

**Eastern Lebanon County School District**

**ELCO Middle School**

**2022-2023**

**Parent/Student Handbook**

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# ELCO School District Information

## Board of Directors

Mr. Thomas Ferrari.....	President
Mr. Ray Ondrusek.....	Vice President
Mr. Howard Kramer.....	Treasurer
Mr. Jack Kahl.....	Board Member
Mrs. Bonnie Kantner.....	Board Member
Mrs. Rachel Moyer.....	Board Member
Mrs. Dotty Noll.....	Board Member
Mrs. Megan Schaeffer.....	Board Member
Mr. David Ziegler.....	Board Member

## District Administration

Mrs. Julia Vicente.....	Superintendent
Dr. Barbara Davis.....	Assistant Superintendent
Mr. Michael Miller.....	Business Manager
Mrs. Amy Shoemaker.....	Director of Pupil Services
Mr. Robert Boltz.....	Director of Technology
Mr. Jeremy Sweigart.....	Director of Special Education
Mr. Doug Dresch.....	Director of Buildings and Grounds
Mrs. Jenelle Himmelreich.....	Director of Food Services

## District Staff

Mrs. Addie Bird	ESL Teacher
Mrs. Stephanie Bohannon	Technology Support Staff
Mrs. Michelle Dubble	Administrative Assistant for Special Education and Pupil Services
Officer Daniel Gonzalez	School Police Officer
Mrs. Kimberly Hackman	Administrative Assistant for Technology
Mrs. Gloria Hill	.Administrative Assistant for the Superintendent and Board Secretary
Mrs. Laurabeth Kapp	Gifted Teacher
Mrs. Robin Anne Kimmey	Special Education Consultant
Mrs. Tina Kunder	Administrative Assistant for the Assistant Superintendent and Student Registration
Mr. Brett Lovel	Technology Support Staff
Mrs. Kelly Smith	Social Worker
Mrs. Tina Ulrey	Special Education Consultant
Mrs. Judy Umbenhauer	Technology Support
Mrs. Amy Zelinske	ESL Teacher

## Eastern Lebanon County Schools

**Jackson Elementary School**  
**(717) 866-2624**  
**(717) 866-9690 Fax**



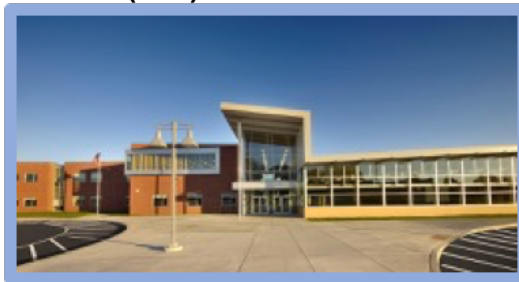
*Principal, Mrs. Tam Hower*  
*Administrative Assistant, Mrs. Amy Smith*

**Fort Zeller Elementary School**  
**(610) 589-2575**  
**(610) 589-5815 Fax**



*Principal, Mrs. Jodi Houck*  
*Administrative Assistant, Mrs. Lori Newswanger*

**ELCO Intermediate School**  
**(717) 866-4521**  
**(717) 866-6791 Fax**



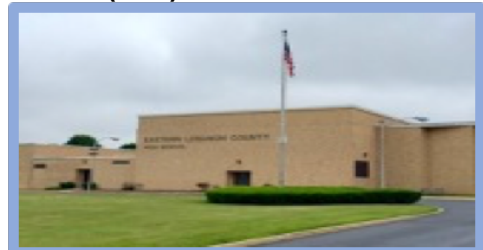
*Principal, Dr. Michael Gerhart*  
*Dean of Students, Ms. Mindy Smith*  
*Administrative Assistant, Mrs. Corrie Bailey*  
*Administrative Assistant, Mrs. Melissa Pagano*

**ELCO Middle School**  
**(717) 866-6591**  
**(717) 866-5837 Fax**



*Principal, Mr. Jonathan Treese*  
*Assistant Principal, Mrs. Tara Lutz*  
*Administrative Assistant, Mrs. Leslie Spears*  
*Administrative Assistant, Miss Brandi Light*

**ELCO High School**  
**(717) 866-7447**  
**(717) 866-7287 Fax**



*Principal, Ms. Jennifer Haas*  
*Assistant Principal, Mr. W. Scott Breeden*  
*Administrative Assistant, Mrs. Jennifer Smith*  
*Administrative Assistant, Mrs. Jessica Templin*

# **ELCO Mission, Vision, and Shared Values**

## **Our Promise...**

We educate for excellence ...

Empowering every student to be academically curious, emotionally intelligent, and actively engaged to discover their passions and contribute constructively to society.

## **Our Vision...**

*Educating for Excellence*

## **Our Mission...**

*The ELCO School District cultivates inspired and innovative learners in an environment that is safe, responsive to individual needs, and built on a foundation of educational excellence and integrity.*

## **Our Shared Values...**

### ***We are family***

*Every learner, staff member, family, and community member of the ELCO School District belongs to the ELCO family.*

### ***We honor relationships***

*Knowing each learner by name, strength, and need honors relationships.*

### ***We believe in unlimited potential***

*Cultivating inspiration and innovation in an environment of excellence is the foundation of accessing our learners' unlimited potential.*

### ***We build the future***

*Engagement in a rigorous academic curriculum provided by dedicated and distinguished faculty will foster the development of innovative, connected, and responsible learners prepared to be constructive contributors and engaged citizens in a complex society.*

### ***We are ELCO Strong***

*When we work together, utilizing the skills, talents, and abilities of each other, we can achieve incredible accomplishments and soar to new heights never realized before because we are better together.*

## **Statement of Equal Opportunity**

The Eastern Lebanon County School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices, as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Mrs. Amy Shoemaker, Title IX Coordinator, 180 ELCO Drive, Myerstown, PA 17067. Phone: (717) 866-7117.

## **Alma Mater**

*To Thee dear Alma Mater,  
We lift our hearts in song  
The knowledge and the glories  
The victories go on.  
We honor and revere thee,  
Recalling days gone by  
Our memories live for evermore,  
To Thee dear ELCO High.*

Words and Music by June and Harold Yeagley

## **School Colors**

Blue and Gold

## **School Mascot**



# District Calendar

ELCO School District | 2022-2023 Calendar (Approved 2/7/2022 – Note: Dates are subject to change)

<b>AUGUST '22</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				16-17 - New Teacher Induction 23 - Opening Day All Staff 24 - In-Service K-12 29 - First Day for Students  Student days = 3 K-12 Teacher days = 5 Teacher – 1 Room Prep Day	16 - Act 80 Day, ½ Day for K-5 (Parent-Teacher Conf) 17 - In-Service K-12 (NO Students - Emergency Make-up #1) 20 - President's Day - NO School  Student days = 18 K-12 Teacher days = 19	<b>FEBRUARY '23</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																		
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# **ELCO Middle School**

## **Welcome!**

Welcome to the ELCO Middle School. We appreciate you taking the time to review our policies and procedures contained in this handbook. Understanding the information contained in this handbook is an important step in creating success for every middle school student. Students are expected to positively contribute to the ELCO Middle School environment. The handbook is subject to review and amendment as needed based on policy, law, or regulation at the discretion of the ELCO School District administration.

Everyone is excited for the school year to start! Please reach out to the main office or myself with any questions. Have a great year!

Jonathan Treese  
Principal, ELCO Middle School

## **Student Handbook Disclaimer**

In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the Handbook, which will become obsolete by the newly adopted policy. The Handbook is not a contract between the parents/guardians or students. It may be amended at any time at the discretion of the School District.

## **Annual Sign Off Forms**

Dear Parents/Guardians and Students,

The Student Handbook will answer many of the questions you may have regarding the guidelines, procedures and activities at our school. We hope this information will be helpful to you throughout the year.

Please review the Handbook, either on your student's school-issued iPad or on the High School website at [www.elcosd.org](http://www.elcosd.org), with your student. After reviewing the Handbook, please complete the Annual Student Handbook Acknowledgement Form that is located in the PowerSchool for Parents portal. This acknowledgement must be completed within the first two weeks of the school year.

Additionally, the annual sign offs for yearbook photograph, media release, and Responsible Use of the Internet must also be completed in the "Forms" section of the PowerSchool parent portal within the first two weeks of the school year.

## **ELCO Middle School Staff**

### **ELCO Middle School Administration & Support Personnel**

Middle School Principal .....	Mr. Jonathan Treese
Middle School Assistant Principal.....	Mrs. Tara Lutz
School Counselors .....	Miss Allison Wagner
	Mrs. Jennifer Garrison
School Nurse .....	Mrs. Renee Zimmerman
School Police Officer.....	Officer Daniel Gonzalez

### **Administrative Assistants**

Principal's Office .....	Mrs. Leslie Spears
Assistant Principal's Office.....	Miss Brandi Light

### **Faculty**

<b><u>Teacher</u></b>	<b><u>Subject Area(s)</u></b>
Mrs. Marjorie Arnold	Social Studies - 6th Grade
Mr. Jeffrey Bennett	Social Studies - 6th Grade
Mrs. Angela Bicher	Science - 7th Grade
Mr. Travis Bicher	Social Studies - 8th Grade
Mrs. Karen Blair	Mathematics - 7th Grade
Mrs. Dennie Boltz	English -7th Grade
Mr. James Brennan	Social Studies - 7th Grade
Mr. John Cantwell	Family & Consumer Science
Ms. LeeBeth Cranmer	English - 6th Grade
Mr. Craig DeVore	Music
Mrs. Juliette DeVore	Computer Skills
Mr. Jared Dodson	Health & Physical Education
Mrs. Melodie Fair	Music
Mrs. Heather Gery	Health & Physical Education
Mrs. Jennifer Greene	Special Education
Mrs. Melanie Haas	Autistic Support
Mr. Wyatt Hall	Technology Education
Mrs. Erin Harris	English - 6th Grade
Mrs. Gina Hewitt	Spanish
Ms. Heather Kahl	Science - 8th Grade
Mrs. Laurabeth Kapp	Gifted Education
Mr. Kirk Keppley	Social Studies- 7th Grade
Miss Wendy Kerst	Library
Mrs. Lisa Kercher	Science 7th Grade
Mrs. Wanda Kulp	Special Education
Mr. Scott Laicha	Mathematics - 8th Grade
Mr. Matthew Landis	English - 8th Grade
Mrs. Jennifer Martin	French
Mrs. Elissa McCallum	Mathematics - 6th Grade
Mrs. Toni Mehaffey	Special Education
Mr. Sean Miller	Science - 8th Grade
Ms. Kayla Rohrbach	Speech & Language Pathology
Mrs. Samantha Roy	Special Education

