

Eastern Lancaster County School District



**District
Handbook**

**VISION, MISSION AND BELIEF
STATEMENTS OF EASTERN
LANCASTER COUNTY SCHOOL
DISTRICT**

Vision

“Inspiring and guiding each student to shape his or her place in the world community.”

Mission

“In partnership with family, business and community, we provide an environment In which all persons are empowered to develop the knowledge, skills, and character to be life-long contributors and leaders in a rapidly changing world community.”

Beliefs

In order for our District to meet its Mission, we believe an environment must exist where:

- The emotional, mental, and physical safety of students and staff is the first priority.
- Teachers are continuous learners.
- Personalized learning experiences occur among students in the classrooms and through extracurricular activities.
- Mutual respect and collaboration occurs among students, teachers, administrators, parents and community members.
- Students are inspired and guided to reach their maximum potential.
- Resources are used in an efficient and fiscally responsible manner.
- Collaborative partnerships are sought and developed to enhance organizational effectiveness.

In order for students to be global-ready upon graduation from the District they must have acquired expertise in core learning disciplines that include:

- Arts
- Economics
- Geography
- Government and Civics
- Foreign Language
- History
- Information Literacy and Technology
- Literacy (Reading, Writing, Speaking, and Listening)
- Mathematics
- Science

In order for students to be global-ready upon graduation for the District they must have acquired expertise in specific skills that include:

- Critical-thinking and problem-solving
- Communication
- Creativity and innovation
- Group dynamics and collaboration
- Multicultural understanding, compatibility and sensitivity
- Career awareness

In order for students to be life-ready upon graduation from the District, students must understand personal characteristics that include:

- Ethics and integrity
- Personal responsibility, productivity and accountability
- Social, environmental and fiscal responsibility
- Self-initiative, discipline and sacrifice
- Adaptability
- Democratic obligations and service-mindedness
- Health and wellness
- Life-long learning
- Respect for self, others and country

DISTRICT ADMINISTRATION

District Office, 669 E. Main St., P.O. Box 609,
New Holland, PA 17557
(717) 354-1500

Dr. Robert Hollister 354-1502
Superintendent

Dr. Nadine Larkin354-1514
Assistant Superintendent

Mr. Keith Ramsey354-1507
Chief of Finance and Operations

Mr. Greg Frederick354-1518
Director of Elementary Instruction

Ms. Dianne D’Souza354-1500 x1044
Assistant Director of Special Education & Gifted Services

Ms. Jami Leisey354-1581
Director of Food Services

Ms. Kara Martin354-1510
Director of Special Education & Gifted Services

Mr. Curt McCaskey354-1556
Coordinator of Non-Traditional Programs & Student Services

Ms. Donna Prokay354-1503
Director of Human Resources

Mr. Lotsie Wooten354-1548
Director of Technology

Mr. Mark Schaffer354-1557
Athletic Director

Mr. Neal Walsh354-1523
Director of Transportation/Director of Facilities

BOARD OF SCHOOL DIRECTORS

Mr. Thomas Wentzel Mr. Gary Buck
President *Vice President*

Mr. Jonathan Dahl Mr. Brian Conroy

Ms. Jacqueline Geyer Mr. Paul Irvin

Ms. Dina Maio Mr. Kevin McConnell

Mr. Bryan Naranjo Mr. Justin Johnson
Non-Member Secretary

Committee of the Whole Meetings are held the second Monday of each month at 7:00 PM, unless notification is provided in advance by the District.

Board Meetings are held the third Monday of each month at 7:00 PM, unless notification is provided in advance by the District.

Community members are welcome at all meetings and encouraged to attend.

CLOSING OF SCHOOL

In case of school closing due to weather or emergency or other unforeseeable circumstances, information will be broadcast on the following radio and television stations:

Radio:

WJTL-90.3 FM WLAN-97FM
WHP-580AM WIOV-105FM
WDAC-94.5FM WSBA-910AM
WSBA-103FM

Television:

WGAL-TV8 WLYH-TV15
WHP-TV21 WPMT-TV43

DISTRICT POLICIES AND STUDENT CODE OF CONDUCT

Attendance

Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws.

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session. The Board considers the following conditions to constitute reasonable cause for absence from school:

- a) Illness or injury
- b) Religious holidays
- c) Family emergencies or death in family
- d) Preapproved educational tours and trips

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) school days of absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

An excuse from a licensed physician may also be required at any time if a student is chronically absent or when proof of illness is deemed necessary by school authorities.

Student should submit a written request to the building principal or designee prior to absences for any anticipated reason.

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Educational Tours and Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district for up to five (5) days if the following conditions are met:

- a) The parent/guardian submits a written request for excusal prior to the absence.
- b) The student's participation has been approved by the Superintendent or designee.
- c) The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

This determination of each request will be made based on prior attendance records, previous requests and frequency of such requests, and the educational value of the requested experience.

Full Attendance policy 204 can be accessed on the District Website under District link, Policies & Handbooks, School Board Polices.

Refer to individual building handbooks for further information on attendance procedures.

Bullying

Purpose

Eastern Lancaster County School District is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. The School District recognized that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board will not tolerate bullying by district students.

Authority

This policy is in effect while students are on property or within the jurisdiction of the school district; while on school-contracted or school-operated vehicles; and while attending or

engaged in school-sponsored activities. Students who file a bullying complaint or who have assisted or participated in any manner in a bullying investigation may not be retaliated against. Any violation of this policy shall be considered an infraction of the Code of Conduct, with discipline implemented accordingly. Acts of bullying that are based upon a student's gender, race, national origin, sexual orientation or disability shall be reported to the building administrator and investigated pursuant to Policy 248, entitled "Unlawful Harassment." All bullying behavior that is a violation of the PA Crimes Code will be reported to the appropriate legal authorities.

Definitions

Bullying shall mean an intentional electronic, written, verbal or physical act, or series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education
 - b. Creating a threatening environment
 - c. Substantially disrupting the orderly operation of the school.

School Setting shall mean in the school, on school groups, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

Bullying as defined by this policy, includes cyber bullying.

Delegation of Responsibility

The Superintendent or designee shall develop administrative procedures to increase the awareness of the problems associated with bullying and shall develop procedures for the prompt investigation of and corrective action for bullying when verified.

