

Eastern Lebanon County High School



Student Handbook 2021-2022

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ELCO High School Annual Signoff Forms

Dear Parents/Guardians and Students,

The ELCO High School Student Handbook will answer many of the questions you may have regarding the guidelines, procedures and activities at ELCO High 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 signoffs for yearbook photograph, media release, and Responsible Use of the Internet must also be completed in the "Forms" section of the PowerSchool for Parents portal within the first two weeks of the school year.

Eastern Lebanon County High School

**180 ELCO Drive
Myerstown, PA 17067
Phone: (717) 866-7447
Fax: (717) 866-7287
www.elcosd.org**

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 bye
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

Raiders

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 2021-2022 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.

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.

Mission Statement

ELCO Together: One community, one school district, creating learning opportunities for each student, every day.

ELCO Vision Statement

Together we will...

- **Expect excellence**
while we are
- **Learning together**
to prepare our students to be
- **Community ready**
as we provide
- **Opportunities for all students.**

ELCO Shared Values

We believe that all students will

- Be prepared academically, socially and emotionally by fostering skills and strategies to succeed and adapt in an ever-changing, highly complex global community;
- Develop appropriate and effective critical and creative-thinking skills, problem-solving skills, and decision-making skills
- Learn in a safe, nurturing environment, that appropriately meets the physical and emotional needs of our students;
- Receive a diverse and challenging curriculum that motivates every student to realize and reach his or her potential;
- Promote a culture of respect through integrity and empathy;
- Receive rigorous instruction taught by the highest caliber of faculty and staff and will be led by skilled administrators who choose to remain in the ELCO SD; and
- Benefit from the responsible and accountable actions to promote academic, financial, and operational decisions from the School Board and Administration.

Board of School Directors

School Board President	Mr. Jack Kahl
School Board Vice President	Mrs. Tracy Gray-Hayes
School Board Treasurer	Mr. Howard Kramer
School Board Member	Mr. Ray Ondrusek
School Board Member	Mrs. Dotty Noll
School Board Member	Dr. Barbara Smith
School Board Member	Ms. Erin Stettler
School Board Member	Mrs. Denise Thomas
School Board Member	Mrs. Amber Weaver
*School Board Secretary	Mrs. Gloria Hill

District Administration

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

High School Administrative & Support Personnel

High School Principal	Ms. Jennifer Haas
High School Assistant Principal.....	TBD
School Counselors	Mr. J. Thomas Eberly Ms. Lisa Fulton Mr. John Mentzer
School Nurse	Mrs. Michelle Johnson
Athletic Director	Mr. Douglas Bohannon
Athletic Trainer	Mr. Adam Zurick
School Police Officer.....	Officer Daniel Gonzalez

Administrative Assistants

Principal's Office	Mrs. April Habecker
Assistant Principal/Athletics Office.....	Mrs. Karen Brown
School Counseling Office.....	Mrs. Jennifer Moyer

Faculty

<u>Teacher</u>	<u>Subject Area(s)</u>
Mrs. Michele Angstadt	Emotional Support
Mrs. Lynn Aponick	Science
Mrs. Sheree Beck	Mathematics
Mrs. Jacqueline Bender	Physical Education
Mr. Jonathan Bickel	English
Mr. Doug Bohannon	Driver Education/Athletic Director
Mrs. Krystal Boxer	Mathematics
Mr. Christopher Davis	Agriculture Science & Technology
Mr. John Carley	Technology Education
Mrs. Tara Clauss	Special Education
Mr. Zachary Cook	Social Studies
Mr. Brad Connors	Social Studies
Mr. Paul Dissinger	Social Studies
Mr. Todd Dresch	Science
Mrs. Brianne Drexel	English
Ms. Kelly Espenshade	Mathematics
Mr. David Fair	Music
Mrs. Melodie Fair	Music
Mr. Greg Fields	Special Education
Mr. Charles Gerberich	Mathematics
Mr. Joshua Glant	Mathematics
Ms. Martha Good	Social Studies
Mr. Wesley Harpold	Mathematics
Mrs. Holly Hartman	Business & Computer Technology
Mr. Christopher Heft	Science
Mrs. Gina Hewitt	Spanish
Mrs. Amy Hicks	Business & Computer Technology
Mrs. Katie Kokan	English
Mrs. Janice Koontz	Science
Mr. Christopher Longstaff	English
Mr. Michael Lucky	Art
Mrs. Jennifer Martin	French
Mr. Chad Miller	Science
Mr. Ken Miller	Technology Education
Mr. Robert Miller	Social Studies
Mr. Michael O'Neill	English & Gifted Education
Mrs. Elizabeth Phillips	Family & Consumer Science
Mrs. Pamela Rittle	Special Education
Mr. Lucas Sandoe	Agriculture Science & Technology