Mrs. Kimberly Sandoe  
Mrs. Jennifer Schooley  
Mrs. Jessica Skone  
Mr. Jonathan Swift  
Mr. Greg Underkoffler  
Mr. Chris Weidner  
Mr. Tyler Wharton  
Mrs. Michelle Whitmoyer  
Mrs. Jennifer Wolgemuth  
Mrs. Emily Ziegler  
Mr. Warren Zimmerman  
Mr. Paul Zook

Art  
Science - 6th Grade  
Mathematics - 6th Grade  
Music  
Health & Physical Education  
Social Studies - 8th Grade  
Science - 6th Grade  
English - 7th Grade  
Special Education  
English - 8th Grade  
Mathematic - 7th Grade  
Mathematics- 8th Grade

### **Support Personnel**

Mrs. Bernice Bricker  
Mrs. Nina Gibson  
Mrs. Crystal Kimmel  
Mrs. Anna Martin  
Mrs. Vicki Oswald

Mrs. Danelle Burkholder  
Mrs. Sandra Hartman  
Mrs. Ann Lehman  
Mrs. Millie Jean Martin

Mrs. Melissa Geibe  
Mrs. Melanie Kauffman  
Mrs. Karen Leppo

Ms. Patricia Swanger – Head Custodian  
Mrs. Kim Wilson – Cafeteria Manager

**Bell Schedules**  
**6th Grade Schedule**  
**\*Students may move to 1st period at 7:35 am**

Period	Time
HR in Period 1	7:40-8:45
Period 2	8:48-9:48
Period 3	9:51-10:51
Period 4	10:54-11:54
Period 5 Lunch	11:57-12:27
Period 6	12:29-1:11
Period 7	1:13-1:55
Enrichment	1:57-2:39

**7th Grade Schedule**  
**\*Students may move to 1st period at 7:35 am**

Period	Time
HR in Period 1	7:40-8:45
Period 2	8:48-9:48
Period 3	9:51-10:33
Period 4 Lunch	10:33-11:03
Period 5	11:05-11:47
Period 6	11:51-12:51
Period 7	12:54-1:54
Enrichment	1:57-2:39

**8th Grade Schedule**  
**\*Students may move to first period at 7:35 am**

Period	Time
HR in Period 1	7:40-8:27
Period 2	8:29-9:11
Period 3	9:14-10:14
Period 4	10:17-11:17
Period 5 Lunch	11:20-11:50
Period 6	11:54-12:54
Period 7	12:56-1:56
Enrichment	1:58-2:39

**2 Hour Delay Schedule**

Period	Time
Period 1	9:40-10:25
Period 2	10:28-11:10
Period 3	Grade 6 Lunch 11:13-11:43 Grade 7 Class 11:13-11:55 Grade 8 Class 11:13-11:55
Period 4	Grade 6 Class 11:46-12:28 Grade 7 Lunch 11:58-12:28 Grade 8 Class 11:58-12:40
Period 5	Grade 6 Class 12:31-1:13 Grade 7 Class 12:31-1:13 Grade 8 Lunch 12:43-1:13
Period 6	1:15-1:57
Period 7	1:59-2:39

# **Communication with Families**

## **Contacting the School**

Your student's teacher(s) will act as your primary point of contact for parents during the school year for most academic issues, including assignments, tests, homework, and projects. Questions related to attendance should be directed to the administrative assistant in charge of attendance, Brandi Light. Questions related to a student's medical needs, including medication, or our medical procedures should be directed to our school nurse, Mrs. Zimmerman. Parents or guardians needing additional communication should contact the school's principal, Mr. Treese.

## **Change of Address/Communication**

Students who move to a different address at any time during the school year must report that change to the office immediately. Parents/guardians will be required to complete a change of address form, which may be picked up in the counseling office. Proof of residency will be required. In addition, any changes in telephone numbers or e-mail addresses should be completed through the "Forms" section in the PowerSchool parent portal.

## **Emergency Communications**

In the event of a building-level emergency situation, communication will be made through Blackboard Instant Connect to parents/guardians by email and/or phone call. It is essential that parents/guardians keep their emergency contact information updated in PowerSchool.

## **Parent/Guardian Access to Student Records**

### *Board Policy 216: Student Records*

Parents have access to their child's online gradebook through Powerschool for grades (Grades 3-12) and Schoology for classroom assignments. Parents are encouraged to visit the ELCO website parent page for instructions on how to create and access accounts to take an active role in supporting their child's academics.

## **Student Records: Access Divorce and Custody Agreements**

Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should be informed and given a copy of any court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by a non-custodial parent, the school district will verify the person's identity and notify the custodial parent of the request. In this way the school district can ascertain whether any valid reasons exist for denying the request. In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district presumes that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district.

Finally, state regulations also allow parents to designate a representative to inspect, review and copy their child's records. The school district requires any such designation to be in writing.

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### **Parent/Guardian Newsletters**

Each month, parents and guardians are sent a copy of the school's parent newsletter. The newsletter traditionally comes out during the first week of the new month and will highlight events happening within the building, special staff announcements, and highlight any student recognition for that month. Parents will receive a copy of the newsletter through our Blackboard Connect email program. Parents/guardians wishing to receive the newsletter must maintain an up-to-date email on file through our student information system, PowerSchool.

### **Parent-Teacher Conferences**

A conference may be initiated by either the parent or the teacher. When requesting a conference, please call the school office, or send an email directly to the teacher. In this manner, a mutually convenient time can be established for the conference. Please do not expect a discussion with a teacher unless prior arrangements have been made. "Parent-Teacher Conference Days" are also built into the school year schedule. This year's conferences are scheduled in November with a second potential conference for elementary students in the winter. More information will be forthcoming about scheduling conferences on these dates.

### **Parent Advisory**

Administration at the ELCO Middle School is dedicated to creating family engagement through an advisory panel. The building principal will establish regular meeting times for the school and family engagement group to interact.

### **Visitors**

#### *School Board Policy 907: School Visitors*

All visitors must enter the building through the main entrance and report directly to the main office. Visitors will be required to show identification, sign in, and obtain a visitor's badge.

### **Volunteers and/or Chaperones**

#### *School Board Policy 916: Volunteers*

Thank you for your interest in becoming a volunteer in our schools. Volunteers are a valuable resource in the ELCO School District and we are grateful for all that they do to serve our schools and students. We welcome community and family members to volunteer in our buildings. We have several policies and guidelines that have been established for all of our volunteers. These guidelines have been created to provide information to the volunteers about how they can support our students and help to keep our students safe. Please read all of the information on the ELCO Volunteer website and the ELCO Volunteer Handbook to be sure you are familiar with the requirements. If at any time you need clarification, please reach out to the principal's office for more information.

# Academic Information

## **Curriculum, Assessment, and Instructional Resources**

*Board Policy 102: Academic Standards*

*Board Policy 105: Curriculum*

*Board Policy 105.1: Review of Instructional Materials by Parents/Guardians and Students*

*Policy 105.2: Exemption from Instruction*

*Board Policy 108: Adoption of Textbooks*

The District's curriculum is developed to provide students with the planned instruction needed to attain academic standards. Academic standards include the PA Academic Standards, the PA Core Standards, and local academic standards. The PA Academic and Core Standards can be found on the [Pennsylvania Department of Education Standards Aligned System](#) website. Curriculum is reviewed according to the established Curriculum Cycle and posted on the District's website. Curriculum is aligned with the appropriate standards and state, benchmark, and local assessment are used to determine each student's progress toward mastery of these standards. Instructional resources are selected that align with standards. Parents/Guardians may request to review instructional resources or request to have their child excluded from instruction according to Board Policy.

## **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to measure students' proficiency in Algebra I, Biology, and Literature. Students who are enrolled in Algebra I during their 8th grade year, will be given the Keystone assessment..

Students who do not demonstrate proficiency on a Keystone Exam are provided with options for alternate paths at the High School to fulfill this graduation requirement.

## **Naviance**

Students will use the various tools within Naviance to identify their strengths, goals, skills and interests, plan their secondary course of study, explore careers and post-secondary schools. Students and parents may access ELCO Middle School Naviance page at <http://connection.naviance.com/eastlebcbs>. Students will need to register before using the site for the first time. Questions about the program, as well as information on how to register, should be directed to the school counselors.

## **Positive Behavior Interventions and Supports (PBIS) Secondary**

PBIS focuses on creating and sustaining school-wide, classroom, and individual support systems to improve the educational environment for all children. The PBIS implementation plan clearly identifies defined outcomes and behavior expectations and is validated by research-based practices. The goal is to explicitly teach and model behavioral expectations and then recognize and reward positive behaviors exhibited by the students on a daily basis. Ultimately, improving the school environment will help to promote academic and social success for every student.

# **Student Code of Conduct**

## *School Board Policy 218: Student Discipline*

An effective educational program requires a safe and orderly school environment. All rules and regulations regarding the conduct of all students in the School District are in effect during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities, whether or not via school district furnished transportation.

