

August, 2017

Dear Parents:

In our continuing effort to keep students and parents aware of school policies and regulations, a summary has been prepared in the form of a student handbook. Every student who attends York County School of Technology will receive a copy of the handbook and we ask that you please use it as a reference to guide your academic decisions.

To be sure that your child is fully aware of the expectations at York County School of Technology, we are asking both you and your student to read and discuss this handbook. Please sign this form and return it to your child's homeroom teacher no later than Friday, September 8, 2017. Thank you for your cooperation. We look forward to a successful educational experience with your child this school year.

Please note: It is important to make you aware that York County School of Technology does not provide insurance to cover medical expenses in the case of accident or injury while attending school or during school activities. Therefore, we strongly suggest that each family carry their own medical insurance coverage. You may purchase school insurance; information is available in the high school office or on the school's website (<http://www.ytech.edu>.)

Sincerely,  
High School Administration

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
STUDENT ID NUMBER

I have read the 2017/2018 student handbook and am aware of its contents. I acknowledge that by signing, I am responsible for following and abiding by the rules written herein. I understand that this book must be kept intact and that a new book must be purchased if lost or damaged.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# York County School of Technology

**2179 SOUTH QUEEN STREET  
YORK, PA 17402**

**Telephone: 717-741-0820**

**Website: [www.ytech.edu](http://www.ytech.edu)**

## **STUDENT PARENT HANDBOOK 2017-2018 School Year**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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Q1: Progress Reports Distributed

September 17						
Su	M	Tu	W	Th	F	Sa
					1	2
					Act 80	
3	4	5	6	7	8	9
	Closed	A	B	A	B	
10	11	12	13	14	15	16
		A	B	A	B	
17	18	19	20	21	22	23
		A	B	A	Act 80	
24	25	26	27	28	29	30
	B	A	B	A	B	

Q2: Marking Period Ends January 18

January 18						
Su	M	Tu	W	Th	F	Sa
					1	2
					Act 80	
7	8	9	10	11	12	13
		A	B	A	Act 80	
14	15	16	17	18	19	20
		Closed	Make-up	A	B	
21	22	23	24	25	26	27
		A	B	A	B	
28	29	30	31			
	A	B	A			

Q2: Progress Reports Distributed

December 17						
Su	M	Tu	W	Th	F	Sa
					1	2
					B	
3	4	5	6	7	8	9
		A	B	A	B	A
10	11	12	13	14	15	16
		B	A	B	A	B
17	18	19	20	21	22	23
		A	B	A	B	ACT 80
24	25	26	27	28	29	30
	Closed	Closed	Make-up	Make-up	Closed	
31						

Q1: Marking Period Ends October 27

October 17						
Su	M	Tu	W	Th	F	Sa
					1	2
		3	4	5	6	7
		A	B	A	B	A
8	9	10	11	12	13	14
		Make-up	A	B	A	
15	16	17	18	19	20	21
		A	B	A	B	
22	23	24	25	26	27	28
		A	B	A	B	A
29	30	31				
	B	A				

Q3: Progress Reports Distributed

February 18						
Su	M	Tu	W	Th	F	Sa
					1	2
					B	A
4	5	6	7	8	9	10
		B	A	B	A	B
11	12	13	14	15	16	17
		A	B	A	Make-up	
18	19	20	21	22	23	24
		Closed	B	A	B	A
25	26	27	28			
	B	A				

Q4: Marking Period Ends June 1 Day 18/181

June 18						
Su	M	Tu	W	Th	F	Sa
					1	2
					Act 80	
3	4	5	6	7	8	9
		Make-up	Make-up	Make-up	Act 80	
10	11	12	13	14	15	16
		A	B	A	B	
17	18	19	20	21	22	23
		A	B	A	B	A
24	25	26	27	28	29	30
		A	B	A	B	

Q1: Report Cards Distributed

November 17						
Su	M	Tu	W	Th	F	Sa
					1	2
					3	4
		5	6	7	8	9
		B	A	B	A	B
12	13	14	15	16	17	18
		A	B	A	B	
19	20	21	22	23	24	25
		ACT 80	Closed	Closed	Closed	
26	27	28	29	30		
	Closed	B	A	B		

Q3: Marking Period Ends March 27

March 18						
Su	M	Tu	W	Th	F	Sa
					1	2
					B	Act 80
4	5	6	7	8	9	10
		A	B	A	B	A
11	12	13	14	15	16	17
		B	A	B	A	B
18	19	20	21	22	23	24
		A	B	A	B	A
25	26	27	28	29	30	31
	B	A	Make-up	Make-up	Closed	

Early Dismissals and Delayed Openings

- October 5th: 2 hour delay for students B-Day
- November 10th: 2 hour delay for students B-Day
- December 22nd: Early Dismissal 1:30 pm A-Day
- April 13th: Early Dismissal 12:45pm B-Day
- June 1st: 11:00 am Early Dismissal Grades 9-10-11 A-Day

Make-up = Intervention Days

School Events

- October 14th: Homecoming
- April 16th: NOCTI Testing
- May 4th: Prom
- Skills district Comp. Jan. 11 Make-up day Jan. 12
- TSA April 18-21 (Seven Springs)

5/24/2017

Revised

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NOTE: CHECK THE WEBSITE FOR A MOST UP-TO-DATE CALENDAR AND EVENT LIST

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# INTRODUCTION

Welcome! We are pleased that you have chosen to attend York County School of Technology, home of the **Spartans**. It is our goal to provide a safe, positive, stimulating environment for you. Further, we promise to offer you an exciting opportunity to prepare for life after high school. With your cooperation, reaching your career and educational goals will be a rewarding experience.

We encourage you to study diligently and take advantage of our programs through active participation. Set goals that will enable you to achieve to the best of your ability. Get involved! Activities are exciting and will help you discover information that is not taught in the classroom. Active, involved students learn valuable leadership lessons that will stay with them.

This handbook contains important school policies and guidelines. Please read this handbook and keep it available so that you may reference it when questions arise. We extend our best wishes for success in all your educational endeavors.

YCST Mission Statement: The York County School of Technology is dedicated to providing a program of high quality, cutting-edge technical training integrated with a strong academic education and an emphasis on critical thinking, problem-solving, decision-making, and team-building skills.

## ADMINISTRATION

Dr. David Thomas .....	Administrative Director
Mr. Scott Rogers .....	Assistant Administrative Director
Mr. Gerald Mentz .....	Director of Student Services
Mr. Jon Boyer .....	Business Manager
Mr. John Stearns .....	Academy Principal, A/H
Ms. Sarah Koveleski .....	Academy Principal, M/T
Mr. Andrew Loehwing .....	Academy Principal, E/C
Ms. Renie Mezzanotte .....	Communications Coordinator
Mr. Brett Frey .....	Supervisor of Special Education

## FACULTY

\*If you need to reach a faculty member during the day, call **741-0820**, and follow the menu offered for selection.

## HEALTH SERVICES

Thomas Hart Family Practice .....	School Physician
Ms. Sharon Melhorn, RN, CSN .....	School Nurse
Ms. Tiffany Niemeyer, LPN .....	LPN/Health Assistant

## SCHOOL OPERATING COMMITTEE MEMBERS

William Lytle, Board President .....	Dallastown
Karl Peckmann .....	Central York
Charles DeLauter .....	Dover
Darvin Shelley .....	Eastern York
Tom Henry .....	Hanover
Kevin Gebhart .....	Northeastern
John Blevins .....	Red Lion
Ruth Ann Robinson .....	South Eastern
M. Ann Rinker .....	South Western
Jerri Groncki .....	Southern York
David Trettel .....	Spring Grove
Robert Crouse, Jr. ....	West York
Lois Garnett .....	York City
Lois Ann Schroeder .....	York Suburban



## **SPECIAL SERVICES**

Ms. Dana Saur	Cafeteria Manager
Mr. Brian Gross	Transportation Coordinator
Mr. Randy Ruck	Building & Grounds Supervisor

## **STUDENT SERVICES**

Ms. Robyn Albright	School Counselor
Ms. Nola Bassett	School Counselor
Ms. Courtney Hershey	School Counselor
Ms. Tanya Merchant	Psychologist
Ms. Jennifer Salak	Psychologist
Mr. Nicholas Snider	School Counselor
Ms. Georgiann Warner	School-to-Career Coordinator
Ms. Carla Christopher	Equity Coordinator
TipLine	(717) 505-4746
TipLine email	anonymoushotline@ytech.edu

NOTE: Explanation of TipLine service found in the **General School Information** section of this handbook.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in completing classroom work, and following school rules and regulations. Students share the responsibility with the faculty and administration in developing and maintaining a climate within our school that is conducive to learning. All students must respect the rights of others. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Student should be able to express ideas and opinions in a respectful manner so as not to slander staff and/or students.

The student's responsibilities are to:

- Be aware of all rules and regulations for student behavior and conduct in accordance with them.
- Be willing to volunteer information relating to disciplinary cases.
- Dress and groom so as to meet standards of safety and health, common standards of decency, and school dress code policies.
- Be prepared for class and put forth effort in all subjects.
- Assist the staff in running a safe school for all students enrolled therein.
- Be aware of and comply with federal, state, and local laws.
- Protect and take care of the school's property.
- Attend school daily, except when excused, and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Avoid using inaccurate information and indecent or obscene language in student newspapers, publications, and computer-based activities.
- Refrain from using disrespectful, indecent or obscene gestures or language.

# ACADEMIC INFORMATION

## ABSENCE PROCEDURES FOR CLASSWORK

Students are expected to complete to the best of their ability any and all assignments given as part of their course work. Students are expected to complete or make-up all work (assignments, tests, quizzes) missed or not completed due to an absence. Students will be given the same number of class days as they are absent to make up their work. For example: A student absent for two "A" days will be permitted two "A" days to make-up work after he/she returns to school.

It is the student's responsibility to make arrangements with their teachers to make up work (homework, quizzes, tests, projects) as soon as possible. Students absent for an extended period of time due to a long-term illness may secure homework assignments by contacting their school counselor. The student should make arrangements to have someone pick up assignments in the high school office. (The high school office needs a minimum of two days to obtain assignments for extended absences.)

## ARTICULATION AGREEMENTS

York County School of Technology offers students the ability to earn college credits while still in high school. Through articulation agreements with area community colleges and technical schools, high school students enrolled at York County School of Technology can enter certain occupational programs at a community college or trade school with advanced standing through skills and knowledge already obtained. The articulation agreements will provide a way for qualified students to earn credit toward a certificate or degree, thereby saving the student both time and money. For more information, see your school counselor or visit [www.collegetransfer.net](http://www.collegetransfer.net).

## CLASS RANK/GPA/WEIGHTING OF CLASSES

Class rank is the position of any one student in a graduating class to all other students in that class based on a weighted grade point average (GPA). Class rank is calculated at the end of each quarter and is cumulative for the student's year. Class rank is one of the criteria that colleges use to determine acceptance.

