



Eastern Lebanon County School District

Eastern Lebanon County High School

2022-2023

Parent/Student Handbook

Table of Contents

ELCO School District Information	6
Board of Directors	6
District Administration	6
Eastern Lebanon County Schools	8
ELCO Mission, Vision, and Shared Values	9
Our Promise...	9
Our Vision...	9
Our Mission...	9
Our Shared Values...	9
Statement of Equal Opportunity	9
Alma Mater	10
School Colors	10
School Mascot	10
District Calendar	11
	11
ELCO High School	12
Welcome!	12
Student Handbook Disclaimer	12
Annual Sign Off Forms	12
ELCO High School Staff	13
Bell Schedule	16
Communication with Families	17
Contacting the School	17
Change of Address/Communication	17
Emergency Communications	17
Parent/Guardian Access to Student Records	17
Student Records: Access, Divorce and Custody Agreements	17
Parent/Guardian Newsletters	18
Parent-Teacher Conferences	18
Parent Advisory	18
Visitors	18
Academic Information	19
Curriculum, Assessment, and Instructional Resources	19
Educational Planning Guide	19
Graduation Requirements	19
Commencement	20
Keystone Exams	20
Naviance	21
Positive Behavior Interventions and Supports (PBIS) Secondary	21
Student Code of Conduct	21
Academic Honesty	21

Academic Fraud/Plagiarism	22
Assemblies	22
Care of School Property	23
Dress and Appearance Guidelines	23
Educational Materials	24
Field Trips: Curriculum-Based	24
Field Trips: Extracurricular	24
Hallway Expectations	24
Racial and Ethnic Intimidation	24
Student Rights and Responsibilities	25
High School Information	25
Attendance Procedures	25
Daily Attendance	26
Educational Travel	26
Leaving School During the Day	27
Making Up Missed Work	27
Tardiness	28
Other Attendance Procedures	28
Post-Secondary or Career Exploration Visits	28
Interviews	29
Students Above Compulsory School Age	29
CTC Students	29
Discipline Procedures	30
Levels of Offenses	30
Disciplinary Actions	32
ELCO High School Grading Procedures	34
Promotion Requirements	34
Report Cards	34
National Honor Society	34
National Technical Honor Society (CTC)	36
Weighted Class Rank	37
Other School Information	38
Car-Rider Arrival and Dismissal Procedures	38
Dances	39
Event Posters/Flyers	39
Fire and Safety Drills	39
Lockers	39
Lost and Found	40
Obligations	40
Physical Education Excuse Procedures	40
Restrooms	40
School Insurance	40
Selling of Items	40
Student Drivers	41
Student ID Badges	42

Telephone	42
Weight Room/Gymnasium Guidelines	42
Student Services and Programs	43
Displaced Student Resources (McKinney-Vento Act)	43
Food Services	43
Student Cafeteria Debt	44
Gifted Services	44
Library Services	45
Safe2Say Something	45
School Counseling Services	45
School Health Services and State Requirements	45
Administration of Medication	46
Asthma Inhalers/Epinephrine Auto-Injectors	46
Food Allergies	47
Social Services	47
Special Education Services	47
Student Assistance Program	48
Technology Services	49
Technology Vision	49
iPad 1-to-1 Initiative	49
School-Issued iPads	49
PowerSchool	50
Schoolology	50
Technology Support	50
Transportation	51
Audio and Video Cameras on Buses	51
Transportation Guidelines	51
Unauthorized School Bus Entry	52
Transportation/Bus Rules	52
District Policies	53
Bullying/Cyberbullying	53
Bicycles and Other Modes of Transportation	53
Camera Surveillance	53
Controlled Substance/Paraphernalia	53
Hazing	53
Nondiscrimination in School and Classroom Practices	54
Parent/Guardian Volunteer Program	54
Personal Electronic Devices	54
Possession or Use of Tobacco Products/ E.N.D.S	55
Responsible Use of Technology	55
Search and Seizure	55
Suicide Awareness, Prevention, & Response	55
Terroristic Threats	56
Videotaping/Recording/Pictures	56

Weapons	56
Weather Delays and Early Dismissals	56
Wellness/Food in Classrooms	56
Withdrawal from School	56
Extracurricular & Interscholastic Activities	58
Athletics	58
Cardiac Arrest and Concussion Management	58
Controlled Substances Regulations	58
Student Clubs and Organizations	58
Notice to Parents	60
Family Education Rights and Privacy Act	60
Health Services and State Requirements	60
Media Release	60
Military Opt-Out	61

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 Lovell.....Technology Support Staff

Mrs. Kelly Smith.....Social Worker

Mrs. Tina Ulrey.....Special Education Consultant

Mrs. Judy Umbenhauer.....Technology Support Staff

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



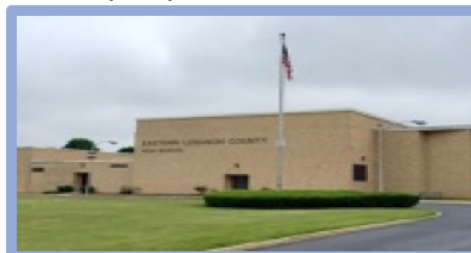
Principal, Dr. Michael Gerhart
Dean of Students, Ms. Mindy Smith
Administrative Assistant, Mrs. Corrie Bailey
Administrative Assistant, Mrs. Melissa Pagano

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



Principal, Mr. Jonathan Treese
Assistant Principal, Mrs. Tara Lutz
Administrative Assistant, Ms. Leslie Spears
Administrative Assistant, Ms. 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)

AUGUST '22 <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	FEBRUARY '23 <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 High School

Welcome!