Mrs. Danielle Seldomridge	Science
Mrs. Ashli Shay	Health & Physical Education
Mrs. Taryn Showalter	Art
Mr. Michael Simmons	Mathematics
Ms. Hannah Sollenberger	English
Mr. Wesley Soto	Social Studies
Mr. Zachary Stuart	Health & Physical Education
Mrs. Victoria Taylor	English
Mrs. Amanda Templeton	English/Media Specialist
Mr. James Thomas	Science
Mrs. Kelsey Thorley	Special Education
Mrs. Sara Velazquez	Spanish
Mrs. Amy Weddle	Business & Computer Technology
Mrs. Rebecca Zimmerman	Special Education
TBD	Family & Consumer Science
TBD	Special Education

Support Personnel

Erica Fisher
Michelle Hitz

Beth Helsel
Maureen McGuire

2021-2022 Bell Schedule

Period 1	7:40 a.m. - 8:34 a.m.		
Period 2	8:39 a.m. - 9:29 a.m.		
Period 3	9:34 a.m. - 10:24 a.m.		
	Class 4	Class 5	Class 6
Period 4	10:29 a.m. - 11:24 a.m.	10:29 a.m. - 11:04 a.m. (F/L)*	10:29 a.m. - 11:04 a.m.(F)
Period 5	11:29 a.m. - 11:59 a.m. (F)	11:09 a.m. - 11:59 a.m.	11:09 a.m. - 11:39 a.m.(L)
Period 6	12:04 p.m. - 12:34 p.m. (L)	12:04 p.m. - 12:34 p.m. (F/L)	11:44 a.m. - 12:34 p.m.
Period 7	12:39 p.m. - 1:29 p.m.		
Period 8	1:34 p.m. - 2:24 p.m.		

**Students will move to the gymnasium for the final 5 minutes of this period to allow for the cafeteria to be cleaned.*

2-Hour Delay Bell Schedule

Period 1	9:40 a.m. - 10:15 a.m.		
Period 2	10:20 a.m. - 10:51 a.m.		
	Class 4	Class 5	Class 6
Period 4	10:56 a.m. - 11:26 a.m.	10:56 a.m. - 11:26 a.m. (F/L)	10:56 a.m. - 11:26 a.m. (F)
Period 5	11:31 a.m. - 12:01 p.m. (F)	11:31 a.m. - 12:01 p.m.	11:31 a.m. - 12:01 p.m. (L)
Period 6	12:06 p.m. - 12:36 p.m. (L)	12:06 p.m. - 12:36 p.m. (F/L)	12:06 p.m. - 12:36 p.m.
Period 3	12:41 p.m. – 1:12 p.m.		
Period 7	1:17 p.m. - 1:48 p.m.		
Period 8	1:53 p.m. - 2:24 p.m.		

Eastern Lebanon County High School 2021 - 2022 School Calendar

August 24, 2021	Opening Day All Staff
August 25, 2021	Teacher In-Service
August 30, 2021	First Student Day
September 3 – 6, 2021	Labor Day Holiday – No School
September 29, 2021	K-12 Two-Hour Late Start
October 11, 2021	Act 80 Day (In-Service K-12) – No Students
November 5, 2021	Act 80 Day – No Students
November 23, 2021	Act 80 Day (Parent-Teacher Conferences) – No Students
November 24, 2021	K-12 In-Service Exchange Day– No Students
November 25 – 29, 2021	Thanksgiving Break – No School
December 23, 2021	K-12 Early Dismissal
December 24, 2021 – Jan. 2, 2022	Winter Break - No School
January 12, 2022	K-12 Two-Hour Late Start
January 17, 2022	Teacher In-Service - No Students
January 24, 2022	Teacher In-Service - No Students
February 18, 2022	Teacher In-Service - No Students
February 21, 2022	President's Day – No School
March 18, 2022	Act 80 Day – No Students
March 30, 2022	K-12 Two-Hour Late State
April 14 –19, 2022	Spring Break - No School
May 27, 2022	K-12 In-Service Exchange Day– No Students
May 30, 2022	Memorial Day Holiday - No School
June 7, 2022	Last Student Day – Early Dismissal (Subject to change)
June 7, 2022	Commencement (Subject to change)
June 8, 2022	Records & Reports Day

Emergency Make-Up Days: February 18, 2022

April 14, 2022

April 19, 2022

ATTENDANCE

Attendance at school is mandatory by state law for students under the age of eighteen. The law prescribes legal action with possible fines for excessive illegal absences.

