



Are you wearing your ARMOR today?

Attending
Responsible
Motivated
Organized
Respectful



2011-2012

Student/Parent Handbook

**Eastern York Middle School
P.O. Box 2003
Wrightsville, PA 17368
Phone 717-252-3400**

Principal: Dr. Paula Westerman

Assistant Principal: Mr. Keith A. Shoemaker

This handbook belongs to:

Name _____

Address _____

City _____ State _____

Zip Code _____ Phone _____



WELCOME TO THE EASTERN YORK MIDDLE SCHOOL

On behalf of the staff, we welcome you to the Middle School for the 2011-2012 school year. The Middle School teachers and staff have high expectations for academic, social and emotional success. In determining social and emotional success, the students will be practicing their self-awareness, self-management, social awareness, positive relationship skills, and responsible decision making. A new school year enables each of us to strive to do the best that we can with the renewed belief that we have the potential to create a community to make our middle school a wonderful experience for all. We encourage you to make the 2011-2012 school year your best ever.

The information presented in this handbook will help guide you and your parent/guardian throughout the school year. Each section is designed as a reference of rules, guidelines and procedures. A large portion of the handbook is reserved for you to record daily assignments. During the first few days of school, you and your parent/guardian need to study this handbook and review it often. You need to know where your handbook is at all times and use it at home and school on a daily basis. It is a requirement for the Forever Assignment. Your teachers will explain how to use this handbook to record assignments, record grades and access important information during the first few days of school.

Please read the entire handbook and sign your name on the lines provided. Students must return the signed statement as well as the completed Publications and Posting of Student Photo form to their Homeroom teacher during the first week of school.

We look forward to working with you as we enter another school year filled with knowledge, dedication and growth.

Educationally yours,

Dr. Paula Westerman

Dr. Paula Westerman
Principal

Mr. Keith Shoemaker

Mr. Keith Shoemaker
Assistant Principal

Eastern York School District Parental Consent Forms

As the parent or guardian of this student, I have read the Eastern York School District Acceptable Use Policy as well as the Computer Network Access Agreement form (on page 19). 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.

I hereby give permission to Eastern York School District to allow _____ to use the District's network, including Internet, and certify that the information on this form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

I have read the E.Y.M.S Handbook for the 2011-2012 school year, including the district policies:
Compulsory Attendance Law Enforcement (page 12)
PA Weapons Law (page 18)
Tobacco (page 18)
Drug & Alcohol (page 17)
Photographs and Video (page 21)
Computer/Internet (page 16)
Computer Network Access Agreement (page 16)

Student's Signature

Print Student's Name

Parent's Signature

Print Parent's Name

Date: _____

Grade: _____

PARENTS:

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.

(Parent Signature)

IMPORTANT INFORMATION-
PLEASE READ, SIGN, RETURN WITH YOUR CHILD TO SCHOOL!!!!

Eastern York School District
“Striving for Excellence”

PARENT PERMISSION FOR PUBLICATION/POSTING OF STUDENT PHOTO
SCHOOL YEAR: 2011-2012

Dear Parent/Guardian:

From time to time, Eastern York School District (EYSD) publishes photos of its students, individually and in groups, in the district Newsletter, UPDATE, and submits photos to various newspapers. In addition, Eastern York Middle School (EYMS) publishes student newspapers, literary anthologies, yearbooks, class journals, etc. as part of either its curriculum or co-curricular activities.

Eastern York’s Internet site is <http://www.easternyork.com>. Within our web site, we like to include photos of 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 in any of its publications, including the web site. In order to include your child’s photo on our web site or any site accessed from Eastern York’s site, we require your signed permission. Last names of students will not be used in conjunction with any photo on the Internet. Please sign and return this form to the school to grant permission for us to publish, or post any photo that may include a picture of your child.

If you have any questions concerning this request, please contact Mrs. Heiser, Director of Technology. She can be reached by phone at 252-1551 ext. #60678 or via email at kheiser@eyork.k12.pa.us or contact your building principal. Thank you.

SIGN AND RETURN TO SCHOOL

EYSD has my permission to publish a photo of my child, _____ on the Internet through the District web site or in its publications or local newspapers. I understand that my child’s full name will **not** be published with any picture posted on the Internet. This permission includes single as well as group photos.

School: Eastern York Middle School Grade: _____ Date: _____

Parent Signature: _____

Daytime Phone _____ Evening Phone _____

Comments/Instructions: _____

CONTENTS

EYMS WELCOME _____	2	VIII. PA WEAPONS LAW _____	18
EYMS SIGNATURE SHEET FORM _____	3	IX. ASSAULT _____	18-19
EYMS PHOTO PERMISSION FORM _____	4		
EYSD MISSION STATEMENT _____	5	SECTION V: SCHOOL-WIDE POLICIES _____	19-21
CONTACTING THE SCHOOL _____	6	I. EYMS ANTI-BULLYING PROGRAM _____	19
VISITOR INFORMATION _____	6	II. LOCKERS _____	19
SCHOOL EVACUATION PLAN _____	6	III. DISMISSAL PROCEDURES _____	19
EYMS PHILOSOPHY _____	6	IV. BUS CONDUCT RULES _____	19
THE FOREVER ASSIGNMENT _____	6	V. CLOTHING AND APPEARANCE _____	19-20
EYMS GOALS _____	7	VI. SKATEBOARDS AND OTHER WHEELED VEHICLES _____	20
		VII. CAFETERIA RULES _____	20-21
SECTION I: ACADEMIC INFORMATION _____	8-9	VIII. HALLWAY BEHAVIOR _____	21
I. PUPIL PROGRESS REPORTS _____	8	IX. PASSES _____	21
II. INCOMPLETE WORK _____	8	X. GUM _____	21
III. GRADING _____	8	XI. SOLICITATION _____	21
IV. HONOR ROLL _____	8	XII. ELECTRONIC DEVICES _____	21
V. MIDDLE SCHOOL SCHEDULE _____	9	XIII. ELECTRONIC COMMUNICATION _____	21
		XIV. PHOTOGRAPHS AND VIDEO _____	21
SECTION II: STUDENT CODE OF CONDUCT _____	10-13		
I. PURPOSE _____	10	SECTION VI: DISCIPLINE CODE _____	22-24
II. AUTHORITY _____	10	I. DISCIPLINE GUIDELINES _____	22
III. PHILOSOPHY _____	10	II. OFFICE REFERRALS _____	22
IV. STUDENT BEHAVIOR AND RESPONSIBILITIES _____	10	III. CLASSROOM RULES AND CONSEQUENCES _____	22
V. SWPBS - A.R.M.O.R. _____	10-11	IV. TYPES OF DISCIPLINARY RESPONSES _____	22-24
VI. ACADEMIC DISHONESTY _____	11	V. DISCIPLINE MATRIX _____	26
VII. ATTENDANCE _____	12-13		
		SECTION VII: STUDENT ACTIVITIES _____	24-25
SECTION III: STUDENT SERVICES _____	13-14	I. KNIGHTS OF THE ROUNDTABLE _____	24
I. HEALTH SERVICES _____	13-14	II. STUDENT COUNCIL _____	24
II. SCHOOL COUNSELING SERVICES _____	14	III. NATIONAL JUNIOR HONOR SOCIETY _____	24
III. STUDENT ASSISTANCE PROGRAM _____	14	IV. RISE _____	24
IV. SPECIAL EDUCATION _____	14	V. FIELD TRIPS _____	25
		VI. LOST AND FOUND _____	25
SECTION IV: DISTRICT POLICIES _____	14-19	VII. SCHOOL STORE _____	25
I. BULLYING/CYBER BULLYING _____	14-16	VIII. PTSO _____	25
II. COMPUTER/INTERNET POLICY _____	16	IX. TEXTBOOKS _____	25
III. COMPUTER/INTERNET/NETWORK USE GUIDELINES _____	16-17		
IV. DRUG AND ALCOHOL POLICY _____	17	SECTION VIII: STUDENT RESOURCES _____	27-29
V. HARASSMENT _____	17-18	DISTRICT CALENDAR _____	27
VI. MENTAL HEALTH POLICY _____	18	EYMS UPPER FLOOR PLAN _____	28
VII. POLICIES OF SMOKING TOBACCO, POSSESSION OF TOBACCO AND POSSESSION OF LIGHTERS _____	18	EYMS GROUND FLOOR PLAN _____	29



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 THE SCHOOL

Communication is the key to success. The first avenue for answers to your questions should be your child's classroom or subject area teacher. If questions remain unanswered, use the following guidelines:

- **Instructional Issues:** Contact the Guidance Counselor first and then Building Principal/Assistant Principal if question is not answered.
- **Attendance:** Contact the Middle School Attendance Secretary first and then Mr. Heist, Attendance Officer at 252-1555 if question is not answered.
- **Homework:** Check Teacher Pages on Skyward
- **Transportation:** Contact the Transportation Department at 252-1555.
- **Discipline:** Contact the Building Principal/Assistant Principal.
- **Health Concerns:** Contact the Middle School Nurse.

