

**Eastern Lancaster County School District**



**District Handbook**

**Updated May 2024**

## **WELCOME TO ELANCO!**

We are excited to welcome you to the Eastern Lancaster County School District. We are a district that believes deeply in our responsibility to provide an environment for our learners that will best prepare them for their futures. We also recognize that our learners' parents and caregivers are critical partners in this process, meaning it is our responsibility to clearly and consistently communicate with you to best meet the needs of your children.

This handbook includes information regarding our district policies and practices to help you best understand our expectations. The number of each Board Policy is noted next to its description for you to reference these on our [website](#). You will also notice that we have shared our annual notifications. If you have any questions or need additional clarification regarding any of the information we've included, please feel free to contact one of our building administrators or our district office at the numbers below.

Thank you for your support of our district.

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

### **Mission**

Empowering Learners as Global Thinkers and Producers

### **Portrait of a Graduate**

Learners who graduate from Eastern Lancaster County School District will be prepared for their futures, regardless of the pathway that they choose to travel. Each ELANCO graduate will not only possess the understanding of core content but will also demonstrate the skills that will help them be successful in any environment, as well as continue to learn and grow to meet their personal and professional career goals and aspirations.

Each ELANCO graduate will be a:

- **COLLABORATOR** who participates within a group dynamic by being personally accountable and respectfully evaluating diverse perspectives to attain a common goal,
- **COMMUNICATOR** who respectfully, responsibly, and purposefully shares and receives information, ideas, and opinions using credible sources when needed,
- **GLOBAL CITIZEN** who empathetically engages and impacts the local and global community in active, positive, and creative ways,
- **GOAL-DIRECTED, RESILIENT INDIVIDUAL** who engages in healthy and positive practices like self-advocacy, perseverance, reflection, and goal setting to promote lifelong physical, mental, intellectual, and economic well-being, and
- **INNOVATIVE PROBLEM-SOLVER** who applies critical thinking skills to creatively develop multiple solutions to authentic problems.

ELANCO learners will have a variety of experiences throughout their educational careers that will develop the characteristics above in authentic and age/maturity-appropriate ways.

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BOARD OF SCHOOL DIRECTORS

- Mr. Jonathan Dahl *President*
- Mr. Brian Conroy *Vice President*
- Mr. Gary Buck
- Ms. Jacqueline Geyer
- Mr. Jarod Hynson
- Mr. Paul Irvin
- Mr. Bryan Naranjo
- Mr. Phil Stoltzfus
- Mr. Thomas Wentzel

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

Board Meetings are typically 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.

DISTRICT ADMINISTRATION

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

Dr. Michael Snopkowski 354-1502  
*Superintendent*

- |  |          |  |          |
|--|----------|--|----------|
| Dr. Nadine Larkin<br><i>Assistant Superintendent</i>                                       | 354-1514 | Mr. Keith Ramsey<br><i>Chief of Finance and Operations</i> | 354-1507 |
| Mr. Greg Frederick<br><i>Director of Elementary Instruction</i>                            | 354-1518 | Ms. Donna Prokay<br><i>Director of Human Resources</i>     | 354-1503 |
| Ms. Kara Martin<br><i>Director of Special Education &amp; Gifted Services</i>              | 354-1510 | Mr. Lotsie Wooten<br><i>Director of Technology</i>         | 354-1548 |
| Ms. Dianne D’Souza<br><i>Assistant Director of Special Education &amp; Gifted Services</i> | 354-1500 | Mr. Lars White<br><i>Director of Facilities</i>            | 354-1523 |
| Ms. Cindy Wilson<br><i>Director of Athletics</i>   | 354-1557 | Ms. Kristen Burkett<br><i>Director of Transportation</i>   | 354-1132 |
|  |          | Ms. Jami Leisey<br><i>Director of Food Services</i>        | 354-1581 |

