

2011 – 2012 Elementary School Handbook



**CANADOCHLY ELEMENTARY SCHOOL
KREUTZ CREEK ELEMENTARY SCHOOL
WRIGHTSVILLE ELEMENTARY SCHOOL**

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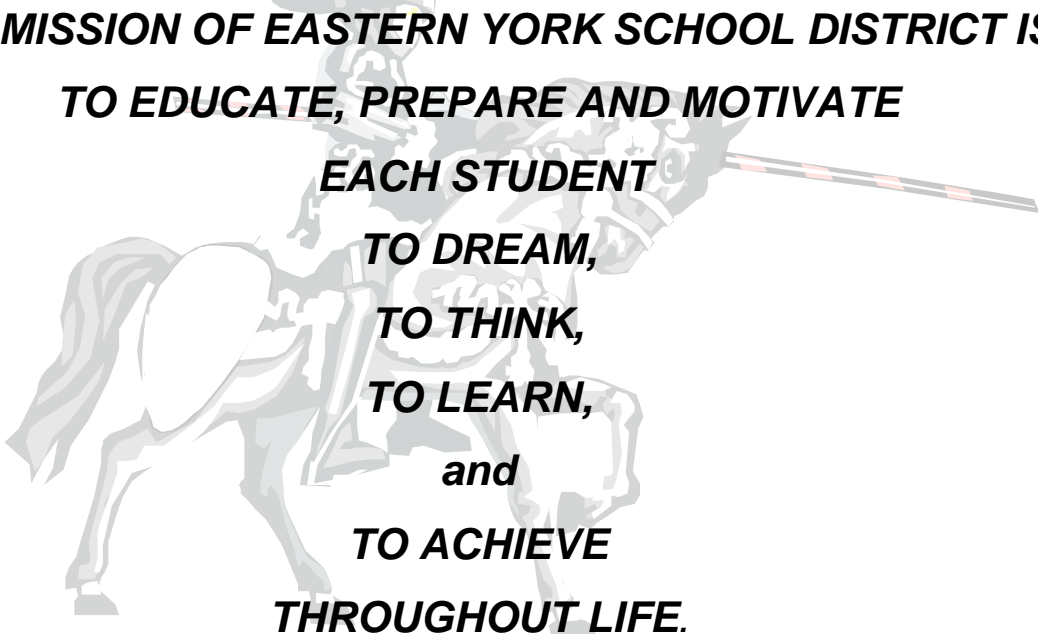
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FOREWORD

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

The administrators of the following elementary schools are:

Ms. Mary Jo Moczulski	Canadochly School PO Box 118/ 100 Abel Road East Prospect, PA 17317	252.3674
Dr. Timothy Mitzel	Kreutz Creek School 50 N. Lee Street Hellam, PA 17406	757.9682
Mr. Donald Gillett	Wrightsville School 320 Chestnut Street Wrightsville, PA 17368	252.3676



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

Eastern York School District will not discriminate on the basis of sex, race, color, religion, national origin, or handicap or because a person is a disabled veteran of the Vietnam Era, in its admissions, educational programs, activities, or employment policies. Publication of this policy is in accordance with state and federal laws including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to the ADA and Title IX coordinator, Dr. Rita Becker, at Eastern York School District, P.O. Box 150, Wrightsville, PA 17368-0150 (717) 252-1555.