VISITORS TO EASTERN YORK MIDDLE SCHOOL

Please help us maintain a safe environment in the Middle School. When arriving at the school ring one of the doorbells located to the right of the doors, and when prompted, clearly state your name and the purpose of your visit. All visitors to the middle school must sign in at the office. The visitor will be given a visitor badge, which must be worn at all times. The visitor badges should be returned to the main office upon exiting the building.

SCHOOL EVACUATION PLAN

Students will be evacuated to the High School in case of an emergency evacuation for the Eastern York Middle School.

EASTERN YORK MIDDLE SCHOOL PHILOSOPHY

Eastern York Middle School is a developing Professional Learning community which emphasizes continuous academic, social, and emotional growth for all members.

THE FOREVER ASSIGNMENT

In order to be successful in school every day, all students should come to school ready to learn and be prepared for all subjects. On a daily basis every student should bring their Forever Assignment with them to class. This will ensure that all students have a productive day while at school. If students fail to bring these items to class, consequences will result. Consequences for being unprepared will be determined by each team. The Forever Assignment includes these items:

- Appropriately covered textbooks
- Appropriate notebook
- This E.Y.M.S. Handbook
- Homework
- Paper
- Pencils and pens
- Trade book to read (Magazines are not acceptable unless otherwise directed by a teacher)



EASTERN YORK MIDDLE SCHOOL GOALS



As students progress through the Middle School, students will be able to:

- Recognize their own emotions, describe interests and values, and accurately assess strengths (**Self-awareness**)
 - Understand the nature and importance of physical and mental health
 - Develop and maintain a positive self-image
 - Develop special interests
 - Value his or her own ethnic identity and respect the contributions of other ethnic groups
- Regulate emotions, manage stress, control impulses, and persevere in overcoming obstacles. They can set and monitor progress toward the achievement of personal and academic goals and express their emotions appropriately in a wide range of situations. (**Self-management**)
 - Develop a desirable attitude toward work and study
 - Study effectively
 - Learn how to cope with changes
- Take the perspective of and empathize with others; recognize and appreciate individual and group similarities and differences; and seek out and appropriately use family, school, and community resources. (**Social awareness**)
 - Read with understanding and with critical judgment
 - Learn how to be a contributing member of the school community and the family
 - Develop the attitudes of responsible citizenship
 - Develop a concern for humanity and an appreciation of global interdependence
- Establish and maintain healthy and rewarding relationships based on cooperation. Students will resist inappropriate social pressure; constructively prevent, manage, and resolve interpersonal conflict; and seek and provide help when needed. (**Healthy relationships**)
 - Speak and listen well
 - Write clearly and effectively
 - Learn how to work cooperatively with others
 - Resolve conflict and disagreements in a socially acceptable manner
- Consider ethical standards, safety concerns, appropriate social norms, respect for others, and the likely consequences of various courses of action in decision making. Children apply these decision making skills in academic and social situations and are motivated to contribute to the well-being of their schools and communities. (**Responsible decision-making**)

“Striving for Excellence”

E.Y.M.S. Staff, Students and Parents

Eastern York School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin religion, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, or information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Dr. Rita Becker, Title IX Coordinator, at P.O. Box 150, Wrightsville, PA 17368-0150 (717-252-1555).

Section I: ACADEMIC INFORMATION

I. Pupil Progress Reports

Report cards are issued at the end of each nine week marking period. Additionally, we provide interim progress reports at the middle of each marking period. The information provided on these reports, along with parent teacher conferences, helps to foster a close working relationship between the school, students and parents. We ask parents to review these reports with their children and consult with the student's counselor and teachers when you believe that your child is having difficulty. Concurrently, we ask you to please respond when a teacher indicates a conference is desired. All report cards and progress reports are issued electronically through our Skyward Family Access unless otherwise instructed.

Parents who desire additional progress reports during the marking period should direct their request to the individual teacher or the student's counselor specifying 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.

II. Incomplete Work

All work for incomplete grades must be finished within 10 school days after the end of a marking period. Work not completed within 10 days will receive a mark of zero. The student's average for the marking period will then be calculated and the earned grade will replace the incomplete grade on the next report card.

III. Grading

The Eastern York Middle School will use the following grading system to determine grade averages for each marking period and for the school year:

GRADE VALUES	FINAL GRADE
98% to 100%	A+
92% to 97%	A
90% to 91%	A-
88% to 89%	B+
82% to 87%	B
80% to 81%	B-
78% to 79%	C+
72% to 77%	C
70% to 71%	C-
68% to 69%	D+
62% to 67%	D
60% to 61%	D-
0% to 59%	F

IV. Honor Roll

Recognition will be given each marking period to students who do outstanding work in the classes.

To qualify for the "**Distinguished Honor Roll**" a student must have a minimum quality point average of **3.40 to 4.00**. Students who fail a subject, earn a D, or have missing grades (e.g. Incomplete) will not qualify.

To qualify for the "**Regular Honor Roll**" a student must have a minimum quality point average of **3.00 to 3.39**. Students who fail a subject, earn a D, or have missing grades (e.g. Incomplete) will not qualify.

Distinguished and regular honor rolls are listed at the end of each marking period.

**Eastern York Middle School
Regular Schedule**

	6 th Grade	7 th Grade	8 th Grade
Period 1	7:35-8:27	7:35-8:27	7:35-8:27
Period 2	8:30-9:14	8:30-9:14	8:30-9:14
Period 3	9:17-10:01	9:17-10:01	9:17-10:01
Period 4	10:04-10:48	10:04-10:48	10:04-10:48
Period 5	Lunch 10:51-11:21	10:51-11:35	10:51-11:35
Period 6	Intervention 11:24-12:08	Lunch 11:38-12:08	11:38-12:22
Period 7	12:11-12:55	Intervention 12:11-12:55	Lunch 12:25-12:55
Period 8	12:58-1:42	12:58-1:42	Intervention 12:58-1:42
Period 9	1:45-2:34	1:45-2:34	1:45-2:34

**Eastern York Middle School
Two Hour Delay Schedule**

	6 th Grade	7 th Grade	8 th Grade
Period 1	9:35-10:07	9:35-10:07	9:35-10:07
Period 2	10:10-10:42	10:10-10:42	10:10-10:42
Period 5	Lunch 10:45-11:15	10:45-11:17	10:45-11:17
Period 6	Intervention 11:18-11:50	Lunch 11:20-11:50	11:20-11:52
Period 7	11:53-12:25	Intervention 11:53-12:25	Lunch 11:55-12:25
Period 8	12:28-1:00	12:28-1:00	Intervention 12:28-1:00
Period 4	1:03-1:35	1:03-1:35	1:03-1:35
Period 3	1:38-2:10	1:38-2:10	1:38-2:10
Period 9	2:13-2:34	2:13-2:34	2:13-2:34

**Eastern York Middle School
12:45 Early Dismissal Schedule**

	6 th Grade	7 th Grade	8 th Grade
Period 1	7:35-8:07	7:35-8:07	7:35-8:07
Period 2	8:10-8:42	8:10-8:42	8:10-8:42
Period 3	8:45-9:17	8:45-9:17	8:45-9:17
Period 4	9:20-9:52	9:20-9:52	9:20-9:52
Period 9	9:55-10:27	9:55-10:27	9:55-10:27
Period 5	Lunch 10:30-11:00	10:30-11:02	10:30-11:02
Period 6	Intervention 11:03-11:35	Lunch 11:05-11:35	11:05-11:37
Period 7	11:38-12:10	Intervention 11:38-12:10	Lunch 11:40-12:10
Period 8	12:13-12:45	12:13-12:45	Intervention 12:13-12:45

**Eastern York Middle School
4Sight Test Schedule**

	6 th Grade	7 th Grade	8 th Grade
Attendance	7:35-7:40	7:35-7:40	7:35-7:40
Test	7:40-8:55	7:40-8:55	7:40-8:55
Period 1	9:03-9:37	9:03-9:37	9:03-9:37
Period 2	9:40-10:14	9:40-10:14	9:40-10:14
Period 3	10:17-10:51	10:17-10:51	10:17-10:51
Period 5	Lunch 10:54-11:24	10:54-11:28	10:54-11:28
Period 6	Intervention 11:27-12:01	Lunch 11:31-12:01	11:31-12:05
Period 7	12:04-12:38	Intervention 12:04-12:38	Lunch 12:08-12:38
Period 8	12:41-1:15	12:41-1:15	Intervention 12:41-1:15
Period 9	1:18-1:52	1:18-1:52	1:18-1:52
Period 4	1:55-2:34	1:55-2:34	1:55-2:34

V. Daily Middle School Schedule - The student schedules are issued on the first day of school. The schedule may change throughout the year. Each team has a schedule that includes time for academics, unified arts classes, lunch and intervention. The intervention period provides the opportunity for students get intervention/enrichment in the current classes. The building is open for student entry beginning at 7:00 a.m. during the week.