Teachers are responsible for conducting learning experiences that are morally sound and non-disruptive. Whenever a pupil or pupils become unruly or out of order, the teacher has the responsibility to correct them. If he or she is unable to control students, it is imperative that the administration be contacted so measures can be taken to remedy the situation. The District will not tolerate continued undisciplined behavior on the part of any individual or group of students. Every teacher is expected to assist in all school discipline in the classroom corridors, outside on school property and during lunch hours.

When a student or students disobey, external authority must be involved. Correction should be sought through improvement of causal factors before punishment is involved. Study of individual differences, conferences with pupils and parent(s), and assistance from the administration and specialists within the school should be the teacher's first thought in attempting to help a pupil correct behavior patterns that are impeding his or her own development and interfering with the rights of others.

### **Food and Drink Permissions**

Students are only permitted to have a container for drinking water or approved beverages. Students are not permitted to bring in open containers of other beverages.

Food is only allowed within the classroom, hallways or other areas within the building at teacher and/or staff discretion. This includes that no gum is permitted without permission given by a staff member for a specific area.

In general, all food, including gum is not permitted in hallways and other common areas. Food is not permitted to leave the cafeteria. Gum specifically is not permitted in the cafeteria.

### **Academic Honesty**

Honest behavior is an expectation of all students in the ELCO School District. Within the District, there is a shared responsibility to ensure that grading practices accurately represent each student's mastery of content and skills. Acts of academic dishonesty can have an adverse effect on these grades. When appropriate, consequences for academic fraud/plagiarism will be imposed in the classroom and/or school level in accordance with the developmental level of the student.

### **Academic Fraud/Plagiarism (3-12 only)**

Teachers and administrators in the Eastern Lebanon County School District find academic fraud in any form unacceptable. Academic fraud is defined as:

- When a student has unauthorized prior knowledge of test or quiz questions and/or answers.
- When a student discloses the contents of a test/quiz.

- When a student willingly copies/photographs answers during a test/quiz or lets another student copy/photograph answers.
- When a student willingly copies homework or other class assignments and turns them in as if it were his/ her own work or lets a student copy his/her homework or other class assignments. When a student uses “cheat sheets” or a technological device during a test/quiz (unless authorized to do so by a teacher).
- When a student turns in unoriginal work (i.e. an assignment that was already completed for another class) or work that is not a product of his/her own effort.
- Plagiarism in any form. Plagiarism is defined as the use of another person’s words, ideas, pictures, music, or digital files without giving credit to the author or creator. Students must properly paraphrase and cite all of the sources used for any academic paper, project, or assignment. Plagiarism is defined as illegal under the Copyright Act of 1968.

The following procedure is designed to serve as a deterrent to academic fraud and is to be applied to individual students or to groups of students who commit the offense of academic fraud. So students will recognize that academic fraud is an offense that cannot be committed with impunity, the following punitive measures will be taken:

- If an incident of academic fraud occurs, the teacher will notify the administration and parents of the student.
- For a first offense, the student will receive a zero for the test, quiz, or assignment. The student will be required to complete the assignment to the satisfaction of the teacher, or the student's grade may be lowered ten (10) percent for the quarter during which the offense occurred.
- A second offense in the same class will result in the student receiving a zero for the test, quiz or assignment and the final grade for the quarter may be lowered twenty (20) percent. The student will be required to complete the assignment to the satisfaction of the teacher or the student may fail the class for the quarter.
- If a third incident should occur in the same class, the student may fail the course.
- A student who is in violation of the academic fraud/plagiarism regulations may forfeit the right to participate in all academic organizations (i.e. NJHS) and recognition programs (Student of the Month, etc.) for the remainder of that school year. A petition to be reinstated into such programs must be made in writing to the building principal at the beginning of the ensuing school year. A second offense will eliminate the student from these activities for the remainder of his/her middle school career.

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. Assemblies also provide an opportunity to learn formal audience behavior. Assemblies allow for building school pride and enthusiasm. Expectations for assemblies include:

- Proceed to the auditorium, gymnasium, forum, or stadium properly.
- Sit in your designated area.
- Be courteous and respectful.
- Do not leave the assembly until you are dismissed.

Students who do not maintain proper behavior will receive consequences and may lose assembly privileges.

### **Care of School Property**

Students are not permitted to mark school furniture, walls, ceiling, lockers, floor or equipment with pen, pencils, paint or any other instrument. Students are not to tamper with the fire alarms, fire extinguishers, AED systems, or any electrical system. Anyone who willfully destroys school property through vandalism, arson or larceny, or

who creates a hazard to the safety of our students will be suspended, considered for expulsion, and/or charges filed.

### **Dress and Appearance Guidelines**

The School District is committed to conveying the message that the school does not provide a permissive environment for drug and alcohol use, as well as inappropriate acts or behavior. Therefore, the following dress and appearance guidelines have been established to limit disruption of the educational process:

- Attire that advertises, or in any way conveys acceptance of alcohol, drugs, tobacco or controlled substances is not permitted.
- Attire that is offensive, vulgar, or disruptive to students or staff is not permitted. • Attire shall be neat, clean, and worn in its intended manner.
- Attire that may be destructive to school property or persons is not permitted.

***The administration reserves the right to determine appropriateness of attire.***

The administration and teachers will rely on the judgment and discretion of students and parents within the following framework (***exceptions will be made for documented religious practices***):

1. Hoods on sweatshirts may not be worn on or over the head in the building. Hoods must be down completely while in the building.
2. Hats, bandanas, and sweatbands may not be worn inside the school building.
3. No cut-offs, short shorts, short skirts and short skorts allowed; skirts, dresses, and shorts must be **no shorter than fingertip length when arms are at the student's side**.
4. Shirts/blouses and dresses must have wide straps ("spaghetti" straps are not permitted).
5. No tank or tube tops, or any attire that shows a bare midriff or cleavage, is allowed.
6. No see-through (mesh type) clothing.
7. Only untinted prescription glasses may be worn in the building.
8. Undergarments may not be visible.
9. No attire with holes or tears is allowed.
10. No gang affiliated attire or spikes or chains of any kind.
11. No pajama pants, slippers, or other sleepwear allowed.
12. Blankets and flags are not permitted to be used during the school day.
13. Sneakers, shoes, or sandals must be worn at all times.

14. No costumes or face paint are permitted during the school day.

Violation of the attire guidelines will result in the student being required:

- To change the attire that violates the attire guidelines.
- If the student does not have a change of clothing, they may be required to contact a parent to bring a suitable change of clothing.
- Refusal to change will result in additional disciplinary action and may include spending the remainder of the day in in-school suspension

### **Educational Materials**

Students are responsible for all textbooks, calculators, classroom materials, iPads, and iPad chargers (block and cord) issued to them. Students who lose or damage any textbooks or materials issued to them will be required to pay for them.

### **Field Trips: Curriculum-Based**

All school rules and regulations (including dress code) apply and will be enforced on field trips. Signed parent/guardian permission forms must be submitted to the staff member sponsoring the trip a minimum of one week prior to attending the trip. Students may be ineligible for participation if they have multiple disciplinary infractions. Students must use district-provided transportation for all field trips.

### **Field Trips Extracurricular**

In addition to the criteria established for curriculum-based field trips, students may be ineligible for participation in extracurricular field trips due to attendance issues and/or academically failing one or more courses.

### **Hallway Expectations**

When a student leaves the classroom (to go to the bathroom, get a drink, etc.) they will be required to sign a classroom sign-out sheet or scan a QR code when they leave from and when they return to the classroom. Students who leave class frequently without a valid medical reason may have hallway restrictions put in place. This could include limiting the number of times a student is allowed to leave class on a weekly basis. Additionally, the following rules are in place for the hallways:

1. Running in the corridors is strictly prohibited.
2. Students may not stand along the walls between classes in such a way that impedes others.
3. Students are to report their classes in a timely fashion.
4. Fire laws require that the stairs be kept cleared. Therefore, standing or sitting on the stairs is not permitted.
5. Students are prohibited from entering a classroom, circulating the hallways, entering the gym, weight room, or locker rooms, or loitering in areas where classes are in session during their assigned lunch period.
6. Corridors where classes are in session should be kept as quiet as possible.
7. Students should discard all trash in the appropriate containers.

## **Racial and Ethnic Intimidation**

*Board Policy 103: Nondiscrimination in School and Classroom Practices*

*Board Policy 249: Bullying/Cyberbullying*

Part of an effective educational experience is learning to appreciate differences among individuals and to develop sensitivity for cultures that may be different from one's own. Students who fail to demonstrate a mature attitude toward cultural differences will be disciplined. Derogatory language, racial or ethnic slurs, and signs or symbols, which are offensive, will be viewed as intimidation. These serious offenses are a violation of the Code of Conduct and the school may recommend prosecution in addition to school-based discipline.

## **Responsible Use of Internet**

*Board Policy 815: Responsible Use of Internet*

## **Student Rights and Responsibilities**

*School Board Policy 235: Student Rights and Responsibilities*

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using District facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

## **ELCO Middle School Information**

### **Attendance Procedures**

*School Board Policy 204: Attendance*

### **Attendance**

Student attendance procedures are based on PA Act 138 of 2016, ELCO School Board Policy #204, and the Basic Education Circular "Compulsory school attendance, unlawful absences, and school attendance

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improvement conferences”, issued February 2020. More detailed information can be found on the ELCO website [HERE](#).