**2011-2012
ELEMENTARY SCHOOL CALENDAR & TIMES**

SHORT CALENDAR & TIMES

August 29	School opens -First Day for Students
September 5	Labor Day – School Closed
September 13	Student Early Dismissal (1:45PM) Staff Development
October 10	Columbus Day – School Closed
October 26	Student Early Dismissal (1:45PM) Staff Development
November 16	Parent-Teacher Conferences (Evening-5:00-8:00 PM)
November 22	Parent-Teacher Conferences (9:00 AM-9:00 PM) NO SCHOOL FOR STUDENTS
November 23-28	Thanksgiving Break -School Closed
December 22	Early Dismissal (1:45PM) Students and Staff
December 24-Jan2	Winter Holiday -School Closed
January 16	Snow Make-Up Day
January 23-24	In-Service- NO SCHOOL FOR STUDENTS
February 17	Student Early Dismissal (1:45PM) Staff Development
February 20	Presidents' Day -No School
March 22	Student Early Dismissal (1:45 PM) Staff Development
March 23	Snow Make-Up Day
April 5	Student Early Dismissal (1:45 PM) Staff Development
April 6-9	Spring Holiday-No School
May 9	Student Early Dismissal (1:45 M) Staff Development
May 25	Snow Make-Up Day
May 28	Memorial Day -School Closed
June 6 & 7	Student Early Dismissal (12:45 PM) Staff Development
June 8	Snow Make-Up Day

SCHOOL DAY SCHEDULE - OPENING AND CLOSING TIMES

8:00 AM	Teachers' Day Begins
8:45 AM	Students may enter the building
9:00 AM	Home room
3:20 PM	Dismissal
3:30 PM	Teachers' Day Ends

KINDERGARTEN

Full day Kindergarten 9:00 AM -3:20 PM Transportation provided by school district.

SIX-DAY SCHEDULE

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

SCHOOL BUILDING SECURITY AND SAFETY

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

SCHOOL BUS INFORMATION

BUS REGULATIONS

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

The bus driver will do the following:

1. Stop at regular stops only.
2. Have control over the conduct of the pupils.
3. Assign seats to all students.
4. Make a written report of violations of conduct to the principal.

Student Passenger Rules are as follows:

1. Enter the bus quietly in an orderly manner, be seated quickly and remain seated throughout the entire bus trip—feet on the floor and facing forward.
2. Do not distract the driver with noise. Although talking is permitted, pupils may NOT yell, whistle, sing or engage in horseplay.
3. Do not spit or throw objects in the bus, at the bus stop or out of the bus window.
4. Do not tamper with the bus or its equipment. Never put an arm or head out of the window.
5. Students will ride their assigned bus and exit at the assigned bus stops. Written permission from a parent or guardian with the approval of the administration is necessary in order for bus changes to occur and only for special circumstances.
6. Cross in front of the bus after getting off the bus and only at the signal of the driver.
7. Proper behavior is expected while on the bus and at the bus stop.

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

BUS DISCIPLINE PENALTIES

The preceding rules are not intended to be all-inclusive. Other behaviors not mentioned may require disciplinary actions. Failure of pupils to observe the above rules will be cause for disciplinary action.

If a student chooses to break a rule, the following consequences **may** include but are not limited to:

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

If conduct continues after the above, a student will be refused transportation for the remainder of the school year.

ABSENCE FROM SCHOOL

Regular attendance at school is essential in order to maintain a good scholastic standing. If the occasion arises that absence from school is necessary, the student must bring to school a written excuse card signed by the parent/guardian. Please remember to fill in the reason for the absence at the bottom of the card. Absences may be classified as excused or unexcused. Excused absences include: illness, quarantine, death in the immediate family or death of a near relative, impassable roads, personal catastrophe, religious holidays, and previously authorized parental requests cleared by the Superintendent of Eastern York School District, as defined in the state law.

Please note: If an excuse card is not submitted within three (3) school days, that absence will be recorded as unexcused and will not be changed. Acceptable excuse cards are provided for your use in

the back of this book. (Additional cards may be obtained in the school office.) A handwritten excuse note signed by the parent/guardian is also acceptable.