Attendance in school is a prerequisite to learning. Daily attendance and active participation in each class is a critical part of the learning process and is necessary for students to achieve academic standards and maintain consistent education progress. The philosophy behind the policy, supported by [School Board Policy 204](#), is to promote responsibility and to increase the potential for our students to be successful in school and in all future endeavors.

Attendance Regulations and Procedures

A student's absence from school will only be excused for one of the following reasons:

- Illness
- Death in the immediate family
- Emergency medical or dental attention
- Required court attendance
- Approved educational trips (Please see page 17 "**Educational Trips**" for more details)
- Approved post-secondary or career exploration visits (Please see page 17 "**Post-Secondary or Career Exploration Visits**" for more details)
- Absences approved in advance with building principal or designee [job interviews, driver's tests (*limit 3 per year*), etc.]
- Authorized religious holidays

*The following are **NOT** excusable absences in accordance with state attendance laws:*

- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Hunting/fishing
- Attendance as a spectator at athletic events and interscholastic contests
- Birthday or other celebrations
- Gainful employment

All student absences require written documentation, signed by a parent/guardian, explaining the reason for the absence. (E-mails cannot be accepted.) Excuse notes signed by a parent/guardian **MUST** be submitted to the High School Office within three (3) days of the student's return to school in order for the absence to be considered excused. A handwritten, parent signed note that is scanned and emailed or faxed (FAX number: 717-866-7287) to the Attendance Secretary, Mrs. Karen Brown, at kbrown@elcosd.org, is acceptable. 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.

Students who are 18 years of age and older must still submit excuse notes signed by a parent/guardian.

In order to support students' attendance and enforce state laws and District policies, the following regulations and procedures will be in effect for the High School:

- Prior to the start of the school year, letters will be mailed to the parents of students who had eighteen or more days of absence during the previous school year.
- Students who accumulate **three (3) unexcused absences are considered truant** and will be notified in writing of this and the potential consequences if the student becomes habitually truant.
- A School Attendance Improvement Plan (SAIP) will be developed for any student who accumulates at least one (1) unexcused absence following the initial notification of truancy.
 - A School Attendance Improvement Conference will be held to develop the School Attendance Improvement Plan. Parent/guardian presence at this meeting will be requested.
- Students who accumulate **six (6) unexcused absences are considered habitually truant** and will face the consequences outlined in Act 138 of 2016.
 - Students under fifteen (15) years of age will be referred to Children and Youth and may be prosecuted by the District Magistrate for habitual truancy.
 - Students fifteen (15) years of age and older will be prosecuted by the District Magistrate for habitual truancy and may be referred to Children and Youth.
- All grades from any graded assignment or assessment missed during an unexcused absence or from an absence where a note from a licensed medical professional was not turned in within three (3) days may be recorded as a zero (0).
- After accumulating in excess of ten (10) absences in a school year, parents will be notified that the student shall be required to present a valid medical professional's verification (doctor's note) attesting to the reason for his/her absence. Absences not verified as previously stated will be considered unexcused.
- It is strongly recommended that whenever a student is absent from school and sees a medical professional that he/she obtains an excuse from that medical professional for the absence. The days that are excused by a medical professional will not be counted against the ten (10) parent excused absences allowed by School Code.
- Students who are absent (lawfully or unlawfully) for more than ten (10) percent of the school year will be considered chronically absent per regulations from the Pennsylvania Department of Education.

The Principal/Assistant Principal may exercise prudent judgment in giving extensions or exceptions to the above, when in his/her opinion extenuating circumstances warrant special consideration.

Absence Verifications

A student who has been absent is required to submit, within three (3) days of the student's return to school, written documentation (excuse note), signed by a parent/guardian, stating the reason for the student's absence. This excuse must be for one of the permissible reasons for absence or lateness as outlined in the attendance guidelines above in order for the absence to be excused.