Weight	Type of Course
0.9	Basic Courses
1.0	All Regular Education Courses
1.1	Honors or Advanced Courses
1.2	Dual Enrollment, AP Courses, College in the HS

In order to compute a grade point average, use the following calculation: **Grade x Weight x Credit = Quality Points / Total Credits.**

## GRADING SYSTEM

90 to 100%	Excellent
80 to 89%	Above Average
70 to 79%	Average
60 to 69%	Below Average (Passing, but does not carry recommendation)
59% and below	Failing (Does not meet minimum requirements)

## GRADUATION REQUIREMENTS

Students must take a full range of academic and technical program courses to successfully complete the school's minimum credit requirements for a high school diploma. Students meet regularly with school counselors

to develop their programs of study and schedule all classes needed for graduation. Beginning with the Class of 2019, students must demonstrate proficiency on the Algebra I, Biology and Literature Keystone Exams or its state-approved equivalent. All students prior to the class of 2019 are required to take Keystone Exams.

<b>Subject Area</b>	<b>Credits Required</b>
English	4.0
Social Studies	3.0
Mathematics	4.0
Science (Bio., Chem., Phys.)	3.0
Health & Physical Education	1.0
Technical (Must have 3 credits in senior year)	9.0
Electives (1 credit must be YES or Computer Apps/Personal Finance)	3.0
<b>TOTAL CREDITS</b>	<b>27.0</b>

Any student who does not fulfill graduation requirements by the last day of school will not participate in the commencement ceremony.

### **HONOR ROLL**

**Distinguished:** A student who earns a GPA of 90 to 100% out of a possible 100% will be eligible for the distinguished honor roll. Any grade below an 85% will disqualify students.

**Honor Roll:** A student who earns a GPA of 80 to 89.999% out of a possible 100% will be eligible for the honor roll. Grades for all subjects will be computed. Any grade below a 75% will disqualify students.

### **MARKING PERIODS – ALL DATES ARE TENTATIVE**

1st Marking Period Ends: October 27, 2017

2nd Marking Period Ends: January 18, 2018

3rd Marking Period Ends: March 27, 2018

4th Marking Period Ends: June 1, 2018

### **PROMOTION REQUIREMENTS**

Grade 9 to 10 7 Credits

Grade 10 to 11 13 Credits

Grade 11 to 12 20 Credits \* Must be able to schedule all necessary courses required for graduation

### **STUDENT OF THE MONTH**

York County School of Technology recognizes students who have exhibited positive leadership skills, cooperated with fellow students and teachers, and maintained high performance levels in technical and academic areas. Each academy chooses two students per month to represent them as Student of the Month. These students receive recognition at the monthly Joint Operating Committee (JOC) meeting.

Each student is photographed for the student of the month recognition display located in the main hallway, and will be videotaped for the JOC presentation. Parents will be asked to sign a separate release so the video may be placed on the school's social media sites.

# TECHNICAL INFORMATION

## COMPETENCY LISTS

Each technical teacher maintains a computerized list of technical competencies attained by their students. Students may receive periodical print-outs of their competency progress leading toward attainment of their career objectives. Upon graduation, students will receive a print-out of their competencies to add to their portfolio.

## NOCTI (SKILLS) CERTIFICATE

The Pennsylvania Skills Certificate was created by the Pennsylvania Department of Education to recognize vocational-technical students who have achieved high skills in their chosen technical area. To be eligible for the Skills Certificate, a student must demonstrate that he/she has mastered the knowledge and skills required for an occupation. Students are defined as program completers and required to take the NOCTI test if they have completed three years in a technical program. To earn the Skills Certificate, a student must achieve an advanced score on the National Occupational Competency Testing Institute (NOCTI) or meet the requirements on the NIMS test given in the spring of their senior year. Students are tested in two areas. The on-line (written) test covers factual knowledge, technical information, and the understanding of principles and problem solving related to the chosen vocational-technical program. The performance test allows students to demonstrate that they have mastered the skills required to do the job. The test is given to seniors in the spring of each year at York County School of Technology, where students' performances are evaluated by local business and industry representatives. The Pennsylvania Skills Advanced Certificate is signed by the current Governor of Pennsylvania.

## SCHOOL-TO-CAREER EDUCATION

**Cooperative Education (Co-op):** Qualified students complete their academic studies at school and replace their technical time working with an employer that corresponds with their career program. Co-op offers students the opportunity to experience on-the-job training which will enhance their technical skills. A training agreement and plan is developed for each student. Participating students receive an hourly wage and employment is often offered following graduation. Co-op is offered to juniors and seniors only.

**Internships:** Students may have the opportunity to participate in an internship, during their technical time, at a business site that corresponds with their career program. Internships offer short term on-the-job experience in which they can gain real world experience in the field they are presently studying. Students seldom receive wages for participating in an internship.

**Mentoring:** Students in specific programs may be paired with a mentor from the business community based upon their career interests. These students are often highly motivated to seek additional knowledge and experience in their technical area. These students will often further their education following graduation.

**Job Shadowing:** Students may spend a day "shadowing" an employee from a business that corresponds with their career program. The student will gain first-hand experience about their career field of interest. Job shadowing is an observation experience only.

**\*All of the above programs are handled by Ms. Warner, our School-to-Career Coordinator. Her office is located in Student Services.**

## TECHNICAL CERTIFICATE

In order for students to qualify for a technical certificate, the student must:

- Be eligible for graduation
- Successfully complete a minimum 3 years of a technical program
- Take the NOCTI examination or its equivalent
- Prove themselves competent in each skill as well as pass the courses in their trade area. Students who pass but do not prove all competencies may not receive a certificate

# **ATHLETICS**

Athletic Director: Rob Caruso

Assistant Athletic Director: TBD

Athletic Office Phone: 747-2174

Email: [athleticdirector@ytech.edu](mailto:athleticdirector@ytech.edu)

Schedules/Cancellations: [www.ytech.edu](http://www.ytech.edu) (Click on Athletics)

## **ATHLETIC INSURANCE**

1. Athletes are covered by school insurance only during the sport season.
2. If students already have medical insurance, the students medical policy is primary and the school's insurance is secondary. Deductibles may apply.
3. It is the student's responsibility to obtain a claim form from the trainer and file it with the insurance company.
4. The school will not be involved in the handling of insurance claims. Disputes must be taken care of by the individual filing the claim.

## **PROGRAMS**

York County School of Technology is a Pennsylvania Interscholastic Athletic Association (PIAA) and York Adams Interscholastic Athletic Association (YAIAA) member school. Students participating in sports at York Tech are governed by these bodies and are entitled to compete for league, and individual district, and state titles.

### **FALL SPORTS:**

**Football** – V/JV/Freshman

**Cheerleading** – Coed V/JV

**Cross Country** – Boys and Girls Varsity

**Girls Volleyball** – V/JV

**Golf** – Coed V/JV

**Tennis** – Girls Varsity

**Soccer** – Boys and Girls V/JV

**Field Hockey** – Girls V/JV

### **WINTER SPORTS:**

**Basketball**, Boys and Girls V/JV/ Freshman

**Basketball Cheerleading** – Coed V/JV

**Wrestling** – Varsity

**Wrestling Cheerleading** – Coed Varsity

**Bowling** – Coed V/JV

**Swimming & Diving** – Boys and Girls District Qualifying Meet only

**Winter Track** – Boys and Girls

### **SPRING SPORTS:**

**Track & Field** – Boys and Girls Varsity

**Baseball** – Boys V/JV

**Softball** – Girls V/JV

**Competitive Cheerleading** – Coed Varsity

**Tennis** – Boys Varsity

## **SENDING DISTRICT CLAUSE**

Students may not participate in a PIAA sanctioned sport at his/her sending school while enrolled as full-time at the York County School of Technology even if the sport is not offered at York Tech. By PIAA rules the York County School of Technology is considered to be a separate and independent school district.

**NOTE:** The handbook and team rules will be posted on the school's website at [www.ytech.edu](http://www.ytech.edu) under Athletics. Hard copies of the Athletic Handbook will only be furnished upon request.

# ATTENDANCE

## ATTENDANCE POLICY

We believe that regular attendance is necessary for success in high school; therefore, we encourage students and their parents to work cooperatively to ensure regular attendance throughout the year. Students who fail to attend school every day that school is in session find it difficult to achieve success.

## COMPULSORY ATTENDANCE LAW

Pennsylvania state law requires that a student attend school until reaching 17 years of age. Failure to send a child to school will result in prosecution for violating this law.

- 17 Years old and younger: 3 unexcused absences - 1st notice is sent to parent or guardian. Any subsequent unexcused days will result in a filed truancy complaint which may result in a fine issued by the district justice.
- 17 Years old and older: 10 consecutive days of absence or 30 unexcused days of absence may be withdrawn. Both the parents and sending school district will be notified in writing. Students who are chronically truant or tardy will be subject to school discipline.

Students withdrawing or being dropped must settle accounts, return school materials, and remove personal items from their locker(s). The School will not be responsible for any items not claimed.

## DOCTOR'S NOTE

A student accumulating 10 days of absence may be placed on a doctor's note requirement. However, a principal may request a doctor's note after any absence from school. If a doctor's note is submitted for an absence, that absence will not be counted toward the 10 accumulating days. The student's parents will be notified in writing at the point when the student is officially placed on a doctor's note requirement. This means that in addition to the signed excuse note, the student must also be seen by a doctor and present a doctor's certification of absence. Failure to do so will result in an unexcused or unlawful absence, depending on the student's age. Only dates on doctor's note will be excused. Under no circumstances should parent or student alter a doctor's note. A new note should always be submitted with corrections.

Doctor's note must be on official office stationery and include the following: beginning and ending time of appointment, target date of return to school, and physician's signature. Any doctor's note not including these items will be left to the discretion of the administration. The student will be informed.

Students will be expected to make up any work missed due to absences. Any student with a chronic illness will be required to submit a doctor's note at the start of the school year and at the start of the third marking period.

## EARLY DISMISSALS

We encourage you to schedule all appointments outside the school day. Students must bring in a note signed by a parent or guardian to the attendance office during homeroom on the day of the early dismissal. Prior to any student being excused from school, an appointment verification slip must be secured from the attendance office. **THIS SLIP MUST BE SIGNED BY THE PHYSICIAN AND RETURNED TO THE ATTENDANCE OFFICE IMMEDIATELY UPON THE STUDENT'S RETURN TO SCHOOL.**

All students with early dismissal excuses must sign out prior to leaving the building and must sign in at the attendance office upon returning to school. Any student who leaves school prior to 11:30 A.M. and does not return to school will be charged with a full day absence. If someone other than parent/guardian is picking up the student, a note written by the parent/guardian **MUST** be submitted before the student is released. The person will be required to show a picture ID.

Students will be dismissed early from school for the following reasons: medical or dental appointments, court appearances, and emergency situations. Only school personnel will determine whether the dismissal is excused or unexcused.

## EDUCATIONAL TRIPS

The request for an educational trip form should be obtained from the high school office in ample time to be signed by a parent and the appropriate teachers. The form is submitted to the high school office at least **ONE WEEK** prior to the first day of the planned trip.