The administration, faculty, and staff of ELCO High School welcome you, our students and parents/guardians! We are excited to work with you throughout your high school experience and to help you become career and college ready. The policies and procedures contained within this Handbook have been carefully developed to provide you, the students, with a safe, productive, and supportive educational environment. ELCO High School is ultimately your school. Be proud of it. Be proud to be a student here. Be proud of what you will accomplish here. Respect the building and those individuals within the building. Take advantage of the opportunities available and get involved. Let's work together to make 2022-2023 a great school year!

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, 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 High School Staff

HIGH SCHOOL ADMINISTRATION

Jennifer S. Haas
W. Scott Breeden

Principal
Assistant Principal

HIGH SCHOOL OFFICE PERSONNEL

Jessica Templin
Jennifer Smith

Admin. Assistant to the Principal
Admin. Assistant. to Asst. Principal & Athletic Dept.

HIGH SCHOOL FACULTY

<i>Teacher</i>	<i>Department</i>
Hannah Ainge	English
Michele Angstadt	Emotional Support
Lynn Aponick	Science
Sheree Beck	Mathematics
Jacqueline Bender	Physical Education
Jonathan Bickel	English
Diane Bidelspach	Autism Support
Addie Bird	English as a Second Language
Krystal Boxer	Mathematics
Tara Clauss	Learning Support
Bradley Connors	Social Studies
Zachary Cook	Social Studies
Paul Dissinger	Social Studies
Todd Dresch	Science
Brianne Drexel	English
Kelly Espenshade	Mathematics
David Fair	Music (Band)
Melodie Fair	Music (Chorus)
Greg Fields	Learning Support
Charles Gerberich	Mathematics
Joshua Glant	Mathematics
Martha Good	Social Studies
Shannon Graham	Family & Consumer Science
Wesley Harpold	Mathematics
Holly Hartman	Business Education
Christopher Heft	Science
Madison Hetrick	Agriculture Science
Gina Hewitt	Spanish
Amy Hicks	Business Education

Katie Kokan	English
Janice Koontz	Science
Christopher Longstaff	English
Michael Lucky	Art
Jennifer Martin	French
Chad Miller	Biology
Kenneth Miller	Technology Education
Robert Miller	Social Studies
Michael O'Neill	English/Gifted Education
Elizabeth Phillips	Family & Consumer Science
Pamela Rittle	Learning Support
Jocabed Robles	Spanish
Lucas Sandoe	Technology Education
Danielle Seldomridge	Science
Ashli Shay	Health/Physical Education
Taryn Showalter	Art
Michael Simmons	Mathematics
Julie Smeltzer	Learning Support
Wesley Soto	Social Studies
Zachary Stuart	Health/Physical Education
Victoria Taylor	English
Amanda Templeton	Media Specialist/English
James Thomas	Science
Kelsey Thorley	Learning Support
Amy Weddle	Business Education
Rebecca Zimmerman	Learning Support

HIGH SCHOOL COUNSELING DEPARTMENT

J. Thomas Eberly	Counselor Grades 10-12 (H-Z)
Lisa Fulton	Counselor Grade 9
John Mentzer	Counselor Grades 10-12 (A-G); CTC; Virtual Academy
Jennifer Moyer	Counseling Office Administrative Asst.

HIGH SCHOOL HEALTH SERVICES

Michelle Johnson	School Nurse
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HIGH SCHOOL ATHLETIC DEPARTMENT

TBD	Athletic Director
Adam Zurick	Athletic Trainer

HIGH SCHOOL PERSONNEL

Erica Fisher	Paraprofessional
Nicholle Gerhart	Paraprofessional
Michelle Hitz	Specialized Paraprofessional

Steve Zimmerman	EMT Instructor
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Daniel Gonzalez	School Police Officer
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HIGH SCHOOL CUSTODIAL STAFF

Melissa Shellehamer	Head Custodian
Michael Lohnes	Custodian
Mike Wolfe	Custodian
Patti Polynone	Custodian
Armida Teleg	Custodian
Michelle Cover	Custodian

HIGH SCHOOL CAFETERIA STAFF

Amanda Hearn	Jennifer Henry	Mary Heckathorn
Damien Keisch	Alondra Plasterer	Jessica Fulk
Brittany Wenrich		

Bell Schedule

Period 1	7:35 a.m. - 8:30 a.m.		
Period 2	8:35 a.m. - 9:27 a.m.		
Period 3	9:32 a.m. - 10:24 a.m.		
	Class 4	Class 5	Class 6
Period 4	10:29 a.m. - 11:21 a.m. (Class)	10:29 a.m. – 10:59 a.m. (F/L)	10:29 a.m. – 10:59 a.m.(F)
Period 5	11:26 a.m. - 11:56 a.m. (F)	11:04 a.m. - 11:56 a.m. (Class)	11:04 a.m. - 11:34 a.m.(L)
Period 6	12:01 p.m. - 12:31 p.m. (L)	12:01 p.m. - 12:31 p.m. (F/L)	11:39 a.m. - 12:31 p.m. (Class)
Period 7	12:36 p.m. - 1:28 p.m.		
Period 8	1:33 p.m. - 2:25 p.m.		

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, Mrs. Jennifer Smith. Questions related to a student's medical needs, including medication, or our medical procedures should be directed to our school nurse, Mrs. Michelle Johnson. Parents or guardians needing additional communication should contact the school's principal, Ms. Jennifer Haas or the school's assistant principal, Mr. W. Scott Breeden.

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 Mass Notification 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.

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 Mass Notification email program. Parents/guardians wishing to receive the newsletter must maintain an up-to-date email on file through our student information system, PowerSchool. Parents/Guardians can update this email through Powerschool forms.

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 High 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.