## BUILDING ADMINISTRATION

<b>Garden Spot Secondary Campus</b>	354-1550	<b>Blue Ball Elementary</b>	354-1525
Dr. Matt Sanger <i>Campus Principal</i>		Ms. Heather Schrantz <i>Building Principal</i>	
Mr. Robert Arrick <i>Assistant Principal</i>		Mr. Andrew Kreider <i>Assistant Principal</i>	
Mr. Robert Fennimore <i>Assistant Principal</i>		<b>Brecknock Elementary</b>	445-8600
Ms. Stacey Hoffman <i>Assistant Principal</i>		Mr. Timothy Moll <i>Building Principal</i>	
Ms. Ashley Stern <i>Assistant Principal</i>		Ms. Laura Koehler <i>Assistant Principal</i>	
		<b>New Holland Elementary</b>	354-1520
		Ms. Melissa Martin <i>Building Principal</i>	
		Ms. Eva Seckman <i>Assistant Principal</i>	

## ELANCO COMMUNICATION PROCESS

The Eastern Lancaster County School District is committed to effectively communicating with the learners, parents and guardians, staff, and community it serves. We understand that this means not only sharing information from the district, but also creating clear and efficient ways to gather information and respond to questions or concerns.

To meet this need, the communication process for ELANCO is outlined below. Communicating with the person who is closest to a question or concern will resolve most issues. When this does not happen, please follow the steps below to continue through the communication process.

When seeking an answer or sharing a concern, following the steps below will allow for an exchange of information that provides clarity for both parties. This does not mean that there will always be agreement but should ensure that the most relevant and important information can be considered when addressing a concern.

### Communication Process:

1. Contact the person closest to the question or issue to be discussed (see the options below)
2. Share the question or concern as you see it
  - a. Include specific information and avoid hypotheticals
  - b. Offer the best method of communication for response (phone call, email, meeting, etc.)
3. Seek solutions that both parties can support and act on
4. Agree on next steps and confirm each person's responsibilities
  - a. If agreement is not reached, proceed to the next level in the communication process

**For Questions/Concerns Involving:**

<b>Classroom Instruction or Discipline</b>	<b>Curriculum or Instructional Programs</b>	<b>Students with IEPs, 504s or GIEPs</b>
Classroom Teacher	Assistant Principal	Classroom Teacher
↓	↓	↓
Assistant Principal	Principal	Case Manager
↓	↓	↓
Principal	Assistant Superintendent	Assistant Principal
↓	↓	↓
Assistant Superintendent	Superintendent	Principal
↓		↓
Superintendent		Director of Special Education and Pupil Services
		↓
		Assistant Superintendent
		↓
		Superintendent

<b>Athletics and Co-Curriculars</b>	<b>Health Concerns</b>	<b>Mental Health Concerns</b>
Coach	Classroom Teacher	Classroom Teacher
↓	↓	↓
Athletic Director	School Nurse	School Counselor
↓	↓	↓
Principal	Principal	Principal
↓	↓	↓
Superintendent	Director of Special Education and Pupil Services	Director of Special Education and Pupil Services
	↓	↓
	Assistant Superintendent	Assistant Superintendent
	↓	↓
	Superintendent	Superintendent

<b>Facilities/Grounds</b>	<b>Food Services</b>	<b>Transportation</b>
Assistant Principal	Assistant Principal	Assistant Principal
↓	↓	↓
Principal	Principal	Principal
↓	↓	↓
Director of Facilities	Director of Food Services	Director of Transportation
↓	↓	↓
Chief Financial Officer	Chief Financial Officer	Chief Financial Officer
↓	↓	↓
Superintendent	Superintendent	Superintendent



## CLOSING OF SCHOOL

In case of school closing due to weather, emergency or other unforeseeable circumstances, information will be sent to parents and guardians via the contact information on file for each learner, broadcast on WGAL-TV8, as well as posted on the district website and through social media.

## TECHNOLOGY PLAN AND ACCESS

The Eastern Lancaster County School District considers technology to be an important tool to be used in our classrooms as a support for our learners and teachers. We also recognize that the extent that technology is used must be balanced and appropriate for the age and maturity level of the learners in each of our classrooms. Beyond its value in helping learners access information online or share their thinking, learners must be safe in utilizing technology, both in school and at home when using district technology.