This policy shall be implemented through the co-operative efforts of the Superintendent, Assistant Superintendent, building administrators, school staff members, parents/guardians, regional police and state police, and the school district's community.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and other appropriate means of investigation.

Each student shall be responsible in respecting the rights of his/her fellow student, to ensure an atmosphere free from all forms of bullying.

The School District expects students and parents/guardians who become aware of an act of bullying to report it to a school official (usually the building principal) for further investigation. Any student who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.

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

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building, where such notices are usually posted and on the District website, if available.

Preventive Measures

A copy of this policy will be included in the student handbooks and District handbook annually. The K-12 anti-bullying program will be introduced and integrated into the regular curriculum. Teachers, counselors, specialists, and school administrators will routinely discuss bullying with students and will provide appropriate examples to assist students with recognizing, identifying, and reporting bullying incidents. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

When an investigation substantiates that bullying has occurred, the building principal or assistant principal shall inform staff who work with the offending student and the victim about the bullying so that those staff can more closely monitor for future incidents of bullying. The primary purpose of such action is to protect the victim and deter such behavior in the future. The disciplinary action imposed on the offender will match the severity of the offense.

Reporting Procedures

Victims – All students who believe they have been the victim of bullying shall promptly report the bullying incident to a teacher, counselor, or building administrator.

Parents/Guardians – All parents/guardians who become aware of any bullying are encouraged to report the bullying incident(s) to a building administrator.

Witnesses – All students who witness bullying shall immediately report the bullying incident(s) to a teacher, counselor, or administrator. Any teacher, counselor or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers/Counselors – Any teacher/counselor who witnesses bullying or receives a report of bullying shall document such incident and promptly investigate the matter. Administrators shall seek to discuss the bullying incident(s) with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one (1) student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the building principal shall take appropriate actions consistent with this policy.

Disciplinary and Other Actions

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct may include:

1. Counseling with the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another building, classroom or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

Bullying policy 249 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

Refer to individual building handbooks for further information on bullying procedures.

CHILD ABUSE REPORTING POLICY

The Pennsylvania Child Protective Services Law mandates that all teachers, administrators, and professional support personnel who work for public school districts, independent contractors, attorneys affiliated with the district, and

volunteers (Mandated Reporter) are required to report suspected child abuse. A Mandated Reporter who suspects child abuse shall immediately make a report of the suspected abuse to ChildLine. The local child protective agency (CYA) is charged with investigating reports of suspected child abuse. Suspected student abuse by a staff member will be investigated according to the provisions of Act 151. It is the policy of the Eastern Lancaster County School District to comply with the CPS Law and Act 151 to their fullest extent.

Child Abuse policy 806 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

CONTROLLED SUBSTANCES POLICY

Eastern Lancaster County School District and the School Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

Controlled substances include:

1. Controlled substances prohibited by federal and state laws
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as, but not limited to glue and aerosol products
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by federal and state laws
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school

has been granted pursuant to Board policy

Cooperative Behavior – the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the SAP Team and/or administration.

Distributing – deliver, sell, pass, share or give any controlled substance, as defined by this policy, from one person to another or to aid therein.

Drug & Alcohol Assessor – trained assessor with expertise in the area of chemical dependency and school-based assessment.

Drug Paraphernalia – any utensil or item used to carry, conceal, distribute, ingest or package controlled substances. Examples include but are not limited to roach clips, pipes, and bowls.

- For purpose of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Possession – possess, hold or bring without any attempt to distribute, any controlled substance determined to be illegal or as defined by this policy.

SAP (Student Assistant Program) Team – multidisciplinary teams composed of school personnel (teachers, staff, administrators, nurses, counselors). The teams have been trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Uncooperative Behavior – resistance or refusal, either verbal, physical or passive, on the part of the student to comply with the reasonable request of recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the SAP team.

Under the Influence – shall include, for purposes of this policy, any consumption or ingestion of controlled substances by a student. Under the influence means that a student is affected in any detectable manner by alcohol, one (1) or more controlled substances, or a combination thereof. Symptoms of an individual being under the influence may be demonstrated by behavior, school performance, impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance, or other observable factors. A determination that a student is under the influence may be established by a student’s admission of use of alcohol and/or a controlled substance; professional medical opinion; a scientifically-valid test; or the opinion of a school administrator based upon commonly recognizable facts evidencing alcohol and/or controlled substance usage.

Authority

While on school property, in attendance at school district-sponsored events or being transported by vehicles owned or contracted by the school district, students are prohibited from engaging in the following activity:

1. Possessing, selling, or distributing alcohol or drugs.
2. Being under the influence of alcohol or drugs.
3. Possessing drug paraphernalia.
4. Using alcohol or drugs, which include a student coming or returning to a school-sponsored event after having used alcohol or drugs elsewhere.

Students may be subject to disciplinary sanctions for policy violations. Potential disciplinary sanctions for policy violations may include, but are not limited to: suspension or expulsion from school; suspension from extracurricular activities; loss of driving privileges; and loss of student privileges (i.e. attendance at prom, graduation ceremony or other special events).

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school’s educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student from whom an evaluation is pending, the district shall take all steps required to comply with federal and state laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus

conduct could result in exclusion from such activities.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parents/guardians of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the

parents/guardians whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parents/guardians.

In accordance with state law, the Superintendent shall annually, but July 31, report all incidents of possession, use or sale of controlled substances to the Office of Safe Schools.

In all cases, involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser with the intelligent, voluntary and aware consent of the student and parents/guardians.

Reasonable Suspicion Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Controlled Substances/Paraphernalia policy 227 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

DRUG TESTING FOR STUDENT IN EXTRACURRICULAR ACTIVITIES AND STUDENT DRIVERS

The Eastern Lancaster County School District recognizes that drugs and alcohol have a serious and deleterious effect on students' motivation, memory, judgment, coordination, reaction time and overall performance. Long-term use of these substances can compound these problems and negatively affect students academically,

physically and emotionally. The school district wants to provide a legitimate reason for students to refuse to consume or use drugs and alcohol and provide assistance to students who have problems with these substances.

The District has implemented a mandatory random drug testing program for students participating in extracurricular activities or with student parking privileges.