- The educational value of the trip must be readily apparent.
- No more than a total of five days per year will be approved.
- The attendance office is not responsible for notification of trip approval. It is the student's responsibility to check on approval status.
- Educational trips will be approved only if the student is **passing all courses** and has no more than 3 unexcused absences.

Educational trips are not recommended and may not be approved for absences during the first week of school, during NOCTI testing, Keystone Exams, and final exams.

## **EXCUSED ABSENCES**

Pupils will be excused from school for the following reasons:

- Illness of the student
- Death in the immediate family (A copy of the memorial may be requested along with the excuse card following the absence) – Limited to 3 days
- Recognized religious holidays
- Quarantine
- Suspension by Administration
- Family Emergency – Approved by Administration

## **EXCUSES**

When a student has been absent from school, the official YCST green excuse card or a note signed by the student's parent or guardian must be submitted to the attendance office within three school days following the student's return to school. Green excuse cards can be obtained from the homeroom teacher, attendance office, or high school office. If the student has been to a doctor, it would be most beneficial to submit a doctor's excuse with the green excuse card.

The parental excuse must contain the following information:

- The student's first name, last name, and ID number.
- The date or dates of the student's absence.
- The reason(s) for absence.
- A signature of one of the parents or guardians

Failure to submit an excuse for an absence within three school days will result in either an unexcused or unlawful absence. Arriving to or leaving school between the hours of 11:30 A.M. and 12:45 P.M. is considered a half day absence. This requires a signed excuse note. Leaving prior to 11:30 A.M. is considered a full day absence. This requires a signed excuse note. Leaving school after 12:45 P.M. is considered an early dismissal and also requires a parent/doctor's note.

If a student is sent home by the nurse due to illness/injury (with a pink slip), no parental excuse is required; however, if the student requests to leave and receives a white slip from the nurse, a parental excuse is required.

## **PARENT CONTACT REGARDING ABSENCES**

Parents will be made aware of a student's absence by use of a recorded message that will be placed daily between the hours of 9:00 A.M. and 11:00 A.M. Students must still submit written excuses from parent/guardian upon returning to school.

## **PERFECT ATTENDANCE**

For purposes of recognition, perfect attendance shall mean no absences, tardiness, or early dismissals.

## **REPORTING ABSENCE FOR CO-OP STUDENTS**

Students on the cooperative work program must place a call to their co-op coordinator and their workplace when they are ill and cannot report to their co-op assignment. Failure to do so will result in an unexcused absence. Proper documentation must be submitted upon return to school.

## **TARDINESS**

Tardiness will not be permitted. Students will be considered tardy if they are not in homeroom when the late bell rings. Late students must report to the attendance office to receive a pass permitting admission to class. In order for the tardiness to be considered excused, the student must, submit to the attendance office a note from a parent/guardian or doctor explaining what caused the tardiness within 24 hours. If this note is not submitted within the allotted time, the tardiness will be considered unexcused.

Please visit [www.ytech.edu](http://www.ytech.edu) for absence/tardy reporting options by clicking the attendance button.

## **UNEXCUSED ABSENCES & TARDINESS**

All other absences not listed under excused absences are considered unexcused. Unexcused absences for students will result in disciplinary actions.

- An unexcused absence is an absence without a legitimate excuse as stated in the Pennsylvania School Code.
- An unlawful absence is an unexcused absence where the child falls within the compulsory age range of less than 17 years.
- If a student leaves school without permission before the end of the school day, the absence will be marked unexcused.
- **CONSEQUENCES FOR UNEXCUSED TARDINESS**: After school detentions will be assigned progressively once a student reaches the fourth unexcused tardy.

## **VISITS TO COLLEGES/TECHNICAL OR BUSINESS SCHOOLS**

The student's school counselor should be notified the day before a scheduled visit to a college or technical/business school. A note on the letterhead of the college/school visited must be turned into the attendance office upon return to school.



# **BUS TRANSPORTATION**

## **ABSENCE OR LATENESS BECAUSE OF A BUS ISSUE**

If a student's bus does not arrive, he or she should call the school at 747-2146 to report it to the transportation office the day of the problem. The day following the absence, the student should report to the attendance office with a note. The transportation office will verify that it was a transportation problem. The student will be marked unexcused until it has been verified that there was a transportation issue.

## **ACTIVITY BUS**

Student activity buses are made available to students who reside in a participating school district and participate in extracurricular activities. All students interested in riding an activity bus must obtain an activity bus form from their teacher or coach, fill out the form, return the form to the teacher or coach for his/her signature and bring the form to the transportation office at least one day before the date to ride the activity bus. The form also requires a parent signature. After the transportation office receives the completed form with the proper signatures, a pass to ride the activity bus will be issued. The student must have this pass to board the activity bus. Do not ask the driver for special privileges. You must get off the bus only at your assigned stop. Students using these buses must realize that these bus runs are an extension of the school day and require proper conduct. Failure to comply with these regulations may result in this privilege being revoked.

Students serving detention may ride an activity bus only with written consent from their parent/guardian. Permission must be given to the transportation office 24 hours prior to the detention. This note must have the student's first and last name, parent/guardian signature and a phone number for verification.

Students utilizing the activity bus will be dropped off at designated drop-off point nearest their home. This will not necessarily be in walking distance to the student's home. No new stops will be added.

## **ARRIVAL AT SCHOOL**

Upon arrival to school, students may not enter the building until designated time. Students attending breakfast may enter the cafeteria at the designated time. All other students must proceed to their lockers and then to homeroom. Students who are found in the building prior to this time without a pass or under the supervision of a staff member will be subject to disciplinary action.

## **BUS ARRIVING LATE TO SCHOOL**

If a bus arrives after 8:10 A.M., the student must report to the attendance office for a late slip. This will assure proper recording of attendance and eliminate difficulty in reporting to class.

## **BUS EVACUATION**

In case of an emergency, students should evacuate the bus by using both the front and rear doors. To familiarize the student with evacuation procedures, evacuation drills are conducted twice a year – in September and March.

## **BUS LOADING/UNLOADING PROCEDURES (AT SCHOOL)**

In the afternoon, buses will be parked in numerical order starting on the Queen Street side of the building and continuing around to the gym and Man/Tran entrances. Students will board the buses in these areas. Students must board promptly as the buses leave ten minutes after the dismissal bell.

Students will depart the bus at the Queen Street Entrance. Upon arrival from bus, students must enter the building and proceed to their lockers, homeroom or breakfast. Loitering on Pauline Drive, Center Avenue, or Queen Street is prohibited. Upon arrival on school property, students are not permitted to leave the school building or school grounds. Students must remain on school property.

## **BUS RULES**

Students violating rules or creating other types of disturbances may be suspended from riding a bus by the school authorities. Any damage caused by the student will become an obligation.

The following rules and all other school rules will be enforced by York Tech and by all bus drivers.

- **All school rules apply while riding the bus or while waiting at the bus stop.**
- If requested, the student must show a student identification card before being permitted to board a bus or at any time while on the bus.
- If an administrator or bus driver assigns a seat, the student must sit in that seat.
- All students must remain seated.
- Permission to open windows must be received from the bus driver.
- Any item to be transported on the bus, other than books or gym bags, must have prior written approval from the transportation office.

- Food and drinks may be consumed while aboard the bus only at the discretion of the bus driver. Additionally the driver shall regulate the type of container brought aboard the bus ex. glass, metal, multi liter plastic bottles, etc.
- Electronic entertainment/communication devices may be used while aboard the bus only at the driver's discretion.
- Do not leave the bus through the rear door except during an emergency or an evacuation drill. Show concern and respect for other students, and make the bus ride pleasant, clean, safe and efficient for all.

The bus drivers are in absolute control and have full responsibility for maintaining safe conditions on the buses. Students must abide by their rules and regulations concerning conduct on the buses, and are under the jurisdiction of the school from the time they report from home until they arrive home at the end of the school day.

**THE USE OF BUS TRANSPORTATION TO AND FROM SCHOOL IS A PRIVILEGE, NOT A RIGHT. THIS PRIVILEGE MAY BE REVOKED BY SCHOOL ADMINISTRATION.**

If the school administration deems the violation serious enough, they may refer the matter to the Joint Operating Committee for action under the suspension and expulsion provisions of Section 131 of the Public School Code of 1949, as amended.

**BUS STOP OR TIME CHANGE**

On occasion, it may be necessary to make a change in a bus stop or the time a bus picks up students. If this takes place, students will be notified by an announcement from the bus driver or transportation office.

**BUS STOP RESPONSIBILITIES**

Students awaiting the arrival of the bus must be on the sidewalk or off the main traveled portion of the roadway. The designated waiting area, when possible, should be 20 feet back from the edge of the roadway to increase protection from traffic movement. Riders should wait until the bus has stopped completely before approaching the bus. Riders should make a conscientious effort to be seen by the bus driver as they approach or leave a designated bus stop. Riders should observe the following rules:

**LOADING**

1. Report to assigned bus stops at least 10 minutes prior to assigned time and remain there a minimum of twenty minutes past the pick-up time.
2. Be punctual and wait quietly.
3. Avoid disturbing private property.
4. Move to the stopped bus in orderly fashion.
5. Walk facing oncoming traffic or on a sidewalk, if provided.
6. Do not enter the street until the bus has arrived and is completely stopped.

**UNLOADING**

1. Move well away from the bus. Take six or more steps forward from the bus before starting to cross the road. Cross only in front of the bus.
2. Stop in line with the left front corner of the bus to enable a clear view of traffic lanes to the rear of the bus.
3. Look left and right and left again toward the driver for his or her signal before continuing to cross the road. Walk briskly across the road.

**CAMERAS**

For the safety of our students and bus drivers, a camera may be present on YCST buses. The cameras are meant to augment, not replace, written disciplinary reports by the bus drivers. By signing this handbook, you are giving permission for your student to be video and audio recorded while on the school bus.

**TEMPORARY PERMISSION TO USE DIFFERENT BUS OR BUS STOP**

- The student must bring a parent note to the transportation office for approval to ride a different bus prior to homeroom. This note must have the student's first and last name, the date to ride a different bus, and the location where the student will depart the bus. The note must be signed by the student's parent/guardian and provide a phone number where the parent/guardian may be reached for verification.
- The transportation supervisor must approve any change. The transportation supervisor is located in the Attendance/Transportation Office. All notes must be picked up by 2:00 P.M. The bus pass must be given to the driver upon boarding the bus.
- The student will be allowed to get on and off the bus only at designated stops.