Educational Planning Guide

The *Educational Planning Guide* is published each year and contains information to assist students and parents in selecting courses that are appropriate to the student's goals, interests, skills, abilities, and future plans. The *Educational Planning Guide* also outlines information pertaining to the academic program of the school. The *Educational Planning Guide* is available for download on the ELCO High School website.

Graduation Requirements

Board Policy 217: Graduation

All students will be required to meet the requirements established in Act 158 of 2018, that include the following:

- Keystone Proficiency Pathway: Scoring proficient or advanced on each Keystone Exam – Algebra 1, Literature, and Biology
- Keystone Composite Pathway: Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two). The passing composite score is 4452.
- Alternate Assessment Pathway: Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and one of the following:
 - Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
 - Gold Level on the ACT WorkKeys Assessment; or
 - Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;
 - Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;

- Successful completion of a pre-apprenticeship program; or ○ Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.
- Evidence Based Pathway: Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including
 - One of the following:
 - Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
 - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
 - Attainment of an industry-recognized credential; or
 - Successful completion of a concurrent enrollment or postsecondary course; and
 - Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service-learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college bound student athletes with a minimum grade point average (GPA) of 2.0.
- CTE Pathway: For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

Commencement

Seniors must attain the following requirements to participate in Commencement:

- Attain local graduation requirements based on academic credit
- Fulfill one graduation pathway as outlined by the Pennsylvania Department of Education
- Have no major disciplinary incidents during senior year
- Have less than 20 unexcused absences during senior year
- Have all financial obligations satisfied before the first practice for the ceremony
- Attend all practices for the ceremony

Keystone Exams

The Keystone Exams are end-of-course assessments designed to measure students' proficiency in Algebra I, Biology, and Literature. Students are required to complete each of the Keystone Exams by the spring of their junior year in order to meet federal accountability requirements. Additionally, these exams are one component of Pennsylvania's system of high school graduation requirements, which are outlined in Chapter 4 regulations. Act 158 of 2018 established multiple pathways to fulfill the state-mandated graduation requirements. These statewide graduation requirements apply beginning with the Class of 2023. Students who do not demonstrate proficiency on a Keystone Exam are provided with remediation prior to retaking the respective Keystone Exam. This supplemental instruction aligns with the

eligible content assessed through each Keystone Exam (Algebra I, Biology, and Literature). For more information, please see the High School's "Educational Planning Guide."

Naviance

Students will use the various tools within Naviance to identify their strengths, goals, skills and interests, plan their High School course of study, explore careers and post-secondary schools, apply to post-secondary institutions, and search for scholarships. Students and parents may access ELCO High School's 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.

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

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. NHS) 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 high 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.

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 using the hallways, please observe the one-way hallway directional arrows on the walls. If you happen to go the wrong direction, you will be asked to go in the correct direction. Thank you for your cooperation in advance.

When a student leaves and subsequently returns to their assigned classroom they will be required to scan a QR code and complete the required information. 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 daily/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 and may not enter an unassigned classroom, circulate in the hallways.
4. Fire laws require that the stairs be kept cleared. Therefore, standing or sitting on the stairs is not permitted.
5. All staircases in the High School will be designated as either UP or DOWN stairwells.
6. During their assigned lunch period, students are prohibited from entering a classroom, circulating the hallways, entering the gym, weight room, or locker rooms, or loitering in unassigned areas.
7. Corridors where classes are in session should be kept as quiet as possible.
8. 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.

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.

High School Information

Attendance Procedures

School Board Policy 204: 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 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 (hsattendance@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 7:35 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 7:35 a.m. but before 8:35 a.m. (inclusive). If a student arrives to school between 8:36 a.m. and 1:30 p.m., the student will be considered absent half-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) parent 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 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 specific reason for the early dismissal. This note does not excuse the absence, it merely informs the school that you will be picking them up for this purpose. 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 first period class by 7:35 a.m. The only permissible reasons that will be accepted to excuse tardiness will be notes from a qualified medical professional (doctor, dentist, etc.) verifying appointments that caused the student to be late to school. Parent notes are not accepted as valid excuses for tardiness. All students arriving after 7:35 a.m. must report to the High School Office to obtain a late pass. Students who arrive after 1st period will be issued a half-day absence. Students who leave prior to 8th period will be issued a half-day absence. These half-day unexcused absences will accumulate toward your attendance limits and can be included for purposes of attendance fines.

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

1. 4th Tardy – One (1) hour of Administrative Detention and Parent Conference
2. 5th Tardy – One and a half (1.5) hours of Administrative Detention
3. 6th and 7th Tardy – Two (2) hours of Administrative Detention and loss of parking privileges for two (2) weeks on 6th tardy
4. 8th through 14th Tardies – Two (2) hours of Administrative Detention and loss of parking privileges for four(4) weeks on 8th tardy
5. 15th Tardy – Social probation for thirty(30) days. Students will not be allowed to attend or participate in any extracurricular activities(PROM, sports, play, musical, club,etc) while on social probation. The social probation will be extended by 30 calendar days if the student is tardy two or more times while on social probation.

Other Attendance Procedures

Post-Secondary or Career Exploration Visits

- Students may be excused for a maximum of three (3) school days per year in order to visit colleges and/or take part in job shadow experiences to help prepare for the student's post- graduation plan. Students must complete and submit the "Post-Secondary or Career Exploration Visit Form" at least two weeks in advance of the scheduled visit. The form should be turned in to the counseling office for approval. In addition, students must have an admissions counselor or the individual they shadowed verify the experience by signing the form. The form must be returned to the main office within three days of returning to school. Failure to do so will result in the absence being coded as unexcused. If the trip is not approved because the student has exceeded the ten (10) days of parental verified absences or the student has exceeded the three (3) day post-secondary or career exploration visit limit, the days will be coded as unexcused.