Participation in extracurricular activities and student use of school parking facilities is a privilege and not a right. Accordingly, students participating in these activities or with driving privileges carry a responsibility to themselves, their fellow students, their parents/guardians, and their school to exercise prudent judgment, which includes avoiding the use of drugs and alcohol. Furthermore, students involved in extracurricular activities oftentimes become role models for younger children and their peers, and are viewed as special representatives of the community. In assuming these roles, students should have the responsibility of complying with state and federal laws that prohibit their use of drugs and alcohol.

Definitions

Alters the integrity of a urine sample – means any attempt to alter the outcome of a drug test by adding a substance to a urine sample, attempting to switch a sample, or otherwise interfere with the detection of drugs in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease the possible detection of drugs.

Approve contractor – means a certified person, corporation or agency selected by the school district for the purpose of collecting and testing urine samples and maintaining the confidentiality of test results in compliance with this policy.

Extracurricular activities – include any school-sponsored activity offered by the school district, for which a student does not earn academic credit.

Drug – means any substance which a student may not sell, possess, use, distribute or purchase under federal or state law. The term drug includes, but is not limited to, all controlled substances as defined by federal and Pennsylvania state law, all prescription drugs obtained or used without a prescription and all validly prescribed drugs or over-the-counter drugs being used in dosages, frequency or ways other than lawfully directed by a health care provider.

Drug test – means a scientifically substantiated method to test for the presence of drugs in a person's urine.

Positive test result – means a gas chromatography/mass spectrometry test result which is considered to demonstrate the presence of a drug using minimum standards.

Student Assistance Program (SAP) – means a multidisciplinary team of school district personnel trained to understand and work on issues of adolescent alcohol and drug use, abuse, and dependency.

Student parking permit – means written authorization given to a student by Eastern Lancaster County High School to drive and park a motor vehicle on school property during the time period that school is in session.

Guidelines

Testing Requirements and Consent

No student will be permitted to participate in extracurricular activities or obtain a student parking permit unless the student consents to mandatory random drug testing under this policy. Every school year, students and their parents/guardians must sign a permission form authorizing the school district to request and collect a urine sample for drug testing in order to participate in those activities or have parking privileges on school property.

Students who try out for any extracurricular activity and do not qualify as a member of that

activity will not be required to be tested under this policy, if selected, due to the fact they tried out for membership in that activity. The student must still provide the signed consent form prior to trying out for the extracurricular activity as required by the policy. Should the student be successful in making another activity during the same school year, s/he would be required to be tested under this policy, if selected.

Types of Testing

Mandatory random drug testing of urine samples shall be conducted without prior student or parents/guardians notification, during the school year, for a predetermined percentage of the students currently participating in extracurricular activities or possessing student parking permits. Students selected for testing shall be chosen by a number-generated system approved by the contractor. The school district outsources all aspects of the randomization and collection/testing process to an approved contractor.

The drug test is to determine the presence of amphetamines, barbiturates, cocaine, depressants, heroin, marijuana, morphine, methamphetamines, opiates, PCP, stimulants, and valium in the student's urine sample. A test result indicating the presence of any of these substances will be considered a positive test.

If a student refuses to submit a urine sample for testing, the refusal will be deemed a positive test for purposes of this policy. If a student attempts to alter or alters the integrity of a urine sample during the collection process, that conduct will be deemed as a positive test for purposes of this policy.

Drug Testing for Students in Extracurricular Activities and Student Drivers policy 227.2 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

EASTERN LANCASTER COUNTY SCHOOL DISTRICT NON- DISCRIMINATION POLICY

The Eastern Lancaster County School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 & 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Assistant Superintendent.

POSTING OF SIGNS AND NOTICES

Bulletin boards are available for students to post signs and notices regarding school-related activities. Such signs and notices will be subject to the prevailing school regulations on such materials. To maintain the appearance of the school building, students may not post any sign or notice (particularly mass-produced materials) at any other location inside or outside the building unless prior administrative approval is obtained.

Student Expression/Distribution and Posting of Materials policy 220 & Student Notices or Posters in School policy 220.1 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing

purposes, and certain physical exams. These include the right to:

- a) Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).
 - a. Political affiliations or beliefs of the student or student’s parents;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income other than as required by law to determine program eligibility.
- b) Receive notice and an opportunity to opt a student out of participation in
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or

screening permitted or required under state law; and

- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- c) Inspect, upon request and before administration or use
 - a. Protection information surveys of students;
 - b. Instruments used to collect personal information from students for any above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

The Eastern Lancaster County School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Eastern Lancaster County School District will notify parents and eligible students of these policies at the start of each school year and after any substantive changes. The Eastern Lancaster County School District will notify parents and eligible students of the specific approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- a) Collection, disclosure, or use of personal information for marketing, sales or other distribution
- b) Administration of any protected information survey not funded in whole or in part by ED.
- c) Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

SCHOOL RECORDS POLICY

The Family Education Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (eligible students) certain rights with respect to the student education records.

These rights are:

- a) A parent or eligible student has the right to review the student's education records within 45 days of the day the District receives a request for access. A parent or eligible student may submit to the building principal a written request to review education records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed.
- b) A parent or eligible student has the right to request the amendment of a student's education record that the parent or eligible student believes is inaccurate. Any request should be submitted to the building principal, and identify the record sought to be changed, and specify why it is inaccurate. IF the District declines to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- c) A parent or eligible student has the right to consent to disclosure of personally identifiable information contained in the

student's education records, except to the extent that FERPA authorizes the District to disclose an education record without consent to a school official with a legitimate educational interest. A "school official with a legitimate educational interest" is any employee or consultant of the District, an intermediate unit, a career and technology school, or any other facility the District uses or proposes to use to provide services to the student –

- a. Who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student; and
- b. When information concerning the student is relevant to the student's education, education-related services, or extracurricular activities or experiences, or is necessary to protect the health, safety, or welfare of the student or others.

The phrase "school official with a legitimate education interest" includes clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records, and also attorneys, consultants, and school board members when school board action concerning the student is required by law or when the student is the subject of present or potential litigation or legal dispute. Additionally, the School District may disclose education records without consent to official of another school district in which a student seeks or intends to enroll.

