is a weapon.

1. **DANGEROUS WEAPON** means any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstance in which it is used, attempted to be used or threatened to be used is readily capable of causing physical injury or death. The administration reserves the right to determine what is a dangerous weapon. Any weapon or dangerous weapon possessed on or about a person while on district property, including to and from school, is subject to seizure or forfeiture.

2. Incidents of students possessing, using, or selling weapons will be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess, use, or sell weapons and against students who assist in any way in possession, use, or sale of weapons. By Pennsylvania State Law, any student possessing, using, or selling weapons will receive a School Board hearing, with possible expulsion from school for a period of one year or longer.

3. Persons other than students possessing, using, or selling weapons on school property will be immediately reported to the police. Prosecution according to the law will follow.

4. Weapons under the control of law enforcement personnel are permitted on school property. The Superintendent may authorize other persons to possess weapons on school property. A weapon being used in a demonstration for educational
purposes may be brought to a school building with prior authorization from the building principal.

I. **Use of Audio and Video Monitoring Equipment - EYSD Policy #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.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. School bus means any motor vehicle used by the school district to transport students to or from school or school-sponsored activities.

7. 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.

8. 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.

9. 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.

10. 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:

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

b) Notice in student and staff handbooks.

c) 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.

d) 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.

e) Publication on the district website.

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

a) 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.

b) The digital recordings should be reviewed by or distributed to only the following persons:
   (1) Those participating in investigation or evaluation of an incident;
   (2) 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;
   (3) Those involved in a hearing or legal proceeding relating to matters recorded, consistent with applicable law.

12. 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.

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

a) Individuals responsible for installation, removal and review of digital recordings;

b) A schedule for inspecting the operation of equipment.

c) 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.

d) Making a record of anyone who reviews any digital recording.

IV. CO-CURRICULAR ACTIVITY PROGRAM

A. General Guidelines:

1. The Co-Curricular Code of Conduct is in effect during the school day, during school-sponsored events and activities, and any other district-related function on
or off school property. The Co-Curricular Code of Conduct may be found on the Eastern York High School homepage. ([https://goo.gl/FnFzov](https://goo.gl/FnFzov)) Copies may also be requested from the Athletic Office or Main Office. It is the student’s responsibility to review, understand and abide by the Conduct of Conduct.

2. In accordance with School Board Policies #122 and #123, all students who wish to participate in a co-curricular program, must read, understand, and agree to abide by the Co-Curricular Code of Conduct.

3. Students and their parents/guardians must sign the form in the front of this Student-Parent Handbook.

4. The Code of Conduct remains in effect until the student no longer participates in the co-curricular program, graduates from high school, or permanently transfers out of the middle or high school. The Code of Conduct and any pending or current disciplinary actions are reinstated when a student returns to the district following a temporary transfer and/or attendance elsewhere.

5. Students and parents who refuse to sign the acknowledgement form in front of this Student-Parent Handbook will not be allowed to participate in any Eastern York School District co-curricular activities.

a) Transfer students and their parents/guardians must sign and return this form to the guidance office when they enroll in the district.

b) Students who have not previously read and signed a copy of the Co-Curricular Code of Conduct, and who are attending a summer camp, as a representative of Eastern York School District, must, along with their parents/guardians, read, understand, and agree to abide by the Co-Curricular Code of Conduct before attending the summer camp. It is the responsibility of the student’s coach/advisor to ensure that this responsibility has been met before the individual or team departs for the summer camp. Students and parents who do not sign the Co-Curricular Code of Conduct will not be permitted to participate in the summer camp as a representative of Eastern York School District.

6. The advisor/coach of each specific activity shall establish in writing participation rules and awards criteria for his/her activity.

a) Copies of these rules shall be given to the athletic director and the building principal before the start of the sports season or activity.

b) Copies of these rules shall be given to each student who wishes to participate in the activity. Students and their parents/guardians must sign and return a copy of the rules to their advisor/coach.

V. SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT TEAM (SWPBS) Eastern York High School has maintains a School Wide Positive Behavior Support team which provides important instruction in the areas of student expectation related to ARMOR. This acronym, for the purposes of our students, is explained below:

A. ANTI-BULLYING

1) What is it? – Actions and behaviors that combat or prevent situations where
verbal, physical, or mental harm take place within an imbalance of power and is defined on pg. of this handbook.

2) What does it look like? – Including others, speaking up when others are unkind, supporting victims, and reporting instances of bullying and application of S2SS reporting.

3) What does it not look like? – Using unkind words, intimidation, excluding others, leaving another feeling demeaned, diminished or degraded in any setting. (Ex: At school, at home, on-line, etc.)

B. RESOLVING CONFLICT
1) What is it? – Using Social cues, words, actions, and awareness to mediate differences.

2) What does it look like? – Students who resolve conflict listen for understanding, value others’ opinions and privacy, identify common themes, share concerns, and de-escalate situations.

3) What does it not look like? – Using words which separate others, perpetuating rumors, using aggressive words or phrases, engaging in physical altercations, etc.

C. MAKING POSITIVE CHOICES
1) What is it? - Speaking and listening in a kind manner, making responsible decisions, maintaining a sense of community, applying self-management techniques, and taking action to be prepared.