Failure to return a written excuse within three (3) school days after the student returns to school will result in the absence being ***coded as unexcused, unless the excuse is signed by a licensed medical professional.***

Educational trips must be pre-approved TWO WEEKS in advance using the Educational Trip Form. This form may be accessed through the District website or may be obtained in the High School Office.

Post-Secondary or Career Exploration visits must be pre-approved TWO WEEKS in advance using the Post-Secondary or Career Exploration Visit Form. This form may be obtained in the Counseling Office.

An excuse from a licensed medical, legal, or counseling authority may be required for any absence due to illness or injury that is: (1) three or more consecutive school days in duration; (2) for a student who is consistently absent from school.

Educational Trips

Students may be excused for a maximum of six (6) school days per year in order to participate in an educational trip. Vacations disrupt the educational process and should be planned with consideration of academic requirements and state-mandated testing. An "Educational Trip Form" must be completed and submitted to the High School office ***two weeks in advance of the scheduled trip*** in order to request that the days be excused. Students who have pre-planned absences must obtain their assignments *prior* to their planned absence. If the trip form is not approved because the student has exceeded the ten (10) days of parental verified absences or the student has exceeded the six (6) day educational trip limit, the days will be coded as unexcused, with the applicable penalties. **Educational trips will not be approved during mid-terms/final exams for all students and during state-mandated testing for those participating in testing.**

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.

Daily Attendance

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

Tardy Policy

Students are required to be in their first period class by 7:40 a.m. The only permissible reasons that will be accepted to excuse tardiness will be notes from a qualified 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 7:40 a.m. must report to the High School Office to obtain a late pass. 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 After School Detention
2. 5th Tardy – One and a half (1.5) hours of After School Detention
3. 6th and 7th Tardy – Three (3) hours of After School Detention
4. 8 or more Tardies – Three (3) hours of After School Detention and loss of parking privileges
5. 15th Tardy – Social probation for 30 calendar days. Students will not be allowed to attend or participate in any extracurricular activities 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.

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 High School Office prior to the start of school on the day of the appointment. The note must indicate the date, the time the student is to be excused, and the reason for the early dismissal. If any individual other than a parent/guardian is picking up the student from school, that must also be indicated on the note. ***Students are not permitted to leave school property without written permission from a parent/guardian.*** Students must sign out in the High 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 High 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 High 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.

Student Appointments During the School Day

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.
- 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.

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.

Students Above Compulsory 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.

Withdrawal from School

State law requires 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.

Homework Make-Up

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. Students may *not* be permitted to make up work missed during an *unexcused* absence or from an excused absence when a note from a licensed medical professional was not submitted within three (3) days of returning to school.

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 High School Counseling Office at (717) 866-7447, ext. 20520. 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.

STUDENT CODE OF CONDUCT

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 retarding his or her own development and interfering with the rights of others.

Punishment so conceived is developmental discipline rather than punitive. Based upon faith in the worth and dignity of each individual, discipline becomes a guiding rather than punishing device. Any form of punishment that impairs a student's self-respect should be avoided.

[School Board Policy 218](#) provides additional information on student discipline.

Student Responsibilities

(Reprinted from Chapter 12, Section 12.2 of the PA School Code)

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should 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 fair standards of safety and health, and not to cause disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for all students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media obscene language in student media on school premises.

Disciplinary Policy and Procedures

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

LEVEL I - Misbehaviors on the part of the student 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:

- Minor classroom disruptions/infractions
- Unnecessary noise
- Food or drinks in unauthorized areas or classrooms
- Hallway and pass offenses
- 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:

- 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 permission or are out of class for an extended amount of time are considered cutting class.)
- 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
- Taking, downloading, or being in possession of inappropriate pictures or content
- Unauthorized picture taking, audio recording, and/or video recording and/or posting online
- 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 Juul 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.

Racial and Ethnic Intimidation

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.

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.

After School Detention (ASD)

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

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 7:40 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.

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 over the head 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 prescription glasses may be worn in the building.
8. Undergarments may not be visible.
9. No attire with holes or tears is allowed. (Jeans with holes are not allowed.)
10. No gang affiliated attire or chains of any kind.
11. No pajama pants, slippers, or other sleepwear allowed.
12. Blankets are not permitted to be used during the school day.
13. Sneakers, shoes, or sandals must be worn at all times.