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

ABSENCE FOR EDUCATIONAL TRIPS

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

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

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

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

ASSIGNMENTS WHEN CHILD IS ABSENT

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

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

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

EARLY DISMISSAL

If it is absolutely necessary for a student to be released from school before the regular 3:20 PM dismissal time, a written note of explanation is required. The note should be addressed to your child's teacher. All children must be picked up at the office and all parents and/or authorized agents of a parent must sign a register in the main office indicating the date, time and reason why the student was released from school. This is for your child's protection so that we know that your child is in proper hands. **At no time should a parent report directly to the child's home room. Again, parents must report to the office.**

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

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

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

TARDINESS

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

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

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

Any tardiness after 1 hour we will continue to accrue time by the minute. Example: A student tardy 1 hour and 15 minutes will be calculated as 1 hour and 15 minutes.

Students must have a note from the parent on the day of the tardy in order for the tardy to be excused. No excuse cards will be accepted the following day for tardiness. School personnel will determine whether the note is excused or unexcused.

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

Attendance questions should be directed to the building attendance secretary or Mr. Heist at the district attendance office (252-1555 ext. 33231).

Compulsory Attendance Law Enforcement

After three (3) days of unexcused absences, the attendance officer will be notified. The attendance officer will notify the parents, in writing, using certified mail, of the unexcused absences. This letter is called the **FIRST NOTICE LETTER**. A copy of this letter will be sent to York County Children and Youth Services for investigation. After the FIRST NOTICE LETTER (certified mail notice sent to the parent) of unexcused absences, the next unexcused absence will result in the issuance of a citation to the District Justice. 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. A copy of the citation will be sent to York County Children and Youth Services for investigation.

SPECIAL EDUCATION CHILD IDENTIFICATION, SERVICES, AND STUDENT RIGHTS

In compliance with state and federal laws, Eastern York School District will provide a free appropriate public education to each exceptional student determined to be eligible and in need of specially designed instruction and related services in order to obtain benefit of the school program and extra-curricular activities appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the program. Pre-referral is available to students requiring remediation and adaptations of curriculum in the regular class. Multidisciplinary Team evaluations are provided to determine student needs and make recommendations regarding eligibility for special education. This process is ongoing and may occur at any time in the student's school career.

Students identified as eligible for Special Education are programmed based on their educational needs in the least restrictive environment through a hierarchy of services. For further information on referral and services, contact your child's Building Administrator or Guidance Counselor.

EMERGENCY CARDS & CHANGE OF ADDRESS

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

NURSE'S INFORMATION

New Immunization Requirements - The regulations governing student immunizations were approved as final in May 2010 and will take effect August 1, 2011. The new requirements for attendance in all grades require the following immunizations:

4 doses of tetanus* - one dose on or after the 4th birthday

- 4 doses of diphtheria* – one dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease
 (*usually given as DTP or DTaP or DT or Td; **usually given as MMR)

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 8 months from the first day attending school.

In addition to those vaccines listed above, students attending 7th grade will need 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if five years has elapsed since last tetanus, diphtheria or tetanus, diphtheria, pertussis immunization, and 1 dose of meningococcal conjugate vaccine (MCV). For 7th graders to attend school, they will need one dose of each, MCV and Tdap. There is also an 8 month provisional period for these two vaccines if the student does not have the required Tdap or MCV on the first day attending school.

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.

COMMUNICABLE DISEASES

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

Section 27.72 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.

Diseases	Earliest Return to School
Measles	4 days from onset of rash
Mumps.....	9 days from onset, or until swelling subsides
Whooping Cough	3 weeks from onset, or 5 days from institution of therapy
Rubella (German Measles)	4 days from onset of rash
Chicken Pox	5 days from last crop of vesicles or when the lesions have dried and crusted whichever is sooner.
Respiratory streptococcal infections	Not less than 7 days from onset, or 24 hours from institution of therapy
(including scarlet fever)	
Tonsillitis.....	24 hours from institution of therapy
Acute contagious conjunctivitis	24 hours from institution of therapy
(pink eye)	
Ringworm (all types)	Until judged non-infective by child's Physician or school nurse
Impetigo.....	Until judged non-infective by child's Physician or school nurse
Pediculosis (Head Lice)	Until judged non-infective by child's Physician or school nurse
Scabies.....	Until judged non-infective by child's Physician or school nurse
Fever	Keep home for 24 hours after fever subsides
Methicillin – Resistant Staphylococcus (MRSA)..	Earliest return-Until judged non-infective by physician or school nurse

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

ILLNESS OR ACCIDENT AT SCHOOL

Should it be necessary to send your child home at any time, or if your child becomes ill or injured, the school will first call home. If no one is reached, we will refer to the **EMERGENCY REFERRAL CARD** for your recommendation.