2) What does it look like? – Students participating in activities, staying on task, trying to achieve, communicating appropriately, working well with others, and maintaining clean and safe practices.

3) What does it not look like? – Sleeping in class, being disengaged, being off task, refusing to do assignments or giving up on oneself or others, using inappropriate language, and acting selfishly.

D. OFFER HELP
1) What is it? – Students showing care and consideration for the thoughts and feelings of others by being an upstanding member of the Eastern York High School community.

2) What does it look like? – Students behaving in a kind manner, caring for all property and asking others if help may be needed, offering or lending assistance where needed.

3) What does it not look like? – Students talking back, avoiding those who we see needing help or assistance, dismissing others’ thoughts and cries for help, and excluding others based on differences.

E. RESILIENCY
1) What is it? – Bouncing back from a bad situation, demonstrating perseverance/grit, accepting critical feedback and overcoming adversity.

2) What does it look like? – Finding ways to respond positively, thinking outside the box, finding a new way to solve a problem, applying the GROWTH MINDSET, persisting.
3) What does it not look like? – Giving up, quitting, not coming to school, avoiding situations, stagnation.

GENERAL POLICIES AND PROCEDURES

I. ARRIVAL AT SCHOOL IN THE MORNINGS: When students arrive at school before the normal school day starts, they will remain in the cafeteria until 7:25 A.M. Students may not visit a teacher, school counselor, or the nurse before 7:25 A.M. without a signed pass. Students will not be permitted to leave the cafeteria to get a pass from a teacher, counselor, or the nurse. Students who are dropped off in the morning before 7:25 AM shall be dropped off by the walkway at the edge of the student parking lot leading to the gymnasium entrance no earlier than 7:00 AM. Students may arrive early for extra academic assistance from teachers. To do this, students must have a valid pass to present to teachers assigned morning duty. Vehicles will then exit campus directly below the high school marquee onto Cool Creek Road.

II. BOOK BAGS: Students are NOT permitted to carry backpacks or book bags. Purses will be permitted, but they must be no larger than 8-1/2” x 11” x 3”. Teachers will establish classroom policies for storage of books in each classroom. Students are informed that with reasonable suspicion, school officials may conduct a search of student book bags. Any illegal materials obtained may be used as evidence in student disciplinary proceedings. Note: It is illegal for students to enter lockers or bookbags of another student.

III. BUS CONDUCT:

A. The bus driver is in charge of the bus and the students at all times. The Bus driver will:
   1. Stop at regular stops only.
   2. Have control over the students.
   3. Have a roster of students for the assigned bus
   4. Submit a written report of violations of conduct to the high school office.

B. Students riding to and from school on the bus will:
   1. Enter the bus in an orderly manner, be seated quickly, and remain seated the entire time.
   2. Not distract the driver by yelling, whistling, singing, or engaging in horseplay.
   3. Not tamper with the bus or its equipment.
   4. Not put any objects or body parts out the window.
   5. Not grab onto the bus while it is stopped or in motion.
   6. Cross in front of the bus after exiting the bus, and then only at the signal of the driver.
   7. Bring written permission from a parent or guardian, to be presented to an administrator for approval, authorizing the student to leave his or her bus at a stop other than the regular stop, or authorizing the student to ride a different bus home.
   8. May use electronic devices only with permission from the driver.

Note: Students who fail to observe the rules will be considered for disciplinary action. In
extreme cases of safety, physical or verbal abuse of the driver, or vandalism, students' riding privileges will be immediately suspended. **Students denied bus transportation must either walk or provide their own transportation.**

C. To ensure the safety of all students on the bus and to assist the driver in maintaining proper bus behavior, camera surveillance has been installed on all district school buses. Video records of student misbehavior will be used as evidence should a student misbehave on the school bus.

IV. **CAFETERIA:**

A. Cafeteria prices will be set at the beginning of the 2019-2020 school year.

B. The High School Cafeteria operates on a debit system. Students may pay cash or deposit money using their student ID numbers. Envelopes for depositing money into the account may be picked up in the cafeteria. Envelopes are to be dropped off in the cafeteria in the morning prior to classes using cash, check, or money order. Checks should be made payable to EYSF Café Fund.

C. Eastern York School District provides free or reduced lunches for qualified students. Each student is provided with an application for benefits and a letter of explanation. An application may be submitted at any time throughout the school year. Families may reapply as their financial situation changes. A new application must be submitted each school year. The Food Service Department will enforce the following district procedures for “charging” meals in accordance with its participation in the National School Lunch Program.

1. Students are not allowed to charge a la carte items. A la carte items include snacks and additional beverages.

2. Students who need to charge meals should report to the Cafeteria Office at the beginning of their scheduled lunch period, so that proper documentation and necessary paperwork can be completed.

3. A Charge Notification, listing the amount charged, will be sent home with each student who has charged a meal.

4. Behave appropriately in line. No jumping ahead of others in line.

D. Any student who deliberately throws food may be reported to the legal authorities for disorderly conduct and inciting a riot. These actions will result in disciplinary action.

E. Students are not to leave breakfast or lunch articles on the tables.

F. In the case of spilled food, students will be responsible to assist the cafeteria staff or custodial staff in cleaning up the spill.