Section II: STUDENT CODE OF CONDUCT

I. Purpose

Effective operation of the programs of the school district requires the cooperation of all district employees, students and patrons working together under a system of policies and rules applied fairly and uniformly to all persons. The orderly conduct of the district's business requires uniform compliance with these policies and rules and appropriate penalties and disciplinary procedures for violations.

II. Authority

Under the School Code, the Eastern York School 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 in 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 provided in Section 1317 of the School Code as follows: "Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and 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, guardians, 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.

III. Philosophy

The Eastern York Middle School Discipline Policy shall strive to create a safe environment conducive to learning for all students.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATIONAL PROCESS.

It is the responsibility of each student to respect the rights, as well as the cultural differences, of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner intended not to offend but encourage discussion. Differing opinions should also be received in a respectful manner.

While in school, as well as during school sponsored activities, students must recognize that the administrators and teachers assume a parental role in matters of behavior and discipline.

IV. Student Behavior and Student Responsibilities

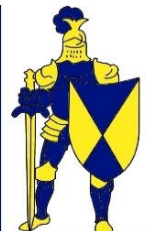
According to the Pennsylvania State Board of Education, student responsibilities include: attending school regularly, making a conscientious effort in classroom work, and conforming to school rules and regulations. Students also share with the administration and faculty a responsibility to develop a 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:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet school standards.
- Assist the school staff in operating a safe school for all.
- Comply with Commonwealth and local laws.
- Exercise proper care using district facilities and equipment.
- 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!
- It is recommended to leave radios, ipods, iPhones, and other portable electronic equipment, etc., at home.
- Be aware that any display of affection in the school is in very poor taste and unacceptable.
- 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.
- Make all necessary arrangements for making up work when absent from school for disciplinary reasons, for reasons of illness, for trips, or other reasons.

V. School-Wide Positive Behavior Support Plan

A.R.M.O.R. – Students are expected to wear their ARMOR every day inside and outside the middle school.



Attending

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

Responsible

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

Motivated

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

Organized

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

Respectful

- What is it? – A respectful student shows care and consideration for his/herself and others, uses resources properly, and gives care and consideration to the thoughts and feeling of others.
- What does it look like? – A respectful student is kind, well-mannered, cares for all property, and asks for permission.

- What does it not look like? – A respectful student does **NOT** talk back, put others down, steal, break or misuse items, lean on chairs, or mock others.

VI. Academic Dishonesty

Students enrolled in Eastern York Middle School are expected to challenge themselves academically at all times. In the pursuit of your goals, we expect you to do your own work. There is no place at Eastern York Middle School for academic dishonesty. **Academic dishonesty** includes **plagiarism** and **cheating**.

1. **Plagiarism** is the use of another person's ideas or words without giving proper credit.
 - a. 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.
 - b. 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 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.
2. **Cheating** includes:
 - a) 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
 - b) Sharing or showing answers during an exam, test or other form of assessment
 - c) Giving students access to your software files, and/or allowing them to use your own work as their own
 - d) Telling another student what is on a test the student will take at a later time
 - e) Copying homework or letting another student copy your work
 - f) Letting your project partner do all the work, not contributing any work to the project and just putting your name on the final report or project
 - g) Letting a parent build or complete a project without any assistance from you

The first offense for academic dishonesty will result in a zero “0” grade for the assignment and other consequences listed in the Discipline Matrix.

VII. Attendance

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 parent or guardian should call the Attendance office (252-3400 ext. 70501) by 8:30 a.m. on the morning of the absence.** Upon returning to school from an absence, a student should bring to school a doctor’s statement or written excuse card signed by a parent or legal guardian. **Excuse cards must be returned within three (3) school days.** Excuse cards will be given to the student on the first day of school and will be available in the main office or from any teacher if needed.

Exclusion from School for Specified 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** (including Scarlet fever, strep throat) - Not less than 10 days from onset, or 24 hours from institution of therapy
- ⇒ **Tonsillitis** - 24 hours from institution of therapy
- ⇒ **Acute contagious conjunctivitis** (pink eye)- 24 hours from institution of therapy
- ⇒ **Ringworm** (all types) - Until judged non-infective by child’s Physician or school nurse
- ⇒ **Impetigo** - Until judged non-infective by child’s Physician
- ⇒ **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
- ⇒ **Methicillin-resistant** - Until judged non-infective by child’s
- ⇒ **Staphylococcus aureus** (MRSA) - Physician or school nurse
- ⇒ **Fever** - Keep home for 24 hours after fever subsides

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.

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

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

Illegal Absences

All absences are classified as legal or illegal (unexcused). After three days of illegal absences in any school year, a notice will be sent to the parent/guardian. Any illegal absences after this notice has been issued will be cause for prosecution according to the Pennsylvania School Code. **When a pupil is absent from school for three or more consecutive days, a doctor’s statement documenting each date of the absence and giving the reason for the absence, must be submitted to the main office the first day the pupil returns to school. When a pupil is absent for a total of ten or more days of school, a doctor’s statement must be submitted for any additional absences or tardies.** Failure to comply will result in the absence being classified as illegal.

Compulsory Attendance Law Enforcement

After three (3) days of unexcused absences, the attendance officer will be notified. The attendance officer will notify the parent in writing, using certified mail, of the unexcused absences. This letter is called the FIRST NOTICE LETTER. A copy of this letter is routinely sent to York County Children and Youth Services for information purposes.

After the FIRST NOTICE LETTER of unexcused absences, the next unexcused absence will result in the issuance of a citation to the District Justice. The District Justice at his or her discretion may implement fines of up to \$300.00 per day or five (5) days in County Prison for each citation. Issuance of citations will continue for each unexcused absence for the entire school year. A copy of the citation is routinely sent to York County Children and Youth Services for information purposes.

Educational Trips

The school district recognizes that sometimes students may have the opportunity to be away from school for pre-planned educational experiences. **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. Students are limited to a total of five (5) excused educational trip days in a school calendar year. It is the discretion of the administration as to what constitutes a trip as

educational. 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. **No educational trips will be approved during the window of PSSA Assessment or during the first and last weeks of school.**

Early Dismissals

Early dismissal from school will require a signed note from the parent or guardian explaining the reason for the dismissal, a phone number where the parent can be reached, and, if for a doctor or dental appointment, the phone number of the doctor or dentist. If someone other than the parent or guardian is picking up the student, that person's name should be included on the note. Upon return to school, a signed doctor's note must be given to the main office if the early dismissal was for a doctor or dental appointment.

ALL STUDENTS WILL SIGN IN AND OUT OF SCHOOL IN THE MAIN OFFICE.

Tardy (Late to School)

If tardy to school (after 7:30 a.m.), a student must report to the main office for an admission slip before going to class. A written note from the student's parent/guardian must be presented when signing into school. School personnel will determine if the tardiness is excused or unexcused. Entering school without a note will result in an unexcused tardiness. If the tardiness is due to a doctor or dental appointment, proof of the appointment must be presented upon entering the school or the tardiness will be marked unexcused. Being tardy between one minute and 60 minutes will count as one hour, and seven hours of accumulated unexcused late arrivals to school shall constitute one day of an unexcused absence. Between one and three hours of unexcused tardiness will constitute a half-day of unexcused absence. Hours of unexcused tardiness will accumulate throughout the school year. Accumulated tardies to school or to classes will result in disciplinary action ranging from after-school detention to Saturday School Detention. Also, accumulated tardies to school may result in prosecution according to the Pennsylvania School Code.

Missed Work

Students who are absent from school are responsible for the completion of missed work. It is the student's responsibility to arrange to make up missing work. In general, all missed work should be completed within two weeks of returning to school. Teachers have the responsibility of setting the time limit for completing missed work. **If the student is absent for two or more days, the parent may contact the Counseling Office to arrange for homework for the period of absence. If the counseling department is contacted by 9:00 a.m. on the second day of the absence, the work may be picked up after 3:00 p.m. in the main office.**

Section III: STUDENT SERVICES

I. Health Services

Students should report to the nurse for the following reasons:

- Any sudden onset of illness that prevents them from attending classes.
- Any accident or injury at school.
- To receive prescription medications or medical treatments.
- For all health screenings.
- When requested to report by nurse, teacher, guidance counselor or administrator.

Students who become ill at school should report first to the classroom teacher, secure a pass and then proceed to the nurse's office. If the nurse is not in her office, report to the Middle School Office.

Students must not leave the building or call parents without reporting to the nurse or Middle School Office.