1. Parents/guardians of students K-12 who are absent from school will receive notification of their child's absence with information on how to provide documentation of the absence via the mass notification system. Note: If parents/guardians have not provided accurate phone numbers and email addresses the messages will not be received.
2. If an acceptable parent/guardian excuse for the absence is not received within three (3) days of the student's return to school, the absence will be considered unexcused.
  - a. The parent/guardian excusal must be provided via the PowerSchool Parent portal OR in writing including a parent signature. Scans or pictures of the signed excuse card will be accepted via email [msattendance@elcosd.org](mailto:msattendance@elcosd.org). **Parents are strongly encouraged to utilize the PowerSchool parent portal.**
  - b. A reason for the absence must be provided on all parent/guardian excuses, "illness" or "sickness" are not acceptable. Specific wording such as cough, sore throat, vomiting should be used.
3. A maximum of ten (10) days of cumulative absences (excused and unexcused), including those verified by parental notification, shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional.
  - a. It is strongly recommended that whenever a student is absent from school and sees a medical professional an excuse from that medical professional is obtained and provided to the school. Valid excuses from medical professionals will not count towards (10) absences allowed.
4. Students who accumulate three (3) unexcused absences are considered truant and will be provided a written “three-day notice” outlining the potential consequences of truancy.
5. If a student is subsequently absent without excuse for one day after the “three-day notice” is issued, a school attendance improvement conference (SAIC) will be scheduled and a School Attendance Improvement Plan (SAIP) will be developed. Parents/guardians will be invited to the conference and are encouraged to attend. A copy of the SAIP will be provided to parents/guardians.
6. Students who accumulate six (6) unexcused absences are considered habitually truant and may face the necessary consequences per Act 138 of 2016. Consequences may include consequences may include a referral to Children and Youth Services and/or a citation filed in the office of the District Magistrate.
7. The Principal/Assistant Principal/Dean of Students may exercise prudent judgment in giving extensions or exceptions to the above.

### **Daily Attendance**

Students are required to be in their first period class by 7:40 a.m. Any student arriving to his/her first period class after the first period bell has rung MUST report to the High School Office to sign in to school and to receive a late pass. A student is tardy to school if he/she arrives to school after 7:40 a.m. but before 8:40 a.m.

(inclusive). If a student arrives to school between 8:41 a.m. and 1:30 p.m., the student will be considered absent ½-day from school. Any student arriving after 1:30 p.m. will be considered absent for the full day.

### Educational Travel

Educational trips that expose a student to various geographical, cultural or historical sites are permitted during the school year. However there are specific guidelines that must be followed for these days to be excused.

These are:

1. The number of school days of excused absences, for educational tours/trips, shall be a maximum of six (6) per school year. These days do count toward the student's ten (10) excused absences.
2. All absences for educational tours/trips in excess of six (6) days per pupil shall be considered illegal and/or unexcused, with applicable penalties (ie...fines).
3. The building administration must receive an educational trip form 2 weeks prior to the trip for approval. This educational trip form will be shared with the teacher to allow time to compile assignments to be completed during the trip. No trips will be approved during the PSSA or Keystone testing dates that would impact the student.
4. Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed and will be held accountable for such knowledge and/or skills as they pertain to his/her continuing education

### Leaving School During the Day

Any student leaving school prior to 1:30 p.m. will be considered absent for a ½-day. Students who need to be excused from school before the end of the regular school day MUST provide a note signed by a parent/guardian to the School Office prior to the start of school on the day of the appointment. The note must indicate the date, the time the student is to be excused, and the reason for the early dismissal. If any individual other than a parent/guardian is picking up the student from school, that must also be indicated on the note. Students are not permitted to leave school property without written permission from a parent/guardian. Students must sign out in the School Office when they leave the building and sign in upon their return (if applicable). Additionally, the individual picking up the student early from school must come into the School Office and present a form of picture identification.

Students who are ill during the school day must be evaluated by the school nurse. If the nurse is not available, the student must report to the office. The nurse will determine if the student is to remain in school or go home ill. The nurse will be responsible for contacting the parent/guardian if necessary. **Students are not permitted to call a parent/guardian to pick them up for illness without approval from the school nurse.** If a student leaves school because of illness and the school nurse does not approve it, the student's absence will be coded as unexcused.

*If an emergency arises and a student needs to leave early without prior knowledge, a parent/guardian MUST come into the main office and sign out the student prior to the student leaving the building. **Written documentation must be on file for any time a student is not in attendance at school.***

Additionally, if students need to go to the parking lot or any outside area during the school day, they must obtain permission from the School Office and sign out and sign in accordingly. Students will only be allowed to go to the parking lot for educational reasons. Students who leave the building without permission may receive an in-school suspension

Appointments should be scheduled after careful consideration of their impact on the educational process.

- In the case of an appointment, the student must submit a valid note to be excused from school **prior** to the start of school on the day of the appointment. The student must also bring a **doctor's note** for the appointment **upon returning** to school in order for the absence to be counted as excused.
- If the student fails to submit an appointment card, the absence will be considered unexcused.

### **Making Up Missed Work**

Students are permitted to make up all work missed during excused absences, as long as an excuse note was submitted within three (3) school days of returning to school, or while on a school issued suspension. Excuse notes signed by a qualified medical professional will still be accepted after the three (3) day limit and the absence will be coded as excused, but the student may not be allowed to make up work missed during the absence.

Teachers will develop appropriate make up policies and inform students of the expectations. A reasonable amount of time will be given to complete make up work. For example, if a student misses one day of school, one day of school may be given to complete make up work. If a student misses three days of school, then at least three days of school may be given to complete make up work. Naturally, when there are extenuating circumstances, adjustments may be made.

Parents may request assignments for students who are absent from school for three or more consecutive days by contacting the School Counseling Office. Efforts will be made to provide students with assignments that may be completed at home. However, this cannot be a substitute for attending class.

The emphasis/expectations for make-up work will focus on the completion of work that is fair and reasonable to both the student and the teacher.

### **Tardiness**

Students are required to be in their homeroom class by 7:40 a.m. Any student arriving to his/her homeroom period class after the first period bell has rung **MUST** report to the Middle School Office to sign in to school and to receive a late pass. A student is tardy to school if he/she arrives to school after 8:40 a.m. If a student arrives to school between 8:41 and 1:30 p.m., the student will be considered absent ½-day from school. Any student arriving after 1:30 p.m. will be considered absent for the full day. If a student is at school on time, but needs to leave prior to 1:30 p.m., he/she will also be considered absent for ½ day from school.

Disciplinary consequences for tardiness will be imposed after a students' third (3) tardy according to the following (per semester)

- Tardy 3 - Warning and student conference with building administration
- Tardy 4 - Lunch detention and parent conference
- Tardy 5 - After-School Detention
- Tardies 6 and 7 – After-School Detention and lunch detention
- 8 or More Tardies – After-School Detention and lunch detention and loss of social probation. Students will not be allowed to attend or participate in any extracurricular activities (clubs, sports, school dances, after school activities)
- 15th Tardy - Social Probation for thirty (30) days. Students will not be allowed to attend or participate in any extracurricular activities while on social probation. The social probation will be extended 30 calendar days if the student accrues any additional tardies.

# Discipline Procedures

*School Board Policy 218: Student Discipline*

*School Board Policy 233: Suspension and Expulsion*

## Levels of Offenses

The following offenses are classified into four levels according to their impact on the educational process and the school environment. The levels do not prescribe the actions taken but provide guidance for the consequences that will be imposed for various infractions. Each situation is reviewed on an individual basis with consideration of the circumstances surrounding the misbehavior. The four levels list examples of misconduct and possible subsequent disciplinary consequences, at the discretion of the administration. ***This is not an exhaustive list of behaviors warranting detention/suspension/expulsion but is merely illustrative.***

**LEVEL I** - Misbehaviors on the part of the student which impede the educational process and/or orderly classroom procedures or interfere with the orderly operations of the school.

Examples include but are not limited to:

Minor classroom disturbances, failure to complete assignments, unprepared for class, gum, food or drinks in unauthorized areas, failure to meet deadlines, hallway and pass offenses, student dress, minor cafeteria violations, public display of affection, possession of electronic devices during school hours.

Possible disciplinary options: Verbal warning, parental contact, loss of privilege, school service, restitution, letter(s) of apology, lunch detention(s), after school detention(s)

**LEVEL II** - Misbehavior whose frequency and seriousness tends to disrupt the educational climate of the school or which adversely impacts school operation or public image; also any recurring Level One misbehaviors.

Examples include but are not limited to:

Bus misbehavior, class cutting, class disruption, lewd or rude behavior, inappropriate language, undirected profanity, lack of cooperation, forgery, throwing food, cheating, school tardiness, class tardiness, cutting detention.

Disciplinary options:

Level I disciplinary options, behavioral contract, Saturday morning detention, In-School Suspension, Out-of-School Suspension.

**LEVEL III** - Offenses warranting immediate suspension. Depending on the incident, a citation may also be involved.

Acts directed against persons and/or their property, including that of the faculty and/or school. This also includes any recurring Level Two misbehaviors.

Examples include but are not limited to:

Insubordination, defiance/disrespect, lying to a staff member, fighting, bullying, threats, harassment, vandalism, theft or possession of stolen property, leaving school grounds, being in unauthorized area, computer misconduct, inappropriate use of district technology, directed profanity, \*disorderly conduct, possession/use of tobacco/e-cigarette, and vape pens.

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- **DISORDERLY CONDUCT** - Charges may result against students who are engaged in disorderly conduct by refusing to follow the reasonable direction of a staff member, fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose. Students who are cited for disorderly conduct will be fined at the district justice level.

**LEVEL IV** - Offenses warranting school board hearing recommending expulsion or suspension for 10 days minimum, and police involvement.

These are actions which are violent or harmful toward another person or property, or which pose a direct threat to the health, welfare, safety, and security of the ELCO School District community.

Examples include but are not limited to:

Possessing or using explosives, creating life-threatening situations, reporting by telephone, in writing or in person, a threat known to be false, activating a false alarm, assault, arson, possession of weapons - Weapons Policy, drug and alcohol related offenses, may include offenses listed in Section III, depending upon the nature of the infraction.

## **Disciplinary Actions**

### **Lunch detention**

Lunch detentions may be given for a variety of reasons including behavioral infractions. During lunch detentions, students will eat their lunch in a designated area.