G. **Food or beverages may not be removed from the cafeteria. Eating or drinking is not permitted in any location other than the cafeteria, with the exception of Mandatory Working Lunch. However, food and drink may be permitted in individual classrooms if specifically stipulated by the classroom teacher.**

H. The use of the cafeteria is a privilege and not a right. Disruptive or discourteous student behavior in the cafeteria or lobby will not be tolerated. Please treat the
cafeteria staff with courtesy. Disrespect to a member of the cafeteria staff will be treated the same as disrespect to a teacher, teacher’s aide, or administrator.

I. Students will have restricted use of the lavatories during lunch.
J. Students are permitted to go to their lockers only at the beginning and end of the lunch periods.
K. The use of the senior picnic area is a privilege reserved for seniors only.
L. Failure to comply with these rules and regulations may result in the suspension of cafeteria privileges, detention, or suspension.

V. **DELIVERIES:** Special deliveries to students, such as food, flowers or balloons, are not permitted.

VI. **DRESS AND GROOMING:** Students will demonstrate personal hygiene and appropriate dress at all times. Clothing should not be too tight, too short, suggestive or revealing. Examples of inappropriate school apparel include, but are not limited to the following:
A. Tank tops, muscle shirts, or spaghetti straps, which are back-baring or with straps less than one inch wide.
B. Visible undergarments, to include brassiere.
C. Tops or pants which do not meet at the waist (midriff baring)
D. Boxer shorts worn as outerwear.
E. Short skirts or shorts which do not have a 4 inch inseam when standing in a normal manner.
F. Clothing of any kind with a suggestive connotation, message or design, which may include obscenities, profanity, tobacco, drugs and alcohol, sexual innuendos, prejudice, or a message which intends to harass, threaten or intimidate another student.
G. Sunglasses, caps, hats or any type of head covering including bandannas.
H. Head, wrist, or leg bands.
I. Pajamas and/or slippers, unless authorized as part of Spirit Week.
J. Attention-getting clothes or jewelry are not acceptable at any time. This includes but may not be limited to:
   1. Large decorative chains worn as necklaces or bracelets.
   2. Wallet or pocket chains.
   3. Jewelry with spiked, sharp, or protruding parts which can inflict damage.
   4. Any items of clothing, banners, or other objects displaying symbols administration determines to be associated with hate groups, intolerance, or violence will not be permitted. This prohibition also pertains to banners, decals, etc. displayed on or in motor vehicles parked on school property.
K. Shoes and or clothing which may be damaging to school property or are hazardous to others are prohibited.
L. The wearing of outerwear, including coats and jackets, is not permitted during the school day.
M. Students should dress appropriately for weather conditions.
N. Bare feet in the school are permitted only in the locker room. Sandals are not acceptable in shop, art, family and consumer science, science lab classes, and gym.

O. Any item of clothing deemed not acceptable will require the student to make an immediate change of clothing. Parental notification will occur if necessary to obtain a change of clothing and appropriate discipline will be administered should the problem persist. Students will not be permitted to return to regular classes until the appropriate changes have been made.

VII. DRIVING AND PARKING:
A. Permission: Driving to school and parking on school property is a privilege.
   1. Parking permits will be available to eligible students on a first come basis in this order: Seniors, Juniors, Sophomores.
   2. Eligibility: The High School Administration retains the right to approve or disapprove any student driving requests. Students who lose their driving privileges may also be removed from work-study programs, co-curricular activities, and early release programs if they cannot provide their own transportation to the specific out of school activity.
   3. Opportunity: Student driving and parking is limited based upon available spaces in the High School parking lots.

B. Rules and Regulations: In order to drive to school and park on school property, students must:
   1. Complete and return to the main office two (2) forms - Vehicle Identification / General Request to Drive / Parental Signature, and Specific and Verifiable Reason for Request to Drive & Park. Forms can be obtained in the main office.
   2. Present to the Main Office:
      a. A valid student driver’s license (a copy will be kept on file in the Office.)
      1. A valid state motor vehicle registration card for the car to be driven to school.
      2. A $15.00 application fee.

C. Application for Driving / Parking: Applications for driving can be obtained from the main office. Applications for driving for the 2019-2020 school year may be obtained from the main office starting in May 2020. An application schedule will be announced in the Spring of 2020.

D. Parking:
   1. Students must park in the designated parking lot.
   2. Students must properly display a parking hanger in their vehicle at all times while it is parked on school property. The HANGER MUST BE HUNG FROM THE REAR VIEW MIRROR.
   3. Students who fail to display their hanger will not be permitted to park on school property.
   4. Students parking on school property without proper hanger and information filed in the office will be subject to the Trespass Laws of the Commonwealth of
Pennsylvania, and additional disciplinary consequences from the school.

5. If the student changes vehicles during the school year, he/she must report all information to the main office. Students driving more than one vehicle must have a hanger, and recorded information on file for all vehicles. Parking lot hangers are valid for one school year only. Students must reapply each year.

6. **If a student loses a parking hanger, the replacement cost is $5.00.**

7. **If a student loses his/her parking privilege for a discipline issue or course grades, the student must return the hanger to the main office. Failure to do so will result in a $5.00 charge.**

8. All hangers must be turned in by June, 2020 to the high school secretary. Failure to turn in the hanger will cost the student $5.00. This will become a student obligation.