School personnel will receive pertinent confidential information on an as needed basis as determined by the administration in reference to students' health issues.

Medication at School

It is the practice of the Eastern York Middle School to request that medication be given before or after school. If it is essential that prescription or nonprescription medication be given during school hours, the following steps should be taken:

1. **All medications, both prescription and nonprescription, must be registered with the school nurse or health room aide immediately upon entering the building.**
2. **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.**
3. **Medications to be given in school must come in their original container.**
4. **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.**
5. **Students are not permitted to carry water bottles in school unless they have a physician's order indicating that water is required for medical reasons.**

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 student immunizations in all grades are:

- 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.

II. School Counseling Services

The Eastern York Middle School provides a complete professional school counseling program through the services of two school counselors.

The middle school counselors are:

- Mrs. Kristin Fink** – Last names from A – K
- Mrs. Ann Merced** – Last names from L – Z

The counseling office is located near the nurse's office. The counseling services of the school are available to every student, and all are urged to make use of them. A student may see a counselor to discuss a personal concern, work on relationships with others, develop decision-making skills, acquire career information and work on study skills. Parents and/or guardians are encouraged to make use of the counseling services. Appointments may be made with the counselors whenever help is needed by contacting the counseling office.

To the STUDENT, the counselor should be:

- A Confidant who is sensitive to student concerns and confidentiality.
- A Resource for vocational and educational information.
- A Professional Educator who strives to help a student make responsible decisions, develop good communication skills and get along with others.

To the PARENT, the counselor should be:

- A Liaison between the teacher and the parent.
- A Provider of information about school happenings, special services and outside agencies.

- A Source of identification of educational and other needs for individual students.
- A Support for parents who may be experiencing changes or who have a concern about their child.

III. Student Assistance Program

In Pennsylvania, every middle and high school has a Student Assistance Program. The Student Needs Assistance Program (SNAP) at Eastern Middle School is a team of school and community agency staff who are here to help students with problems that are preventing them from doing well in school and/or causing stress in their life. The SNAP team meets regularly to plan ways to identify, intervene, and refer students with such mental health, drug, alcohol and problems in related areas. Both school personnel and agency liaisons work together in a confidential assessment and referral program.

Referrals to SNAP may be made by students themselves, friends, relatives, teachers, parents and any other concerned individual or group. Informational pamphlets and referral forms may be obtained from the counseling office.

SNAP team members:

- Mr. Keith Shoemaker, MS Assistant Principal
- Mrs. Kristin Fink, School Counselor
- Mrs. Ann Merced, School Counselor
- Mrs. Lauren Womack/Mrs. Dee Martin, MS Nurse
- Mr. Eric Hengst, 6th Grade Teacher
- Mrs. Meagan Hirsch, 7th Grade Teacher
- Mrs. Rebecca Toman, Unified Arts Teacher
- Mr. Travis Burket, 7th Grade Teacher

Emergency Situations:

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

IV. SPECIAL EDUCATION CHILD IDENTIFICATION, SERVICES, AND STUDENT RIGHTS ANNUAL PUBLIC NOTICE

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 school 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 a 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 referrals and services, contact your child's Building Administrator or School Counselor.

Section IV: DISTRICT POLICIES

Students enrolled at Eastern York Middle School are responsible for adhering to the following District policies.

I. Bullying/Cyber Bullying:

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**.

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:
 - (1) an attempt to place the person in reasonable fear or bodily injury.
 - (2) an intent to cause substantial emotional distress to the person.
 - (3) use of hostile, offensive, or derogatory remarks.
 - (4) physical interference with another student's movements.
- c. Substantial disruption of the orderly operation of the school.

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.

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 nor retaliation shall occur as a result of good faith charges of harassment or bullying.

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:

- (1) Posted on the district's publicly accessible Internet web site.
- (2) Posted in every district classroom.
- (3) Posted at a prominent location in each school building where such notices are usually posted.
- (4) Posted in the Code of Student Conduct and disseminated annually to students.
- (5) Reviewed with students within ninety (90) days of adoption and at least once each school year thereafter.

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.

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.

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

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

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

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

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

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.

District administration shall annually provide the following information with the Safe School Report:

- (1) Board's Bullying Policy.
- (2) Report of bullying incidents.
- (3) Information on the development and implementation of any bullying prevention, intervention, or education programs.

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

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.

The Bullying/Cyber Bullying Incident Report form can be found on the District website and in the Middle 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.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action.

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.

II. Computer/Internet Policy:

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 it.

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 inappropriate use is, and his/her decision is final.

III. Computer/Internet/Network Use Guidelines

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.

• Prohibitions:

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 law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for activities not consistent with District objectives.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user.
12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copy-right laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. Attempts to circumvent network security.
18. Unauthorized use of personal email accounts and chat rooms.

- **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.

- **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:

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

- **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 school 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.

- **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.

IV. Drug and Alcohol Policy:

The Eastern York School District assumes an adamant posture in prohibiting the use or possession of drugs and alcohol 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 & Alcohol Policy, Policy # 227.

V. Harassment:

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.

- a. **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.
- b. **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.

VI. Mental Health Policy:

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.

VII. Policies of Smoking, Tobacco, Possession of Tobacco and Possession of Lighters

The Eastern York School District has established a policy of a "smoke-free" environment in all of its buildings in accordance with Pennsylvania Law. The possession or use of tobacco, tobacco products and lighters is strictly prohibited. Examples

of tobacco products include, but are not limited to cigarettes, cigars, pipes, other lighted smoking product and smokeless tobacco in any form.

Possession or use of tobacco or tobacco products in a school building, a school bus, or on school property shall subject the student to disciplinary action which will include suspension. Further violations will result in prosecution initiated under the Pennsylvania Crimes Code, Section 6306.1 Act of 1996, by the Eastern York School District. Upon conviction, the student shall be sentenced to pay a fine of not more than \$50 and pay court costs. Possession or use of a lighter shall subject the student to disciplinary action, which may include, but is not limited to the following: detention, in-school suspension, or out-of-school suspension.

VIII. PA Weapons Law:

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.

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.

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.

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.

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.

IX. Assault

All persons are prohibited from causing or attempting to cause or knowingly or intentionally causing bodily injury to a teacher, staff member, School Board Member, other employee, student, or patron of the school, when such a person is on school property or is under the authority of the School Board, and, in the case of a student, when such student is traveling to or from school.

In addition to any other penalty prescribed by Board policy and administrative action, any person caught causing or attempting to cause or intentionally or knowingly causing bodily injury to a teacher, staff member, School Board Member, other employee, student, or patron of the school, when such person is on school property or is under the authority of the School Board, and/or in the case of a student, when such student is traveling to or from school, will be immediately reported to the local police. Prosecution according to the law will follow.

The York County 911 with support from the York County Crime Stoppers has established a toll-free **Student Safety Hotline** which is accessible 24-hours per day. The Hotline was established to provide students with a system to report threats or possible harmful situations and to provide students with the means of reporting problems not only in the home school district, but in neighboring districts as well. Students who hear any person who is going to harm himself/herself, another student, a school staff member or school property are encouraged to call the **Student Safety Hotline at 1-800-722-0991**. All calls are anonymous. When using this number, 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 any students or individuals that are involved, the time and date that the threat was made, what was said and how the student became aware of the threat.

Section V: SCHOOL-WIDE POLICIES

Students enrolled at Eastern York Middle School are responsible for adhering to the following school-wide policies.

I. EYMS Anti-Bullying Program

The faculty and staff at Eastern York Middle School are committed to the safety of students at school. In an effort to provide each student with a safe learning environment, our school has implemented an anti-bullying program. During each cycle, teachers conduct classroom meetings. During these meetings, students identify the different types of bullying, learn how to combat bullying to strive for a violence-free environment, and learn how to become better school citizens. Through hands-on activities, school wide projects, role-play, and group discussion, the classroom meetings help to create a positive and safe school environment. As part of the anti-bullying program, Eastern York Middle School students will:

1. Not Bully Other Students.
2. Try To Help Other Students Who Are Being Bullied.
3. Make It A Point To Include Students Who Become Easily Left Out.

4. Tell An Adult At School Or At Home If They Know Of Someone Being Bullied.

II. Lockers

Lockers are school property lent to the student for the student's convenience for the storage of school books, school supplies and articles of clothing. As such, students shall have no expectation of privacy in their lockers. Valuables should not be left in the student's locker. (The school authorities are not responsible for any items stolen from a student's locker.) Students may lock their locker with their own lock, providing an extra key or the lock's combination is given to the school.

The school authorities retain the right to inspect a student's locker or personal possessions when there is reasonable suspicion that the student is violating Board policy or school rules, or poses a threat to themselves or to the school population.