All students in grades K-12 have one-to-one devices and access to digital curriculum. Learners in grades 7-12 will be permitted to take devices home and will use Canvas as their Learning Management System (LMS). Learners in grades K-6 will utilize their assigned device at school, may bring their devices home at their teacher's discretion, and will primarily use Google Classroom to organize their electronic curriculum resources and materials.

Learners are issued network accounts that provide access to software and applications, as well as provide storage space on the network. Learners are required to follow policy #815 when using district devices or accessing the network. Internet usage and content filtering occurs whenever learners use their district-issued devices. The content filter will identify usage that is in violation of the appropriate use standards in the following categories: adult content, violence, games, chat, gambling, auction, and hacking. Every computer in the district is protected against viruses and other malicious logic as a means of protecting not only each learner but the district as a whole. When learner activity violates our standards of use it will be documented and may result in a disciplinary response from a teacher or administrator.

For parents who are interested in more specific information regarding ELANCO technology, or to enroll in the technology service insurance plan, please visit the [technology department](#) area of our website.

## VOLUNTEERS

We are fortunate and appreciative to have volunteers serving in our schools. Our volunteers truly make our educational community special.

All volunteers must 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 learners or who chaperones a field trip in which the volunteer has responsibility for learners 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.

To volunteer in the District, the following documents must be submitted and approved by the District Office prior to beginning volunteer activities:

- 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

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

### SAFETY PRACTICES

Every parent or guardian should feel confident that their child will be safe when attending our schools, making the safety and protection of our learners our first and most important priority. In each of our schools, we use a multi-layered approach that includes drills, explicit teaching, and facility enhancements to protect our learners. Learning and reinforcement occurs throughout the school year and follows our overall district safety plan so that there is consistency within and across each of our buildings.

One component of this process is that visitors to any of our buildings are required to show identification that matches what is in our student information system, PowerSchool. Upon arrival for a meeting or to pick up your child during the regular school day, please have your identification ready so that our main office staff can verify your identity and provide access to the building. If you are asking someone else to pick up your child, please make sure that you have updated your child's contact information in PowerSchool to include their name and number, or that you have notified the main office staff in writing prior to arrival that they have permission to get your child.

In addition to the physical enhancements and identification processes we have in place, a critical component in protecting our learners is the awareness and vigilance of every member of our community related to threatening or dangerous behavior. In the vast majority of violent incidents, there are a variety of signs that go unreported that could have prevented a situation from occurring. We encourage our learners as well as parents and guardians that **if you see something, say something** to school personnel or local law enforcement. Each report of concerning behavior is taken seriously by the ELANCO team and will be investigated. ELANCO also receives information from state law enforcement if a tip is anonymously submitted through the [Safe2Say Something website](#) or tipline (844.723.2729), so if you or your child do not feel comfortable contacting the school, these resources are available to you 24 hours a day, 7 days a week.

## DISTRICT POLICIES, LEARNER CODE OF CONDUCT, and ANNUAL NOTIFICATIONS

The Eastern Lancaster County School Board has the authority to make reasonable and necessary rules governing the conduct of learners 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. The following Code of Learner Conduct will apply to learners in all district schools, while under school district jurisdiction, and while participating in district-sponsored activities.

### 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 Rehabilitations Act of 1973, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Assistant Superintendent.

For purposes of reporting allegations,

The Compliance Officer can be contacted at:

Address: 669 East Main Street  
New Holland, PA 17557  
Email: [Title IX Compliance@elanco.org](mailto:Title_IX_Compliance@elanco.org)  
Phone Number: (717) 354-1507

The Title IX Coordinator can be contacted at:

Address: 669 East Main Street  
New Holland, PA 17557  
Email: [Title IX Compliance@elanco.org](mailto:Title_IX_Compliance@elanco.org)  
Phone Number: (717) 354-1503

### LEARNERS 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 learners who may be in need of various learner services including special education and related services, services for protected handicapped learners, and services for gifted learners.

#### *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 learner 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 learners" are distinct from those applicable to all eligible or exceptional learners 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 learner'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.