- d) A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures 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
400 Maryland Avenue, SW
Washington, DC 20202-5901

- e) The District is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forward to the building principal no later than September 15th of the current school year.

Directory information means information contained in an education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to a student's name, address, telephone number, e-mail address, photos, videos, date and place of birth, names of parent and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in extracurricular activities, weight and height of interscholastic athletic team members, schools attended within the District, and contact information for a student's parents/guardians.

Student Records policy 216 can be accessed on the District Website under District link, Policies & Handbooks, School Board Polices.

**STUDENTS WITH DISABILITIES
NOTICE TO PARENTS OF CHILDREN
WHO RESIDE IN EASTERN
LANCASTER COUNTY SCHOOL
DISTRICT**

In compliance with state and federal laws, Eastern Lancaster County School District hereby gives notice that it conducts ongoing activities to identify students who may be in need of various student services including special education and related services, services for protected handicapped students, and services for gifted students.

Special education (Individuals with Disabilities Education Improvement Act of 2007)

If you believe your school-age child may be eligible as a child with a disability and in need of special education and related services, screening and evaluation processes are available to you at no cost upon written request. These processes are designed to assess your child's needs and determine eligibility. You may request screening and evaluation at any time, even if your child is not enrolled in the District's public school program. Requests for evaluation and screening should be made in writing to the Building Principal. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- a) Autism
- b) Emotional Disturbance
- c) Hearing Impairment, including Deafness
- d) Intellectual Disability
- e) Multiple Disabilities
- f) Orthopedic Impairment
- g) Other Health Impairment
- h) Specific Learning Disability
- i) Speech and Language Impairment
- j) Traumatic Brain Injury
- k) Visual Impairment, including Blindness

Children age three through the age of admission to the first grade are also eligible if they have developmental delays and as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists:

- a) The child’s score, on a developmental assessment device, on an instrument which yields a score in months, indicates that the child is delayed by 25% of the child’s chronological age in one or more developmental areas or
- b) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviation below the mean on a standardized test. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

For additional information you may contact the Lancaster-Lebanon Intermediate Unit 13 Early Intervention Program at (717) 606-1601.

Service Agreement Plans (Section 504 of Americans with Disabilities Act)

Eastern Lancaster County School District provides to each protected handicapped student related aids, services or accommodations which are needed to provide equal opportunity to participate in and benefit from the public school program and extracurricular activities to the maximum extent appropriate to the child’s abilities. Services are provided without discrimination or cost to the child or family.

To qualify for services under Section 504, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the public school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in the special education programs.

Gifted Education Programs (Chapter 16)

If you believe that your school-age child may be in need of gifted support services, screening and evaluation processes are available to you at no

cost upon written request. These processes are designed to assess the student’s needs and determine eligibility. You may request screening and evaluation at any time, even if your child is not enrolled in the District’s public school program. Requests for evaluation and screening need to be made in writing to the Building Principal.

Additional Information

For further information on the rights of parents and children, provision of services, screening and evaluation, and procedural safeguards, you may contact an Eastern Lancaster County School District Principal or the Director of Special Education and Gifted Services in writing.

Screening and Evaluations for Students with Disabilities policy 113.3 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

STUDENT CODE OF CONDUCT

<i>Section</i>	<i>Code Regulation</i>
1.1	Free Education and Attendance
1.2	Student Responsibilities
1.3	School Rules
1.4	Discrimination
1.5	Corporal Punishment
1.6	Exclusions From School
1.7	In-School Suspension
1.8	Hearing
1.9	Freedom of Expression
1.10	Flag Salute and Pledge
1.11	Hair and Dress
1.12	Confidential Communications
1.13	Searches

1.1 Free Education and Attendance

- a) All persons residing in Eastern Lancaster County School District between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

- b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age, if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - a. The student is married;
 - b. The student is pregnant;
 - c. The student has a disability as identified by Chapter 15 (relating to protected handicapped students);
 - d. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

1.2 Student Responsibilities

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, students are responsible to 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 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:
 - a. 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.
 - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for the students enrolled therein.

- e. Comply with Commonwealth and local laws.
- f. Exercise proper care when using public facilities and equipment.
- g. Attend school daily and be on time at all classes and other school functions.
- h. Make up work when absent from school.
- i. Pursue and attempt to complete satisfactorily the courses of student prescribed by local school authorities.
- j. Report accurately in student media.
- k. Not use obscene language in student media or on school premises.

1.3 School Rules

- a) The Eastern Lancaster County School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- b) The School Board may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- c) The School Board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and

responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents/guardians. Copies of the code shall also be available in each school library.

1.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. §§951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

1.5 Corporal Punishment

- a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. **Use of corporal punishment is prohibited.**
- b) Teachers and school authorities may use reasonable force under the following circumstances:
 - a. To quell a disturbance.
 - b. To obtain possession of weapons or other dangerous objects.
 - c. For the purpose of self-defense.
 - d. For the protection of persons or property.

1.6 Exclusion from School

- a) The types of offenses, as defined by the School Board, that may lead to exclusions from school are set forth below and the Principal or school authorities shall not recommend exclusion from school unless the student, while on school grounds or a school activity off school grounds:
 - a. Intentionally causes or attempts to cause damage to school property or steals or attempts to steal school property; *or*

- b. Intentionally causes or attempts to cause damage to private property or steals or attempts to steal private property; *or*
- c. Intentionally causes or attempts to cause physical injury to another person except in self-defense; *or*
- d. Knowingly possesses or transmits any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school; *or*
- e. Knowingly possesses, uses, transmits, or is under the influence of any narcotic drug, amphetamines, barbiturates, marijuana, alcoholic beverage, or intoxicant of any kind; *or*
- f. Knowingly uses or copies the academic work of another and presents it as his/her own without proper attribution, cheating; *or*
- g. Repeatedly and/or intentionally defies the valid authority of school authorities; *or*
- h. Repeatedly and/or intentionally disregards the rules set forth by the school authorities.

Exclusions affecting certain students with disabilities shall be governed by §14.143 (relating to discipline procedures).

- b) Exclusion from school may take the form of suspension or expulsion.
 - a. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - i. Suspensions may be given by the principal or person in charge of the public school.
 - ii. A student may not be suspended until the students has been informed of the reasons

- for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- iii. The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- iv. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in §12.8(c) (relating to hearing).
- v. Suspensions may not be made to run consecutively beyond the 10-school day period.
- vi. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the guidelines established by the governing board.