9. Student parking requests are based upon need and availability.

E. **General Rules:**

1. All student vehicles should remain in the student parking areas during after-school activities, practices, and competitions.

2. School Bus and Staff parking are given priority preference. Students must always yield the right-of-way to all School Bus traffic.

3. Students are not allowed in vehicles or parking lots during the school day unless permission is granted from the Main Office. Students are expected to arrive to school by 7:25 A.M. Students are to vacate and lock their vehicles upon arrival and report immediately to the building.

4. All laws established and published in the Pennsylvania Motor Vehicle Code will be strictly enforced. Any indication of unsafe / reckless driving will result in suspension and or revocation of driving privileges. Excessive noise from radios, stereos, etc. will not be tolerated.

5. The speed limit in the school parking lot & driveway is 10 MPH.

6. Student drivers may not use the bus exit until all busses have exited the parking lot. Staff parking lot monitors will assist enforcing this. All drivers MUST observe the traffic directions of the parking lot monitors.

7. School Bus drivers and school personnel are to report all traffic/parking lot violations to the school administrators. The local police force will be notified of motor vehicle violations.

8. The school district will not be responsible for any damages that may occur to student vehicles while driving/parking on the school grounds. We will make every effort to ensure a safe driving and parking environment in the driveways and parking lots. Accidents do sometimes happen. Please report any damages to the main office where a report can be filed and appropriate actions can be taken.

F. **Consequences for School Violations:**

1. The school district considers the use of a vehicle to be one of the most serious responsibilities assumed by a student. Therefore, all rules and regulations of the
Eastern York High School Student Driving Permit/Request will be strictly enforced. Any violations of the above will result in: Detentions, Saturday school, Out-of-School Suspensions from school, loss of driving privileges on a temporary basis, revocation of driving privileges, fines, having vehicle towed at the owner’s expense, and/or referral to local police for the appropriate action.

2. **Students must arrive to school on time.** Tardiness to school will impact student’s driving privileges.

G. School authorities retain the right to search all vehicles parked on school grounds without prior warning and without the consent of the student or the student’s parent/guardian and to seize any illegal materials therein.

VIII. **FIELD TRIPS** According to Eastern York Policy #121, field trips are considered an educationally sound and important component of the instructional program in the school district, when used for teaching and learning integral to the curriculum. At EYHS, field trips supplement and enrich classroom learning, arouse new interest among students, help students relate academic learning to the reality of the world outside of school, and afford students the opportunity to study real activities and real processes in their actual environment. **Special documentation is required for students attending field trips who need medication. Please contact your school nurse for further instruction.**

A. A field trip is defined as any trip by students away from school premises that is an integral part of an approved plan of instruction, is conducted as a first-hand educational experience not available to the classroom, and is supervised by a teacher or district employee. In order to participate in our field trip program, students must:

1. Maintain good academic standing with no failing grades. Students with excessive disciplinary incidents or excessive absences prior to a field trip may be prevented from participating in the trip. Final determination of the student’s participation will be made by the high school administration and the student’s teachers.

2. Submit a signed student “field trip” permission form to the sponsoring teacher, in accordance with the deadline established by the teacher. No student may go on a field trip without a signed permission slip. Upon return of the signed permission form, students accept all responsibilities connected to the field trip.

3. Accept responsibility for all missed class work while attending the field trip.

4. Adhere to the Student Code of Conduct as listed in this handbook.

IX. **FINANCIAL OBLIGATIONS** Any student financial obligation not satisfied by the end of the school year will be turned over to the district magistrate for collection of fees. Students must pay replacement value for lost or damaged books and/or electronic devices. No student will participate in commencement activities and dances, including Homecoming and Prom, at Eastern York High School who has not met all financial obligations such as library costs, payment for lost books, project costs, shop bills, or replacement costs of damaged school property.
X. **HOMEWORK** Each teacher will determine how homework will be used in his/her class. Policies on homework will be presented early in the semester and compliance will be expected of each student.

XI. **LOCKERS** Lockers are school property loaned to students for the students’ convenience and for use by the students for legitimate purposes only. (Note: The school authorities retain the right to search all lockers without prior warning and without the consent of the student or the student's parents or guardian, and to seize any illegal materials found therein. Such materials may be used as evidence against the students in disciplinary or legal proceedings.) **Please secure all valuables in both hall and gym lockers. Students who leave items in an unlocked locker assume full financial responsibility for the loss of any items in the unlocked locker.** Students are reminded that locking a locker does not prevent the searching of the locker by school officials or their designee.

XII. **LOST AND FOUND** Articles that have been lost and found will be sent to the main office. Lost articles may be claimed by identification. School authorities will dispose of items not claimed after two weeks after the last day of school.

XIII. **PASSES** Passes are required anywhere in the building, except when passing between classes. Teachers issue passes through the eHallpass system. Students may arrive early for extra academic assistance from teachers. To do this, students must have a valid pass to present to teachers assigned morning duty.