**ALL STUDENTS MUST RIDE THE BUS TO WHICH THEY HAVE BEEN ASSIGNED. WRITTEN PARENT PERMISSION AND APPROVAL FROM THE TRANSPORTATION OFFICE ARE REQUIRED FOR ANY**

## CHANGES TO BE MADE.

# CAFETERIA & OPEN LUNCH PROCEDURES

## BREAKFAST/LUNCH PROGRAM – FREE AND/OR REDUCED

York County School of Technology is a participant in the National School Breakfast/lunch Program. Applications for the free and reduced breakfast/lunch program are mailed to the students' homes during the summer months. Additional applications are available from the food services manager in the cafeteria and/or in the high school office. Transfer students must submit a new application upon entering York County School of Technology. **A new application must be submitted every year.**

## CAFETERIA RULES

- All students must know when their classes are dismissed for lunch and when those classes are reconvened.
- Any student needing to use the restroom must use the lavatories in the hall across from the cafeteria entrance and sign out and in at the podium. All other lavatories are off limits.
- All students must report to the cafeteria during their scheduled lunch. With the exception of those seniors who possess senior privileges, students may not leave the building at lunch time. **No food or drink may be taken out of the cafeteria.**
- No food or drink is allowed to be consumed in any area outside of the cafeteria without prior administrative approval. Packed lunches, food and drink, must be secured in the student's locker before homeroom.
- Students will form a line into the cafeteria service area in a quiet, orderly fashion; in addition, students will acknowledge a special privilege line for staff members and special school guests.
- Students are not to wear or bring hats and jackets into lunch.
- Horseplay and loud talking are not permitted in the cafeteria.
- Students are responsible for their eating area and are expected to clean up spills and/or paper around their area.
- Line cutting is not permitted by students.
- Throwing of food, paper, etc. will not be tolerated.
- Students may be required to sign in and sit in a designated area of the cafeteria.
- In order to leave the cafeteria, students must obtain prior approval and have a signed pass from the teacher they plan to visit.
- Foul language will not be tolerated.
- Leave condiments in the designated areas.
- Remain seated until the dismissal bell or by the direction of an administrator.

## FOOD COURT RULES

- Students must wait in line to make a food purchase.
- Only a designated number of students will be permitted in the cafeteria serving area at a time. Students must wait their turn.
- Only students desiring to purchase food items will be permitted in the cafeteria serving area.
- Students must take a tray and keep all food items on the tray until checked out at the cash register. No food items are permitted in clothing pockets. The food on the tray must be visible to the food service employees at all times.
- Food items must be kept separate, do not combine items together. Example – Do not put two trays of French fries together. The cashiers need to be able to determine how much food is on student's tray.
- Students must have enough money to pay for the food selected.
- Once a food item is handled, for sanitary purposes, it must be purchased. If a student puts an item on his/her tray and decides not to keep it, the student's account will be charged for the item. Once food items are removed by a student, the item may not be returned. By regulation the item must be thrown away and may not be sold.
- Absolutely no STEALING will be permitted. Any student taking a food item and not paying for it will be referred to the office for discipline.
- Absolutely no EATING of food while in the cafeteria service area. No food is to be eaten until the student is through the cashier's line and the food has been purchased.

- Students must enter their ID number before approaching the cash registers. Students should have their money available when ready to make a purchase. Please hand the cashier unfolded bills and counted change.
- Students who apply money to their accounts will be responsible to keep their account funded. Charging will not be permitted. Checks may be brought in to apply to students' lunch accounts.
- Money may not be taken from student's cafeteria account without parental permission.
- Students must respect the cashiers and servers. If a student has a food related problem, he/she should request to see the Food Service Manager.

## **OPEN LUNCH**

As part of the Senior Incentive Program and in an attempt to promote seniors as the leaders of our school, senior students will have the opportunity to leave the York Tech campus during their scheduled lunch period. The following conditions apply:

- All seniors will be allowed to go out for open lunch the first marking period.
- To be eligible for open lunch after the first marking period, students must have passed ALL classes for the previous marking period.
- Report card grades will be used to determine eligibility for open lunch the remainder of the school year.
- Juniors may participate in open lunch throughout the school year if they score proficient or higher on all 3 Keystone Exams.
- Juniors meeting the same eligibility requirements as seniors may participate in open lunch during the 4th marking period.
- Students must return a lunch privilege form whether their parent wishes them to participate in open lunch or not. Parent/Guardian and student signatures must be obtained prior to receiving the privilege and will be kept on file. Students should return signed permission slips to the student services office.
- Seniors will be permitted to drive or walk. Students will be asked to show their ID card upon leaving the building and must carry it with them off campus. No senior will be permitted to leave without showing his/her ID card. Students will also be asked to show their ID card when returning to the building.
- Seniors must leave school property within five minutes of the ringing of the passing bell and must be on time for their next class when returning. Attendance policies will be enforced and all school rules will apply.
- All students leaving for open lunch must present their pass at either the attendance office, the kiosk, or the podium at the exit doors nearest the cafeteria. Failure to comply with these rules will result in discipline. Additionally, students are expected to re-enter the building at one of the areas mentioned above.
- Trespassing on private property is forbidden; seniors are not to visit other schools during lunch.
- Loitering in cars, parking lot, or halls is prohibited. Returning students must report to the cafeteria.
- Food brought back on school property must be consumed in the cafe.
- Underclassman may not participate in this privilege. If any underclassman leaves school property, he/she is subject to consequences according to the attendance policy, and may lose privileges for the first quarter of his/her senior year.
- Seniors taking underclassmen with them in their car will lose their open lunch privilege.
- The school insurance policy will not cover claims for injuries incurred during lunch while the student is away from school property unless 24 hour coverage is in effect.
- Documented and substantiated complaints from the police, citizens, community businesses or other schools concerning students' behavior during the open lunch could result in the loss of that privilege.
- The administration has the option of requiring that all students remain in school during lunch due to inclement weather or on days that require the adjustment of the regular school day schedule.
- Any senior who becomes ill during the lunch period must return to school and follow health room procedures regarding illness. Failure to do so will result in cut slips for afternoon classes.
- The administration has the authority to pull privileges if school rules are not followed.

# DISCIPLINE

The primary objective of York County School of Technology is to give students the opportunity to acquire marketable skills and a strong academic foundation. Upon completion of an instructional program, the student should be ready to enter competitive employment. It is a privilege for students to attend York County School of Technology to learn these skills; and a privilege for us to teach those skills. To achieve this objective, all students are encouraged to think, to express thoughts clearly, to accept responsibilities, to develop a feeling of self-worth, and to be prepared for opportunities after high school.

As a part of the overall responsibility of the Joint Operating Committee, they are empowered to do the following:

1. Assist the Administration in establishing policy and rules governing student behavior.
2. A JOC subcommittee is involved in conducting hearings involving alleged serious infractions of rules of conduct.
3. Invoke suitable disciplinary action following such hearings.

The subcommittee consists of members of the Joint Operating Committee who are lay personnel in terms of judicial or educational qualifications. Although hearings conducted by this subcommittee shall follow proper legal procedures as determined by counsel, they will be informal, and any and all appropriate evidence shall be heard.

All of the above statements and stipulations are made in conjunction with the overriding determination to maintain the standards of the York County School of Technology at the highest possible level.

## DETENTION

The purpose of detention is to give guidance to those who fail to follow school rules and regulations. Detention may be assigned by a teacher or an administrator.

**Teacher Detentions:** Teachers may keep students after school in their individual classrooms provided that the parent and the student are given 48 hours notice prior to the scheduled detention.

**Administrative Detentions:** Administrative detention will be held every Tuesday, Wednesday, and Thursday and will begin 5 minutes after student dismissal. Location changes, so listen for announcements.

Detention expectations:

- Students assigned Level 2, 3, or 4 detention will be escorted from their block 4 class to the assigned detention room.
- Students are to bring school work to detention to complete.
- Students are to remain in detention for the entire time that they are assigned to serve.
- Students will have the opportunity to ride the activity bus following detention only if they have followed the activity bus guidelines outlined in the handbook. The activity bus departs YCST at 5:45 P.M.
- Students who do not cooperate with the escorts taking them to detention, who do not follow the detention guidelines, or leave prior to serving their full detention will face a three day out of school suspension.

One detention period will be 50 minutes long. For detention levels 2-4 the students will be escorted from block 4 to the detention room.

Detention	Time
Level 1	3:05-3:55 PM
Level 2	2:30-4:15 PM
Level 3	2:30-4:45 PM
Level 4	2:30-5:35 PM

Failure to attend administrative detention as scheduled may result in the student receiving suspension. Students serving detention may ride an activity bus only with written consent from their parent/guardian given to the transportation office 24 hours prior to the detention. This note must have the student's first and last name, parent/ guardian signature and a phone number for verification. Students serving detention will get off the activity bus at a designated stop within a district. No new stops will be added.

## SATURDAY DETENTION

Students assigned to serve Saturday detention are required to observe the following expectations and guidelines:

- Admittance by the proctor is the only means of access to Saturday detention; therefore, students must be prompt in reporting for detention. Detention begins at **7:00 A.M.** and ends promptly at **10:00 A.M.** The proctor will allow students to enter the building from **6:45 A.M.** until **7:00 A.M.** Students will not be allowed to enter after that time.
- Students should report to door number one (Pauline Drive) for Saturday Detention
- Lateness, failure to appear, or lack of cooperation during detention may result in out of school suspension upon return to school.
- Students are to be prepared upon entry to school. They must have all textbooks, pencils, pens, and paper with them. There will be **NO LOCKER USAGE**. All materials to be used during Saturday Detention must be taken home from school on Friday in order to bring them to Saturday morning detention.
- It is recommended that students complete class related assignments.
- Students are to remain seated at all times during detention. Students must seek permission if there is a need to leave assigned seats.
- Detention is regarded as a quiet place where students can think and complete assigned tasks. Students must demonstrate reasonable behavior and remain quiet at all times. Failure to comply with Saturday Detention expectations will result in progressive discipline.
- Students are not permitted to use cell phones or other electronic devices during detention.
- Parents are responsible for student transportation to and from the detention. All students must be picked up promptly at **10:00 A.M.**
- Students may be required to complete community service during this time as assigned by the school.

## SUSPENSION

- Suspension is exclusion from school for a period of one to ten consecutive days.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
- The parents shall be notified in writing when the student is suspended.
- When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing. Suspensions may not be made to run consecutively beyond the ten school day period.
- Students are responsible for making up exams and work missed while on suspension and shall be permitted to complete these assignments, within guidelines established by the Joint Operating Committee.
- **A parent/guardian is responsible for signing their child into school on the day he/she is to return. The parent will meet with one of the administrators at this time. The student cannot return to school until this meeting takes place. Any absences for this reason are unexcused.**

### **Hearing (Informal)**

- The purpose of the informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is meant to encourage the student's parent or guardian to meet with the administration to discuss ways in which future offenses can be avoided.
- The following due process requirements are to be observed in regard to the informal hearing:
- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- The student has the right to present his/her case and produce witnesses on his/her behalf.

### **Procedures:**

- Absence from school due to suspension will be considered a legal absence.
- It is the suspended student's responsibility to call the high school office to pick up the work.
- **Suspended students are not permitted on school property, bus stop, or to attend or participate**

**in extracurricular activities at home or away. Violation of this regulation will result in charge(s) of trespassing being filed with the police.**

## **EXPULSION**

### **Hearing (Formal)**

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of the process.
- **A formal hearing or a signed waiver is required in all expulsion actions.** This hearing may be held before a duly authorized committee of the Joint Operating Committee. A majority vote of the entire school board is required to expel a student.
- The following due process requirements are to be observed with regard to the formal hearing:
- Notification of the charges shall be sent to the student's parent or guardian by certified mail.
- Sufficient notice of the time and place of the hearing must be given.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his/her own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed.
- Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

## **CONSEQUENCES**

**Level I** - Misbehavior classified in this level represent infractions of established procedures which impede the orderly operation of the school and its educational process. The severity and frequency of the occurrence shall determine the appropriate disciplinary response and the reclassification at a higher level. These are examples of violations and consequences. This is not a comprehensive list.