**ATTENDANCE**

Attendance shall be required of all learners between the ages of 6 and 18 enrolled in district schools during the days and hours that school is in session. Parents or guardians of all

children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

Learners who have not graduated may not be asked to leave school merely because they have reached 18 years of age if they are fulfilling their responsibilities as learners. A learner may not be excluded from the public schools or from extracurricular activities because:

- a) The learner is married;
- b) The learner is pregnant;
- c) The learner has a disability as identified by Chapter 15 (relating to protected handicapped learners);
- d) The learner is an eligible learner identified under Chapter 14 (relating to special education services and programs).

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. Please note that this includes pre-approved educational trips as well as illness.

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

Learner 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 learner 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 learner 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 learner'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.

The 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.

## SCHOOL RECORDS POLICY

The Family Education Rights and Privacy Act (FERPA) affords parents and learners over 18 years of age (eligible learners) certain rights with respect to the learner education records. These rights are:

- a) A parent or eligible learner has the right to review the learner's education records within 45 days of the day the District receives a request for access. A parent or eligible learner 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 learner of the time and place where the records may be reviewed.
- b) A parent or eligible learner has the right to request the amendment of a learner's education record that the parent or eligible learner 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 learner, the District will notify the parent or eligible learner 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 learner when notified of the right to a hearing.
- c) A parent or eligible learner has the right to consent to disclosure of personally identifiable information contained in the learner'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 learner –
  - 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 learner; and
  - b. When information concerning the learner is relevant to the learner's education, education-related services, or extracurricular activities or experiences, or is necessary to protect the health, safety, or welfare of the learner 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 learner is required by law or when the learner 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 learner seeks or intends to enroll.
- d) A parent or eligible learner 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 learner. The parent or eligible learner 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 15<sup>th</sup> of the current school year.

Directory information means information contained in an education records of a learner which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to a learner'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 learner 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 learner's parents/guardians.

#### POSTING OF SIGNS AND NOTICES

Bulletin boards are available for learners 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, learners 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.

#### TOBACCO/VAPING PRODUCTS

Tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for both users and nonusers and the school safety and environment of the schools. Students are therefore prohibited from the possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes, on school grounds, at school-sponsored events, or otherwise under the responsibility of the district.

Students are prohibited from possessing any form of THC or medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the School District; on property owned, leased or controlled by the School District; or at school-sponsored activities that are held off school property.

#### SEARCHES

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the School District, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Prior to a locker search, learners 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 learners in the school, learner lockers may be searched without prior warning. Lockers are the property of the District and learners should have no expectation of privacy in their usage.

Illegal or prohibited materials seized during a learner search may be used as evidence against the learner in a school disciplinary proceeding.

### 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:

- a) Controlled substances prohibited by federal and state laws
- b) Look-alike drugs
- c) Alcoholic beverages
- d) Anabolic steroids
- e) Drug paraphernalia
- f) Any volatile solvents or inhalants, such as, but not limited to glue and aerosol products
- g) 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
- h) 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 learner 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.

Distribute – 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, power, 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 learners 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 learner to comply with the reasonable request of recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative learner 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 learner. Under the influence means that a learner 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 learner is under the influence may be established by a learner’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, learners are prohibited from engaging in the following activity:

- a) Possessing, selling, or distributing alcohol or drugs.
- b) Being under the influence of alcohol or drugs.
- c) Possessing drug paraphernalia.
- d) Using alcohol or drugs, which include a learner coming or returning to a school-sponsored event after having used alcohol or drugs elsewhere.

Learners 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 learner privileges (i.e. attendance at prom, graduation ceremony or other special events).

The Board prohibits learners 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 learner with a disability, including a learner for 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 learner conduct that occurs off school property and would otherwise violate the Code of Learner Conduct if any of the following circumstances exist:

- a) The conduct occurs during the time the learner is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
- b) The learner is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- c) Learner 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.
- d) 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 Learner Conduct if conducted in school.
- e) The conduct involves the theft or vandalism of school property.
- f) There is otherwise a nexus between the proximity or timing of the conduct in relation to the learner'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.

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 may be reported 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.

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

### *Reasonable Suspicion Testing*

If based on the learner's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the learner is under the influence of a controlled substance, the learner 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.