XIV. **POSTERS, ADVERTISEMENTS, ETC.** The display of posters, advertisements or promotional materials must be approved by the administration. Posters may NOT be taped to painted walls. No outside organization is allowed to distribute or post information about activities or events within the school building, parking lots, or school grounds.

XV. **SCHOOL STORE** The school store is located across from the Gymnasium. It is operated as a service to students. It stocks general school supplies, souvenirs and gym suits. The hours are posted.

XVI. **SENIOR PRIVILEGE PROGRAM** The Senior Privilege Program is an incentive program for academic excellence that is administered by the Assistant Principal and the secretaries in the main office. First and third marking period eligibility is based on the previous semester grade. Second and fourth marking period eligibility is based on the previous marking period grades. Seniors who have a C grade of 70% or better in all of their courses will be allowed to leave the school grounds during the enrichment period on Friday of each week, during enrichment periods utilized for Keystone Remediation, and during ARMOR celebrations that are conducted at the end of the day. Each marking period, only one color-coded card will be issued to each student. Each marking period a new color-coded card will be issued. A parent or guardian must complete the senior privilege card before a student will be allowed to leave school property. Students must show their senior privilege card to their enrichment teacher before they leave the enrichment class. Any teacher of a senior may request to hold a student’s card until student obligations for that teacher are met. The card and the
privileges will be reinstated upon completion of the outstanding obligations. Any teacher of a senior may request a student’s card to be held by the teacher for behavior issues in classes.

A. Senior privileges will be suspended for the following inappropriate behaviors:
   1. Being assigned to Mandatory Working Lunch will automatically revoke Senior Privileges until the student has earned 65% or higher in all classes and has exited Mandatory Working Lunch.
   2. Failure to maintain a C grade of 70% or higher in every course, at the end of the marking period.

B. Unexcused lates/absences
   1. 3 unexcused lates/absences in the school year: revocation of privileges for 20 school days.
   2. 6 unexcused lates/absences in the school year: revocation of privileges for 40 school days
   3. 9 unexcused lates/absences in the school year: revocation of privileges for the remainder of the school year

C. If a senior is given a suspension,
   1. 1st Offense: the student’s privileges will be held for 20 school days
   2. 2nd Offense: the student’s privileges will be held for 40 school days.
   3. 3rd Offense: the student will lose privileges for the remainder of the school year.

D. Seniors with disciplinary referrals may have their privileges suspended. Administration will determine the length of suspension, based on the nature and severity of the infraction. The suspension could be any length, up to and including revocation for the remainder of the year.

E. If a senior uses another student’s card:
   1. 1st Offense: both students’ privileges will be withheld for 20 school days.
   2. 2nd Offense: both students’ privileges will be withheld 40 school days.
   3. 3rd Offense: both students will lose privileges for the remainder of the school year.

XVII. CELLULAR TELEPHONES, TELEPHONE PAGERS, BEEPERS, DIGITAL CAMERAS, ELECTRONIC DEVICES
The Eastern York School Board supports the use of the internet and other authorized computer networks within the High School’s Instructional Programming in order to facilitate learning through interpersonal communications, access to information, research and collaboration. Students, in accordance with Eastern York School Board Policy 237 and for purposes aligned to the instructional programming of the Eastern York High School, utilize personal electronic devices 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,
smart watches, 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.

A. Students are not permitted to use network connections other than the specific wireless network provided by Eastern York High School. 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.

B. 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.

C. Students are not permitted to possess or use laser pointers on school grounds, buses, and other vehicles provided by the district or 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.

D. A student brings these devices to school at their own risk. The school shall not be responsible for lost, stolen, or damaged items.

E. Unauthorized use of these items shall result in confiscation of the item and possible disciplinary action as outlined in the handbook. If a teacher sees or hears any of these devices, whether they are visual or concealed, and asks 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 students’ parent/guardian.

XVIII. **Chromebook Guidelines** Eastern York High School has implemented a One to World initiative for our students through the distribution of Chromebooks to all students enrolled in grades 9 through 12. Positive, appropriate, and academically focused collaborative instruction is expected from all students at all times. The following information provides specific information regarding the distribution, care and maintenance, troubleshooting, and collection of Chromebooks to and from our student body.

A. **Receiving Your Chromebook:**
   1. Parent/Guardian: Required paperwork must be completed before a Chromebook will be distributed to the student.
   2. Distribution: Each student will receive a Chromebook and a case. Students must sign the Eastern York School District Chromebook Agreement at the time they
receive their Chromebooks.

3. Transfer/New Student Distribution: All transfers/new students will be able to pick up their Chromebook from the tech support help desk. Both students and their parents/guardians must sign the Eastern York School District Chromebook Agreement prior to picking up a Chromebook.

B. Returning Your Chromebook:
1. At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in a Chromebook will result in the student being charged the full replacement cost (Chromebook and Bag). The district may also file a report of stolen property with the Police.
2. Transferring/Withdrawing Students: Students that transfer out of or withdraw from Eastern York School District must turn in their Chromebooks and cases to the guidance office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving EYSD may be turned over to a collection agency. The district may also file a report of stolen property with the Police.