Interviews

- Appointments should be scheduled after careful consideration of their impact on the educational process.
- In the case of a job interview, the student must submit a note from a prospective employer indicating his or her participation in a job interview upon his or her return to school the following day.
- If the student fails to submit an appointment card or verification of an interview, the absence will be considered unexcused

Students Above Compulsory School Age

- When a student is 18 years of age or older, and therefore above compulsory school attendance age, a letter will be sent to the parent(s)/guardian(s) notifying them of the child's unexcused absences at the following intervals:
 - Three (3) unexcused days
 - Six (6) unexcused days
 - Nine (9) unexcused days
 - Twelve (12) unexcused days
 - Fifteen (15) unexcused days
 - Twenty (20) unexcused days
- Students may not be permitted to make up schoolwork, including assessments, that are missed due to an unexcused absence or from an absence for which a note from a licensed medical professional is not submitted within three (3) days. Students may therefore receive a zero (0) for all schoolwork and assessments missed due to an unexcused absence. Consequently, students are at risk of losing credit for their classes if they accumulate an excessive number of unexcused absences.
- Students who accumulate twenty (20) or more unexcused absences during their senior year may not be permitted to participate in the Commencement ceremony.
- Additionally, per Pennsylvania School Code, Section 11.24, any student above compulsory age who accumulates ten (10) consecutive unexcused absences will be withdrawn from school.

CTC Students

- Throughout the year, assemblies will occasionally be held at ELCO. CTC students will be allowed to return for half-day assemblies (i.e. Homecoming Lawn Luncheon and Spring Lawn Luncheon/Talent Show). Additionally, the CTC does not necessarily follow the same school calendar as ELCO. Listed below are the procedures for other transportation scenarios:
 - Pre-Planned ELCO Early Dismissals (Non-Weather Related)
 - AM and full-day CTC students are expected to attend CTC as normal. If a full-day student does not have transportation home at the end of the day, s/he needs to submit a parent/guardian signed note to Mr. Mentzer and s/he will return to ELCO with the AM students and remain at ELCO until dismissal.
 - PM CTC students who do not have transportation home at the end of the day will not be required to attend the CTC as long as they submit a parent/guardian signed note to Mr. Mentzer in advance.
- Days When ELCO Is Not In Session (Non-Weather Related)
 - There will be days when ELCO is not in session but the CTC is in session. Transportation will still be provided for students from ELCO to the CTC and from the CTC back to ELCO, unless the District is closed. If the District is open, students will be responsible for providing their own transportation to/from ELCO. If a student cannot provide his/her own transportation, a parent/guardian signed note must be submitted to Mr. Mentzer at least one day in advance to have the absence excused.

- Weather-Related Procedures
 - 2-hour delay at ELCO – All students will be transported from home to ELCO on their regular bus on the two-hour delay schedule. Full-day CTC students will be transported to CTC two hours later than usual. AM CTC students are not required to attend the CTC and no return transportation from CTC to ELCO will be provided mid-day. PM CTC students will be transported to CTC on time.
 - Should the CTC be open when ELCO is closed due to inclement weather, no transportation will be provided and students do not need to be present at the CTC.
 - Should ELCO need to close early, all students will be transported back to ELCO in time to ride their normal bus home.

Discipline Procedures

School Board Policy 218: Student Discipline

School Board Policy 233: Suspension and Expulsion

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.***

Levels of Offenses

LEVEL I - Misbehaviors on the part of the student that impede the educational process and/or orderly classroom procedures or interfere with the orderly operations of the school. These infractions can typically be handled directly by teachers.

Examples include:

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Minor classroom disruptions/infractions ● Unnecessary noise ● Food or drinks in unauthorized areas or classrooms ● Hallway and pass offenses | <ul style="list-style-type: none"> ● Student dress code violations (including costumes, face-painting, masks, etc.) ● Minor cafeteria violations ● Public displays of affection |
|---|--|

Disciplinary options:

Violations are handled by the classroom teacher with parent contact and/or teacher detention. Violations may be handled by administration. Documented repeat violations are referred to administration.

LEVEL II - These infractions will likely result in an office referral. These are misbehaviors whose frequency and seriousness tend to disrupt the educational climate of the school or that adversely impacts school operation, safety or public image.

Examples include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Recurring Level I behaviors ● Bus misbehavior ● Cutting class (For this purpose, class shall be defined as any scheduled activity during the school day, including flex and lunch. Students who leave class early without | <p>permission or are out of class for an extended amount of time are considered cutting class.)</p> <ul style="list-style-type: none"> ● Class disruption/violation of classroom rules ● Disrespect ● Lewd or rude behavior, inappropriate |
|---|---|

- language or gestures
- Unauthorized use of electronic devices
- Undirected profanity
- Horseplay
- Throwing food, littering
- School tardiness (see tardy policy), repeated class tardiness
- Cutting detention
- Propping exterior doors open
- Failure to obey a reasonable request by

- staff member
- Unauthorized presence in school parking lot or other outside area during the school day
- Verbal peer conflict
- Being in unauthorized areas during lunch period
- Lying to a staff member
- Violation of electronic device policy and/or inappropriate use of technology during school hours

Disciplinary options:

Violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: after school detention, In-School Suspension, and Out-of School Suspension.

LEVEL III - Offenses that are considered a major school offense and are directed against persons and/or their property. These acts might be considered criminal but most frequently can be handled by the disciplinary process in the school. However, direct violation of the Pennsylvania Crimes Code committed within the school will be reported to law enforcement.