The school authorities retain the right to randomly search all lockers without prior notice and without the consent of the student or the student's parent or guardian. Random searches will occur throughout the school year. The school authorities have the right to seize any illegal materials found during a random search. Such material may be used as evidence against the student in disciplinary or legal proceedings.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school community.

III. Dismissal Procedures

First run students are dismissed to their buses at 2:34 PM. Second run and third run students are dismissed to their buses at 2:43 PM. Students are expected to retrieve necessary belongings from their lockers and report immediately to the buses. If a bus is late, students are asked to stand in lines. Students are expected to keep their hands to themselves and respect the property of others. There is to be no shouting, inappropriate language or gestures. Students who are riding home with someone or who are walking home will be dismissed from the C Wing exit outside of Room 318. Students are to be dropped off and picked up at the crosswalk designated for student drop off and pick up. School rules apply in all situations and failure to follow them may result in administrative action.

IV. Bus Conduct Rules

Riding the school bus is a privilege, which may be removed at any time for unsafe student conduct. Video cameras will be used to monitor the behavior of the students. Students can be disciplined for behavior that is audio or video taped. The bus driver is in charge of the bus and pupils at all times.

The bus driver will:

1. Stop at all regular stops only
2. Have control over the conduct of the pupils
3. Assign seats to all pupils
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.
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, out the bus window, or at the bus stop.
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 buses and exit at the assigned bus stops.
6. Cross in front of the bus after getting off the bus and then only at the signal from the driver.
7. Profanity, vulgar language, inappropriate gestures and misconduct of any kind will not be tolerated.
8. Law prohibits smoking on a school bus or at the bus stop.
9. 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. Bus riding privileges may be suspended for the year. Students denied bus-riding privileges must provide their own transportation to and from school.

V. Clothing and Appearance

Good grooming and dress are basically a matter of personal pride in one's appearance. A student's clothing and appearance in and around the school reflect not only upon the student's self-esteem, but also upon the entire student body.

The guidelines that follow are not intended to alleviate parental responsibility toward students' dress and appearance. A student's clothing should be in good taste.

Specific guidelines for the dress code are:

1. Immodest or transparent clothing is not acceptable.
2. Shoes and clothing that may be damaging to school property or hazardous to others are prohibited.
3. 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.
4. The wearing of outerwear, including coats, jackets, windbreakers, pullover windbreakers, and the like is prohibited.
5. Bare feet are permitted only in the locker rooms. Sandals are acceptable except in I-Tech, Art, Home Economics, Science lab classes and PE.
6. Clothing and jewelry should not be too tight, too short, attention getting, suggestive or revealing.
7. The administration reserves the right to make the final decision on appropriate dress.
8. The wearing of shorts is not recommended during winter months.

9. Tank tops and muscle shirts are prohibited for both boys and girls. Tops must cover the shoulders. Sleeveless shirts are permitted, but cannot reveal the sides of the torso.

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

- Pajamas and/or slippers
- Visible undergarments
- Shirts or blouses baring midriff
- All shorts must have a minimum of a four (4) inch inseam for both males and females.
- Clothing of any kind with a suggestive connotation, message or design, including obscenities, profanity, tobacco, drugs and alcohol, sexual innuendoes, or a message which intends to harass, threaten or intimidate another student.
- Sunglasses, caps, hats or any type of head covering are not to be worn indoors.
- Head (forehead), wrist, or leg bands are not to be worn indoors.
- Pants/shorts with printing on the backside.
- Shoes with wheels in them.
- Tube tops, tank tops, spaghetti strap tops, etc.
- 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 is excessive amounts and appropriate jewelry.
- Midriff shirts or blouses (students must be able to raise their hands above their heads without seeing the midriff area).

Teachers may refer students to the office for any clothing that appears to be unacceptable in the school setting. Any item of clothing deemed not acceptable will require the student to change to more appropriate clothing to stay in classes. Parents may be contacted at home or work to bring more appropriate clothing to their child. Students who refuse to change may be sent 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.

VI. Skateboards and Other Wheeled Vehicles

Students are not permitted to have and/or use any skateboard, in-line skate, roller blade, scooter or motor bike while on any school property or in any school building or district structure at any time. Students who bring these items could possibly have these items confiscated. Appropriate legal and/or disciplinary action will be taken against any student with these items and found to have caused or in the process of causing damage to persons or property of the district. Students may ride bicycles to and from school or to and from a school activity instead of riding the bus. **The school district is not liable for any lost or stolen items of this nature and they may only be brought to school if they are involved with a school-sponsored co-curricular activity or club.**

VII. Cafeteria Rules

- 1) The cafeteria holds approximately one-third of our student body at each sitting during the lunch periods.
- 2) Students have two options at the start of the lunch period.
 - Students may proceed to a lunch line to purchase food.
 - Students may go directly to a lunch table. Once students choose a seat, they must keep that seat for the entire period.
- 3) Food is not to be thrown or misused. Any student who deliberately throws food may be reported to the legal authorities for disturbing the peace and inciting a riot. The actions will also result in additional discipline, which may include Saturday School Detention.
- 4) No food or beverages will be removed from the cafeteria.
- 5) The use of the cafeteria is a privilege and not a requirement. Disruptive or discourteous behavior in the cafeteria will not be tolerated.
- 6) Students are not permitted to leave the cafeteria without permission of the staff. While at lunch, students will be permitted to go to their lockers, the office, the counseling office, the nurse, the school store, or the rest rooms with the use of the appropriate pass.
- 7) Failure to comply with cafeteria rules and regulations may result in the suspension of cafeteria privileges or other consequences. Students are expected to work toward all of the MS goals as listed in the handbook
- 8) Students may pay cash or deposit money into an account using their student I.D. number. Envelopes for depositing money into the account may be picked up in the Main Office or in the Cafeteria. Envelopes are to be placed into the drop-off box located on the serving line door in the cafeteria. Maintaining a balance in the account assures that students will be able to purchase a lunch.

VIII. Hallway Behavior

With a large number of students moving in the hallways during the change of classes, students will observe the following: self-awareness, self-management, social awareness, healthy relationships, responsible decision-making. Examples of appropriate hallway behavior are: stay on the right side of the hallway and on stairs; talking is permitted, but talk in a quiet conversational volume; no running; no pushing, shoving, spitting, or hitting other students; no loitering in the hallways or stairwells. Any student not observing the rules listed above will be subject to disciplinary action deemed appropriate by the administration.

IX. Passes

Hall passes are included in this handbook. Students are expected to have a pass when traveling in the hallways during the school day. Students should carry passes signed by their teacher when going to another classroom, bathroom, or other area of the building during class time. The teachers and administration will carefully check student use of these passes periodically. Passes should also be used during activity and

Resource periods. Students who are in the hallways without proper authorization are subject to disciplinary action.

X. GUM

NO GUM will be allowed while in the building. Violators are subject to disciplinary action deemed appropriate by the student's teaching team.

XI. Solicitation

Students are not permitted to sell any items or collect money for personal benefit at school or at a school-sponsored event. Collection of money by approved school organizations may be permitted.

XII. Electronic Devices

Laser pointers are prohibited on school property, at school-sponsored events, on busses and other vehicles provided by the district. Electronic devices such as, but not limited to, CD/DVD players, electronic games, digital cameras, iPods, MP3 players, PDAs, personal laptop computers, and other communication and media devices that are brought into school must be turned off and put away immediately upon arrival. If students are using such items as part of a school project for a particular teacher, they must have a pass from that teacher before they can bring the item to class. **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.**

XIII. Electronic Communication

The Board prohibits the 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. Students who are found to have a communication device turned on or are found to be using a communication device during school hours 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.**

XIV. Photographs and Video

From time to time, the district permits photographs and video to be taken of students regarding school events, sports, or activities. These photos/videos can be published in the district's newsletter, or in various local newspapers. In addition, Eastern publishes student newspapers, literary anthologies, yearbooks, class journals, etc. as a part of its curriculum and extra-curricular activities.

Eastern York School District's Internet site is www.easternyork.com. Within the web site, the district likes to include photographs of students. Photos/video of students will not be included on the web site or in publications unless permission is received from the parent/guardian. Students will not be identified by name in the photographs/video unless permission is obtained from the parent/guardian. Please refer to the signature pages or contact Mrs. Heiser, Director of

Technology at 252-1551 (ext. 60678) for additional information.