### **After School Detention**

After school detention will take place on selected days each week from 2:30 p.m. until 4 p.m., in a designated area in the middle school or high school. Detentions will take precedence over extra-curricular, athletic and work activities. Students will not be excused from detention nor allowed to reschedule unless a parent notification has been made to a school administrator and approved.

Students assigned detention are required to bring an adequate amount of homework or suitable reading material with them. Parents are responsible for transportation. An activity bus is available and arrives at the middle school at 4:15 p.m. unless the student is serving a bus suspension.

When a detention is assigned the parent/guardian will be contacted.

Students who cut detention will be subject to an additional detention or Saturday detention for the first offense and in-school suspension for subsequent offenses within a marking period. A school administrator will notify parents when this situation arises. Excessive detentions may lead to a parent conference or additional disciplinary action in an attempt to change inappropriate behavior.

### **In-School Suspension (ISS)**

Students will report directly to the main office by 7:40 a.m. Class work for students serving ISS will be collected from all subject areas in advance of the suspension. All textbooks and materials for the entire day must be in the student's possession when they enter the ISS room.

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Failure to adequately prepare for ISS may result in an additional suspension.

Students must be working at all times. If the student fails to bring enough work for the entire day more will be assigned. No talking or sleeping is permitted. iPads are permitted based on the work assigned and should only be used to complete schoolwork while in ISS.

Students who are placed on in-school suspension will lose all privileges given to other students. These include, but are not limited to, the privileges to attend class, eat in the cafeteria, use their locker, and the privilege to participate in extra-curricular activities (i.e., sports, including practice and games, plays, activity days, dances, etc.) on the day of the suspension. Should the suspension occur on a Friday or Monday, these exclusions would also apply to school related activities occurring over the weekend of the suspension. Students who behave inappropriately while in in-school suspension will face additional disciplinary action.

### **Out-of-School Suspension (Board Policy 223)**

1. Temporary - exclusion for up to three (3) days without a hearing.
2. Full - exclusion for up to ten (10) school days following an informal hearing held before the principal and/or assistant principal with the student and the student's parent/guardian.

Students must be informed of the reasons for temporary suspension while full suspension and expulsion require a prior informal hearing.

Students will be given an appropriate amount of time to make up work and exams resulting from temporary or full suspension.

During the time of suspension, students are not to enter or trespass on any ELCO School District property. Failure to obey these regulations may result in a trespassing charge filed with the District Magistrate's Office.

### **Expulsion (Board Policy 233)**

1. Students are entitled to a formal hearing.
2. The School Board, Committee of the Board, or Hearing Officer of the Board hold formal hearings. A majority vote of the School Board is required for expulsion.
3. Students have the right to be represented by counsel.
4. The hearing shall be held in private if requested by parents in writing.

## **Grading Procedures**

### **Promotion Requirements**

Students who fail two or more core classes will be required to recover material for at least one class through summer school programming. If a student fails three or more core classes, they will need to recover material for at least two classes through summer school programming. Any student who fails two or more core classes may be retained.

Families of students at risk for retention will be notified by the school. Administration reserves the right to make final determinations for promotion and retention of students.

### **Report Cards**

The ELCO Middle School has an outlined report card timeline policy. Progress reports are generated at the midpoint of each marking period. Families of students deemed at risk of failing for the marking period will be notified.

At the end of each marking period teachers will finalize student grades to be posted for report cards. Families will be notified when final grades are posted. A student who fails one or more classes for the marking period will have a report card sent home.

### **National Junior Honor Society**

Membership in the ELCO Middle School chapter of NJHS comes from the selection of the Faculty Council. NJHS candidates must demonstrate outstanding scholarship, character, leadership, citizenship, and service. Students first become eligible following the third quarter of their 7th grade year. Eligibility for membership is based on the following criteria in order.

1. The student must have attended ELCO Middle School for at least one full semester prior to the end of the 3rd quarter of their 7th grade year.
2. The student must carry a minimum GPA of 3.75 for each of the four quarters listed below.
  - a. 4th quarter of 6th grade
  - b. 1st quarter of 7th grade
  - c. 2nd quarter of 7th grade
  - d. 3rd quarter of 7th grade
3. Demonstrate good Character in all aspects of their daily lives.
4. Demonstrate Leadership capacity within the school and community.
5. Demonstrate evidence of Service to the school and community.
6. Demonstrate good Citizenship on a regular basis.
7. Participate in One (1) extracurricular activity (either school or community based).

Any 7th grade student who meets the criteria will be invited to apply for membership at the conclusion of the 3rd quarter of their 7th grade year. To be considered for membership all application materials must be submitted on or before the due date. New members are inducted at a ceremony on a date TBD.

\*Additional information in previous handbook

## **Other School Information**

### **Car-Rider Arrival and Dismissal Procedures**

Students arriving by vehicle will be dropped off in front of the side door attached to the large parking lot. Drivers are expected to follow all traffic control guidelines and safety procedures outlined. Students are only permitted to exit the vehicle when at the appropriate point in the drop off line. For safety reasons we want to avoid students crossing the parking lot unattended.

Students may enter the building at 7:15 am and report to the cafeteria for breakfast and then moved to their assigned AM area.

Students are dismissed to 1st period at 7:35 am.

### **Dances/School Events**

Dances and other events will be organized by student organizations throughout the school year. Criteria for attendance may be amended administration.

- 1) Students who are absent from school the day of the dance/event will not be permitted to attend.
- 2) Students who have been suspended or had multiple major discipline infractions may be withheld from attending dances/events.
- 3) All school rules apply at dances/events unless otherwise noted.
- 4) Re-entry to any dance/event will not be allowed unless permission has been granted by staff and/or administration.

All dances and events are for ELCO Middle School students only.

### **Event Posters/Flyers**

All posters and flyers for school-sponsored events are to be approved by school administration prior to being hung up. Any poster or flyer that has not been approved will be immediately removed. All posters and flyers must be removed by the organization at the conclusion of the event. Posters and flyers from outside organizations must be approved by the District Superintendent.

### **Fire and Safety Drills**

Fire drills and other safety drills are conducted on a monthly basis in order to regularly practice the safety procedures and building evacuation process. A fire evacuation plan and severe weather plan is posted in each room. Students should study the plan and become familiar with it.

When the fire alarm sounds, students will immediately stand and leave the room following the prescribed exit plan. Running is not permitted. Students should move quickly and quietly as they exit the building and remain with their assigned class as the class moves to their designated area outside the school building.

All individuals should remain at least 50 feet away from the building until the signal is given to re-enter the building. No one is to return to the building until the signal is given by the principal or authorized representative.

### **Lockers**

All lockers that are available for student use on school premises, including those located in the hallways and locker rooms, are the property of the school. These lockers are made available for student use at school, but the lockers are not to be used to store items which cause or could reasonably cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules.

Students will need to request a locker using the process outlined by the administration in order to have one assigned to him/her. Students are to only use the locker assigned to him/her (students may NOT share lockers). It is recommended that students keep their assigned locker locked at all times. The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. For the safety of all students, specially trained drug dogs may be brought into the school

periodically to search for drugs.

*The school district is not responsible for any forgotten, lost or stolen personal items kept at school.*

### **Lost and Found**

Lost and found items are brought to the middle school office. Students may stop in and ask to view lost and found items with permission from a staff member. Lost and found items will be displayed during the school day at various times throughout the year.

All unclaimed items remaining in the lost and found may be donated at the end of the year.

### **Obligations**

Students are responsible for taking care of obligations they acquire throughout their time in the ELCO Schools. A database will be maintained listing students who have an obligation, which may include a fee for lost textbooks and classroom materials, unpaid library fines, unpaid class fees, parking fines, and other school debts. Students will have limited privileges and will not be able to obtain a parking permit or purchase Homecoming or Prom tickets if they owe an obligation. Action may be brought against those students with outstanding obligations.

### **Physical Education Excuse Procedures**

Students who are ill or disabled due to an injury/ disease must have a doctor's excuse from the attending physician. Students must have a doctor's release to participate upon returning to class. Those students with a doctor's excuse are also unable to participate in recess activities. Any student not having an excuse will be asked to perform to the best of their capability. Students bringing a note from home (written by a parent) to be excused will have their problem reviewed and a decision will be made at that time.

### **Restrooms**

Students are expected to keep the restrooms clean and may not loiter, smoke, write on walls or damage the facilities in any way. Restrooms are technology-free zones and students are not permitted to use iPads, mobile phones, or any recording devices in restrooms. Students who are feeling ill should report to the nurse's office.

### **School Insurance**

Information regarding insurance coverage of your child during the school day and also for 24 hour coverage is sent home at the beginning of the school year for those that are interested in participating in this program. Insurance is required for students attending overnight trips.

### **Selling of Items**

Students are not permitted to sell items on school property without the approval of the building administration. All fundraisers must be organized by an approved organization and the appropriate fundraising request form must be submitted and approved prior to any sale being conducted.

### **Student ID Badges**

All students will be issued an ID badge following the school picture day. Students should retain their ID badges from year to year. It is acceptable for students to use a cell phone or iPad to take a picture of the ID and scan the picture as if it was their badge. If an ID badge is lost or misplaced the student should report to the school office for a replacement. The first replacement of an ID badge will be at no cost to the student. Students will be

charged \$3 for any additional replacements that are needed during the school year. ID badges will be required for all school transportation, including away athletic contests, and for admission to student activity events (i.e. Homecoming Dance, RaiderTHON, Prom, etc.).

### **Telephone**

In general, students are not permitted to use classroom or personal telephones. However, in cases of emergency, students may request use of the office telephone located in the main office.

### **Weight Room/Gymnasium Guidelines**

Students are only permitted to be in the weight room and gym areas when under the direct supervision of a faculty or staff member or coach. Students are never permitted to be in the weight room and gym areas without supervision. Further, students are only permitted in the weight room and gym areas during the school day when enrolled in a class that is using the facilities as part of class activities. Students are NOT permitted in the weight room or gym areas during lunches. Violation of these procedures may result in disciplinary action.