Examples include:

- Recurring Level II behaviors
- Insubordination
- Forgery
- False sign-out
- Fighting
- Bullying, threats, harassment
- Racial remarks or gestures
- Unauthorized physical contact
- Property damage/vandalism
- Theft or possession of stolen property
- Leaving school grounds without permission
- Directed profanity/obscene gestures
- Threatening a staff member
- Disorderly conduct
- Possession/distribution of pornographic material
- Posting, taking, downloading, or being in possession of inappropriate pictures or content
- Unauthorized picture taking, audio recording, and/or video recording and/or posting online or on school grounds
- Driving and/or riding to CTC without permission from ELCO personnel
- Driving while privileges are revoked
- Possession or use of an electronic nicotine delivery system (E.N.D.S.), vape juice, or pods
- Possession or use of any tobacco products

Disciplinary options:

Violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: After School Detention, In-School Suspension, Out-of School Suspension, and/or law enforcement involvement.

LEVEL IV - Level IV offenses include actions that 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. These offenses warrant suspension for a minimum of 10 days. A readmission conference with a building administrator will be required before returning to the school building. The school

administrator may request additional exclusion for students during which alternative educational placements may be examined. Students may be required to meet additional conditions before they are readmitted. These infractions may be reviewed by the Superintendent to determine if the student should be recommended to the School Board for expulsion.

Examples include:

- Possessing or using explosives
- Creating life-threatening situations
- Gang-related activity that intimidates or threatens other persons
- Reporting by telephone, in writing, or in person a threat known to be false •
- Activating a false alarm
- Assault
- Arson
- Possession of weapons (refer to Weapons Policy)
- Terroristic threats
- Drug and alcohol related offenses, including possessing, selling or using controlled substances
- May include offenses listed in Level III, depending upon the nature of the infraction

Disciplinary options:

Violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: Out-of-School suspension for a minimum of 10 days, law enforcement involvement, and/or a recommendation to the School Board for expulsion.

Disciplinary Actions

The following disciplinary actions will be used as a deterrent to unacceptable student behavior. It is important to note that these are simply guidelines that the administration will follow. The administration reserves the right to change the number of detentions, days of suspension, and/or length of each detention based on each situation.

Additional offenses after reaching these limits may result in consideration for alternative school placement and/or expulsion. Please refer to [School Board Policy 233](#) for more information on suspension and expulsion.

Administrative Detention (AD)

1. Detention will be served from:
 - 1st ASD = 2:35 p.m. to 3:35 p.m.
 - 2nd ASD = 2:35 p.m. to 4:05 p.m.
 - 3rd ASD = 2:35 p.m. to 4:20 p.m.
2. Students will complete assignments, read independently or complete tasks as assigned. Sleeping and personal electronic devices are not permitted. Personal electronic devices will be placed in an envelope at the start of detention and only returned to the student at the completion of detention. Students may not listen to music on any type of electronic device during detention. Failure to comply with the rules of detention will result in further disciplinary action.
3. Students who do not report to an assigned detention will receive an additional

disciplinary consequence, unless the student presents a valid excuse (signed doctor's note or family emergency with parental contact) to the Assistant Principal.

4. Activity buses are available for students following detention (unless they are serving

24

a bus suspension). The buses leave the High School at 4:15 p.m. and 5:15 p.m. 5. *Students may not be excused due to **employment, athletics, or extra-curricular activities.***

In-School Suspension (ISS)

1. Students will report to the main office by 7:35 a.m. the morning of their ISS with their ISS form signed by their teachers and a parent/guardian.
2. Personal electronic devices will be surrendered to the administration and stored in the office safe until the end of the day, at which time they will be returned to the student. Students found to be in possession of any personal electronic device in ISS will receive an additional day of ISS as a consequence. The school-issued iPad will be available for use, if necessary, while in ISS.
3. Students serving ISS will be required to bring work to complete. If they do not, staff may assign work to be completed. Additionally, students may be required to complete character-based assignments in Schoology.
4. No talking or sleeping is permitted.
5. Students not complying with the directives of staff, violating the guidelines of ISS, or refusing to surrender an electronic device may receive an OSS and will complete their required ISS time upon their return.
6. At the conclusion of the in-school suspension, students must leave school property for the remainder of the day. Students are not permitted to participate and/or attend any extra-curricular activities on the day of their in-school suspension.

Out-of-School Suspension (OSS) *Administration will file formal police charges when deemed necessary.*

1. Students will be expected to make up work missed during an out-of-school suspension. A homework request may be made through the Counseling Office.
2. For the duration of the OSS, students are not permitted on ELCO School District property, including for school activities and athletic events. Failure to comply with the conditions of the OSS may result in a trespassing charge being filed.

ELCO High School Grading Procedures

Promotion Requirements

Students attending ELCO High School are required to register for a minimum of six (6) total credits per year. Sequential courses in English, Social Studies, Math, and Science must be passed in their respective order.

Credits must be earned prior to the start of each school year in order for students to be listed in the respective grade level. Only approved summer school programs may be used to meet promotion or graduation requirements when failures occur. All required credits needed for graduation must be earned prior to the date of graduation in order to participate in commencement exercises.

In order to be promoted to the following grade level, all students must successfully earn the following number of credits to be considered for promotion to sophomore, junior, or senior class status:

	Credits Needed
SOPHOMORE	5
JUNIOR	10
SENIOR	16

Report Cards

Students will receive a report card indicating their marking quarter grades in all current courses following the conclusion of each nine-week grading period. Mid-term and final exam grades will also be reported when applicable.

1. For semester courses, the final course grade is a cumulation of two 9-week marking quarter grades and a final examination grade, if applicable, with each marking quarter counting for 40% of the final course grade and the final examination counting for 20% of the final course grade.
2. For full year courses, the final course grade is a cumulation of four 9-week marking quarter grades in addition to course mid-term and final examination grades, if applicable. Each marking quarter grade contributes 20% to the final course grade with the mid-term and final exams each contributing 10% to the final course grade.