Be sure to have an up-to-date card on file for your child stating who should be called in an emergency when you cannot be reached.

MEDICATIONS AT SCHOOL

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

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

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

Guidelines, delivery, storage, administration of medication, self-administration of medications, and Physician's Order Form and Parental Permission Form may be obtained from the school office or the school nurse's office.

If your child needs to take a prescribed medicine, it will be necessary that the above forms be completed by the doctor and parent and returned to the school nurse or building administrator.

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

DRESS CODE

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

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

Specific Guidelines for Dress Code:

1. Immodest or transparent clothing is not acceptable.
2. Shoes and clothing that may be damaging to school property or hazardous to self or others are prohibited.

3. The wearing of outerwear, including coats, jackets, windbreakers, pullover windbreakers, and the like are prohibited indoors.
4. Bare feet, shoes without backs such as flip flops are not permitted. Sandals are discouraged.
5. Clothing should not be too tight, too short, attention getting, suggestive or revealing.
6. Tank tops must have at least one-inch straps for high school students. Tank tops must cover shoulders for Middle School and Elementary Students. Sleeveless shirts are permitted but cannot reveal the sides of the torso.
7. Clothing, jewelry and grooming practices, which, by words, signs, pictures or any combination thereof, advocates or promotes sexual activity or violence, or use of alcohol or drugs or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability is prohibited.

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

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

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

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

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

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

Breakfast/Lunch Programs

Elementary students may deposit monies on account for the computerized debit system. Students are encouraged to make deposits the first school day of the week. However, monies will be accepted on a daily basis to maintain sufficient account balances. Classroom teachers will collect deposits. Parents will be notified when students have a negative balance. Students are not permitted to charge ala carte items.

Eastern York School District provides free and reduced price breakfasts/lunches for qualified students. Each student is provided with an application for benefits and a letter of explanation. Application may be made any time throughout the school year. As your financial situation changes you may re-apply. A new application must be submitted each school year.

Please make checks payable to EYSD Cafe Fund (Eastern York School District Cafeteria Fund).

The Eastern York School District conducts a breakfast program at Canadochly, Kreutz Creek and Wrightsville Elementary Schools. All elementary schools will begin their breakfast programs on Monday, August 29, 2011. Students who qualify for our free or reduced lunch program are also eligible for a free or reduced breakfast.

When inclement weather causes a school delay of either one or two hours, the breakfast program will be canceled on those days.

CONDUCT OF PUPILS

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

- ✓ All pupils must come directly to school and return to their homes without lingering on school grounds or the streets. Pupils staying after school must go directly home afterwards.
- ✓ Students will exhibit appropriate and respectful behavior going to and from school.
- ✓ If it is necessary that a student be permitted to go to another place other than home, a note from the parent or guardian giving the reason must be sent to the teacher.
- ✓ Students are not permitted to ride bikes to or from school.

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

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

DISCIPLINE

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

The Eastern York School Board recognizes that the administration is given the authority to exercise control over student conduct as follows: "Every teacher, vice-principal and principal in the public schools

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

Discipline Philosophy Statement

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

DISCIPLINE GUIDELINES

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

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

DISCIPLINE CONSEQUENCES

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

- Verbal reprimand, warning of the student by the teacher/staff member.
- Parental contact by the teacher/staff member or administration.
- Student referred to the guidance department.