- b. Expulsion is exclusion from school by the governing board for a period exceeding 10 school ydas and may be permanent

expulsion from the school rolls. Expulsions required a prior formal hearing under §12.8.

- c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - a. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - b. Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is

being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§1400-1482).

- c. If the approved educational program is not complied with the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

1.7 Exclusion from Classes – In-School Suspension

- a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- c) When the in-school suspension exceeds 10 consecutive days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the

procedures in §12.8 (relating to hearings).

1.8 Hearings

- a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - a. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - b. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the sharing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - c. The hearing shall be held in private unless the student or parent requests a public hearing.
 - d. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - e. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - g. The student has the right to testify and present witnesses on his own behalf.
 - h. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - i. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - i. Laboratory reports are needed from law enforcement agencies
 - ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals

With Disabilities
Education Act (20
U.S.C.A. §§1400-1482).

- iii. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

- j. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

- c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - a. The informal hearing is held to bring forth all relevant information regarding the event for which the student is being suspended or to show why the student should not be suspended.
 - b. The following due process requirements shall be observed in regard to the informal hearing:
 - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - ii. Sufficient notice of the time and place of the informal hearing shall be given.

- iii. A student has the right to question any witnesses present at the hearing.
- iv. A student has the right to speak and produce witnesses on his own behalf.
- v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

1.9 Freedom of Expression

- a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - a. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - b. Students have the responsibility to be aware of the feelings and opinions of others and to give

others a fair opportunity to express their views.

- d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- e) School officials may require students to submit for prior approval a copy of materials to be displayed, posed, or distributed on school property.
- f) Bulletin boards must conform to the following:
 - a. School authorities may restrict the use of certain bulletin boards.
 - b. Bulletin board space should be provided for the use of students and student organizations.
 - c. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- g) School newspapers, publications, websites, and district/school social media sites must conform to the following:
 - a. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (d) and (e).
 - b. School officials shall supervise student newspapers, publications, websites, and social media sites published with school equipment, remove

obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

- c. School officials may not censor or restrict material simply because it is critical of the school or its administration.
- d. Prior approval procedures regarding copy for school newspapers, publications, and social media sites must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- e. Students who are not members of the newspaper, publications and social media sites staff, shall have access to its pages. Written criteria for submission of material by non staff members shall be developed and distributed to all students.
- h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - a. A proper time and place set for distribution is one that would

give the students the opportunity to reach fellow students.

- b. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

1.10 Flag Salute and Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- a) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- b) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

1.11 Hair and Dress

- a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- c) Students may be required to wear certain types of clothing while participating in physical education classes, technology classes, extracurricular activities or other situations when special attire may be

required to insure the health or safety of the student.

- d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

1.12 Confidential Communications

- a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa.C.S. §5945 (relating to confidential communications to school personnel).
- b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

1.13 Searches

- a) The Eastern Lancaster County School Board has adopted reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of

students in the school, student lockers may be searched without prior warning.

TRANSPORTATION CODE

The purpose of the bus code is to teach each student to assume individual responsibility for safety while being transported to and from school. Safety for everyone will be realized only when each bus student realizes that safety depends upon their own conduct and the conduct of everyone else on the bus. Each school bus is equipped with a video camera box that is capable of holding a video camera at any given time. Neither the school bus driver nor the students are able to determine if the video camera is in the box on their bus. The Transportation Department will be rotating the cameras throughout the bus fleet as necessary. The cameras on the school buses will record oral communications as well as visual images. Students and their parents agree that the students use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all the school buses for Disciplinary problems as well as safety-related concerns. The following rules are in order:

- a) Pupils eligible for bus transportation are given assignments by the transportation department. It is a violation for a pupil to ride a bus other than the one to which s/he is assigned or to meet or leave the bus at a stop other than his/her assigned stop. Request to change buses to visit schoolmates shall not be granted.
- b) Be prompt. Be at your bus stop five (5) minutes before scheduled pick-up. Do not have the bus wait for you at the bus stop in the morning and evening.
- c) Stand on the side of the highway or sidewalk and in no way interfere

with traffic. Bus riders must conduct themselves in a safe manner while waiting.

- d) Respect the property rights of people who reside at or near the bus stop. Keep off lawns.
- e) Board the bus only when the bus has stopped and cross the highway only when the driver signals for you to cross the highway only when the driver signals for you to cross the highway. Cross the highway only in front of the bus – NEVER behind the bus.
- f) Board the bus in an orderly fashion without delay. Do not run!
- g) All students will sit in assigned seats.
- h) Remain seated while the bus is in motion.
- i) Recognize that the school bus driver has the same authority on the bus as the teacher has in the classroom.
- j) Respect school and personal property. Treat bus equipment as you would valuable furniture in your home. Damage to seats, windows, etc. must be paid for by the offender.
- k) Remember that scuffling, fighting, smoking, water pistols, etc. and profane or indecent language are strictly forbidden.
- l) Deny no rider a legitimate seat.
- m) Keep windows closed in cold weather. In warm weather when windows are opened, have no part

of your body projecting from the open window.

- n) Do not take pets on the bus.
- o) Do not throw trash on the floor. All students will be responsible for a clean bus.
- p) Do not place books, lunch boxes, musical instruments or any other object in the aisle.
- q) Do not make unnecessary noises. These may distract the bus driver's attention from his/her job.
- r) Do not talk to the bus driver, except when necessary or when the bus is stopped.
- s) Remain seated until the bus has completely stopped. Then exit from the bus.
- t) Be courteous to fellow students and to the bus driver.
- u) If the bus doesn't arrive within ½ hour of the scheduled time at the bus stop, please contact the school.
- v) After leaving the bus, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction. Help look after the safety and comfort of small children. Be alert to the danger signal from the driver.
- w) Violation of any of the above regulations poses a potential safety hazard for a bus load of children. A student may lose his privilege to ride the bus if the regulations are violated. Loss of riding privilege

does not mean the child is free from attending class. Attendance regulations will apply to all absences.