Section VI: DISCIPLINE CODE

I. Discipline Guidelines

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

- Late to class
- Cafeteria rule violations
- Infractions of bus regulations
- Dress code violations
- 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
- Loss and destruction of school property, including textbooks and other equipment
- Insubordination (Refusal to follow the directions of others)
- Out of assigned area, unauthorized area with or without a pass or permission from a teacher
- Refusal to serve teacher assigned detentions, team assigned detentions and school assigned detentions
- Misbehavior for a substitute teacher
- Misbehavior in an assembly or other special activity (Dances, FunKnight, etc.)
- Cutting classes
- 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 and adults
- Horseplay
- Fighting
- Vandalism of school property and property of others
- Stealing, larceny, theft, possession of stolen property
- The possession, sale, or use of alcohol, tobacco products, drugs or drug look-a-likes
- Assault and battery
- Spitting
- Extortion
- Terroristic and other types of threats
- The possession, transfer of, or use of a weapon
- The use of, possession of fireworks, smoke bombs and stink bombs
- Fire alarm violations
- Bomb threats
- Gambling
- Bullying, cyberbullying, and harassment

II. Office Referral

When a student is referred to the office, it will be after the conditions/steps listed for teacher/team discipline have been used and documented. Any student act that violates the Safe and Drug Free Schools and Communities Act will automatically be referred to the administration.

III. Classroom Rules and Consequences

Rules and consequences will be posted in each classroom. Consequences will be as immediate as possible and are designed to be an effective deterrent.

Anytime a teacher needs to do an intervention (seat change, reprimand, parent contact, etc.) it will be noted. After a FOURTH infraction, a referral will be written to Administration. Based on the offense and the number of referrals a student has, the consequence will be given as directed by the School's Discipline Matrix. Outlined in the following pages are possible Infractions and Consequences in the School's Discipline Matrix.

Parents will need to review these pages with their child to better understand the policies and assist him/her in being successful at Eastern York Middle School.

IV. 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 if an infraction of District Policies and the Student Code of Conduct are listed below.

1. Verbal or written reprimands from either a teacher or an administrator
2. Parent conference, which may involve the student, teacher, administrator, counselor, and parents, as required. If it is a teacher conference, without an administrator present, the teacher is responsible for establishing the time and place of the conference and notifying the conference attendees. If an administrator requests the conference, he or she will be responsible for notifying all of the attendees.
3. Student brought into a team meeting
4. Student referred to the guidance department
5. Behavioral contract with the student
6. Loss of student privileges may be enforced as a result of continued student misconduct.
7. Loss of bus riding privileges may vary from 3 days to the rest of the school year. The student's parents are responsible to transport the student to and from school when the student loses bus-riding privileges.
8. 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.
9. After-School Detention. After-school detention is a placement for students who have been disruptive or have violated a disciplinary guideline. Determination of placement in after school detention is made by team leaders and

administrators after reviewing the student's misbehavior and/or previous disciplinary record.

- a. After school detention is held from 2:45 p.m. until 3:45 p.m. on Tuesdays and Thursdays.
 - b. The student will be notified at least 24 hours before the student is scheduled for after school detention.
 - c. The student and the student's parents are responsible to arrange for transportation home.
 - d. Disruptive behavior in after school detention may result in Saturday School Detention and/or more detentions assigned.
 - e. Students who miss after school detention without providing a parental note will receive Saturday School Detention.
 - f. All requests to reschedule detention will be considered by administration providing a parental note is received prior to the detention date.
 - g. Students who repeatedly miss after-school detentions may be assigned out-of-school suspension(s).
10. Mandatory Working Lunch is a program for students who intentionally refuse to learn in class. Those students will report to a designated classroom instead of the cafeteria during their lunch period. They will be permitted to purchase a lunch and will be required to work on materials from the class that they disrupted. The purpose of attending school is to be fully involved in the educational programs offered during each period in order to acquire the best possible education. Intentionally opting out during class will not be tolerated.
11. Saturday School will be held during most school weeks, but scheduled based upon need. The program will run from 8:00 AM to 12:00 Noon. Students may be assigned to either a 2 hour or 4 hour session, depending on the nature of the offense and the level of progression.

Saturday School will be staffed by one Administrative proctor, either from the High School, Middle School, or the District Attendance Office and will be geared towards Attendance infractions such as Truancies and tardiness. Therefore, an effective, non-suspension discipline program is needed that will encompass these attendance infractions as well as behaviors that have initially merited ISS but where the behaviors have persisted.

During the 2 or 4 hour sessions, students will be asked to write reflectively about their behavior. The proctor will read each behavioral essay and

will discuss his 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. However, the bulk of the session will be dedicated to the students receiving replacement instruction to partially compensate for missed instructional time. At no time will a student be permitted to sleep, sit with his/her head down, or use electronic devices.

Saturday School is not an optional consequence. If a student is assigned a Saturday School session, the expectation is that he will be there. If a Middle School student does not appear for an assigned Saturday School session that student's parents will be contacted and the student will be suspended from school for 1 day and then assigned another Saturday School session.

It is our belief that all students can learn and be successful in school. However, for that to happen students must consistently be in school and on time to school. Saturday School addresses chronic and recurring attendance and behavioral issues while still attempting to maximize student class time. Thank you for your continued support of our programs as we strive to educate, prepare and motivate our students.

12. In-school suspension (ISS) is a day to day placement for students found to be chronically disruptive or have seriously violated a disciplinary guideline. Determination of placement in in-school suspension is made by the administration after reviewing the student's misbehavior and previous disciplinary record. It would restrict students from some of the more enjoyable aspects of school life. Disruptive behavior in in-school suspension may result in out-of school suspension and/or more time assigned in in-school suspension. Any student assigned in-school suspension loses the privilege to participate in any after school activity or athletic event or practice. After a student receives ten days of in-school suspension, the student will be assigned out-of-school suspension for a minimum of three school days.
13. Out-of-School Suspension (OSS). Out-of-school suspension is when students are prohibited from coming to school for a period of time as a disciplinary measure. Suspension may be given to students for willful disobedience, open defiance of school authority, use of profane or obscene language, or for such other misconduct as may be determined by the principal or assistant principal to be disruptive of students or the school community. Determination of out-of-school suspension is made by the administration after reviewing the student's misbehavior and

previous disciplinary record. Students who have been suspended out of school for more than three days have the opportunity for an informal hearing with the administrator within the first three days of the suspension.

Suspension Homework Policy

Work assigned during suspension is due upon return to school. The only exceptions are if the assignment is due after the re-admittance date or if prior arrangements have been made with the teacher who assigned the work.

Make-up work that needs to be completed due to suspension will have the following number of school days to turn in the work that has been missed.

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

14. Superintendent or School board hearing for possible expulsion or suspension out-of-school for longer than 10 days.
15. Expulsion. An expelled student is a student who is removed from the regular learning environment on a long-term basis due to a series of disciplinary infractions or a serious violation of district policies. Only the Board of School Directors may expel students from Eastern York Middle School.
16. Police notification and appropriate charges brought against the student

Section VII: STUDENT ACTIVITIES

A student must be in school on the day of an activity in order to participate in or attend the activity that afternoon or evening. Students who arrive to school after 10:30 a.m. will be unable to attend that evening’s activities. Students who have been assigned or have served In-school or Out-of-school suspensions/Saturday School Detention during the week of an evening activity will not be permitted to participate. In cases of emergency this ruling may be waived by special permission secured from the principal or assistant principal.

The number of activities in which a pupil may participate is determined by the meeting time of the activity.

I. Knights of the Round Table

The Knights of the Round Table is Eastern York Middle School’s “Student of the Month” program. This is a way for the teachers to recognize and honor those students who are:

- Working to the best of his/her ability
- Most improved for the month
- Most cooperative for the month

After the teams nominate the students, they are “Knighted” in a ceremony where they also receive a certificate, gift and congratulatory letter. All candidates are invited to a K.O.R.T. picnic in May.

II. Student Council

The purpose of the Middle School Student Council is to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals. Students in the Middle School

- Student Council organizes extracurricular activities for either educational or recreational purposes.
- The officers of the Student Council shall be President, Vice-President, Secretary and Treasurer. All students will have equal access to the student government and an equal opportunity to vote and hold office.
- The Student Council will be under the sponsorship of a faculty advisor.

III. National Junior Honor Society

Membership in the National Junior Honor Society is open to qualified students in 7th and 8th grades. The faculty votes on each academically eligible student on the basis of leadership, service, character, and citizenship. These are the cornerstones of National Junior Honor Society. After the faculty votes, the members of the faculty council review the ballots and vote. The faculty council consists of 5 middle school teachers and the advisor. The advisor is a non-voting member.

Candidacy is based on the following qualities:

- Scholarship:** The candidate must have a cumulative average of 3.75.
- Service:** The candidate must show a willingness to help others without recognition or compensation.
- Leadership:** The candidate must be willing to go forward when others hesitate, to take the initiative in class and school activities.
- Character:** The candidate must demonstrate such qualities as reliability, honesty and sincerity.
- Citizenship:** The candidate must show a willingness to participate responsibly in the affairs of the school and the community.

The idea that one has an obligation to use one’s talents, skills, and knowledge for the betterment of others is the cornerstone of Society service projects and activities.