Violation of the dress code will result in the student being required to change the attire. If the student does not have a change of clothing, s/he may be required to contact a parent to bring a suitable change of clothing. Refusal to change will result in additional disciplinary action and may include spending the remainder of the day in in-school suspension.

DISTRICT POLICIES

Bullying/Cyberbullying

ELCO High School 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. Please see [School Board Policy 249](#) for more information on this policy.

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

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. Please refer to [School Board Policy 247](#) for additional information on hazing.

Internet Safety

Recognizing that commercial and inappropriate sites exist, the ELCO High School will make every reasonable attempt to restrict Internet use to sites of educational value. The district complies with the Children Internet Protection Act of 2000 by maintaining a district-wide filter in an attempt to protect students from inappropriate or offensive materials. However, no system of safeguards can guarantee that only acceptable sites will be accessible. The final responsibility for acceptable use lies with the individual using the service. Please refer to [Board Policy 815](#) for additional information.

Possession or Use of Tobacco Products/Electronic Nicotine Delivery Systems **(E.N.D.S.)**

ELCO High School recognizes that tobacco and electronic nicotine delivery systems 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: 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.

For additional information on the possession or use of tobacco products/E.N.D.S., please refer to [School Board Policy 222](#).

Responsible Use of Internet

[School Board Policy 815](#) outlines the expectations for acceptable and responsible use of district technology resources by students, staff and the community. Access to district technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

Search and Seizure

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. [School Board Policy 226](#) provides further information on the regulations pertaining to search and seizure.

Terroristic Threats

ELCO High School 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. Please refer to [School Board Policy 218.2](#) for additional information.

Unlawful Harassment

It is the policy of the ELCO High School 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. [School Board Policy 103](#) contains additional information.

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

Weapons

ELCO High School 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. Please refer to [School Board Policy 218.1](#) for additional information.

Extracurricular Activities Drug and Alcohol 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.

ACADEMIC INFORMATION

Graduation Requirements

Subject Area	Credits Needed
English	4
Social Studies	3
Mathematics	3
Science	3
Physical Education, Health, Driver's Ed, Freshmen Seminar	2.00 PE 9 = .25; Freshmen Seminar = .25; Health = .25; Driver's Ed = .25; PE = .5; PE = .5
Courses of Choice	7.00
Total Credits	22

Students are responsible for the appropriate selection of courses in order to fulfill graduation requirements and to prepare them for their post-secondary goals.

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. (See chart on following pages.) Act 136 of 2020 has postponed the implementation of these statewide graduation requirements to 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."

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

Commencement

Seniors must attain the graduation requirements (including academic credit requirements, disciplinary, and financial) in order to participate in the commencement ceremony. Additionally, any student who accumulates twenty (20) or more days of unexcused absences during his/her senior year may not be allowed to participate in the commencement ceremony.

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.

Report Card Grading

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).

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 answers during a test/quiz or lets another student copy 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 policy 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.

Parent Conferences

Parents may make appointments for conferences with teachers, counselors or administrators by calling the High School office at (717) 866-7447 or contacting the individual via e-mail.

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
 - Must have an average of 92% or above in his/her Career & Technical program.
- Attendance
 - 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
 - No disciplinary infractions that rise to administrative level.
- Community Service

- 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
 - 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
 - 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
 - No disciplinary infractions that rise to administrative level.
- Community Service
 - 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.**

STUDENT SERVICES AND PROGRAMS

Counselor Assignments

Each student in the ELCO High School is assigned to a school counselor who provides information and counseling services in the areas of career guidance, academic planning and personal/social concerns. Students are encouraged to consult with their counselor for help in selecting high school courses that will lead to their chosen post-high school endeavors.

The following alphabetical/grade system is used to identify student assignment to a counselor:

School Counselors: J. Thomas Eberly - Grades 10-12 (H-Z)
Lisa Fulton – Grade 9
John Mentzer - Grades 10-12 (A-G); CTC; Virtual Academy

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.

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/eastlebc>. 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)

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.

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.

Student Assistance Program (SAP)

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:

Mrs. Bender

Mr. Eberly

Ms. Fulton

Ms. Good

Mrs. Johnson
Mr. O'Neill
Mrs. Amy Hoffman

Mr. Longstaff
Mr. Zurick

Mrs. Martin

Mr. Mentzer

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.