Parents may view their student's grades through the "PowerSchool for Parents" portal. Instructions on how to access the portal are posted on the District's website. Progress reports will be distributed to parents/guardians of students whose grades at the mid point of a marking quarter indicate that the student is in danger of failing a course (defined as having a 69% or lower current average).

National Honor Society

The National Honor Society is based upon the precepts of scholarship, leadership, service, and character. In order to qualify as a candidate for membership in the NHS, a student

must be in the eleventh or twelfth-grade and have attained the minimum scholarship requirement of a 95.0 cumulative weighted grade point average as of the end of the student's sophomore or junior year. The NHS advisor will verify a student's academic eligibility for candidacy. Students who meet this minimum academic requirement will receive a letter inviting them to submit a "Student Activity Information Form" during the fall semester of his or her junior or senior year. On this form, students will present evidence of leadership, service, and character, which will then be presented to a review committee of faculty members. The Faculty Council will evaluate the information each candidate submitted based on the rubric below. Students will be selected for membership based on a majority vote of the Faculty Council.

Rubric for Membership in the National Honor Society:

Service – Students involve themselves in service by undertaking activities that are done with or on behalf of others without financial or material compensation. The student who serves volunteers his or her time willingly and offers his or her services to the betterment of the school and community.

Points awarded for service:

- 5 - Contributes a significant amount of time in at least 4 service activities.
- 4 - Contributes time in four service activities.
- 3 - Contributes time in three service activities.
- 2 - Contributes time in two service activities.
- 1 - Contributes time in at least one service activity.

Character - Students display a high level of character by demonstrating responsibility, respect, trustworthiness, fairness, caring, and citizenship. Furthermore, students of character take criticism willingly and accept recommendations graciously. They uphold the principles of morality and ethics. Students of character also comply with school regulations and show courtesy, concern, and respect for others.

Points awarded for character:

- 5 - Displays traits of a student of character, including those mentioned above, without exception or reservation.
- 4 - Displays traits of good character in all but occasional, rare circumstances.
- 3 - Displays traits of good character in most situations.
- 2 - Rarely displays traits of good character.
- 1 - Never displays traits of good character.

Leadership - Students exercise leadership in a variety of ways, which may include holding an officer position in a club or organization, demonstrating initiative in the classroom or community, or exerting a positive influence on others. Leaders display a positive attitude and are dependable and responsible individuals who work well with others. Leaders also inspire positive behaviors in others by setting an example to be followed.

Points awarded for leadership:

- 5 - Holds three positions of leadership and consistently displays the characteristics of leadership in a variety of settings.
- 4 - Holds two positions of leadership and consistently displays the characteristics of

leadership in a variety of settings.

3 - Holds one position of leadership and consistently displays the characteristics of leadership in a variety of settings.

2 - Consistently displays the characteristics of leadership described above.

1 - Occasionally displays the characteristics of leadership described above.

The requirements for maintaining membership in the NHS extends beyond those for participating in other extracurricular activities. A member who exhibits behavior that does not uphold all standards of scholarship, leadership, service, and character may be brought before the Faculty Council to face possible probation or dismissal. This includes earning lower than the minimum GPA of a 95%, engaging in any activity that contradicts the traits of good character, or failing to maintain a high level of leadership and service.

Because the Keystone Exams are an important part of evaluating student achievement, the results of the Keystone Exams may also be considered when evaluating candidates and current members. Any student who does not achieve a rating of Proficient or Advanced on a Keystone Exam may be ineligible for membership, or if a current member, may be brought before the Faculty Council to face possible dismissal.

National Technical Honor Society (CTC)

CTC students considered for the NTHS must be in 11th or 12th grade to be eligible.

All Junior or Senior Students in Full-Day Program:

- Grades
 - o Must have an average of 92% or above in his/her Career & Technical program.
- Attendance
 - o All full day students must have no more than three excused *incidents during the first semester (exceptions to this criterion will be approved by the NTHS Review Committee).
- Discipline
 - o No disciplinary infractions that rise to administrative level.
- Community Service
 - o All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by the date indicated on the form.

Junior Students in Half-Day Programs:

- Grades
 - o Juniors returning for the second year of the vocational program will be eligible for the National Technical Honor Society if they have an average of 92% or above in his/her vocational program by the end of the 4th marking period of their junior year and returning to the CTC.
- Attendance
 - o All Half-Day students must have no more than five excused *incidents for the school year (exceptions to this criterion will be approved by the NTHS Review Committee).
- Discipline
 - o No disciplinary infractions that rise to administrative level.

- Community Service
 - o All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by date indicated on the form.

Continued Participation in National Technical Honor Society:

- All students must maintain a 92% or higher while enrolled at the Lebanon CCTC.
- Must do additional 5 hours of Community Service.
- Must have no disciplinary infractions that rise to Administrative level.
- Attendance: an additional two excused *incidents will be granted to all full day students while enrolled at the CTC.
- An additional five excused *incidents will be granted to all half-day students while enrolled at the CTC during their senior year.

***INCIDENT –one incident could consist of multiple days of absence associated with illness or other debilitating issues.**

Weighted Class Rank

Courses in the core academic areas of English, Math, Science, and Social Studies, World Language courses, and advanced elective courses may be given additional weight to calculate a student's weighted grade average for the purpose of determining class rank. *Class rank* is a measure of the academic achievement of any one student in a class in relationship to all other students in the class and is determined using a student's cumulative weighted GPA.

The level assigned to each course is listed in the *Educational Planning Guide*. All courses that are graded on a pass/fail basis do not factor into a student's weighted grade average or class rank. Class rank is calculated at the conclusion of each school year.