C. Taking Care of Your Chromebook:
1. Students are responsible for the general care of the Chromebook that they have been issued by EYSD. Chromebooks that are broken or fail to work properly must be taken to the media office as soon as possible so they can be evaluated for service or repair. District-owned Chromebooks should never be taken to an outside computer service provider for repair or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

D. General Precautions
1. No food or drink should be used with Chromebooks.
2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
5. Chromebooks must remain free of any writing, drawing, stickers, and labels.
6. Heavy objects should never be placed on top of Chromebooks.

E. Cases
1. Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
2. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and to protect his/her device.

F. Carrying Chromebooks
1. Eastern York School District has issued protective cases for all students to use in conjunction with Chromebooks. Always transport Chromebooks with care.
Failure to use the protective case may result in disciplinary action.

2. Never lift Chromebooks by the screen. Never carry Chromebooks with the screen open.

H. Screen Care
   1. The Chromebook screen may be damaged if subjected to heavy objects, rough treatment, cleaning solvents, and liquids. The screens are particularly sensitive to damage from excessive pressure.
   2. Do not put pressure on the top of a Chromebook when it is closed.
   3. Do not store a Chromebook with the screen open. Do not place anything in the protective case that will press against the cover.
   4. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
   5. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

I. Asset Tags
   1. All Chromebooks will be labeled with a district asset tag.
   2. Asset tags may not be modified or tampered with in any way.
   3. Students may be charged up to the full replacement cost of a Chromebook for tampering with a district asset tag or turning in a Chromebook without a district asset tag.

J. Using Your Chromebook At School
   1. Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

K. Charging Chromebooks.
   1. Chromebooks must be brought to school each day with a full charge.
   2. Students should charge their Chromebooks at home every evening.

L. Backgrounds and Themes
   1. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

M. Sound
   1. Sound must be muted at all times unless permission is obtained from a teacher.
   2. Headphones may be used at the discretion of the teachers.

N. Logging into a Chromebook
   1. Students will log into their Chromebooks using their school-issued Google Apps for Education account.
   2. Students should never share their account passwords with others.

O. Managing and Saving Your Digital Work With a Chromebook.
   1. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
   2. Students should always remember to save frequently when working on digital media.
3. The district will not be responsible for the loss of any student work.
4. Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

P. Using Your Chromebook Outside of School
1. Students are encouraged to use their Chromebooks at home and other locations outside of school.
2. A WiFi Internet connection will be required for the Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Eastern York School District Use of Technology Policy (815), Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

E. Operating System and Security:

Q. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

R. Updates
1. The Chrome operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

S. Virus Protection
1. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
2. There is no need for additional virus protection.

T. Software:
1. Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Reader, Sites, Gmail, Groups, Voice, and Blogger.
2. All work is stored either on Google or district servers.

U. Chrome Web Apps and Extensions
1. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome web store.
2. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
3. Some web apps will be available to use when the Chromebook is not connected to the Internet.

V. Chromebook Identification:
1. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

W. Users
1. Each student will be assigned the same Chromebook for the duration of his/her time at Eastern York. Proper maintenance and care will extend the life of the device.

X. Repairing/Replacing Your Chromebook:
1. Tech Support  All Chromebooks in need of repair must be brought to the media office as soon as possible.
2. Vendor Warranty
3. The vendor warrants the Chromebook from defects in materials and workmanship.
4. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
5. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
6. All repair work must be reported to the media office.
7. Estimated Costs (subject to change)
8. The following are estimated itemized costs of Chromebook parts and replacements:
   a) Chromebook Replacement - $275.00
   b) Screen - $75.00
   c) Keyboard/touchpad - $50.00
   d) Power cord - $25.00
   e) Chromebook Case - $45.00
   f) Bag Strap - $7.00
9. Full Replacement Cost (Chromebook, Charger, Bag) - $320.00
10. Some items may be covered by your homeowners/renters policy. Please check with your insurance agent. Additionally, the school will provide optional insurance for any student interested in purchasing it (see below).

Y. School insurance Program
1. EYHS will provide optional insurance coverage to offset the cost incurred by accidental damage to the Chromebook. Loss, intentional damage, or damage due to negligence will not be covered.
2. The cost of the insurance is $20 annually, which is non-refundable. Payment may be made at the school office. If a student has purchased insurance for three years without a claim, there will be no cost for the fourth year of coverage.
3. Chromebook Insurance will cover the full cost of covered damages, minus the deductible. The student/parent will be responsible for the deductible as follows: 1st claim = $0, 2nd claim = $25, 3rd claim = $75, 4th claim = Negotiated (or $175). For lost or stolen Chromebooks, the student/parent will be responsible for the full replacement cost.

Z. No Expectation of Privacy:
1. Students have no expectation of confidentiality or privacy with respect to usage of a Chromebook, regardless of whether use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

AA. Monitoring Software
1. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

BB. Appropriate Uses and Digital Citizenship
1. School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use of Technology (815) and all of its corresponding administrative procedures at all times.
2. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
   1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
   2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
   3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
   6. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
   7. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
   8. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates
their licenses.

STUDENT ACTIVITIES

I. PRINCIPAL’S STUDENT ADVISORY COUNCIL
   A. The Principal’s Student Advisory Council (PSAC) advises the Principal on issues that come before the Principal that are of particular interest to students. The members of the Principal’s Student Advisory Council are determined at the beginning of the school year, after all class and club elections have been held.