# Student Services and Programs

## Displaced Student Resources (McKinney-Vento Act)

The ELCO School District believes that displaced youth should have access to free and appropriate public education and wishes to limit the barriers that displaced children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in displaced situations.

Displaced students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations;
3. Living in emergency, transitional or domestic violence shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Living as migratory children in conditions described in previous examples;
8. Living as run-away children;
9. Being abandoned or forced out of homes by parents/guardians or caretakers;
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, please contact the ELCO School District Homeless Liaison, Amy Shoemaker, [ashoemaker@elcosd.org](mailto:ashoemaker@elcosd.org) or 717-866-7117 ext. 10821. Additional information can also be found on the District website ([Displaced Youth](#))

## Food Services

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Students are required to maintain a positive balance in their lunch account, demonstrate positive behavior throughout the entire lunch period and to:

1. Use their Student ID number to access their lunch accounts to purchase a lunch.
2. Deposit all lunch litter in the appropriate trash receptacles.
3. Return all trays to the dishwashing area.
4. Leave the table and floor around their area in a clean condition for others.

Throwing food may result in an assigned lunch location, detention or possible suspension. Students are not permitted in the hallway during their assigned lunch period. Students will only be permitted to visit the main office, counseling office, and restrooms during their lunch period. Students leaving the lunch room will be required to sign-out from the cafeteria and sign-in (if applicable).

Students may not be in the cafeteria except during their assigned lunch period. Students are not allowed to purchase food from the cafeteria prior to going to class or their flex period.

Food will only be available for purchase during the scheduled lunch periods. Deliveries of food by outside restaurants are not permitted in the cafeteria and will not be accepted.

### **Student Cafeteria Debt**

Significant changes were enacted under the Pennsylvania School Code Act 55, titled "Food Shaming," which was passed on December 6, 2017. While the amendment states that K-8th grade students may not be directly contacted regarding their negative accounts, students in grades 9-12 are exempt from this amendment and may be contacted about their meal account status.

If your child's account falls into a negative balance, a negative balance notification e-mail will be sent to the e-mail address on file, followed by a letter mailed to the home. You also have the option to view your child's accounts by going onto SchoolCafe.com and selecting to receive low balance notifications at no fee. The notification limit can be set at your discretion, but a minimum of \$6 is recommended.

SchoolCafe.com provides the option to make online payments with a set fee per transaction. By using SchoolCafe (<http://www.schoolcafe.com>), you also have the option to set restrictions or limits on ala cart purchases and to view your child's transactions and apply for free or reduced meals. Checks and cash in an envelope marked with your child's name and ID number will still be accepted in each building's cafeteria.

All students will be able to purchase a meal even if their account is delinquent. There are procedures in place for collecting payment, which could include sending the account to collections.

If your child's account is in the negative, this could become an obligation. Obligations may prevent your child from purchasing a parking pass, attending Prom or Homecoming, and walking in the commencement ceremony.

If you have any questions regarding this or need assistance, please feel free to contact Jenelle Himmelreich, Director of Food and Nutrition, at 717-866-4521 ext. 10860

### **Gifted Services**

The Gifted Education Program is a state-mandated program, as directed by PA Chapter 16, for students who qualify for gifted services through a comprehensive evaluation process. Students may be referred for a Gifted evaluation by parents/guardians, classroom teachers, or other school personnel, through the guidance office. School counselors complete screenings for referred students using a standardized assessment and a review of current classroom performance. Students who received a qualifying score are then recommended for a full evaluation completed by a school psychologist.

Referrals for Gifted evaluation can be made at any time during the school year, but only one referral per child per calendar year is permitted. More information can be found on the [Gifted Support Services](#) page of the District website. Any questions about the screening and identification process should be directed to Director of Pupil Services Amy Shoemaker, [ashoemaker@elcosd.org](mailto:ashoemaker@elcosd.org) or 717-866-7117 ext. 10821.

## Library Services

Each school building maintains a school library that empowers students to be critical thinkers, effective and ethical consumers and producers of information, lifelong learners, and productive citizens in a global community. The libraries foster literacy appreciation through knowledge growth and personal well-being. Each school's library catalog can be found linked to the school building's website.

## Safe2Say Something

[Safe2Say Something](#) is an anonymous reporting system that allows individuals to report safety concerns in an easy and confidential manner. Tips can be submitted through the mobile website ([www.safe2saypa.org](http://www.safe2saypa.org)), through the Safe2Say Something mobile app, or by calling the tip line (1-844-723-2729). Tips are triaged by an analyst at the Safe2Say Something Crisis Center, which is operated by the Attorney General's Office, and then forwarded to the School District and law enforcement (when appropriate) to act upon.

Safe2SaySomething is one additional means to communicate tips to the school district, but should not replace the opportunity to talk to a trusted adult. During the school day, students should report their concerns directly to a staff member. Additionally, in the event of an immediate emergency, dial 911 instead of using the Safe2Say Something platform.

## School Counseling Services

The mission of the ELCO School District's school counseling department is to provide a comprehensive, developmental counseling program for all students that promotes the highest level of student achievement incorporating academic, career, and social/emotional development. School counselors assist all students in acquiring the skills needed to successfully meet the challenges and responsibilities of the future.

To support this mission, ELCO school counselors provide a variety of services to students and families including classroom lessons, small group counseling, and individual counseling. More information about the ELCO School Counseling program, including links to the school can be found [HERE](#). If you have questions, concerns, or are interested in additional support for your child, please contact their school counselor.

## School Health Services and State Requirements

The ELCO School District [Health Services Department](#) strives to promote, protect, and improve the health and safety of our students through policies and best practices that safeguard our students, staff, and community. In order to provide the best possible care for students, it is important that parents/guardians communicate with the nurse regarding any changes to their health or medication status. Additional information about the Health Services department can be found on the District website ([Health Services](#)).

Throughout their school career, specifically upon school entry (typically Kindergarten), grade seven, and grade twelve, students are required to obtain updated immunizations as per PA Department of Health regulations. Parents/guardians can review specific requirements at each grade level on the [Immunization Requirements](#) page of the District website.

State regulation also requires routine physical and dental examinations to be completed for students in designated grades. Parents/Guardians can review requirements on the [Required Exams and Screenings](#) page of the District website.

## **Administration of Medication**

### **School Board Policy 210: Medications**

#### **Students requiring daily prescription medications:**

[ELCO School Board Policy 210](#) outlines the regulations related to medication use at school. Written instructions/permission from a licensed prescriber and permission from the parent/guardian are required and should be documented on the ELCO Medication Form found [HERE](#). All medications must be in their original, labeled container. For their safety, students are prohibited from carrying any medication to school; a responsible adult must deliver all medication to the health office. Please carefully review both pages of the [ELCO Medication Form](#) outlining this process in more detail. The completed form must be provided before prescription medication is administered.

#### **Administration of Non-Prescription Medications (Over-the-Counter):**

Several over-the-counter (OTC) medications have been approved/recommended by the school physician to be dispensed, as needed, by the nurse. These medications include Acetaminophen (Tylenol) and Ibuprofen (Advil). The medications will be administered under the circumstances outlined by the school physician and with parent permission, as provided annually on the OTC Medication Permission Form. Parents/guardians who would like to approve the administration of one or more of these OTC medications can do so by completing the "Annual OTC Medication Permission" form. The form can be quickly completed in [PowerSchool](#) or via hard copy ([Annual OTC Medication Permission Form](#)). If using the hard copy, it should be returned to your child's building nurse.

A complete description of all Standing Orders provided by the school physician can be found [HERE](#).

#### **Asthma Inhalers/epinephrine Auto-injectors**

[ELCO School Board Policy 210.1](#) outlines students' possession/administration of asthma inhalers and epinephrine auto-injectors. Before possessing or using an asthma inhaler or epinephrine auto-injector in the school setting, students are required to ANNUALLY submit a written request, including a statement from the parent/guardian as well as a statement from a licensed provider. The information from the licensed provider must include the name of the drug, the prescribed dosage, when the medication is to be taken, the length of time the medication is prescribed, the reason for medication, potential side effects of the medication, emergency response, and whether the student is qualified and able to self-administer the medication. If the student does not have approval to self-carry an asthma inhaler or epinephrine auto-injector, the prescribed medication will be properly stored, and the appropriate staff will be made aware of how to access the medication.

Students are prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed.

## **Food Allergies**

[ELCO School Board Policy 209.1](#) outlines the guidelines established for managing severe or life-threatening food allergies in school. The District is committed to providing a safe and healthy environment for students with severe allergies. Please notify the nurse in your child's building if they have a food allergy so that an appropriate medical plan of care can be developed. The individualized medical plan of care will include preventative measures and emergency measures in case of exposure.

## **Social Services**

The District employs one home and school visitor who provides valuable resources and support for ELCO students and their families. Their primary role is to collaborate with families and school staff to identify support services to remove the physical, mental, and emotional barriers and obstacles that may prevent students from attending school regularly. More information and resources can be found on the District website [HERE](#).

## **Special Education Services**

Special education services are provided to identified students in accordance with PA Chapter 14. Supports and services are identified through a comprehensive educational evaluation completed by a certified school psychologist along with the development of an Individualized Education Program (IEP). The ELCO School District is committed to supporting students with special education needs through a variety of programs and services across the K-12 continuum. Through partnerships with the Lancaster-Lebanon Intermediate Unit #13, neighboring school districts, and private educational providers, along with a growing expanse of District-operated programming, a comprehensive and individualized program can be delivered and tailored to meet the unique needs of students.

Referrals for special education evaluation can be made at any time during the school year. More information can be found on the [Special Education Services](#) page of the District website. Any questions about the identification process or available supports and services should be directed to Jeremy Sweigart, Director of Special Education, via email ([jsweigart@elcosd.org](mailto:jsweigart@elcosd.org)) or telephone (717-866-7117, extension 10821).