- x) School bus evacuation drills are held periodically so that pupils know exactly what to do in case of an emergency. Bus riders are asked to cooperate fully with the bus driver and the assigned helpers. Absolute silence must be observed.
- y) No food or drink is to be consumed on buses.
- z) Extra Curricular Activities
 - a. Observe the above regulations which apply to any trip under school sponsorship.
 - b. Respect the wishes of chaperones appointed by the school.
 - c. Obey directions from athletic coaches or faculty sponsors who are responsible for the conduct of riders on athletic or activity trips.

When it is necessary to bring a student to school or pick a student up at the school by car during bussing hours, extreme caution should be used on school property. Drivers should exercise extreme caution and follow the individual building's traffic patterns when delivering and picking up students. Avoid areas used by buses for unloading and loading students at the Middle School and High School campus. Delivery and pick-up of students should be made in the rear, outside of the Senior High gym/cafeteria lobby.

Transportation Code of Student Conduct developed per Transportation policy 810 which can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

K-12
DISTRICT WEAPONS ADMINISTRATIVE GUIDELINES

<i>Situation Category</i>	<i>Immediate Action</i>	<i>Procedure Investigation</i>	<i>Notification</i>	<i>Disposition</i>	<i>Disciplinary Response</i>
1. Pocket knife (3” blade or less), single edged blade Possession only, No threat involved or prior display, not used as a weapon first offense	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension or 10 days in school suspension
2. Pocket knife Possession only 2nd offense	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school
3. Knife, gun, dangerous object look-alike weapons Possession only	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school
4. Any knife, gun, dangerous object look-alike weapon used as a threat, either visible or concealed, displayed or brandished	Administrator is summoned	The student his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days out of school suspension; Formal school board hearing for expulsion from school

K-12 DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

Situational Category	Immediate Action	Procedures/Investigation	Notification Made	Disposition of Substances	Disciplinary Responses/Rehabilitation
1. Possible use of drugs, drug look-alikes, alcohol, mood-altering substances or medications* by a student is indicated but there is little evidence of violation of law or school regulation.	Referral to Administration.	Consultation between Administration and School Nurse to determine possible policy violations.	Parents notified of behavior and/or performance indicators, if warranted.	Not applicable.	Referral to SAP team; an intervention conference may be held if the SAP team agrees if it is indicated by data; student is informed of available help.
2. Violation of Medication *Policy (includes over-the-counter drugs: caffeine pills, aspirin, etc.).	Referral to Administration.	Consultation between Administration and School Nurse to determine possible policy violations.	Parent notified.	Medical Personnel.	Following the administrator's investigation, further action taken if indicated by data (see appropriate category).
3. Student has a drug, alcohol, mood-altering substance or medication*-related medical emergency.	Nurse will be summoned immediately. Standard health and first aid procedures will be followed. If medically necessary, the student will be transported to a medical facility.	Administration will investigate the incident, which may include a search of the student, his/her locker, car and other possessions. Nurse will prepare a written report.	Parent notified. Police notified at the discretion of the Administration.	Turned over to proper authorities.	Referral for mental health/drug & alcohol assessment. Follow recommendations of assessment, which may include SAP Team referral. If evidence of further violation, see appropriate situational category.
4. Student possesses drug-related paraphernalia. First Offense – Cooperative.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the student, his/her locker, car and other possessions.	Parent notified. Police notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days.
5. Student is again caught in possession of drug-related paraphernalia. Second or subsequent offense.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the student, his/her locker, car and other possessions.	Parent notified. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days. Assessment by a designated certified addictions counselor and compliance with the recommendations.
6. Student is found to be in possession, use, or under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications* when attending any school sponsored function.	The staff member will contact and brief the group advisor. The advisor is responsible for contacting an administrator.	The student, his/her locker, car and other possessions will be searched.	Parent notified. Police notified.	Turned over to proper authorities.	Student will be sent home immediately at parental expense or detained until a parent can be reached for further direction and accompany the student. Following the administrators investigation, further action, as provided by the appropriate situational category. Referral to SAP Team.
7. Student possesses, uses, or is under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. First Offense – Cooperative	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and immediate conference with parent arranged. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. In-School Suspension up to 10 days. Assessment by a designated certified addictions counselor and compliance with the recommendations.
8. Student possesses, uses, or is under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. First Offense – Uncooperative	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.
9. Student is again caught in possession, use, or under the influence of drugs, drug look-alikes, alcohol, mood-altering substances, or medications*. Second or subsequent offense.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.
10. Student is selling or distributing drugs, drug look-alikes, alcohol, mood-altering substances, medications*, or drug-related paraphernalia.	Referral to Administration.	The student, his/her locker, car and other possessions will be searched.	Parent notified and requested to come to school immediately. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Out of-School Suspension (10 days). Recommendation for expulsion from school. Required assessment by a designated certified addictions counselor and compliance with recommendations as a condition for the return to school following the expulsion.

*Medication – any prescribed or non-prescribed medication other than that which is supervised by the School Nurse.

DISTRICT PROCEDURES

ACTIVITY FEE

Eastern Lancaster County School District charges a thirty-dollar (\$30.00) activity fee for all activities, co-curricular and extra-curricular, sponsored by the district at the secondary level. The fee is collected in order for a student to begin an activity and will not be returned once participation has begun. A family with multiple students at the secondary level will not pay more than \$120.00 per year. The activity fee is a once per year cost for an unlimited number of sports and/or activities. Families who qualify for free and reduced lunches do not have to pay the fee.

EMERGENCY EVACUATIONS

Emergency evacuations will be held at regular intervals. The object of these drills is to clear the building as fast as possible. When the fire alarms are sounded, windows, classroom doors and fire doors are to be closed when the last student leaves. Exits must be kept open. Emergency evacuation instructions have been posted in each room.

HEALTH SERVICES

Certified School Nurses and Staff Nurses provide professional nursing care to students in each building in Eastern Lancaster County School District. These nurses address the physical, social, and emotional health of the student. The ultimate goal of their practice is to enhance and support student success in the learning process. In addition to providing services to the entire school population, they provide screening services mandated by the PA Department of Health. Some of these services include maintaining health records and coordinating and performing screenings for height, weight, vision, hearing and scoliosis. In addition, school nurses monitor state mandated programs including physical examinations, required for entry into school and at grades 6 and 11, and dental exams required for school entry and in grades 3 and 7. These examinations

must be completed and returned to the school nurse prior to or during the school year that they are required. School nurses also consult with other health professionals regarding student health issues, provide education to students and staff about health issues, monitor and request immunizations for each student, refer students and staff for health care, and provide input to promote a healthy school environment. The nurses may also act as liaisons between students and teachers, as well as, between students and parents.