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

Distribution of Invitations

Students are not permitted to distribute invitations to classmates in the school setting unless all classmates are given an invitation.

Bullying/Cyberbullying

Bullying/Cyberbullying is an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and is severe, persistent, or pervasive. (EYSD Board Policy #249).

Bullying/Cyberbullying have the effect of doing the following:

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

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

To report bullying, use the form to report incidences of bullying to school personnel-teachers, counselors, nurses, assistants, the school secretary, the building principal, or other administrators.

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

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

(EYSD School Board Policy # 249)

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made. Examples of sexual harassment include, but are not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching.

A charge of sexual harassment against a student in the school district shall subject the student to student disciplinary action which may include, but is not limited to the following: in-school suspension, out-of-school suspension, expulsion from school, local police contact with charges brought against the student.

DRUG, TOBACCO AND ALCOHOL POLICY

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

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

WEAPONS POLICY

The Pennsylvania legislature passed a law regarding possession of weapons and replicas of weapons on school property. In the law the term "weapon" is defined as any knife, cutting instrument or tool, firearm, shotgun, or rifle, as well as other instruments capable of inflicting serious bodily injury. The administration reserved the right to determine what is considered a weapon.

If your child is in possession of a weapon as defined above in the law, on school property, at a school sponsored event, traveling to or from school, on a school bus, they may be faced with expulsion from school for a period of up to one (1) year. This may be in addition to any disciplinary action taken by the administration. (Board Policy 218.1)

INTERNET/COMPUTER USE

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 Board establishes that use of the Internet is a privilege. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state laws. Specific rules and policies will be reviewed with students having Internet access. The Board policy is available for parent review in the school office.

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, pornographic, or harmful to minors. The district cannot guarantee total elimination of all such materials and shall not be held responsible for any information accessed through the network. In addition, the district shall not be responsible for any information that may be lost, damaged or unavailable when using the network.

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

The 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. The school administrator shall have the authority to determine what inappropriate use is and his/her decision is final. (EYSD School Board Policy # 815)The Board policy is available for parents to review in the school office or on the district website.

ELECTRONIC DEVICES/COMMUNICATION

Laser pointers are prohibited on school property, school sponsored events, on buses and other vehicles provided by the school district. Radios, tape recorders, cassette tape players, CD players and electronic games, etc... that are brought into school must be kept in student's backpack. **The school district is not liable for any lost or stolen items of this nature and they may only be brought to school at the student's own risk.**

Act 103 of the General Assembly prohibits the use of pagers, beepers, cell phones and wireless devices on school property, busses, and other vehicles provided by the school district, or during school sponsored events during school hours. Students who are found to be using a communication device shall have the item confiscated and may be subject to disciplinary action which may include, but not limited to, suspension. **The school district is not liable for any lost or stolen items of this nature and they may only be brought to school at the student's own risk.**

The Board prohibits use of personal communication devices by students during the school day in district buildings and grounds and on school vehicles without proper authorization by school staff. Personal communication devices that have the capacity to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Electronic devices such as, but not limited to, personal laptops, iPods and MP3 players, may not be used during school hours. Requests for exemption must be approved by the building principal.

The Board prohibits possession of and use by students of any device that provides for a wireless connection to the internet or other data and content service.

The individual brings the device at his/her own risk, and the district is not responsible for lost or stolen items of the above classification.

Unauthorized possession or use of personal communication devices or electronic devices shall result in confiscation of the device by school personnel and possible disciplinary action as outlined in the school handbook. (EYSD School Board Policy #237)

ELEMENTARY GUIDANCE SERVICES

A guidance program is in place at each elementary school. The elementary guidance program is designed to enhance and promote a safe, healthy, positive educational learning environment. The elementary school counselor is an integral team participant when working with students, staff, parents and community agencies. The elementary guidance program is preventative in nature. The goal is to reach out to the entire elementary school population within a structured framework of services.