Valedictorian and Salutatorian for graduating seniors are determined after the end of the third marking quarter of the senior year, based on the weighted grades at that time. A final senior class rank is calculated at the conclusion of the school year. Once the valedictorian and salutatorian are determined at the end of the third marking quarter, those positions are fixed.

Class rank will be determined using the weighted factor method, as shown in the table below, to calculate a student's weighted cumulative grade average. To obtain the weighted grade average, the percent grade assigned by the teacher as the student's final course grade is multiplied by the number of credits established for the course and then by the weighted factor assigned to the course as indicated below:

<u>Level</u>	<u>Weighted Factor</u>	<u>Description</u>
Level IV	1.12	Includes Advanced Placement (AP), College in the High School, and dual enrollment courses

Level III	1.06	Includes Honors courses and 3 rd and 4 th year World Language courses
Level II	1.03	Includes College Prep courses and advanced elective courses
Level I	1.00	Includes Applied courses and all courses not otherwise designated

An example is listed below:

Course	Percent	x	Course Credit	x	Weighted Factor	=	Weighted Grade
Lit, Analysis, and Comp III - CP	87	x	0.5	x	1.03	=	44.805
Creative Writing	93	x	0.5	x	1.03	=	49.29
World History – Applied	95	x	1.0	x	1.00	=	95
AP Statistics	82	x	1.0	x	1.12	=	91.84
Physics I: Mechanics - Honors	91	x	1.0	x	1.06	=	96.46
Spanish III	85	x	1.0	x	1.06	=	90.1
Web Design I	93	x	0.5	x	1.00	=	46.5
Metal Manufacturing I	89	x	0.5	x	1.00	=	44.5
TOTALS			6.0			=	558.495

To calculate the student's weighted grade average, divide the student's total weighted percentage (558.495 in the above example) by the student's total number of credits attempted (6.0 credits in the above example) to determine the student's weighted grade average (which would be 93.0825 in the above example). The weighted grade average is used to determine the student's class rank.

Other School Information

Car-Rider Arrival and Dismissal Procedures

All students will enter the building through the doors that immediately access the main hallway (main entrance, loading dock entrance, and cafeteria/faculty parking lot entrance). Students are not permitted in the building prior to 7:15 a.m. and will report directly to their first period class upon arrival or to the cafeteria for breakfast and then to their first period class.

The school day concludes at 2:25 p.m. Students who ride the bus home should quickly report to their locker and then immediately to the main entrance of the High School to

board their bus. Appropriate and respectful behavior is required at all times. ***Students remaining in the building after school hours must be under the direct supervision of a faculty member at all times.***

Students who are dropped off/picked up at arrival/dismissal time by a parent/guardian must use the faculty parking lot (via the doors by the cafeteria). Parents/guardians cannot use the District Office parking lot at the beginning and end of the day.

Dances

To attend a dance, the attendee must be an ELCO High School student or the registered guest of an eligible ELCO High School student. Guests may only be permitted for Homecoming and Prom. All outside guests must be of at least high school age and not older than 20 years old. All guests must be approved in advance by the Assistant Principal or Principal using the proper guest form. Guests will not be admitted to any activity without the proper pre-registration and approval.

Adherence to the High School's dress code is expected for all dances. More formal attire is required for certain dances as determined by the sponsoring organization. The administration may deny participation in a school dance based on financial obligations, academic eligibility, and/or disciplinary obligations.

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

When items are lost or found by another student, they can be dropped off or claimed from the lost and found box in the main office. If you need to report a lost or missing item, please see the main office. Items will be held til the end of each marking period and then will be disposed of appropriately.

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 Drivers

Driving to school is a privilege. Students who drive to school are obligated to follow all traffic laws as well as the following guidelines:

- Students may only drive to school with permission and must display a valid parking permit. Parking permits purchased prior to the end of the first semester cost \$15.00. Parking permits purchased during the second semester cost \$10.00. Parking permits must be displayed on the rearview mirror. Parking permits are non-transferable and non-refundable.
- All vehicles parked on-campus must be registered in the High School office. A Powerschool Registration form, listing all vehicles a student may drive, must be completed prior to a parking permit being issued.
- Bumper/window stickers deemed inappropriate by administration must be removed. If the sticker is not removed, the vehicle will not be allowed to park on school property.
- Speeding or careless driving on the school grounds and on streets bordering the school is not permitted. The speed limit on the school grounds is 15 MPH.
- Parking in a no-parking area (i.e., unmarked space, handicapped space, on the grass, District Office parking lot) is a direct violation and may result in fines and/or parking privileges being revoked.
- Students may not go to their vehicles during the school day without permission from the High School office. Also, sitting in cars during the day is not permitted.
- Participation in a driver's safety course is mandatory for all students prior to the issuing of a parking permit. The driver's safety course is found on Schoology. Directions for access are on the Powerschool Student Driving Form.
- Students assume responsibility for vehicles parked on school property. The school district is not responsible for any missing articles or damage to vehicles.
- Parking on school property is a privilege that may be revoked for disciplinary or administrative reasons. Students who are issued more than 3 after school detentions may have their parking privileges revoked. In addition, students may have their parking privileges revoked for having failing grades at the end of any marking period.
- All student obligations must be fulfilled prior to a student being issued a parking permit. Parking permits may be revoked at any point during the year if the student has an outstanding obligation.
- Students who must leave campus during the school day and need to drive as part of a school approved program (i.e., dual enrollment, co-op, CTC, internship, etc.) must have a signed Student Driving Contract approved by the administration.
- ALL CTC students must use the district-provided transportation to and from CTC unless a signed Student Driving Contract has been approved by the administration. Driving or riding to CTC without permission will result in the following consequences:
 - 1st offense – Two (2) After School Detentions (1.5 hours each)
 - 2nd offense – Two (2) After School Detentions (1.5 hours each) and the loss of parking privileges for two (2) weeks
 - 3rd offense – Two (2) After School Detentions and the loss of parking privileges for five (5) weeks
 -

The school police may impose the following penalties for violation of parking lot/school driveway rules:

1. Failure to properly display parking permit, parking on school property without proper registration and/or in a no-parking area:
 - 1st offense = \$10.00
 - 2nd offense = \$15.00
 - 3rd offense = \$20.00 and car may be impounded (plus towing cost)
2. Speeding/reckless driving on school grounds:

1st offense = \$20.00 and loss of parking privilege (time will be determined by administration)
2nd offense = \$30.00 and loss of parking privilege (time will be determined by administration)

Fines must be paid by the assigned due date or they will become an obligation and parking privileges will be suspended until the obligation is rectified.