## **Student Assistance Program**

The Student Assistance Program is designed to help students who are experiencing academic and/or social difficulties due to issues of mental health, substance abuse or related trauma. The team is made up of teachers, counselors, administrators, school nurse and liaisons from outside agencies. Team members have special training in areas such as drug and alcohol issues, depression, family problems and suicide. SAP accepts referrals from staff, students and parents who may be concerned about a student. ALL information remains confidential. For help or information contact a school counselor or building administrator.

## **Technology Services**

## **Technology Vision**

A technology plan integrated into the instructional, administrative, and educational programs to promote innovation, improve efficiency, and provide opportunities for each student, every day.

### **Technology Goals for Students**

- Students need to understand appropriate Digital Citizenship skills
- Students need to understand how to find information online
- Students need to be able to evaluate the information they find online
- Students need to be able to present their knowledge or ideas digitally
- Students need to be able to develop an online personal learning community

## **iPad 1-to-1 Initiative**

After piloting a program during the 2014-2015 school year in four classrooms, and supplying over 100 students with iPads, the ELCO School District implemented a mass deployment of 1-to-1 iPad minis to all students in grades 6-12 beginning in the 2015-2016 school year. In 2019-2020 the school expanded the iPad 1-to-1 initiative to grades K-5.

### **The District focuses on four main goals:**

- To prepare students for their future
- To allow students to take ownership for their learning
- To maximize students' learning potential
- To engage students in their learning environment

For a more detailed explanation of the 1-to-1 goals please visit the [School District's website](#).

For additional information regarding expectations, frequently asked questions, and why the School District chose Apple iPads visit the Instructional Technology department's page on the School District's website.

## **School-Issued iPads**

1. Students are reminded that the iPad is owned by the ELCO School District and students must use the District-provided case.
2. A school-issued iPad is not a personal electronic device and as such there is no reasonable expectation to privacy regarding the contents stored on the device and/or the use of the device.
3. Students will be expected to use the school-issued iPad for classroom use.
4. Students will be expected to be prepared for class with a charged iPad. Students will be allowed to use a loaner iPad a maximum of 3 times each semester.
5. Students shall be responsible for the care of the school-issued iPad just as they would be when issued a textbook or any other educational materials.
6. Students will be responsible for the replacement costs for the iPad or accessories that are lost.
7. Students will be solely responsible for any intentional damage to the iPad.
8. iPads or accessories that are stolen will require a police incident report.
9. Social media apps that are not used for educational projects, violent games such as but not limited to first person shooter apps, or apps that can be used to bypass the District's network will be prohibited and the student will be required to delete such apps from the iPad.

For more specific information please refer to the iPad Handbook on the District website.

## **Transportation**

### *School Board Policy 810: Transportation*

#### *School Board Policy 810.2: Transportation - Audio/Video Recording*

The ELCO School District provides student transportation through a contract with Brightbill Transportation. More information about Brightbill Transportation can be found on the [ELCO Transportation website](#). The phone number for Brightbill is 717-866-1420.

### **Audio and Video Cameras on Buses**

#### *School Board Policy 810.2: Transportation - Video/Audio Recording*

Video cameras with audio recording capability are installed on the buses. The cameras are intended to discourage acts of misbehavior and will be used to identify the cause of inappropriate bus conduct. Video identifying inappropriate bus behavior may be used as evidence for disciplinary action.

### **Transportation Guidelines**

The ELCO School District offers school bus transportation for the convenience of students within the guidelines established by the Pennsylvania School Code. Parents sometimes request variations in their child(ren)'s transportation schedule to accommodate babysitters, work schedules, or even sleep-overs. These variations include different pickup or discharge locations on certain days, or even riding different buses on some days. As our district grows in size, student transportation schedules become very complicated and affect an increasing number of students. We have great concern for the safety and security for those students who vary their transportation schedules. We do not want to miss picking up a waiting student or dropping off a student at an incorrect stop on any given day.

Therefore, our liability carrier and the ELCO School Board, request that we have a consistent school transportation policy. Consequently, the following policy will be in effect:

1. Requests for ELCO School District bus transportation from locations other than near the student's home will be considered only if it is in the school attendance area to which the student is assigned. Kindergarten students will be assigned to a morning or an afternoon kindergarten session, depending on the location of their home or babysitter.
2. Students will be assigned to bus stops on a consistent basis only. ELCO School District is willing to provide transportation to a location other than the student's home. However, parents must designate a consistent A.M. and P.M. location. The A.M. stop must be the same location for each day of the week. Likewise, the P.M. stop must be the same location for each day of the week. The A.M. stop and the P.M. stop may be in different locations but must remain in the same school attendance area. Kindergarten students must also have one designated location for their noontime transportation.
3. Students will be permitted to ride only the school bus to which they are assigned. In addition, for safety reasons, students will be permitted to get on and off the bus only at the stop to which they are assigned. Exceptions to the assigned transportation may be granted by building principals for emergency reasons. Students wishing to ride other buses on occasions for emergency purposes must secure a bus pass from the school office, to be permitted to ride another bus or get on or off their bus at another bus stop. Parents need to provide prior written requests to their school office to secure permission. The school office will issue the student a bus pass to give to the bus driver. Students who fail to get a bus pass will go home via their normally scheduled means of transportation. Notes requesting transportation changes will not be accepted by the bus driver. Bus drivers will only accept a

note instead of a bus pass, if a student is at a different bus stop in the morning, due to an emergency situation.

4. Any permanent changes in transportation arrangements require two (2) days notice before going into effect, after approval has been secured. This will allow sufficient time for the transportation office to notify all parties concerned so appropriate bus arrangements can be made. Students need to arrive at their bus stop ten (10) minutes before the designated pickup time. The ELCO School District is not responsible for student conduct to, from, or at the bus stop. For safety purposes, students are not to cross a road until the school bus comes to a complete stop. Students should then cross the road approximately 10 feet in front of the bus to remain visible to the driver at all times. School buses are the property of Brightbill Transportation, Inc. and students need to treat this property with respect and assist in helping keep the bus neat and clean. School bus stops are established and approved annually by the ELCO School Board.

### **Unauthorized School Bus Entry**

Act 65 of 1998 amends the crimes code to state that a person who enters a school bus without proper authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or refuses to disembark from the school bus after being ordered to do so by the driver commits a third degree misdemeanor.

## **Transportation/Bus Rules**

### *School Board Policy 810: Transportation*

#### *School Board Policy 810.2: Transportation - Audio/Video Recording*

In order to provide for the safe and orderly transportation of students to and from school and special events, the following rules and regulations are designed to support the health, safety and welfare of all students and employees. The following rules will be strictly enforced and the cooperation of students and parents is required to ensure that student conduct on the bus and at the bus stop is of such a nature so as to assist the District in this regard.

1. Students should arrive at their assigned school bus stop approximately 10 minutes early and should wait until the bus comes to a complete stop before attempting to board the bus.
2. Students will be responsible to carry their District-issued ID badge, as they will be required to scan the badge as they board and depart the bus each day. Students who do not scan onto the bus may be required to sit in the front of the bus.
3. While on the bus, students should keep all body parts inside the bus at all times.
4. Loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.
5. Students may be issued a temporary bus pass to ride a bus other than the one to which the student is assigned ONLY when a parent/guardian provides a written request that the student be permitted to ride another bus. The parent/guardian note must include the date(s) that the student must ride an alternate bus, the alternate bus number, and the already-existing bus stop that the student will use in the morning and/or afternoon. All notes must also include the student's name, the name of the student they will be riding with, the reason for the change request and be signed by a parent/guardian. Students should bring these notes to the main office prior to the start of the school day so that a bus pass may be issued. Bus passes WILL NOT be granted for social purposes.
6. Students are not permitted to throw anything out of the bus window.
7. Students are not permitted to leave their seats while the bus is in motion.
8. Students must be absolutely quiet when approaching a railroad crossing.
9. Reminder - It is a privilege to be provided with transportation to and from school. Students who abuse this privilege may be suspended from school transportation and parents/guardians will be required to provide alternate transportation.

Students of the Eastern Lebanon County School District who are in violation of this act may have their riding privileges suspended and may be suspended from school at the administrator's discretion in addition to the legal charges

# **District Policies**

## **Bullying/Cyberbullying**

### *School Board Policy 249: Bullying/Cyberbullying*

ELCO School District is committed to providing a safe, positive learning environment for District students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

## **Bicycles and Other Modes of Transportation**

### *School Board Policy 223: Use of Motor Vehicles*

The use of bicycles, skateboards, roller skates, rollerblades (unless part of a physical education program under the direction of a teacher), go carts, and any other object which conveys or moves as if on wheels, is prohibited on school property.

## **Camera Surveillance**

### *School Board Policy 709.1: Camera Surveillance*

The school district may, from time to time, place and use audio and/or video cameras, or other recording devices on school property and on school buses. The images or sound recorded by the audio and/or video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the school district, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

At the discretion of the school authorities, the images or sounds recorded by the audio and/or video camera or other recording devices may be provided to any appropriate law enforcement agency.

## **Controlled Substance/Paraphernalia**

### *School Board Policy 227: Controlled Substances/Paraphernalia*

## **Hazing**

### *School Board Policy 247: Hazing*

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

## **Nondiscrimination in School and Classroom Practices**

### *School Board Policy 103: Nondiscrimination in School and Classroom Practices*

It is the policy of the ELCO School District to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in schools.

The Pennsylvania Human Relations Commission's website is <https://www.phrc.pa.gov/Pages/default.aspx>.

## **Parent/Guardian Volunteer Program**

Parents/Guardians are encouraged to volunteer within our schools. All volunteers whether in the classroom, on field trips, or volunteer coaches must be approved by the ELCO Board of Directors and meet the requirements established by the District. More information about these requirements can be found on the [Volunteering Section](#) of the ELCO School District Website.