Suicide Awareness, Prevention, and Response

ELCO High School is committed to protecting the health, safety and welfare of its students and the school community. The High School takes a proactive approach to suicide awareness and prevention by incorporating age-appropriate suicide awareness and prevention education to 10th grade students. For additional information on suicide awareness, prevention, and response, please refer to [School Board Policy 819](#).

Health Services

If a student becomes ill during the school day, the student must report to the **nurse** or to the High School Office if the nurse is not available. Students **may not** leave the building because of illness without permission from the school nurse.

All students will be measured, weighed and complete a vision screening each year. The Pennsylvania School Code stipulates that all eleventh-grade students have a physical examination and a hearing screening. This examination may be completed by the school doctor at a scheduled time during the school year and is free to the student. However, if a student wishes to have a private exam at his or her expense, the examination form must be returned to the school nurse during the student's junior year of high school.

Administration of Medications to School Students

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. Please refer to [School Board Policy 210](#) for more detailed information on the administration of medication.

When it is absolutely necessary for students to be given prescription medication at school, it shall be done only with the following:

1. By law, a **written order from a physician** that includes the **student's name, medication's name, dosage, and time of administration** is required for any medication (over-the-counter included). All medication must be in a container officially labeled by a physician or pharmacist (over-the-counter included). The label must include **student's name, physician's name, date of original prescription, medication's name, dosage, and time of administration**.

2. Medication must be brought to the office or school nurse at the beginning of the school day. Medication may not be transported by the student.
3. Administration of medication shall be done by the school nurse. In the nurse's absence, a designee will assist the student in administering medication.

The school nurse may administer certain non-prescription medications if permission has been granted through the 'Annual OTC Medication Permission Form,' which may be completed through the PowerSchool Parent portal. Written notice will be provided to parent(s)/guardian(s) each time a dose of Tums, acetaminophen, or ibuprofen is administered to a student. It is important to note that no student will be administered more than 10 doses per school year.

Asthma Inhalers/Epinephrine Auto-Injectors

Prior to possessing or using an asthma inhaler or epinephrine auto-injector in the school setting, students are required to submit the following to the school nurse (must be done annually):

- A written request from the parent/guardian.
- A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states the name of the drug, the prescribed dosage, when the medication is to be taken, length of time the medication is prescribed, reason for the medication, potential side effects of the medication, emergency response, and if the child is qualified and able to self-administer 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 during school hours, at any time on school property, at any school-sponsored event, and during the time traveling to and from school and school-sponsored activities.

Food Allergy Management

ELCO is committed to providing a safe and healthy environment for students with severe life-threatening food allergies. The School Board has adopted [School Board Policy 209.1](#) in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in schools.

GENERAL INFORMATION

Arrival/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.

The school day concludes at 2:24 p.m. For student safety, dismissal will be staggered, with bus riders and parent pick-up students being dismissed first. When parent pick-up vehicles have exited the parking lot, student drivers will be dismissed.

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.

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, or stadium promptly.
- 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 be disciplined and may lose assembly privileges.

Audio and Video Cameras on Buses

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

Bicycles and Other Modes of Transportation

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 per [School Board Policy 223](#).

Bus Rider Rules

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

1. Students should arrive at their assigned school bus stop approximately 10 minutes early and should wait until the bus comes to a complete stop before attempting to board the bus.
2. Students will be responsible to carry their District-issued ID badge, as they will be required to scan the badge as they board and depart the bus each day. Students who do not scan onto the bus may be required to sit in the front of the bus.
3. While on the bus, students should keep all body parts inside the bus at all times.
4. Loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.
5. Students may be issued a **temporary bus pass** to ride a bus other than the one to which the student is assigned ONLY when a parent/guardian provides a written request that the student be permitted to ride another bus. The parent/guardian note must include the date(s) that the student must ride an alternate bus, the alternate bus number, and the already-existing bus stop that the student will use in the morning and/or afternoon. All notes must also include the student's name, the name of the student they will be riding with, the reason for the change request and be signed by a parent/guardian. Students should bring these notes to the main office prior to 7:40 a.m. so that a bus pass may be issued. **Bus passes WILL NOT be granted for social purposes.**
6. Students are not permitted to throw anything out of the bus window.
7. Students are not permitted to leave their seats while the bus is in motion.
8. Students must be absolutely quiet when approaching a railroad crossing.
9. **Reminder - It is a privilege to be provided with transportation to and from school. Students who abuse this privilege may be suspended from school transportation and parents/guardians will be required to provide alternate transportation.**

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.