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 or FLEX time. 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 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).

If a student wishes to go to the library during lunch, s/he must have a 'lunch to library' pass and it must be shown to the lunch monitor prior to leaving the cafeteria. These students are not required to sign-out.

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 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) , 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

Medication Administration at School

Parents/guardians have the primary responsibility for the health of their children. As a general rule, and if at all possible, medication should be taken at home. If medication needs to be administered during the school day, please review the information below and refer to the [Health Services](#) section of the District website.

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

School Board Policy 210.1: Possession/Administration of 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

School Board Policy 209.1: Food Allergy Management

[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) or telephone (717-866-7117, extension 10821).

Student Assistance Program

Adults in your school are available to help you with problems associated with:

1. Alcohol and drugs
2. Depression
3. Suicidal thoughts
4. Eating disorders
5. Thoughts of running away or not coming to school

The Student Assistance Program is designed to identify and assist students who are experiencing barriers to learning due to substance use, social-emotional difficulties, or other concerns. The Student Assistance Program provides students with help in overcoming these barriers by establishing a support system and making referrals to the appropriate school or community resources. The Student Assistance Program is not a treatment program but rather a system of intervention. Teachers, parents, or students may make referrals to the SAP team.

Referrals may be made to the following SAP team members:

Teachers: Mrs. Angstadt, Mrs. Bender, Dr. Good, Mr. Heft, Mr. Longstaff, Mrs. Martin, Mr. O'Neill

Counselors: Mr. Eberly, Ms. Fulton, Mr. Mentzer

High School Personnel: Mr. Breeden, Mr. Gallagher, Mr. Zurick

SAP Liason: Mrs. Hoffman

How can you make a referral? It's easy!

Complete a referral sheet, which may be found in the high school office, counseling office, or nurse's office. Information is confidential unless there is evidence that a student is a danger to him or herself or others.

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.

PowerSchool

PowerSchool is one of the leading K-12 student information systems that is used by the school district to maintain student demographic information, attendance, class schedules, and grades. Parents and students have the ability to log into the PowerSchool public portal to view grades, attendance records, and update student information through online forms. For tutorials for establishing an account and navigating the PowerSchool portal visit the [PowerSchool page](#) on the School District website.

Schoology

Schoology is an award winning Learning Management System (LMS) that allows teachers to maintain a web presence, post course content, create calendar events for assignments, expand communication methods with students, and establish online learning communities. Schoology also serves as an educational hub for students to participate in online discussion with classmates, submit assignments online, store digital resources, and keep daily tasks organized. The ELCO School District chose Schoology as the District's LMS for the student one-to-one environment where all students have access to their own mobile device with the Schoology app installed. Teachers have been provided training on creating calendar events and posting online material in order to build this educational hub. For additional information and tutorials visit the [Schoology page](#) on the School District's website.

Technology Support

Each building will have individuals designated as technical support personnel. If a student's iPad is damaged or in need of repair, students will need to take the iPad to their building's designated support personnel for assessment.

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 to support efforts to maintain the safety and security of students. 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 completed TEMPORARY BUS PASS REQUEST FORM. 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

The District sets forth rules, procedures, and administrative guidelines designed to respond to controlled substance use, sales, distribution or possession by any member of the student population within the scope of the total school program.

Controlled substance possession, use, sales, or distribution has a detrimental effect on the lives of the students in our charge physically, emotionally, and intellectually. Further, it is recognized that it is the Eastern Lebanon County School District's responsibility to provide a safe and wholesome environment in which the whole student body can grow and learn. To that end, a system-wide effort has been designed to include all school personnel, professional and nonprofessional, in the maintenance of a safe, wholesome school environment regarding possession, use, sales, or distribution of controlled substances. The guidelines are designed to take a constructive approach to any infractions of policy with full recognition of individual rights to due process and probable need for rehabilitative treatment.

Therefore, the possession, use, sale, or distribution of any controlled substance within the scope of the total school program is prohibited. The following rules, procedures, and

administrative guidelines are established in support of [School Board Policy 227 \(Controlled Substances/Paraphernalia\)](#). Violators of this policy shall be subjected to discipline pursuant to the Student Code of Conduct and School Board Policy.

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 + possible citation
- 2nd Offense: 2 day ISS/OSS + a citation issued + parent conference
- 3rd Offense: 3 day ISS/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 [Personal Electronic Devices 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.

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 Mass Notification 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.

Military Opt-Out

School Board Policy 250: Student Recruitment

The Education Reform Act of 2002 contains a provision that school districts provide, on a request by military recruiters, access to secondary students' names addresses, and telephone listings. The ELCO School District is obligated to provide the directory information of 11th and 12th grade students to military recruiters unless directed by a parent/guardian that such information not be released. If you do not wish to have the directory information released to military recruiters, you must inform the principal in writing no later than September 15, 2022. If notification is not received by this date, student directory information will be released as specified.