Eastern Lancaster County School District nurses are available to handle school related illness or injury. Any student who becomes ill or has an accident during the school day must report to the school nurse. Although the nurse will administer first aid at the time of accident or illness s/he may not prescribe or continue treat such cases. The nurse, in collaboration with the parent when necessary, will determine whether the student should remain in school or should go home. The parent/guardian or their designee needs to report to the school nurse's office to pick up the student, as well as, sign him/her out.

[Health Services policy 209 can be accessed on the District Website under District link, Policies & Handbooks, School Board Polices.](#)

Administering Medicine

Eastern Lancaster County School District recognizes that to insure good health and the best educational conditions, it is sometimes necessary for pupils to receive medication during school hours. As the science of medicine advances, the number of specific medicines developed also increases and there are more students being placed on medications by family physicians.

The school's role in the administration of medication to students is that of overseer of the physician or parent directions so that the correct dosage is received at the proper time with a minimum of interferences to the educational program of the student. The District has put in

place the following procedures for the administration of medication.

- a) Medication should be administered at home whenever possible.
- b) The use of all medication during the school day must be reported to the school nurse.
- c) Medicine must be given to the school nurse in its original container labeled with a prescription by a pharmacist or a physician.
 - a. Medicine must be accompanied by a completed medication permission form. Medication permission forms are in the Health Room of each school building.
- d) Any medication that comes under the law of controlled substances (such as Ritalin) must be delivered by the parent/guardian to the school nurse. Please DO NOT send unlabeled containers to school.
- e) All medications are kept in the nurse's office at all times. The nurse, in consultation with parent/guardian and physician, will determine the best way to administer the medication during the school day. Refrigeration is available when required.
- f) Students are expected to come to the health room at the appropriate time to take their medicine.
- g) Students who need to carry with them self-administered medications (such as inhalers) must have a completed medication form reviewed by the school nurse. Medication forms are available in the Health Room of each school building.
- h) Medication forms must be completed yearly by the parent/guardian and physician and returned to the school nurse at the beginning of each school year.

Eastern Lancaster County School District believes taking medication is serious. Thank you for your cooperation in following the Administering Medicine procedures. The District and/or any employee cannot be held responsible for the benefits or consequences of the prescribed medication when it is parent authorized. Eastern Lancaster County School District bears no responsibility for ensuring that the medication is taken.

Medication policy 210 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

Physical Education Excuses

For a student to be excused from a physical education class because of illness or injury, the student must bring a note from the family doctor or parent stating the reason for the excuse. If the request is for a period of time, the excuse must be given by the family doctor. All excuses must be submitted to the school nurse for proper recording. No notes from the doctor or parents will be accepted by the teacher until the excuse has been checked by the school nurse. If a student becomes ill during school hours, the school nurse will issue a gym excuse, if necessary.

Athletes who are excused from physical education class because of illness or injury may not participate in inter-scholastic sports, intramurals, practice or games on the day that s/he is excused from physical education class.

Transportation of Students

School nurses are not permitted to transport students for any reason. If your child becomes ill or injured in school you will be contacted and will be expected to make arrangements for transportation home. In the event that you cannot be reached and your child is in need of medical attention, the school will reach out to your emergency contacts and if necessary, call an ambulance.

LEAVING SCHOOL PROPERTY

Students are not permitted to leave the school campus any time during the school day unless permission is granted by a member of the administrative staff, and the proper sign-out occurs. Consequences include parent notification, and suspension. Law enforcement may be contacted.

PARENT VISITATION

The administration and faculty of the Eastern Lancaster County School District appreciate the fine spirit of cooperation of parents and encourage them to visit the school at any time a need or opportunity arises. In order to make a visit profitable to all concerned, the following procedure should be followed:

- a) When possible, schedule your visit in advance (a phone call to the School Counselor or Principal's office is all that is necessary.) Advance knowledge of your visit will give school counselors the opportunity to assemble appropriate information.
- b) If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose.
- c) Please report to the main office upon arriving at school and register with the receptionist.

RELEASE FOR VISUAL MATERIALS AND INTERVIEWS

The Eastern Lancaster County School District occasionally develops presentations for informational and educational purposes. For these events, it is often necessary to use photographs, slides, movies, videotapes, or interviews that describe various programs and their settings.

In addition, to promote public awareness of district activities, arrangements with local media

and/or the district's webmaster for coverage of Eastern Lancaster County School District events might occur. This may require photographs, web posting, and/or interviews with students.

It will be presumed that parental permission for the above activities is granted unless a denial of permission for release of visual materials and interviews statement is filed with the building principal in writing.

RESIDENT USE OF SCHOOL GROUNDS

School recreation areas may be used by residents so long as their behavior and activities are appropriate and do not interfere with school programs. Priority for use of athletic fields will be extended to those organizations having approval from the Board.

Motor driven and horse drawn vehicles must be parked on the macadam areas so designated. Horses may not be ridden on school grounds, nor may vehicles or animals be raced on school property. Bicycles, wagons and similar vehicles may be ridden on macadam areas when such areas are clear of traffic and are not being used for other scheduled events.

Minibikes and other unlicensed motor vehicles are not permitted on grounds. Except in emergencies, school grounds may not be utilized for personal parking of cars, trucks, or other vehicles.

RESIDENCY

State law requires that students who attend the school district must be legally residing within the boundaries of the district with a parent or legal guardian. The Board may permit the admission of non-resident students only in special circumstances. The Board establishes certain criteria which must be met in order to establish dependency and or guardianship of a student who does not reside within the district but desires to attend district schools. The district is not responsible for transportation of any student who has been permitted to attend district schools, but lives outside of district boundaries.