Specific elements of guidance services at the elementary level include:

1. **Individual counseling sessions**- requests are made by student referral, staff referral or parent referral. Sessions are as needed, weekly or when scheduled.
2. **Small group sessions**- a small group setting with targeted students. Groups may be specialty topics or general in nature. Topics may include but are not limited to; separation, divorce, friendship, social skills, paying attention, study skills, anger control, death, drugs / alcohol and decision making. Students, staff or parents may make a request for student participation in a small guidance group.
3. **Class Guidance Lessons**- K-5 grade level. Sequential lessons are presented by the guidance counselor to each individual class as scheduled with the classroom teacher.
4. **Crisis Counseling**- available as needed. Please contact the school counselor if your child is in need of immediate contact with the guidance counselor.
5. **Agency contact and assistance**- counselors are in contact with various outside community agencies as needed in the interest and welfare of members of the student population. Counselors work in a supportive role to provide services to students and their families.
6. **School-wide Activities**- organize and assist with assembly programs or various school-wide activities and events.

HOMEWORK GUIDELINES

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

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

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

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

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

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

SUGGESTED GUIDELINES FOR HOMEWORK ASSIGNMENT

Grade 1	10 Minutes
Grade 2	20 Minutes
Grade 3	30 Minutes
Grade 4	40 Minutes
Grade 5	50 Minutes

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

PERMISSION TO PUBLISH PHOTOGRAPHS

From time to time, Eastern (EYSD) publishes photos of its students, individually and in groups, in the district Newsletter, UPDATE, and submits photos to various newspapers. In addition, Eastern publishes student newspapers, literary anthologies, yearbooks, class journals, etc. as part of either its curriculum or extra-curricular activities. These publications often contain student work such as poetry or artwork. Eastern's Internet site is <http://www.easternyork.com>. Within our web site, we like to include photos of and work done by our students. As part of our ongoing efforts to ensure the safety of our students, we are seeking parent permission before including your child's photo or work in any of its publications, including the web site. In order to include your child's photo or work on our web site or any site accessed from Eastern York's site, we will require your signed permission. Last names of students will **not** be used in conjunction with any photo on the Internet. **Please sign and return** the bottom portion of this form to the school to grant permission for us to publish, or post any photo which may include a picture of your child or any work produced by your child.

If you have any questions concerning this request, please contact Ms. Heiser, Director of Technology. She can be reached via email at [kheiser\(@\)eyork.k12.pa.us](mailto:kheiser(@)eyork.k12.pa.us) or by phone at 252-1555, or contact your building principal. If you do not want your child to use the Internet and/or have their photograph or work published, please send a letter to your child's principal informing them of your decision by Friday, September 2, 2011.

STANDARDIZED TESTING: Terra Nova/In-View/PA State Assessment

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

Terra Nova & InView:

The Terra Nova is a standardized achievement test administered to our second grade students. The test was chosen because of its match to both our instruction and the state PSSA tests as well as for the in-depth information generated from the reports. The InView is the name of the mental maturity test administered to our second grade students during the same week that the Terra Nova is administered.

PA State Assessments:

Statewide Assessment Tests are administered to students in grades 3, 4, and 5. Students in grades 3, 4, and 5 are administered the state assessment in the areas of reading and mathematics. Students in grade 4 are also administered the state assessment in the area of Science and students in grade 5 are administered the state assessment in the area of Writing.

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

ELEMENTARY MUSIC PROGRAM

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

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

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

Band, chorus and orchestra performances are scheduled. Participation in these programs is voluntary. We hope, however, that your child will take part in this wonderful program provided by our district's music department.

AWARDS

PRESIDENTIAL ACADEMIC EXCELLENCE AWARD

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

PRESIDENTIAL PHYSICAL FITNESS AWARD

This award is given to boys and girls who demonstrate exceptional physical achievement. Any boy or girl who scores at or above the 85th percentile on all five items of the Youth Fitness Test will receive the award.