The local chapter provides the framework in which these students help the school and the community. Students often discover and develop skills and talents through chapter activities. Our chapter activities include a Trick-or-Treat for UNICEF, the CROP Walk, the YCARC Bike-Hike and other individual projects.

IV. R.I.S.E. (Recognizing Interested Students At Eastern)

Who

The R.I.S.E. Program is designed to reward those middle school students who display a positive attitude toward school and learning. This is evidenced by consistent academic effort, good attendance, and appropriate behavior.

What

Students who qualify for the R.I.S.E. Program will be rewarded in late May or early June. Each student who earned the reward may be asked to pay a portion of the price for the reward. School organizations will supplement the remainder of the cost.

How to Qualify

To qualify for the R.I.S.E. program students will have to earn points in the areas of academics, attendance, and appropriate behavior. Each student may earn a maximum of five (5) points per marking period during each of the four (4) marking periods. To qualify, a student will need to earn sixteen (16) out of the twenty (20) possible points. More information on how the students earn and lose points and other details of the R.I.S.E. Program will be given to the students at the beginning of the school year.

RISE Point Structure

Students have the opportunity to earn 5 points per Marking Period. Students MUST earn 16 out of 20 possible points by mid-May to qualify for the reward.

Academics: 2 possible points per marking period

Students will receive two (2) points at the end of a marking period, providing their grades are all C's or better.

For Each Earned D.....Loss of one (1) point for each D
(Max loss of two (2) points)

For any F.....Loss of two (2) points

NOTE: *Learning Support Students* may receive ONE "D" without loss of point.

Two (2) earned D's.....Loss of one (1) point

Three (3) or more D's.....Loss of two (2) points

ANY F.....Loss of two (2) points

Behavior: 2 possible points per marking period

Students will receive two (2) points at the end of a marking period, providing for positive behavior. Points will be deducted for the following disciplinary actions:

For every TWO (2) Team Detentions.....Loss of One (1) point

For every ONE (1) School (Office)Loss of One (1) point
Assigned Detention

Any Suspension (OSS).....Loss of Two (2) points

Any Saturday School.....Loss of Two (2) points

Attendance: 1 possible point per marking period

Students will receive one (1) point at the end of the marking period providing there are NO illegal absences, tardies, or dismissals. This is NOT ONLY for full day absences. Unexcused tardies and early dismissals are also included.

For every ONE (1) unexcused absence.....Loss of One (1) point

V. Field Trips

Field trips can be an integral part of the curriculum enabling teachers to expand learning beyond the walls of the classroom. These trips provide students with experiences that cannot be duplicated in the school. They can increase understanding, add realism to the curriculum and provide opportunities to develop socialization and citizenship skills.

All students must obtain the signature of a parent or legal guardian on a field trip permission form before being permitted to participate in any field trip. Students who do not meet the deadlines for turning in the signed form may be prevented from participating in the trip. Students who have failing grades, 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 Middle School administration and the student's teachers.

It is the procedure of the Eastern York School District not to distribute and/or administer medication on a field trip. Parents must obtain written permission from the child's doctor to have the child self-administer his/her medication while on the trip. This information must be provided to the school nurse prior to leaving for the field trip. Once this permission is received, school personnel may monitor students in self-administration of the medication while on the field trip. Failure to follow these procedures will result in discipline in accordance with the Drug and Alcohol Policy outlined on Page 11.

VI. Lost and Found

Anything lost should be reported to the office and anything found should be taken to the office. Check daily for any item that may have been lost.

VII. School Store

The school store will be open periodically at various times to sell school related articles. Pens, pencils, notebooks, and PE uniforms are a few of the available items.

VIII. P.T.S.O. (Parent Teacher Student Organization)

The purpose of the **Parent Teacher Student Organization** is to carry out projects that support Middle School students, faculty and programs. Also, the P.T.S.O. provides the administration/faculty with input from parents as well as disseminates school information to parents. The P.T.S.O. meets once a month in the evening or after school. They sponsor many school activities and projects. This is an excellent way for parents to remain involved with and informed about their Middle School students.

IX. Textbooks

Textbooks are supplied by the school at the expense of the school district. When books are issued at the beginning of the year, the condition of the book is recorded. Textbooks should be covered at all times. At the end of the year, the teacher will determine the amount of wear on the book. If it shows too much wear or damage, you may be asked to pay a sum of money toward the book. **The full cost of a book will be required if the assigned text is lost.**

Discipline Matrix

Incidents	1st Offense	2nd Offense	3rd Offense	4th Offense
Academic Dishonesty (cheating, plagiarism, forgery, etc.)	Warning Parent Contact "0" on assignment	Team After-School Detention Parent Contact "0" on assignment	Referral to Office "0" on assignment	Referral to Office "0" on assignment
Classroom Disruption	Teacher Warning Infraction Documentation Intervention	Infraction Documentation Intervention Teacher-Student Conference	Infraction Documentation Intervention Parent Phone Call After-School Detention	Referral to Administration
Failure to show for team assigned after-school detention	Additional Detention Assigned Warning	Additional Detention Assigned Parent Contact	Referral to Administration Parent Contact	Referral to Administration Parent Contact
Failure to show for an office assigned after-school detention	Additional Detention Assigned Warning	Additional Detention Assigned Parent Contact	Parent Contact Saturday School Assigned (2 hrs.)	Parent Contact Saturday School Assigned (4 hrs.)
Inappropriate or obscene language/gesture toward student or staff	Warning Documented parent contact (phone call, letter home, etc.)	Referral to Administration	Referral to Administration	Referral to Administration
Use of personal electronics during school hours	Warning Item confiscated, submitted, and referred to Administration Parent contacted to pick item up	Item confiscated, submitted, and referred to Administration Parent contacted to pick item up After-School Detention	Item confiscated, submitted, and referred to Administration Parent contacted to pick item up Saturday School (2 hrs)	Item confiscated, submitted, and referred to Administration Parent contacted to pick item up Saturday School (4 hrs)
Disobedience/Defiance	Warning Documented parent contact (phone call, letter home, etc.)	Removal of student Referral to Administration	Removal of student Referral to Administration	Removal of student Referral to Administration
Dress Code Policy Violation	Warning Parent contacted to bring appropriate clothing	Referral to Administration Parent contacted to bring appropriate clothing	Referral to Administration Parent contacted to bring appropriate clothing	Referral to Administration Parent contacted to bring appropriate clothing
Tardy to class	Teacher Warning Infraction Documentation	Teacher Warning Infraction Documentation Intervention	Infraction Documentation Intervention Parent Contact to notify parent that student has been tardy to class and to give the parent an opportunity to rectify/change student's behavior	Referral to Administration
Tardy to school	After 3 tardies - Warning	After 6 tardies - After-School Detention	After 9 tardies - Saturday School (2 hrs.)	12 or more tardies - Saturday School (4 hrs.)
Cutting Class	Warning Documented parent contact (phone call, letter home, etc.)	Warning Documented parent contact (phone call, letter home, etc.) After-School Detention	Referral to Administration	Referral to Administration
Routine Offenses (Any minor physical or verbal disturbance that interferes with the learning environment or management of school activities is considered a "routine offense." Such disruptions lead to a loss of teaching time and will not be tolerated.)	Teacher Warning Infraction Documentation Intervention	Infraction Documentation Intervention Teacher-Student Conference Parent Phone Call	Infraction Documentation Intervention Teacher-Student Conference Parent Phone Call After-School Detention	Referral to Administration
Bus Misconduct	Verbal Warning	Assigned alternate seating	Referral to Administration Student/Parent Conference	Referral to Administration Parent Contact Suspension from bus
Internet Violation	Teacher Warning Infraction Documentation Intervention	Infraction Documentation Intervention Teacher-Student Conference Parent Phone Call	Referral to Administration Internet Privileges Removed for a period of time	Referral to Administration Internet Privileges Removed for the remainder of the school year
Cafeteria Misbehavior	Teacher Warning Infraction Documentation Intervention	Infraction Documentation Intervention Teacher-Student Conference Parent Phone Call	Infraction Documentation Intervention Parent Phone Call Assigned seat for a determined amount of time	Referral to Administration

2011-12

EASTERN YORK SCHOOL DISTRICT CALENDAR



AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Teachers						6
Students						3
Dept/Team/SAC						7

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Teachers						21 / 27
Students						21 / 24

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teachers						20 / 47
Students						20 / 44

1st Day for Teachers
August 24, 2011

1st Day for Students
August 29, 2011

Early Dismissal 11:45 pm-HS only
Jan 19 & 20, 2012 - final exams

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Teachers						18 / 65
Students						17 / 61

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Teachers						16 / 81
Students						16 / 77

JANUARY, 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teachers						20 / 101
Students						18 / 95

Marking Periods
Day 45 - November 1, 2011
Day 90 - January 20, 2012
Day 135 - March 29, 2012
Day 181 - June 7, 2012