### **Violations (Examples)**

1. Tardiness
2. Public display of affection
3. Matches and/or lighters - possession
4. Disruptive behavior
5. Dress code violation
6. Book bag
7. Eating/Drinking out of the cafeteria
8. Electronic devices (pagers, cell-phones, laser pointers, headphones, CD players, iPods/MP3 players, etc.)
9. Bus rules
10. Loitering/In building without permission
11. Misuse of lavatory or hall privileges
12. Profanity
13. ID (Not Producing or Defacing)
14. Failure to return required forms
15. Gambling
16. Other similar infractions

### **Possible Consequences**

1. Parental contact/conference/send home
2. Level 1-4 detention
3. Confiscate unauthorized item
4. Change clothing
5. Change seat
6. Suspension of bus privilege
7. Suspension of parking privilege
8. No pass list
9. Contract
10. Pay replacement costs
11. Community service
12. Criminal prosecution
13. Remove Senior Privileges
14. Other disciplinary action

**Level II** - Misbehaviors on this level are serious enough to disrupt the learning climate of the school and seriously affect the students' own education. For Level II violations, an attempt at parental contact is mandatory. These are examples of violations and consequences. This is not a comprehensive list.

### **Violations (Examples)**

1. Repeated violations of Level I
2. Unassigned areas without permission
3. Tobacco products - use/possession
4. Matches or lighters – use/possession
5. Forgery/falsification of document(s)
6. Detention - failure to serve
7. Verbal assault/threat
8. Leaving school without authorization
9. Cutting class
10. Truancies/unexcused absences
11. Unexcused absences
12. Damage to school property
13. Defiance/Insubordination
14. Driving violations
15. Disrespect directed at staff
16. Cafeteria misconduct
17. Petty theft
18. Unsafe acts
19. Plagiarism/cheating/lying
20. Pornography
21. Internet Usage/Computer Network Policy violations
22. Horseplay
23. Other similar infractions

### **Possible Consequences**

1. Level 1-4 detention
2. Saturday detention
3. 1-3 Days of Out-of-School Suspension



4. Withdrawal of participation in student activities/NHS
5. Paying related costs
6. Suspension of parking privilege
7. Confiscation of unauthorized item(s)
8. Lunch detention
9. Criminal prosecution
10. Loss of other privileges
11. Community service
12. Other disciplinary action

**Level III** - These acts are more serious because their consequence may have a lasting effect on the individual or may pose a threat to the health or safety of others in the school. Some are considered criminal acts, and law enforcement officials may be contacted or notified by an administrator. For Level III violations, an attempt at parental contact is mandatory. These are examples of violations and consequences. This is not a comprehensive list.

### **Violations (Examples)**

1. Repeated violations of Level I and Level II
2. Profanity, threats directed at staff
3. Weapon(s) or dangerous instruments (possession/ concealment)
4. Damage to property or persons through use of fire-making equipment
5. Theft (\$50 or more)
6. Unauthorized possession or transfer of another's property
7. Aggravated assault
8. Violation of State Vehicle Code
9. Trespassing
10. Fireworks or explosives - use/possession
11. Physical assault on staff members
12. Arson or vandalism
13. Unauthorized use of school fire alarm system
14. Possession, use, sale, attempted sale, or transfer of drugs, drug paraphernalia, alcoholic beverages, "look alike" drugs or non-prescription drugs, regardless of whether or not they are controlled substances.
15. Fight/verbal altercation
16. Failure to comply with administrative directive.
17. Racially insensitive and or inappropriate comments or behavior

### **Possible Consequences**

1. Parental contact/conference
2. Continuation of appropriate Level II options
3. 5-10 days of external suspension
4. Confiscate unauthorized item
5. Return item to parent only or at the end of the school year
6. Recommendation for expulsion
7. Criminal charges
8. Community service
9. Drug & Alcohol testing
10. Other disciplinary action

### **PHYSICAL RESTRAINT**

York Tech is committed to the welfare of each and every student by providing a safe environment conducive to learning. When an individual's behavior becomes potentially harmful to themselves or others, procedures from the Safe Crisis Management best practice guidelines and philosophy may be implemented or used.

## **BEHAVIOR OFF SCHOOL PROPERTY**

Students may be subject to discipline, including suspension or expulsion from school, for certain behavior which has taken place off school property and/or outside of the school day. Behavior or actions which have taken place off school property and/or beyond the school day for which a student may be subject to school disciplinary procedures includes, but is not limited to: conduct occurring while students are transported to or from school or school-sponsored activities; conduct directed at another student which substantially interferes with the student's ability to participate in school activities or programs; conduct that intentionally or recklessly vandalizes, damages or destroys school property, resources or data; and conduct that materially and substantially interferes with the educational environment school operations.

## **PUBLIC DISPLAY OF AFFECTION PROHIBITED**

School and school related activities are not the place for students to display affection for one another by hugging, kissing, etc. Such displays prove distracting and they disrupt the educational atmosphere for all students. Students who are referred to the office will be disciplined for their actions.

## **CRIMINAL ACTS**

- The commission of any of the crimes defined and enumerated in the "CRIMES CODE OF PENNSYLVANIA" (Act No. 334, December 6, 1972).
- Any act, wherever or whenever committed, on the part of a student, or a group of students acting in concert which results in, or which might reasonably be anticipated to result in, personal injury to a staff member or student, or physical damage to personal/ school property.

## **DRUGS/ALCOHOL**

Students will be subject to the suspension and expulsion provisions of Articles XIII, Section 1318 of the Public School Code of 1949 as amended, and/or legal action, for the following acts, while on school property, or at school-sponsored functions off school property, or en route to the foregoing:

- The possession or use of narcotic or dangerous drugs, as defined in "THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT" (Act No. 64, April 14, 1972), and prescribed by a physician, or
- Being under the influence of narcotic or dangerous drugs, as defined in "THE CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT" (Act No. 64, April 14, 1972), and not prescribed by a physician, or
- The possession or use of alcoholic and/or being under the influence of alcohol, or
- The possession, use, sale or transfer of "look alike" drugs or non-prescribed drugs, regardless of whether or not these items are controlled substances. (This includes any and all over the counter drugs including Spice and Bath Salts or other mind/physical altering substances.)
- Any student caught in possession of drug/drug paraphernalia or using drugs or alcohol may be recommended for expulsion.

## **SEARCHES**

Students do have constitutional rights that must be respected in schools, but these rights must be balanced against the duty of the schools to maintain an environment in which learning can take place. To this end, school officials may legally search a student and/ or personal possessions (lockers, automobiles, etc.) if there is reasonable suspicion to justify a search. Any search and seizure may lead to disciplinary action and/ or criminal charges being brought against the student.

## **TOBACCO PRODUCTS**

**York County School of Technology is a smoke-free campus.** Students (regardless of age) are not permitted to possess, or to use tobacco products (in any form, including e-cigarettes) while on school property, school transportation, bus stops, or at school related activities on or off school property. Violation of this policy will result in disciplinary action and is subject to civil fines. (School Tobacco Control Act 145 of 1996).

## **WEAPONS**

York County School of Technology recognizes the importance of a safe school to the educational process. Possession of any weapon/ammunition in the school building, on school property, or on the school bus is a threat to the safety of students and staff and is prohibited by law.

Weapons shall include but not limited to any firearm, rifle, shotgun, pistol, revolver, BB or pellet gun, air rifle,

air pistol, paintball gun, knife, razor, dagger, cutting instrument or tool, nunchuks, ninja device, blackjack, brass or metal knuckles, club, chain, look-alike weapon, fireworks, pepper spray, explosive device, lasers and/or any other instrument capable of inflicting bodily injury. (PA Crimes Code 18 PA CS 912 and Board Policy #6182).

Although students may use many tools in their technical program, it is understood that these tools can be considered weapons if misused or in possession outside of the technical area. Please note that if tools are to be taken home or brought to school, the students should notify his/her technical teacher. These tools must be taken directly to and from the technical area.

**POSSESSION OF A WEAPON - Be advised that Federal law and State law require that any student in possession of a weapon on school property or at school-sponsored activities shall be recommended for expulsion for a period of not less than one year.**

# DRESS CODE

## INTRODUCTION

The clothing students wear should meet standards of safety and health. In addition, no articles of clothing, jewelry, and body ornament should be a source of distraction, disturbance, or disruption to others and the educational process in general. When a student is in his/her technical area of concentration, he/she will be required to wear the attire designated by the program instructor(s). In non-technical classes, all students may also wear YCST spirit upper body apparel purchased through the school store or school approved clubs, teams or organizations. Non-school approved apparel is not permitted. Please note that students are forbidden to wear anything that may be offensive to others or that may cause a disruption.

When required, protective clothing such as work shoes, hats, safety glasses (ANSI approved, clear lenses, code Z87) and goggles are to be worn. Safety glasses will be issued on the first day of their technical program. If an additional pair is needed, the student must purchase them. Individual programs have required clothing that **MUST** be worn in the technical area. Cost for purchasing uniforms is the responsibility of the student.

## DRESS CODE

- All shirts must be long enough to keep the mid-body covered at all times.
- All shoulders must be covered at all times.
- **Hoods should be down at all times while in the building.**
- **Pants/Trousers must reflect the professional technical dress required within each CTE program. Pants/ Trousers must be worn at waist level (no skin, undergarments, or other clothing are to be exposed) with both pant legs worn at the same level.**
- Uniforms must be worn every day, though York Tech spirit wear (from the school store) may be worn in non-technical classes.
- The previous year's uniforms may be worn until the current year's uniform arrives.
- The student's abdomen and back should not be exposed.
- Pants should be of appropriate size and fit and must not expose undergarments.
- Student dress shall reflect modesty and good taste.

## ITEMS NOT PERMITTED

- Any clothing (including backpacks, purses, belt buckles, etc.) that exhibits slogans, phrases or symbols such as swastikas or confederate flags that would be considered offensive because of their violent, sexual, or racial connotations.
- Articles of clothing (including jewelry, hats, etc.) that display, advertise, or promote the use of alcohol, drugs, steroids, or tobacco products. Note: Repeated infractions in such cases will warrant disciplinary measures as outlined by the school's drug/alcohol policy.
- Dress that promotes or displays indecent or suggestive activity, profanities or any message that can be judged to carry a double meaning.
- Clothing should not be too tight, short, or too suggestive.
- Clothing that is ripped or torn, transparent, see-through, or otherwise physically revealing.
- Holes in clothing that exposes skin or undergarments are not permitted at any time.
- Shorts are not permitted during the school day.
- Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandanas, scarves, jackets, gloves, headbands, and sunglasses may not be worn in any part of the building during regular school hours. These items are to be placed in the student's locker for safekeeping.
- Lounge wear (pajama bottoms, slippers, etc.)
- Flip Flops, shoes without backing or open toed shoes are NOT appropriate for a technical school. All shoes must have a hard sole.
- Jewelry or other bodily adornment (i.e. wallet chains, spiked bracelets) which have the potential to be a safety hazard to others or school property. No jewelry will be allowed to be worn during physical education classes. Wallet chains cannot be longer than twelve inches.
- Tattoos that display, advertise, or promote the use of alcohol, drugs, steroids, tobacco products, or deemed offensive towards race or gender as determined by administration.