(Categories: pull-ups/flexed arm hangs sit-ups, sit-reach, shuttle run, 1 mile-run /walk.)

SCHOOL PICTURES

Individual and class group pictures of pupils are taken in all grades during the school year. Parents are under no obligation to purchase pictures. However, since the cost is nominal, many parents find it desirable to keep a picture history of their child's school days. School pictures also make nice gifts for friends and family.

WEATHER EMERGENCY-- SNOW DELAYS OR CLOSINGS

If it becomes necessary to cancel or delay the opening of school because of inclement weather or for any other reason, the announcement will be broadcast over radio stations:

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

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

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

ONE HOUR DELAY

In the event of a one hour delay, the school day will begin one hour later. Busses will run approximately one hour later than the normally scheduled time. There will be **NO** breakfast program when there is a weather-related delay.

TWO HOUR DELAY

In the event of a two hour delay, the school day will begin two hours later. Busses will run approximately two hours later than the normally scheduled times. There will be **NO** breakfast program when there is a weather-related delay.

PARENT REQUEST FOR TEACHERS

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

The final decision will be made by the principal keeping in mind the best educational interest of the student.

VISITING SCHOOLS

Since parents, teachers, and administrators have a mutual interest in the well-being of the child attending school, it is important that parents visit our schools and get to know their child's teachers and principal. Parents are invited to visit classrooms at their convenience. However, please notify the principal in advance so that necessary arrangements can be made for your comfort. These visits make for a better understanding of our educational program and help to foster a positive feeling between the home and school that is necessary and vital for your child's success in school. We also ask that you do not bring small children along when visiting or volunteering in the classroom, cafeteria, tutoring or working in the copy room. Parents may, if necessary, bring small children to school while they volunteer for PTO event planning, school store or for special assemblies or presentations. It is requested that parents monitor and supervise their small children at all times.

All persons visiting our elementary schools are required to report directly to the Main Office to sign in and receive an identification badge to wear. When leaving, the individual must report back to the Main Office to sign out and return his/her badge.

**Eastern York School District
Parental Permission Form – School Year 2011-2012**

As the parent or guardian of this student, I have read the Eastern York School District **Internet/Computer Use Policy** as well as the **Parental Permission** form. I understand that it is impossible for Eastern York School District to restrict access to all controversial materials, and I will not hold them responsible for materials viewed or acquired by my child on the District network. Further, I understand that failure by my child to abide by the rules adopted by the Eastern York School District may result in disciplinary action.

From time to time, Eastern (EYSD) publishes photos of its students, individually and in groups, in the district Newsletter, UPDATE, and submits photos to various newspapers. In addition, Eastern publishes student newspapers, literary anthologies, yearbooks, class journals, etc. as part of either its curriculum or extra-curricular activities. These publications often contain student work such as poetry or artwork.

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

If you have any questions concerning this request, please contact Ms. Heiser, Director of Technology. She can be reached via email at [kheiser\(@\)eyork.k12.pa.us](mailto:kheiser(@)eyork.k12.pa.us) or by phone at 252-1551, or contact your building principal. Thank you.

I have read the Elementary Handbook for the 2011-2012 school term, including the district policies: Bullying, Drug, Alcohol & Tobacco, Computer/Internet, PA Weapons Law, Internet/Computer Use, Electronics/Communication, Parental Permission Form, and Photographs and Video (pages 11-13). I understand that I may be held personally liable for all actions of my child if he or she brings any guns, weapons or other prohibited items into school. I give my child permission to use the Internet in school.

Student's Signature

Print Student's Name

Parent's Signature

Print Parent's Name

Date: _____ **Homeroom:** _____ **Grade:** _____

Please return by Friday, September 2, 2011

If you do not want your child to use the Internet and/or have their photograph or work published, please send a letter to your child's principal informing them of your decision by Friday, September 2, 2011.