Last Day for Teachers
June 8, 2012

Last Day for Students
June 7, 2012

Parent Conferences MS/Elem
November 16, 2011 (5 - 8 PM)
November 22, 2011 (9 - 9 PM)

Snow Makeup Days
January 16, 2012
March 23, 2012
May 25, 2012
June 8, 2012

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
Teachers						20 / 121
Students						20 / 115

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Teachers						21 / 142
Students						21 / 136

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Teachers						19 / 161
Students						19 / 155

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Teachers						21 / 182
Students						21 / 176

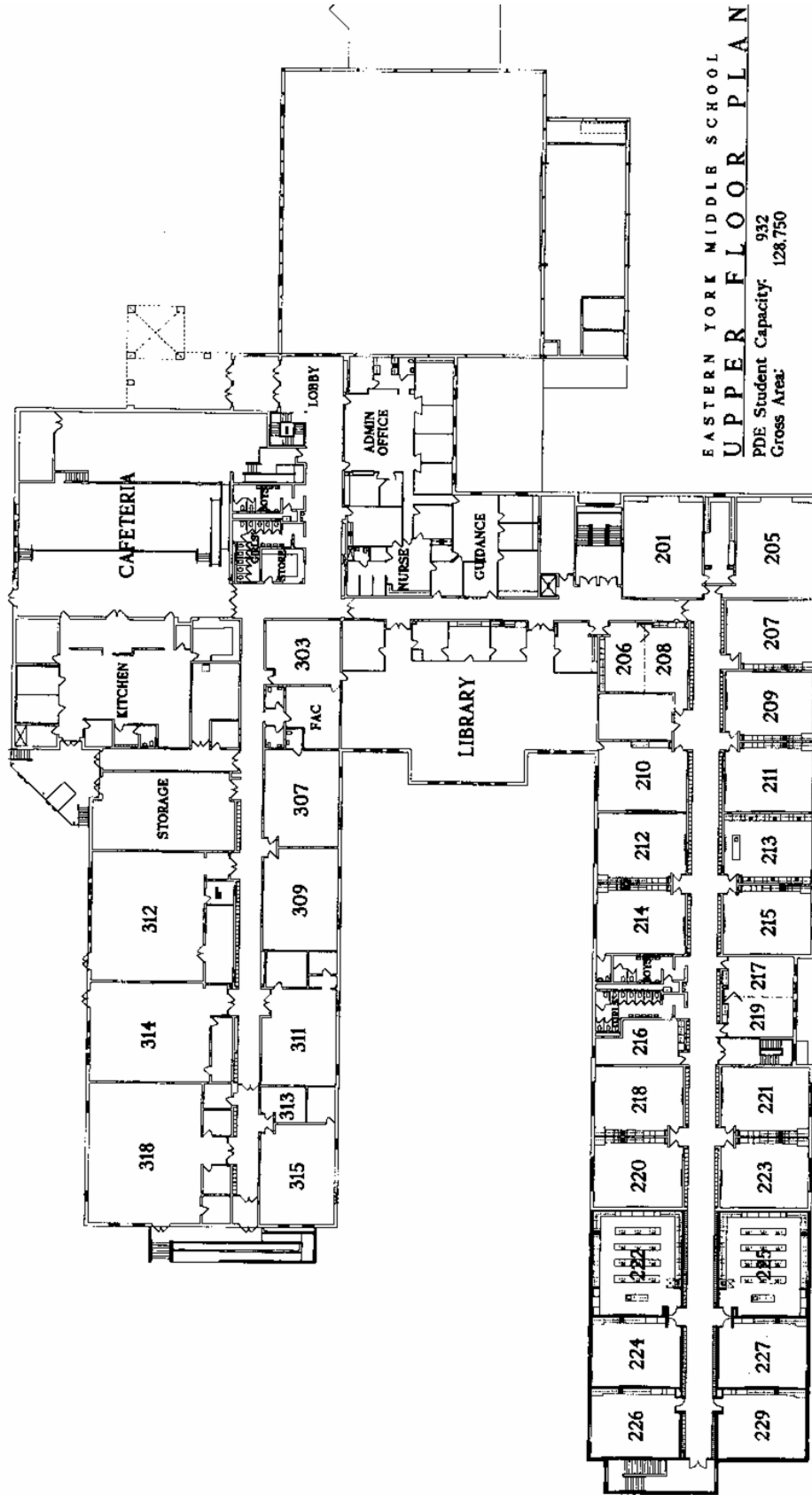
JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Teachers						6 / 188
Students						5 / 181

Teacher Inservice
August 24, 25, 26, 2011
November 22, 2011 (HS)
January 23, 24, 2012
June 8, 2012

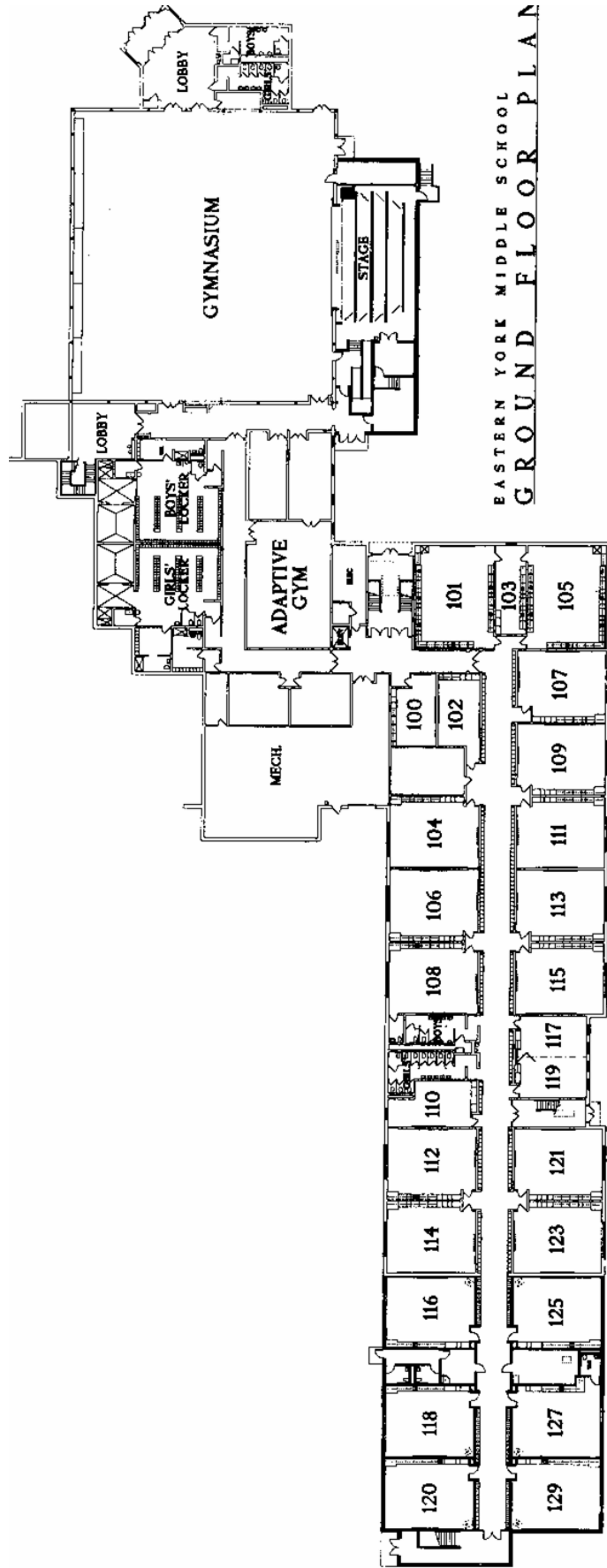
Dept Head/Team
August 23, 2011
June 11, 2012

Early Dismissal (12:45pm MS, HS & 1:45pm Elem)
September 13, 2011 (Staff Development)
October 26, 2011 (Staff Development)
December 22, 2011 (Staff & Students)
February 17, 2012 (Staff Development)
March 22, 2012 (Staff Development)
April 5, 2012 (Staff Development)
May 9, 2012 (Staff Development)
June 6, 2012 (Elem & MS Staff Development)
June 6 & 7, 2012 (11:45 am HS/MS & 12:45 pm Elem / Final exams)

Holidays
September 5, 2011 - Labor Day
October 10, 2011 - Columbus Day
November 23, 24, 25, - Thanksgiving & November 28, 2011
December 23, 2011 - Winter Holiday to January 2, 2012
February 20, 2012 - Presidents' Day
April 6 & 9, 2012 - Spring Holiday
May 28, 2012 - Memorial Day



EASTERN YORK MIDDLE SCHOOL
UPPER FLOOR PLAN
 PDE Student Capacity: 932
 Gross Area: 128,750



EASTERN YORK MIDDLE SCHOOL
GROUND FLOOR PLAN