- Pants with writing on the seat area.
- Shirts that are not the standard short sleeve.
- Facial paintings of any kind/excessive makeup.
- Any other apparel or jewelry which the administration determines to be unacceptable.
- Administrative decisions on student dress will be final.
- All items will be enforced daily.

**Students in violation of the dress code will be required to modify/change their attire in order to remain in school. They will face disciplinary action for failing to comply.** All dress code rules are subject to administrative interpretation. Ultimately, administration will deem what is appropriate.

# GENERAL SCHOOL INFORMATION

## ACTIVITIES & ORGANIZATIONS

- NATIONAL TECHNICAL HONOR SOCIETY
- NATIONAL HONOR SOCIETY
- NEWSPAPER CLUB
- PROJECT HARMONY
- SPIRIT
- STUDENT COUNCIL
- YEARBOOK
- CYBER PATRIOT
- FCCLA
- SKILLS USA
- TSA
- FFA
- DRAMA
- NAHB
- AWS
- COSMETOLOGY CLUB
- ELECTRICAL OCCUPATIONS CLUB
- IT COMPUTER PROGRAMMING CLUB
- IT GAME DESIGN CLUB
- IT WEB DESIGN AND APP CLUB
- MOTORSPORTS TECH CLUB
- YORK TECH DIESEL PERFORMANCE CLUB
- SPARTAN GIRLS ON THE GO

Please visit the school website for the most up-to-date listing of school activities and organizations.

## ADULT & CONTINUING EDUCATION

Students ages sixteen years or older are eligible to take Adult and Continuing Education courses. High School students may visit the Adult & Continuing Education office after school or call 747-2130. Students taking Flex classes operated through Adult Ed must not only adhere to the High School Student handbook, but the Adult Ed handbook as well.

## ASSEMBLIES

Assemblies and pep rallies may be held periodically throughout the year. When it is necessary to schedule these events during the regular school day, classes will be interrupted as little as possible. During assemblies and pep rallies, student conduct should be ***guided by consideration and respect for others.***

## BEVERAGES

Glass bottles are not permitted in school. Unopened beverages are permitted but must be stored in lockers until one's lunch period. Beverages can only be enjoyed in the cafeteria during the student's respective lunch period. **OPEN CONTAINERS OF BEVERAGES CANNOT BE CARRIED WITHIN THE BUILDING. Such items will be confiscated or placed in the trash.**

**Students needing to have water, fluids, or snacks during the school day must have a physician's order stating the specific medical need.**

## BOOK BAGS

Only clear and mesh/string backpacks are allowed to be carried by students. This can and should be purchased through the school. Opaque book/gym bags are to be stored in the student's locker before reporting to homeroom and are to remain in the locker until student dismissal. Any bags or purses larger than

9" x 12" x 3" must be placed in the locker.

## DELIVERIES

York Tech will not accept delivery of flowers, balloons, food, etc. for students.

## ELECTRONIC DEVICES IN SCHOOL

Students are permitted to bring their personal electronic devices (cell phones, smart phones, iPods, etc.) to school, and use them before school, after school, during lunch periods and in hallways between classes so long as such usage does not interfere with school operations, disrupt the educational environment or otherwise violate school policies or rules. However, students are strictly prohibited from doing any of the following: (1) using electronic devices during instructional time, unless prior permission is granted by the instructor to do so as part of a planned instructional activity; (2) using electronic devices to audio or video record any person(s) within the school setting without their prior knowledge and consent; and (3) using electronic devices to record, transmit or display pornographic or sexual explicit video images. Students who violate this provision

may have their phones and/or electronic device confiscated, as well as be subject to additional disciplinary actions.

## FIELD TRIPS

Opportunities to visit many places of educational and occupational interest around York County are offered to students during the course of the school year. Student must submit permission slip signed by parent/guardian and given to the teacher at least one (1) day before the field trip. All students are expected to dress appropriately as determined by staff members and administration, act politely, and **OBEDIENT TO ALL SCHOOL RULES AND REGULATIONS**. Students are reminded that they represent the pride of York County School of Technology. Students are not permitted to drive their own vehicles or be transported by other students. Only school-provided transportation and authorized drivers of these vehicles may be used.

## HALL PASS

All students must sign in and out of their classroom, or other designated area on the Classroom Sign-Out Sheet. Students will use the Hallway Passport pages found in the back of the student handbook as the hall pass during the school day. If a student loses the Student Handbook, the replacement cost will be \$5.00. Students may purchase another handbook in the Spart Mart.

## HALL REGULATIONS

To create and maintain good order in the halls and on the stairways, students are asked to observe the following regulations:

- Keep to the right in all hallways/stairwells
- Do not run, whistle, or shout in the halls.
- Keep the halls and stairways clean of debris.
- Use the lavatory nearest the room to which you are assigned.
- Take the most direct route between assigned rooms.
- Students must be in their classroom when the bell sounds to begin class.
- Hall monitors will be utilized to assist with maintaining hall regulations.
- Loitering is not permitted.

## IDENTIFICATION CARD

All students will be issued a photo I.D. card and are required to have that card in their possession at all times while on school property. Last year's I.D. card is valid until the updated I.D. arrives. Photo I.D. cards play an important role in our school's safety and security. **If lost, a replacement card can be purchased in the high school office for \$2.00 and must be paid for at the time it is ordered. ID's may not be covered or defaced.**

## LOCKS AND LOCKERS

To ensure safety of personal belongings each student will be assigned a gym locker and given a lock to use for the semester. All personal items **MUST** be kept locked in your assigned gym locker during class. This means nothing is to be left lying out on the locker room benches and/or floor. The school is not responsible for lost or stolen items. At the end of the semester students must return their assigned lock to their teacher. If the lock is not returned, the student will be put on obligations for the cost of the lock (which is \$7.00).

## LOCKERS (HALLWAY)

Each student will be assigned his/her own hall locker. **Lockers may not be shared.** Students are advised not to bring anything of value to school. The school is not responsible for lost or stolen articles. The combination to the locker will appear on the student's schedule. If the student encounters a problem with the locker, the problem should be referred to the high school office.

All lockers are school property. Therefore, if the school authorities have reasonable suspicion that the locker may contain materials which pose a threat to the health, welfare, and safety of students in school, the lock may be removed and the locker searched. School authorities may search a student's locker and seize any illegal materials. Prior to a locker search, students shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning. Students are responsible for any item found in your locker.

## OBLIGATIONS

Students are responsible for the loss or damage of any school property or materials as well as any fund-

raising money or dues owed. Students will be placed on the financial obligation list for any lost or damaged items. Only students who are in good standing will be permitted to participate in fund-raising activities. Students with outstanding obligations will be considered "not in good standing" and may be subject to any or all of the following:

- Unable to participate in all extra-curricular activities.
- Legal action through the District Magistrate's office.

It is the responsibility of the student to return textbooks to the teacher and obtain a receipt for the textbook. A student will not be taken off the obligation list until the receipt is presented to the high school office by the teacher. Seniors with outstanding obligations will not be permitted to participate in the commencement ceremony. Obligations will be carried over from one year to the next for underclassmen. Obligations of more than \$50.00 may be taken to the District Justice for collection. Parents will be notified by mail prior to the fees being sent to the District Justice.

## **ALL DAMAGES TO SCHOOL PROPERTY MUST BE PAID FOR AT REPLACEMENT COST.**

### **PARKING/DRIVING**

1. A student will be permitted to operate a motor vehicle on school property provided that he/she:
  - Possesses a valid operator's license and registration card for the vehicle.
  - Possesses liability/property damage insurance on vehicles operated or parked on school property.
  - Obtains a parking decal to be displayed in the vehicle.
  - Pulls car into assigned parking space upon arrival at school.
2. Student drivers shall not:
  - Violate any provision of the Motor Vehicle Code of Pennsylvania while on school property.
  - Exceed the speed limit of 15 mph while operating a vehicle on school property.
  - Remove parking decal from one vehicle and place it on another.
  - Loiter in or around motor vehicles while on school property during a scheduled school day.
  - Enter and/or leave the parking areas of the school by any route except the main entrances.
  - Operate a motor vehicle in such a manner as could cause bodily harm or injury to pedestrians and/or cause damage to property.
  - Operate a motor vehicle on school property or have another person, except a parent or guardian, operate their motor vehicle on school property during the time which the privilege of driving on school property has been suspended by Administration.
  - Visit a motor vehicle before the proper dismissal time unless permission has been granted by the high school office.
  - Park motor vehicles in areas designated for faculty and staff.
  - Park in spaces not assigned to them. The transportation office needs to be notified immediately if someone is in your assigned space. Do not park in someone else's space.
  - Depart from school grounds until the student driver's dismissal time. Seniors with open lunch privileges are the only exception.
  - Tailgate, play loud music, or blow horn.
  - Display license plates, flags, signs, bumper stickers, etc. that advertise or promote the use of alcohol, drugs, steroids, tobacco products, indecent or suggestive activity, profanities, confederate flag symbols, or any message that can be judged to carry a double meaning, be offensive, or potentially cause a disruption.
3. Violation of school and student driving/parking rules and regulations may result in:
  - Loss of privilege of operating a motor vehicle on school property for a period of time determined by Administration.
  - A complaint being sworn before the local magistrate with fines and costs to be paid by the student and/or the student's parents/guardians.
  - Vehicles without a parking decal, and vehicles not parked in their assigned spaces may be towed from school property at the owner's expense and/or have parking permit revoked.
  - Vehicles with revoked parking permits will be towed at owner's expense.
4. The school and the Joint Operating Committee assume no liability for theft or vandalism to vehicles parked



or abandoned on school property. Students who park a vehicle on school property do so at their own risk.

## **PLEDGE OF ALLEGIANCE**

Pennsylvania School Code requires students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag be present in each classroom. The legislation allows students to decline reciting the pledge; however, students may not disrupt or distract others as they attempt to say the pledge.

## **PUBLICITY RELEASE**

Publicity Release Form - Every year there are numerous opportunities to promote our students through a variety of media (newspaper, brochures, district newsletter, broadcast media, district videos, social media and photographs.) It is the responsibility of the parent/guardian to notify the

Communications Office if they do not wish their student's photograph to be used during the school year. Please e-mail the Ms. Mezzanotte at [rmezzanotte@ytech.edu](mailto:rmezzanotte@ytech.edu).