## **Personal Electronic Devices**

Board Policy 237: Personal Electronic Devices

This policy details the rules and regulations regarding personal electronic devices to ensure that the presence of these devices does not disrupt the educational environment or are used to distract, harass or threaten other students or staff.

ELCO School District will not be responsible for any personal electronic devices that are brought to school. Students who bring personal electronic devices to school are strongly encouraged to appropriately secure the device at all times.

Use of personal electronic devices is permitted at lunch and during the passing of classes. Students who use earbuds, headphones, etc. to listen to music must always keep one earbud, headphone, etc. off for safety reasons.

At other times during the school day, cell phones may not be seen or heard, except with a teacher's permission. Cell phones and other electronic devices may not be used in restrooms, locker rooms, and/or any other area where an individual would have a reasonable expectation of privacy.

Violation of this rule will result in a warning or disciplinary consequences being issued. The second offense may result in the student being sent to the office to surrender the personal electronic device and/or disciplinary consequences. Confiscated personal electronic devices will be kept in the office safe and returned to the student at the end of the school day. Students who refuse to turn over their personal electronic device to an administrator will receive additional disciplinary consequences for insubordination. If students need to make a phone call during school hours, a phone is provided in the office.

## **Possession or Use of Tobacco Products/ E.N.D.S**

*School Board Policy 222: Tobacco and Vaping Products*

ELCO High School recognizes that tobacco and electronic nicotine delivery systems (ENDS) present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. Therefore, students found to be in possession of tobacco products, electronic nicotine delivery systems, vape juice, or vape pods (used or unused) will be subject to the following consequences:

- 1st Offense: Parent conference and completion of a tobacco cessation program or 2 day ISS + citation + parent conference
- 2nd Offense: 2 days ISS + a citation issued + parent conference

- 3rd Offense: 3 days OSS + a citation issued + parent conference

In addition, hallway restrictions may be imposed upon students who violate this policy. Students with two (2) or more offenses may be required to participate in a tobacco cessation program or nicotine replacement therapy at his/her own expense. Finally, the student may be required to participate in the Student Assistance Program.

## **Responsible Use of Technology**

*School Board Policy 237: Personal Electronic Devices Policy*

*School Board Policy 815: Responsible Use Policy*

Students are required to adhere to District policies and procedures in regards to use of the school-issued iPad or any other technology equipment. The following District policies address issues regarding technology use by students: Responsible Use Policy (815), and Mobile Device Policy (237). The school-issued iPad is no different than any other resource provided to a student by the District. The District expects students to responsibly use technology for purposes that support student learning. Any activity that violates the policies listed above will result in disciplinary action and/or consequences.

### **Games, Toys, Equipment**

Electronic games/toys, cameras/equipment, CDs, tapes, radios, portable electronic music devices (MP3 players, iPods, etc.) may be brought to school, however they must be kept in your locker or backpack. Electronic devices may be used in the classroom for instructional purposes with the teacher permission and supervision. Musical devices (including keyboards and guitars) needed for a class or intramural should be left in the music room, or office. We are not responsible for the loss or damage to any property brought to school.

## **Search and Seizure**

*School Board Policy 226: Searches*

ELCO School District acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures. Under certain circumstances, school officials do have the authority to lawfully conduct searches without a warrant.

## **Suicide Awareness, Prevention, & Response**

*School Board Policy 819: Suicide Awareness, Prevention, and Response*

ELCO School District is committed to protecting the health, safety and welfare of its students and the school community. The District takes a proactive approach to suicide awareness and prevention by incorporating age-appropriate suicide awareness and prevention education to students and staff.

## **Terroristic Threats**

*School Board Policy 218.2: Terroristic Threats*

*School Board Policy 236.1: Threat Assessment*

ELCO School District understands the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The District acknowledges the need for an immediate and effective response to a situation involving a threat. In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, the student shall be reported to school administration who will report the student to the District Threat Assessment Team.

## **Videotaping/Recording/Pictures**

An employee may make or authorize the making of a photo and/or videotape/audio recording of a student if the photo and/or videotape/audio recording is to be used only for:

1. A purpose related to an extracurricular activity;
2. A purpose related to regular classroom instruction; or
3. Media coverage of the school, student names will not be released.

## **Weapons**

### *Board Policy 218.1: Weapons*

ELCO School District recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

## **Weather Delays and Early Dismissals**

In the event of severe inclement weather or mechanical breakdown, school may be closed, delayed, or dismissed early. Such schedule changes will be announced through the district's website, local media (WGAL8, WHTM27, FOX43, WHP21), and the Blackboard Connect phone messaging system. If no report is heard, it should be assumed that school would be in session as normal.

***Please do not call the school. Telephone lines must be kept open for emergencies.***

## **Wellness/Food in Classrooms**

### *School Board Policy 209.1: Food/Allergy Management*

In an effort to promote healthy eating habits, ensure student safety, and comply with federal wellness regulations, outside food items, snacks, etc. food from home will not be permitted in classrooms. Alternatives to food related items for classroom parties and/or holiday celebrations may include pencils, stickers or other small, school-related items. The district's Food Service Dept. can provide school-approved snacks if desired.

## **Withdrawal from School**

### *School Board Policy 208: Withdrawal from School*

State law requires compulsory attendance in school until the student becomes 18 years of age. If a student is considering the possibility of leaving school, he/she should talk with his/her counselor as soon as possible to discuss options and alternatives to withdrawing from high school.

Students who intend to transfer to another school district or other school entity should consult with the Counseling Office as soon as possible in order to make the necessary arrangements to have their records transferred. Students are responsible for fulfilling all obligations to the school district and for returning all textbooks and school materials, including the school-issued iPad and charger. A student withdrawal form will need to be signed by a parent/guardian and a withdrawal clearance sheet completed by the student verifying that all obligations have been cleared. Students under 18 years of age will not be withdrawn until ELCO receives verification of enrollment in the school to which the student is transferring.



# **Extracurricular & Interscholastic Activities**

## **Athletics**

### *School Board Policy 123: Interscholastic Athletics*

Interscholastic athletics play an integral part of the total school experience. Students are afforded the opportunity to participate in a variety of interscholastic athletics throughout the school year. Students participating in interscholastic athletics must adhere to the rules outlined in the Athletic Department Handbook

### **Cardiac Arrest and Concussion Management**

#### *School Board Policy 123.1: Concussion Management*

#### *School Board Policy 123.2: Sudden Cardiac Arrest*

ELCO School District recognizes the importance of ensuring the safety of students participating in the District's athletic programs. Policies have been developed to provide guidance for prevention, detection and treatment of concussions as well as the prevention and recognition of sudden cardiac arrest in student athletes.

### **Controlled Substances Regulations**

The ELCO School District has established rules to discourage substance use among adolescents. Any student who violates the rules and regulations regarding controlled substance use is subject to discipline. In addition, any student who is representing ELCO as a part of an extracurricular team and/or activity or who possesses a parking permit for the High School lot must agree to the following regulations.

A student possessing a parking permit or participating in an extracurricular activity who comes in contact with controlled substance use should leave that location IMMEDIATELY to avoid temptation and eliminate suspicion. Any student who possesses, uses or distributes any controlled substance will be suspended from all extracurricular activities, lose his/her parking permit, and will be referred immediately to the Student Assistance Program for review. These regulations are in effect twenty-four (24) hours per day, seven (7) days per week while the student is participating in the activity and/or possesses a parking permit.

The suspension from participation in extracurricular activities and loss of parking permit shall be for a period of thirty (30) calendar days from the date of the infraction or upon the completion of an investigation by school personnel. When the student is participating in activities during the summer months, under the supervision of district personnel, any infraction will also result in a thirty (30) day suspension from extracurricular activities beginning from the date of the infraction or upon the completion of an investigation by school personnel. A suspension can be reduced to seven (7) calendar days if the student agrees to complete an underage drinking and substance abuse program approved by the school district. If the student begins, but does not complete the program, he/she is subject to a resumption of the total suspension.

A second, and each subsequent offense, will result in a suspension from participation in all extracurricular activities and loss of parking permit for 365 days from date of the infraction. A student wishing to participate in extracurricular activities at the conclusion of the suspension must undergo assessment to determine if follow-up treatment is required.

## **Student Clubs and Organizations**

### *School Board Policy 122: Extracurricular Activities*

There are a number of co-curricular activities offered at the high school, such as athletic, music, drama and subject-oriented clubs, Student Council, publications, and interest groups. Students are encouraged to

participate in one or more extracurricular activities of interest to them. A listing of opportunities available to students is published at the beginning of every school year.

## Notice to Parents

### Family Education Rights and Privacy Act

Under FERPA, the following rights are afforded to parents and eligible students:

1. The right to inspect and review the student's educational records within thirty (30) days of the district's receipt of a request for access.
2. The right to request amendments of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the students.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605

5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### Health Services and State Requirements

The ELCO School District [Health Services Department](#) strives to promote, protect, and improve the health and safety of our students through policies and best practices that safeguard our students, staff, and community. In order to provide the best possible care for students, it is important that parents/guardians communicate with the nurse regarding any changes to their health or medication status. Additional information about the Health Services department can be found on the District website ([Health Services](#)).

Throughout their school career, specifically upon school entry (typically Kindergarten), grade seven, and grade twelve, students are required to obtain updated immunizations as per PA Department of Health regulations. Parents/guardians can review specific requirements at each grade level on the [Immunization Requirements](#) page of the District website.

State regulation also requires routine physical and dental examinations to be completed for students in designated grades. Parents/Guardians can review requirements on the [Required Exams and Screenings](#) page of the District website.

## **Media Release**

If a parent does not desire to have their child individually photographed, audio/videotaped, or interviewed by the media, they will indicate such on the district's media permission form. This form only needs to be completed once during the student's high school career.