Any child who is placed in the home of a resident of the district by court order or government agency shall be admitted to the schools of the District. Students who have attended the school district for a substantial portion of their educational years and desire to remain in the District for the 12th grade year, may do so by paying tuition rates and if there is space in the school/classes they wish to enroll. The Superintendent may waive tuition payments for non-resident students who have moved from the District during the school year and wish to remain in the District. This waiver is limited to their last three months of any school year. Administration may deny admission to the District's regular educational programming of any non-resident student if the student was delinquent, expelled, suspended or a discipline problem in the school in his/her resident school.

Eligibility of Nonresident Students policy 202 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

HOMELESS CHILDREN

Any resident child that becomes a "homeless child" may continue attending their current school when the child's family becomes homeless. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence which can include the following conditions:

- a) Sharing housing with other persons due to loss of housing or economic hardship
- b) Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodation
- c) Living in emergency, transitional, or domestic violence shelters
- d) Abandoned
- e) Living in cars, parks, public spaces, or other places not designed for or

ordinarily used as regular sleeping accommodations for human beings

- f) Living as migratory children in above conditions
- g) Living as runaway child
- h) Living as school age unwed mothers in homes for unwed mothers if they have no other accommodations

1. Enrollment: To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by parent/guardian, the district will consider views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information to contact the previous school for oral confirmation of immunizations, and request records from the previous district.

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. Parents/guardians shall be provided with a written explanation of the district's decision,

their right to appeal and procedures to use for appeal.

2. Services: Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation, free and reduced lunch programs, vocational and technical (CTC) programs, preschool programs, programs for students with limited English proficiency and educational services for which students meet eligibility criteria.

3. Transportation: The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the districts shall agree upon a method to apportion the responsibility and costs of transportation.

Homeless Students policy 251 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

SCHOOL SOCIAL WORKER

Eastern Lancaster County School District employs a school social worker to work with families and serve as a liaison between home and school. This program offers support to families who may have severe difficulties with behavior or school attendance. There are also a number of programs designed to assist families in financial crises. Individual or group counseling may be a part of the social worker's responsibility for families with children in the district. In addition, the school social worker, and collaboration with building administration, is responsible for ensuring compliance with state mandated school attendance requirements. S/He is also available to coordinate services with community agencies or private practitioners as needed. In order to access the school social worker's services, please contact the school counselor or building principal.

SCHOOL LUNCHESES

Food Services is dedicated to providing the necessary components of nutrition recommended by the U.S. Department of Food and Nutrition. Breakfast is provided in each building and each school lunch offered will provide a student with grains, protein, vegetables, fruit and milk. A nutritious well-balanced meal will aid in the educational program by keeping a student alert and properly nourished. The Cafeteria operates on a non-profit basis with an independent full-service kitchen in each building. Independent kitchens allow maximum quality and service to each student.

Free & Reduced Lunch

Food Services provides a program which allows eligible students to receive free or reduced price lunches. This program is non-identifiable and completely confidential. We can provide assistance up to and including the whole school year. Questions concerning this program should be directed to Jami Leisey at 717-354-1581.

Menus

Each month cafeteria menus are sent home with elementary students. At the secondary level, menus are posted in rooms. Menus are created with the intention of maintaining dietary guidelines and keeping students' desires in mind. We encourage your child's participation in the school lunch program.

SENIOR CITIZEN COURTESY CARD

If you are a resident of the Eastern Lancaster County School District and 65 years old, you can apply for the Senior Citizen Courtesy Card. This card allows you to enjoy free attendance at games, plays, and other activities (except graduation). See the receptionist at the District Office to apply. Hours 7:30 – 4:00.

STUDENT INFORMATION CHANGE

If you have a change of address, telephone number, email address, etc., please go onto the District Website – www.elanco.org. Click on

Programs and then click on Student Information Update. Using your district provided username and password, change the information and click on submit.

STUDENT SURVEYS

Eastern Lancaster County School District will administer surveys to students throughout the school year. Surveys that students may participate in include, but are not limited to: Olweus Bullying Survey, Safe and Civil Schools Survey, Technology Surveys, and educational input surveys.

USE OF SCHOOL FACILITIES & EQUIPMENT/INCLUDING WEIGHT ROOM AND GYM AREAS

School facilities and equipment may be made available to students beyond the regular school day when properly supervised and chaperoned by a faculty member. Requests must be made and approved by a member of the administrative staff.

Use of School Facilities policy 707 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

USE OF VIDEO MONITORS

Eastern Lancaster County School District may place and use video cameras and other devices in its school buses, public areas of its buildings and on school grounds in order to ensure the safety and security of its students, staff, and property.

Building Security policy 709 & Transportation – Video/Audio Recording policy 810.2 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.

VOLUNTEERS

We are fortunate and appreciative to have so many volunteers serving in our schools. Our

volunteers truly make our educational community special.

Due to new regulations (Act 153 of 2014) passed by the General Assembly in an attempt to better protect children from sexual predators and child abuse, all volunteers must now obtain the same three clearances as professional staff; FBI Federal Criminal History Background Check and Fingerprinting, Pennsylvania Criminal Background Check, and Pennsylvania Child Abuse History Check. In short, any adult who visits a school to assist with any function of the school related to working with students or who chaperones a field trip in which the volunteer has responsibility for students must obtain the three clearances in advance of participation. For a specific description of who constitutes as a volunteer, see Board of School Directors Policy #916.

In order to volunteer in the District, volunteers will need to complete the following and submit to District Office:

- Volunteer Application
- PA State Police Criminal History Report
- PA Department of Human Services Child Abuse Report.
- Federal Criminal History Report
- (The Federal Criminal History Report is not required for a volunteer who provides a written statement that he or she has been a Pennsylvania resident for the past 10 years consecutively. See Waiver Form below.)
- PDE-6004 Arrest/Conviction Report and Certification Form
- Volunteer Self-Reporting Commitment Form
- Volunteer Acknowledgement of Policy #916/Volunteers and Policy #806/Child Abuse

All the above clearances and documents must be completed, submitted to the District Office, and approved before volunteer service can begin.

NOTE: Clearances must be renewed every fifty-seven (57) months.

Our students' safety is paramount. It is our earnest desire to see our school community as safe as possible.

Volunteer policy 916 & Child Abuse policy 806 can be accessed on the District Website under District link, Policies & Handbooks, School Board Policies.