## **SCHOOL CLOSINGS**

In case of snow or other inclement weather conditions that may cause the closing of school, the following procedure will be used:

- **ONE CALL NOW** – Parents will receive a phone call/email from the school. To ensure you receive phone calls/emails please call the high school office to update your phone or email address.
- York County School of Technology will make every effort to notify parents of school cancellations, delayed opening or emergency closings as soon as a decision has been made by using the following:
  - **TELEVISION**: NBC, WGAL Channel 8, FOX43, ABC, WHTM, Channel 27, CBS 21
  - **RADIO**: FM-Warm 103, AM-WSBA 910, WGTY-107.7, AM-WGET - 1320, FM-Peak 98.5
  - **YCST WEBSITE**: [www.ytech.edu](http://www.ytech.edu) – Information is posted on the home page

## **STUDENT BULLYING, DISCRIMINATION & HARASSMENT**

York County School of Technology is committed to providing every student with a learning environment that is free from bullying, discrimination and harassment. York County School of Technology strongly supports State and Federal laws that protect all students from acts of discrimination, harassment and bullying. A copy of the school's policy that prohibits this type of behavior is available in the high school office.

**What is bullying and harassment?** Bullying and harassment can be defined in many different ways, but the common element to both is unwelcome behavior intended to disparage, humiliate, annoy or make fun of an individual because the targeted person is different from the bully or harasser. In addition, bullying and harassment, by definition, are repeated behaviors ([www.stopbullying.gov](http://www.stopbullying.gov)).

**Cyber-bullying** is the use of technology – any form of electronic communication (internet, email, cell phones and other devices) – to send or post text or images intended to hurt, harass, threaten, embarrass, humiliate or target another person.

**Racial harassment** includes verbal and physical conduct that demeans or shows hostility towards an individual or group because of that individual's or group's race, color, or ethnic background, which substantially interferes with the student's ability to participate in school or school programs.

**Sexual harassment** includes unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which substantially interferes with a student's ability to participate in school or school programs.

**Harassing conduct** includes, but is not limited to, unwelcome or offensive slurs, jokes, or other verbal, written, graphic or physical conduct directed at an individual because of the individual's race, color, national origin/ethnicity, religion, gender, pregnancy status, sexual orientation, gender identity/expression, handicap or disability.

**What should students do if they feel that someone is bullying or harassing them?** If students feel that they are being harassed, bullied or subjected to unwelcome behavior by another student or school employee, we strongly encourage them to immediately speak with a school administrator, school counselor, instructor or staff member. Those individuals can help a student complete an incident report, either verbally or in writing, so the school can investigate the situation and promptly address any problem.

In any case of bullying or harassment, students should complete and submit an incident report to the high school office in a timely manner. All incidents will be investigated by school officials.

Students subjected to bullying and harassment are not required to try to stop this type of unwelcome behavior without assistance. York County School of Technology has written policies against sexual harassment, racial harassment and other acts of discrimination based on a person's national origin, color, sexual orientation,

religion or disability. In order to stop bullying or harassing behavior, students should immediately report all acts of bullying or harassment that they observe or directly experience.

All verified complaints of harassment and bullying will result in prompt remedial action designed to prevent this type of behavior from occurring again.

**What happens to students that engage in bullying or harassment?** Discrimination, bullying and harassment in any form are Level III violations of the Student Conduct Code and will not be tolerated. Students who engage in bullying or harassment of other students will be disciplined, and possible penalties may include suspension or expulsion from school. Additionally, students who engage in such behavior may be required to participate in an educational session to learn why bullying and harassment is not acceptable.

**Who can answer my questions about the school's policy against bullying and harassment?** The Administrative Team is responsible for ensuring that York County School of Technology's policy prohibiting bullying and harassment are properly enforced. Students, parents and staff members are free to contact a Principal to answer any questions about the policies or to report acts of harassment or bullying.

**Important Note for Parents/Guardians:** Students should immediately notify school administration if they are being discriminated against, harassed or bullied by another student or school employee. If your child is uncomfortable reporting such behavior, please contact a Principal on behalf of your child. The school administration cannot address unwelcome behavior unless they are aware of the situation/behavior.

### **TIPLINE**

Students and parents can communicate school related concerns by calling our TipLine at (717) 505-4746 or emailing [anonymoushotline@ytech.edu](mailto:anonymoushotline@ytech.edu). Please note that this service is not monitored 24 hours, but processed by school personnel during working hours. Students should submit an incident report at the High School Office in addition to using the TipLine service so that school personnel may follow up during the investigation.

### **TECHNOLOGY USE**

This section, designed for the students at York County School of Technology, is a summary of the Terms and Conditions for use of school computers and local area network. A link for the full acceptable use policy may be found on the school's website. All student and staff users agree to this contract as a condition to computer access through York County School of Technology. This "short version" is designed to help students to clearly understand their responsibilities as users of the school computer network. If students have any questions about the legitimacy of their activities, they should ask their teacher or a member of the Technology Department.

The use of school computers is a resource that supports your education at York County School of Technology. As a user of this system, students will notify a teacher or information technology personnel of any violations of this contract taking place by students or outside parties. This may be done anonymously.

Students will not:

- Give passwords to anyone.
- Use or play games via the network unless it is part of a class assignment or project.
- Use anyone else's account.
- Share or copy data from or to another student's account unless authorized by a teacher.
- Break in or attempt to break into other computer or network systems.
- Create or share computer viruses.
- Destroy another person's data.
- Hack. This will be reported to local, state, or federal law enforcement agencies.
- Receive from or put into the network any copyrighted material (including software), or threatening or obscene material. Cyber-bullying Internet users, on or off the system, is prohibited.
- Engage in illegal activities conducted via the network.
- Access or use school computer without authorization.
- Initiate or participate in any form of cyber-bullying.

Data communication should be regarded as the property of YCST. **Students in violation of the acceptable use policy will be responsible for the cost associated with their actions. Please note, YCST strongly encourages students, parents, and guardians to involve local police in situations of social media bullying, harassment, threats, etc. The administration at YCST will consider social media only as it pertains to the daily operations and educational environment of the building.**

## **TELEPHONE CALLS**

Only emergency messages, from the parents/guardians, will be communicated to the student. Any other messages will not be accepted by the office staff. Students are not permitted to use school phones to make personal calls without Administrative approval.

## **TEXTBOOKS**

Textbooks are issued without cost to students. Textbooks taken home by students must be covered. Students may be disciplined for not covering their textbooks. Students are responsible for the cost of the textbook, if damaged, lost, or stolen.

## **VISITORS**

### **ALL VISITORS MUST SIGN IN UPON ENTERING THE BUILDING AND PRESENT THEIR PHOTO ID.**

- All visitors must display their visitor pass at all times while in the building.
- York Tech students are not permitted to receive visitors during the school day except their parent or guardian. Parents or guardians must sign in, receive a visitor's pass, and report promptly to the appropriate office.

## **WORK PERMITS**

A work permit must be obtained at the student's home school. The student is not permitted to begin work until the work permit is completed and turned into the high school office.

# **SCHOOL SAFETY & WELLNESS PROCEDURES**

## **EMERGENCY EVACUATION PROCEDURES**

The York County School of Technology has developed an emergency procedure to protect the students living within the Plume Exposure Pathway Emergency Planning Zone (EPZ), in the event of an incident at the Peach Bottom Atomic Power Station. Usually, every effort will be made so that the school will be closed in the event of an incident; however, procedures have been developed to address any situations while school may be in session. To make the procedures effective, York County School of Technology needs your cooperation.

### **IN THE EVENT THAT SHELTERING OR EVACUATION IS DIRECTED:**

- Students who live within the EPZ will be held at the York County School of Technology.
- Students not residing within the EPZ will be dismissed.
- Dismissal times will be announced.
- Parents will be notified of dismissal times via the school's One Call notification system.
- Parents are asked to **NOT TELEPHONE THE SCHOOL**, as this will only create additional confusion.
- No student will be dismissed or bused into the EPZ until the emergency is over and/or parents/guardians can assume responsibility.
- **NOTE:** At the request of York County Emergency Management Agency, parents whose children drive personal vehicles to school will be urged not to permit the student to drive their vehicle in time of emergency. All students who reside within the EPZ will be requested to stay at the York County School of Technology.
- During the entire process, the students will remain under the supervision of York County School of Technology's faculty and staff. Meals will be provided.
- Students will only be released to parents, legal guardians, or individuals having prior approval. Parents or other persons authorized to pick up a student will be required to provide identification and sign a register prior to release of the student. Proper forms of identification are a driver's license, a voter's registration card, or a social security card.

## **FIRE DRILLS**

Regular fire drills are required by State law. Fire drill procedures are posted in each class room and technical area. Everyone must leave the building at the sound of the alarm. Students should proceed to the area designated by the teacher. All windows and doors should be closed when leaving the room - lights should remain on. Assemble in class groups with your teacher so that attendance can be verified. The fire alarm system is installed for the safety of everyone, and any student who is caught tampering with the fire alarm system or activates a false alarm will be subject to the suspension and expulsion provisions of Section 1318 of the Public School Code of 1949, as amended. Any individual tampering with or activating a false alarm will be prosecuted to the fullest extent of the law.

## **LOCK DOWN**

In the event that an intruder or student with a weapon enters the building, emergency procedures are in place and safety precautions are taken to ensure the health and well-being of all staff and students. Emergency personnel are notified immediately. In the event of a non-threatening situation that would require the hallways to remain clear, a Code Orange lockdown will be called. Further instructions will be provided via the intercom system. Students must remain in the classroom until a Code Green is called.

## **TORNADO/HURRICANE SAFETY DRILL**

Warning calls regarding potentially hazardous weather will be reported to the Director or Assistant Director, who will make the necessary announcements. Staff and students should listen for directions concerning evacuation to designated areas. It is imperative that students follow the directions provided by Administration and Faculty.

## **HEALTH SERVICES/NURSE'S OFFICE**

The School Nurse and the LPN/health assistant are available during school hours for emergency first aid and treatment of illnesses. Unless it is an emergency, the student should report to their assigned teacher before going to the health room. The School Nurse or the LPN/health assistant should not be asked to treat or diagnosis an injury/illness that did not occur during school hours. **Only medication prescribed by a physician can be taken during school hours and must be dispensed by the School Nurse or the LPN/health assistant. Inhalers and Epipens may be carried by the student provided that it is registered with the health room and a physician's order and parental permission permits the student to**

**carry and use the medication.** In order for the School Nurse or LPN/health assistant to administer any medication (prescription or over the counter), the medication must be in the original container and must be ordered by a physician (written documentation) and written parent permission must be given. **Certain medications can be administered with a standing order from the school physician (acetaminophen, ibuprofen, Kaopectate, antacids, cough drop/lozenges) provided that there is written permission from the student's parent/guardian on the emergency health information form. A student will be permitted 10 total doses a year of pain medication under our school physician orders. After those doses are exhausted, further pain medication cannot be given without a new physician order.**

**NOTE: POSSESSION OF ANY MEDICATION NOT REGISTERED WITH THE NURSE'S OFFICE IS A VIOLATION OF THE SCHOOL DRUG AND ALCOHOL POLICY. MEDICATIONS ARE TO BE BROUGHT INTO THE HEALTH OFFICE BY THE PARENT/GUARDIAN OR A RESPONSIBLE ADULT.**

If a student becomes ill or is injured during school hours, the School Nurse or LPN/health assistant will attempt to make the necessary arrangements for the student to be taken home. A parent or guardian is responsible for picking up a student or for arranging other transportation for the student.