II. CLUBS
   A. Eastern York High School has two types of clubs:
      1. those that are open to all students
      2. those that are open to students who meet specific entrance requirements.
   B. A list of all clubs at Eastern York High School will be available to students in the guidance office and in the Educational Planning Guide. Throughout the year, club periods are routinely scheduled to allow students to participate in the previously mentioned clubs. Other activities available to students include Science Olympiad, and Model UN.

III. DANCES
   A. Two dances are typically sponsored by EYHS: the Homecoming Dance, and the PROM. The school calendar on the high school web page lists the exact dates of these dances.
   B. EYHS Students may bring a guest to dances provided the student and guest of the student have completed a high school verification form in conjunction with the guest’s home school district. Guests who are not attending high school must be under 21 and clearly identify themselves to chaperones at the school dance. **Middle school students are not allowed to attend Eastern York High School dances.**
   C. In order to purchase tickets or attend Homecoming and/Prom, students must have all obligations fulfilled. Students will not be permitted to purchase tickets to either of these dances with any outstanding student obligations.
   D. Appropriate behavior at dances is expected at all times. Students who behave inappropriately will be asked to correct their behavior. Students will not engage in behavior deemed inappropriate, such as public displays of affection, or dangerous, such as slam dancing. Dress should be appropriate based on the dress code established for the dance: casual, semi-formal or formal. Individuals deemed inappropriately dressed by chaperones will be asked to leave.
   E. Students who fail to comply with expectations will be removed from the dance. Students who leave for any reason may not reenter the dance. The Code of Conduct and Discipline apply to student behavior at these events.
STUDENT SERVICES

1. GUIDANCE SERVICES
   A. General Responsibilities
   B. The EYHS Guidance Office provides a full range of services to students, teachers, and parents throughout the academic year. Students are assigned a counselor when they enter EYHS who will be assigned to them for the entire time they attend our school. However, a student may request a change in counselors.

   1. There are two counselors in the high school. Students are assigned a counselor based on the first initial of their last name.

   2. Our counselors are available to assist students with schedule selection, improving study habits, preparation and application for post-secondary schools, career counseling, test taking, personal and/or family issues, and interpersonal relationships with other students/staff members.

   C. Course Drop/Add Policy

   2. Students wishing to make course changes must confer with their guidance counselor. NO CHANGES WILL BE PERMITTED AFTER JUNE 1, 2020.

   3. Students are required to carry a minimum of four (4) credits of coursework each semester. The principal or assistant principal may grant fifth year seniors approval to carry less than a full load of courses.

   4. If a student fails a subject and must repeat that subject next semester or the next school year, the student assumes the responsibility of notifying his/her counselor ON THE DAY STUDENTS RECEIVE THEIR FINAL GRADE.

   5. Students who wish to take summer school courses must meet with the school counselors to ensure that all requirements will be met. No summer school credits will be granted to students who do not meet with the school counselors prior to enrolling in a summer school program.

   6. Students who attend summer school to take courses that require a change in schedule must assume the responsibility of notifying the guidance office secretary on THE LAST DAY OF SUMMER SCHOOL SESSION TO MAKE THE NECESSARY CHANGE.

   7. Changes that must be made due to schedule conflicts or errors, which were made by the school during the scheduling process, must be made by May 30, 2020.

   8. No sequential series of classes may be doubled up in the same semester. Administrative permission may be granted for this during the senior year, if the student can graduate by doing so; no more than two courses from the same department may be doubled up.

   9. Since our staff selection and course offerings depend upon student schedule requests, changes will not be made after June 1, 2020. No changes to individual schedules will be honored once the school year begins unless a student was incorrectly placed or does not meet prerequisites. Band/Chorus/Orchestra
courses can be added/dropped during the first 15 days of the semester. Music courses in enrichment dropped after 15 days will receive a WF.

B. **If a student fails to follow the appropriate course scheduling procedures and courses are selected by administration/guidance, there will be no changes in the resulting schedule.**

C. **Transfer Students**
   1. When it is necessary to schedule a student who comes from a school with a traditional schedule, the following guidelines will be used:
   2. If the student arrives during the 2\textsuperscript{nd} semester, courses not able to be scheduled will receive either credits for each completed semester or no credit.
   3. Transfer students are required to satisfy all requirements of the course including material and assignments covered prior to the student’s arrival. C. If the student must be enrolled in a course other than what was scheduled at their previous school, the student can receive a “P” and credit for the course if a grade of “C” is earned on the final examination. If the student does not receive a “C”, the student will be given a “NG” for the course and will not receive credit.
   4. Professional judgment and careful review of each situation shall be used in determining the final placement of transfer students.