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.

Cafeteria

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.

Cafeteria Procedures – Student 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.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.

Camera Surveillance Policy

The District uses security cameras and video/audio recording devices on campus. The District may view the recordings to aid in the investigation of student misconduct and violations of the student Code of Conduct. Persons on school district property shall not have an expectation of privacy while remaining on school property. The recordings created shall be the property of the Eastern Lebanon County School District and may be used by the School District, as it deems appropriate.

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.

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 for Parents portal.

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.

Delays and Closings

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

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

Educational Materials

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

Event Posters and Flyers

All posters and flyers are to be approved by school administration prior to being hung up. A maximum of 15 posters and flyers are allowed to be 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.

Field Trips

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, attendance issues and/or are academically failing at least one major subject. Students must use district-provided transportation for all field trips.

Fire/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.

Hallway Procedures

When a student leaves the classroom (to go to the bathroom, get a drink, etc.) they will be required to sign a classroom sign-out sheet when they leave from and when they return to the

classroom. Students who leave class frequently without a valid medical reason may have hallway restrictions put in place. This could include limiting the number of times a student is allowed to leave class on a weekly basis. Additionally, the following rules are in place for the hallways:

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

ID Badges

All students will be issued an ID badge following high 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 high 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 major student activity events (i.e. Homecoming Dance, RaiderTHON, Prom, etc.).

Interscholastic Athletics

Interscholastic athletics, as described in [School Board Policy 123](#), 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](#).

Additionally, ELCO School District recognizes the importance of ensuring the safety of students participating in the District's athletic programs. [School Board Policy 123.1](#) was developed to provide guidance for prevention, detentions and treatment of concussions sustained by students while participating in an athletic activity. Finally, [School Board Policy 123.2](#) was developed to provide guidance for prevention and recognition of sudden cardiac arrest in student-athletes.

Library Media Services

The High School Library has resources and academic tools available 24 hours a day, 7 days a week via the virtual space at <http://elhs.elcosd.libguides.com/elcohslibrary>. Library news is available on Twitter (@elcohslibrary) and Instagram: elcohslibrary.

The High School Library is a fully operational provider of 21st century resources and tools designed to support students as they seek and gather information. In addition to promoting a love for reading, the mission of the library is to foster the ethical use of resources and to empower all members of the school community to become effective and discerning users of information.

Students are encouraged to consult with the librarian during all phases of the research process.

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.

Obligations

Students are responsible for taking care of obligations they acquire throughout their time in the High School. 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.

Personal Electronic Devices

[School Board Policy 237](#) 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 High School 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.

Restrooms

Students are expected to keep the restrooms clean and may not loiter, smoke, write on walls or damage the facilities in any way. Students who are feeling ill should report to the nurse's office.

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 Safe2Say Something tip line (1-844-723-2729). Tips will be 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. During the school day, students should report their concerns to a staff member instead of utilizing the Safe2Say Something platform. Additionally, if the event of an immediate emergency, please dial 911 instead of using the Safe2Say Something platform.

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.

Selling of Items

Students are not permitted to sell items on school property without the approval of the 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 Clubs and Organizations

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. [School Board Policy 122](#) details the rules and regulations of extracurricular activities.

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. Registration forms, 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.
- 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.

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.

Weight Room/Gym Guidelines

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

NOTICE TO PARENTS

Family Educational Rights and Privacy Act (FERPA)

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 Examinations

All students entering 11th grade are required by the state to have completed a school physical. The 11th grade physical is a graduation requirement and it will become an obligation if it is not completed by the end of the student's junior year. The school offers physicals at no cost, but the student's private physician may complete the physical as well. Private physicals will be accepted as long as they are conducted within one year prior to a student's entry into 11th grade. Students who have a physical completed for athletics are able to submit that physical in lieu of the school physical examination, as long as it was completed after June 1st of the year they are entering 11th grade.

Immunization Requirements

On the first day of school all 12th grade students, unless a student has a medical or religious/philosophical exemption, must have had at least one dose of the required vaccinations or risk exclusion from school. The required vaccination for 12th grade students is listed below:

- 1 dose of Meningococcal Conjugate Vaccine (if one dose was given at 16 years of age or older, that will count as the 12th grade dose)

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

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, 2020. If notification is not received by this date, student directory information will be released as specified. [School Board Policy 250](#) provides additional information.