**All students are required to have a completed emergency health information card. The completed form should be completed and returned within 2 weeks of the start of the school year.**

**Please notify the Nurse's office for any changes in your child's health or for any questions.**

*For the health of the other students and staff, please do not send your child to school if they are experiencing any signs of illness. Examples include: a temperature above 100F, eye redness with itching and drainage, vomiting and diarrhea, and/or a sore throat with an elevated temperature.*

**In the event of a possible or probable drug overdose, Narcan (naloxone) will be utilized per board policy.**

**Epipen (epinephrine) is available for use for anaphylactic (allergic) reactions per school physician orders. Parents may opt out having their child receive the Epipen for an allergic reaction by contacting the School Nurse and signing the Opt-out form in the presence of the School Nurse.**

The following health program is mandated by the State of Pennsylvania:

1. All students will have their vision, weight and height measured yearly.
2. Eleventh grade students are required to have a physical examination. Free school physicals are available with parent permission.
3. Eleventh grade students will receive a hearing screening.

All students will have their BMI (body mass index) calculated. A letter will be sent home with the results. If you prefer to have your child not receive the mandated health screenings, please provide a written notice regarding opting out to the School Nurse each year.

# STUDENT SERVICES

## CAREER CENTER

The Career Center includes a library of catalogs from two-year and four-year colleges, technical guides, Career Exploration software, Internet access, and Armed Services information that is available to students and their parents. Information on registration for standardized tests (PSAT, SAT, ACT, ASVAB) is also available. Students interested in continuing their education after graduation have access to information regarding open houses, college visits, scholarships, and various types of financial aid.

## CHANGE OF ADDRESS OR GUARDIAN

If a student has changed address, phone number, or has a change in guardianship, it is the student's responsibility to report the information to the high school office. The student will then be directed to the transportation office for a new bus assignment. If there is a change in guardianship, it may be necessary to obtain a form called an Affidavit of Support from the student's home school district. Proof of residency will also be required to determine the student's home school district. For example: rental agreement, utility bill or driver's license.

## ENGLISH LANGUAGE LEARNER SERVICES

The ELL (English Language Learner) program is designed to meet the unique language needs of limited English proficient students both in their academic and technical programs. Bilingual assistance for Spanish speaking ELL students is also part of the program. Students will receive English instruction, help in navigating different school regulations and requirements, assistance with homework and class work, computer literacy, intervention on their behalf in areas where needed, and any other assistance that will enable the students to succeed. Translators are available for parents at school functions, if arrangements are made in advance.

## LOST AND FOUND

Items found should be turned into the high school office. Only students with a pass will be allowed in the lost and found area. Lost textbooks are returned to the teacher who issued them. Any items in the lost and found area not claimed by June 30th will be donated to charity. **York County School of Technology is not responsible for any lost or stolen items.**

## MEDIA CENTER

The centrally located Media Center (MC) is open daily from 7:50 a.m. until the end of the school day. Anyone using the MC is encouraged to seek assistance from library staff when needed. Students using the MC must be using library resources. The MC is a NO BAG ZONE: No purses, no backpacks, no string book bags, etc. The MC houses over 20,000 books. A copier is available for student and staff use. Students with reference assignments have priority in the sign-out process.

To check out materials, the student must present his or her photo ID card and may not have any outstanding overdue materials. (Use of someone else's card will result in disciplinary action). Materials circulate for varying time periods.

- REFERENCE MATERIALS circulate overnight and must be returned before the beginning of first period the next day. They carry a fine of \$.25 for each day they are late.
- REGULAR CIRCULATION is for two weeks and carries a fine of \$.10 per day for overdue materials. These materials may be renewed for two week time periods if there are no reserves on them.
- PAMPHLETS AND MAGAZINES must be used in the Media Center.
- LOST MATERIALS will be charged for replacement at the current list price.

The MC is always a quiet place to work, before school and after school. Students are not permitted to walk through the MC during a class period. When coming to the MC, students are expected to enter quietly and proceed with their planned activities without disruption.

## SCHOOL COUNSELORS

Guidance services are designed to assist students in becoming successful individuals in the community and the labor force. Guidance activities emphasize the placement of students into courses to foster success. General, personal, academic, vocational and occupational counseling is available. Information concerning educational opportunities is available in the Guidance Office. Individual and/or small group counseling is used to assist students in preparing for a job, solving personal problems and planning a career. Students may make an appointment with guidance staff to discuss any of these concerns.

Students may make an appointment to see a school counselor by filling out an appointment card in the high school office.

## **COUNSELOR ASSIGNMENTS BY PROGRAM 2017-2018**

### **Ms. Courtney Hershey**

Carpentry  
Electrical Occupations  
Heating, Ventilation, & Air Conditioning  
Landscape Design & Construction  
Masonry & Concrete Tech  
Medical Professions

### **Ms. Robyn Albright**

Architectural Drafting  
Engineering Technology  
Information Technology  
Precision Metal Machining  
Welding

### **Mr. Nicholas Snider**

Commercial and Advertising Art  
Communication Technology  
Culinary Arts  
Dental Assisting  
Early Childhood Education  
Sports Technology and Exercise Science

### **Ms. Nola Bassett**

Automotive Technology  
Collision Repair Technology  
Diesel Technology  
Homeland Security  
Power Sports & Engine Technology  
Licensed Cosmetology

## **SCHOOL PSYCHOLOGISTS**

Certified school psychologists are available throughout the school year. They are readily available for critical incidents requiring stress reduction intervention. The psychological services include: psychological/education evaluations, individual, group therapy, small group counseling, consultations with students, parents, school personnel, and community agencies. The services are encouraged and supported by Administration for purposes of enhancing academic/technical growth and maintaining physical/mental wellness.

## **SPART - School Program Actively Reaching Teens**

SPART is a total school program designed to identify, intervene, and assist the school community with drugs, alcohol and mental health issues. Students and staff play a very important role in this effort by identifying and referring students who appear to be involved with drugs and/or alcohol, or who have evidence of mental health problems. The goal of this student assistance program is to create a sound, drug-free school and to assist students with at-risk behavior.

Any student referred to the SPART program is assured of confidentiality as stipulated by law. SPART is not a part of the disciplinary process. Students may be referred to the SPART program by any staff member, parent, or other concerned person. Referral forms and boxes are located outside the high school office, in the nurse's office, in student services, and other locations throughout the school. More information on the SPART program can be obtained from an administrator, school counselor, nurse, or SPART team member.

## **STUDENT ACCIDENT INSURANCE**

At a nominal cost, annual accident insurance is offered to students at York County School of Technology. This insurance plan is available during school time or can be extended to 24-hour coverage. **The school does not carry insurance to cover medical expenses for injuries to students while attending school or school activities.** Parents are urged to study the brochure carefully because there are limitations to the amount of coverage. Students who plan to participate in any interscholastic sport are covered by accident insurance at no cost to the student. Questions about insurance coverage and payment procedures should be directed to the Business Office at extension 5010.

## **STUDENT RECORDS**

York County School of Technology respects the right of privacy and the confidentiality for you and your child. We have a written policy (No. 216) about student records. The policy describes procedures for collection, care, and sharing of school records.

What records are kept?

- **Permanent Records:** This includes the student's name, address, telephone number, date of the child's birth, sex, parents, courses taken during high school, final grades, class standing, attendance records, participation in student activities and testing scores. These records shall be considered permanent and are retained by the school. These records are kept in the Student Services area.
- **Supplementary Records:** This includes psychological evaluations, medical or social history, reports from outside agencies, teacher progress reports, anecdotal records, Individual Education Plan (IEP) and other required special education documents, parent consents for evaluations, and release of information. These records, where not in conflict with existing statutes, shall be eliminated from the pupil folders within three years of termination or graduation from school. These records are kept in the high school office until they are discarded. Special Education records are returned to the student's home district.
- **Technical Student Records:** These records are kept by the technical teacher and may include projects and the list of competencies in the technical area. These records are kept until withdrawal or graduation.
- **Teacher Work Records:** This includes pupil workbooks, worksheets, informal testing, and information of a short term importance. These records shall be eliminated when the purpose for which they were collected no longer exists. Records of this nature shall not be kept beyond the school year in which they are collected.

### **Can I see my child's record?**

You may see your child's record and receive a copy by contacting a school counselor. The school has 45 days from the date of the request for the parent/guardian to inspect and review the student's educational records.

### **Can I challenge?**

Any information in your child's record can be challenged. You may write a letter describing the specific information to which you object. The letter should state why you object to that information and be mailed to: Director of Student Services, York County School of Technology, 2179 South Queen Street, York, PA 17402.

### **Sharing the Information**

The school respects the confidentiality of each student record. Dissemination of information in student records is handled according to school district policy.

**Questions?** If you have questions about the records policy, please contact the Director of Student Services.

The York County School of Technology may release "Directory Information" (Student name, address, phone number, etc.) However, an eligible student or parent of a student has a right to refuse disclosure of this information by giving written notification to the Director of Student Services. All other information in the student's educational records will not be revealed to any persons except as specifically provided in the Pupil Records Policy. A copy of this policy may be obtained from the Director of Student Services' office.

In order for a student to have the information in his/her permanent record made available to colleges, employers, the Armed Forces or any other agency, it will be necessary to secure a release form in the Student Services Office. This form must be completed and signed by a parent or guardian unless the student is 18 years of age or older.

- The student must have the student record release on file prior to graduation.
- Upon request, the student's high school record will be sent to prospective employers or school admission offices free of charge.
- If the student wishes to pick up a copy of his/her record, he/she must notify the school 48 hours in advance and pay a fee of \$2.00.
- If a student or his/her parent does not want information shared with the Armed Forces, they must notify the Student Services Office in writing.



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*The York County School of Technology shall not discriminate against any student, employee, or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression or identity, national origin, AIDS or HIV status, or disability. Inquiries may be directed to Mr. Gerry Mentz, Director of Student Services, at 2179 S. Queen Street, York, PA 17402-4696; or (717)741-0820 ext. 5108. Email gmentz@ytech.edu.*

*La Escuela de Tecnología del Condado de York no discriminará a ningún estudiante, empleado o solicitante de admisión o empleo, ni en sus actividades o programas, por raza, color, credo religioso, ascendencia, afiliación sindical, edad, sexo, orientación sexual, la expresión o la identidad de género, el origen nacional, el SIDA o la condición de VIH, o la discapacidad. Las preguntas pueden dirigirse al Sr. Gerry Mentz, Director de Servicios Estudiantiles, al 2179 S. Queen Street, York, Pennsylvania 17402; o 717-741-0820 x5108. Correo electrónico GMentz@ytech.edu.*