II. **HEALTH ROOM SERVICES**
   A. The school nurse may give medication to any pupil only with an order from a physician and written permission from a parent/guardian. Medication forms for this purpose are available from the nurse.
   B. Medications to be given in school must come in their original container.
   C. All medication, including over-the-counter medicines, not registered and approved with the school nurse/health assistant will be considered an unauthorized substance and disciplinary action will be taken.
   D. New immunization requirements are in place for all grades since the start of the 2016-17 school year:
      1. Tetanus, Diphtheria and Pertussis – 4 or more properly spaced doses – one dose on or after the 4\textsuperscript{th} birthday, given in combination form – DTap or DTP.
      2. 4 doses of polio, the 4\textsuperscript{th} dose on or after the 4\textsuperscript{th} birthday and at least 6 months after previous dose
      3. Measles (rubeola), Mumps, and Rubella (German Measles) – 2 properly spaced doses of MMR combination vaccine, the first dose on or after the 1\textsuperscript{st} birthday
      4. 3 doses of hepatitis B
      5. 2 doses of varicella (chickenpox) vaccine or history of disease
   E. All vaccines also need to be appropriately spaced to be counted as valid. If students have at least one dose of the antigen in the series, they will be put on provisional status until the required number of doses has been received, but no longer than 5 days from the first day attending school.
   F. 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 immunization history.

G. As a guide for parents, the following has been reprinted from the Rules and Regulations for Control of Communicable Diseases, Department of Health, and Commonwealth of Pennsylvania. (Revised by Pennsylvania Department of Health, January 25, 2002). Section 27.72 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.

<table>
<thead>
<tr>
<th>Diseases</th>
<th>Earliest Return to School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>4 days from onset of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>9 days from onset, or until swelling subsides</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>3 weeks from onset, or 5 days from institution of therapy</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>4 days from onset of rash</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>5 days from last crop of vesicles or when the lesions have dried and crusted, whichever is sooner</td>
</tr>
<tr>
<td>Respiratory streptococcal</td>
<td>Not less than 10 days from onset, or 24 hours from institution of therapy</td>
</tr>
<tr>
<td>Infections (including Scarlet fever, strep throat)</td>
<td>24 hours from institution of therapy</td>
</tr>
<tr>
<td>Tonsillitis</td>
<td>24 hours from institution of therapy</td>
</tr>
<tr>
<td>Acute contagious conjunctivitis (pink eye)</td>
<td>24 hours from institution of therapy</td>
</tr>
<tr>
<td></td>
<td>Ringworm (all types)........... Until judged non-infective by child’s Physician or school nurse</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until judged non-infective by child’s Physician</td>
</tr>
<tr>
<td>Pediculosis (head lice)..........</td>
<td>Until judged non-infective by child’s Physician or school nurse</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until judged non-infective by child’s Physician or school nurse</td>
</tr>
<tr>
<td>Methicillin-resistant...........</td>
<td>Until judged non-infective by child’s Staphylococcus aureus Physician or school nurse</td>
</tr>
<tr>
<td>Fever</td>
<td>Keep home for 24 hours after fever subsides.</td>
</tr>
</tbody>
</table>
H. Please notify the school nurse by phone or in writing within 3 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.

I. *Please note: To ensure confidentiality, please mail a note in a sealed envelope addressed to the school nurse at your child’s school.

J. Parents are responsible for notifying the school nurse of any changes in their child’s health or medical condition.

VI. STUDENT NEEDS ASSISTANCE PROGRAM (SNAP): Our Student Assistance Team, SNAP (Students' Needs Assistance Program), meets regularly to identify, intervene, refer, and help students with problems in mental health, drugs, alcohol, and related areas. Teachers, friends, relatives, or students (self-referral) may refer a student to the SNAP. Students will be automatically referred to SNAP Team for violations of the District Drug Awareness Policy. Referral forms are located in the high school Guidance Office and the Nurse’s Office.

VII. WORK PERMIT
A. Minors between the ages of 14 and 17 who seek employment are required to obtain employment certificates. According to the Bureau of Labor Law Compliance:

B. Minors 14 and 15 years old:
   1. During the school year, may work 18 hours per week, three (3) hours per school day, 8 hours other days, and only between 7:00 A.M. and 7:00 P.M.
   2. During the summer, may work 40 hours per week, 8 hours a day between 7:00 A.M. and 9:00 P.M.

C. Minors 16 and 17 years old:
   1. During the school year, may work 44 hours per work week, 28 hours per school week, 8 hours per day, and between 6:00 A.M. and 12:00 A.M. on weekdays and 1:00 A.M. on Friday and Saturday.
   2. During the summer, may work 44 hours per workweek, 8 hours per day, with no limit on night work.

D. How to obtain a work permit: A parent or legal guardian should make an appointment to meet with the issuing officer at the High School Counseling Office by calling (717)-252-1551 ext. 60520, or emailing dsullivan@easternyork.net

E. The parent/guardian must bring an official document with the student’s birth date, i.e. birth certificate, passport, student driver’s permit/license, etc. The parent/guardian must sign the application in the presence of the issuing officer. If the parent is unable to appear in person, the student may then obtain an “Attestation Document” from the issuing officer. This form requires the
parent/guardian to sign in the presence of a Notary Public.

**F.** Upon completion of the application, the student will be issued a work permit. The work permit, which is transferable, is valid for any employer until the student is 18 or graduates. You do not need a work permit for a job interview.

**G.** The law no longer requires a health physical or employer signature to obtain a work permit document. All child labor laws regarding hours of employment are in effect. You may obtain further information from the State Government Website. 
www.portal.state.pa.us/portal/server.pt/community/child_labor_act/10517