## **DRUG TESTING FOR STUDENTS IN EXTRACURRICULAR ACTIVITIES AND STUDENT DRIVERS**

The Eastern Lancaster County School District recognizes that drugs and alcohol have a serious and deleterious effect on learners' motivation, memory, judgment, coordination, reaction time and overall performance. Long-term use of these substances can compound these problems and negatively affect learners academically, physically and emotionally. The school district wants to provide a legitimate reason for learners to refuse to consume or use drugs and alcohol and provide assistance to learners who have problems with these substances.

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

Participation in extracurricular activities and learner use of school parking facilities is a privilege and not a right. Accordingly, learners participating in these activities or with driving privileges carry a responsibility to themselves, their fellow learners, their parents/guardians, and their school to exercise prudent judgment, which includes avoiding the use of drugs and alcohol. Furthermore, learners 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, learners 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.

Approved 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 learner does not earn academic credit.

Drug – means any substance which a learner 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.

Learner parking permit – means written authorization given to a learner 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 learner will be permitted to participate in extracurricular activities or obtain a parking permit unless the learner consents to mandatory random drug testing under this policy. Every school year, learners 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.

Learners 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 learner must still provide the signed consent form prior to trying out for the extracurricular activity as required by the policy. Should the learner 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 learner or parents/guardians notification, during the school year, for a predetermined percentage of the

learners currently participating in extracurricular activities or possessing learner parking permits. Learners 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, stimulates, and valium in the learner's urine sample. A test result indicating the presence of any of these substances will be considered a positive test.

If a learner refuses to submit a urine sample for testing, the refusal will be deemed a positive test for purposes of this policy. If a learner 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.

## SUSPENSION AND EXCLUSION

### *Exclusion from School*

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 learner, while on school grounds or a school activity off school grounds:

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

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

Exclusion from school may take the form of suspension or expulsion.

Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

- Suspensions may be given by the principal or person in charge of the public school.
- A learner may not be suspended until the learner has been informed of the reasons for the suspension and given an opportunity to respond.
- Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents or guardians shall be notified immediately in writing when the learner is suspended.

- When the suspension exceeds 3 consecutive school days, the learner and parent shall be given the opportunity for an informal hearing consistent with the requirements in §12.8(c) (relating to hearing).
- Suspensions may not be made to run consecutively beyond the 10-school day period.
- Learners 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.

Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under §12.8 unless a written expulsion agreement is signed by the student and his/her parents/guardians and approved by the Board.

- During the period prior to the hearing and decision of the governing board in an expulsion case, the learner shall be placed in his normal class except as set forth in subsection (d).
- If it is determined after an informal hearing that a learner'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 learner may be excluded from school for more than 10 school days. A learner may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any learner so excluded shall be provided with alternative education, which may include home study.
- Learners 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.
  - The initial responsibility for providing the required education rests with the learner's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent
  - 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 (a) 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 learner's education. A learner with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§1400-1482).
  - 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).

*Exclusion from Classes – In-School Suspension*

- A learner may not receive an in-school suspension unless the learner has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- Communication to the parents or guardian shall follow the suspension action taken by the school.
- When the in-school suspension exceeds 10 consecutive days, an informal hearing with the principal shall be offered to the learner and the learner's parent or guardian prior to the 11<sup>th</sup> school day in accordance with the procedures in §12.8 (relating to hearings).

## Hearings

- a) General. Education is a statutory right, and learners shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the learner is entitled to a formal hearing.
- b) Formal hearings. A formal hearing is required in all expulsion actions unless a written expulsion agreement is signed by the student and his/her parents/guardians and approved by the Board. 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 hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a learner. The following due process requirements shall be observed with regard to the formal hearing:
  - a. Notification of the charges shall be sent to the learner'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 learner and hearing procedures shall be included with the sharing notice. A learner may request the rescheduling of the hearing when the learner demonstrates good cause for an extension.
  - c. The hearing shall be held in private unless the learner or parent requests a public hearing.
  - d. The learner 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 learner has the right to be presented with the names of witnesses against the learner, and copies of the statements and affidavits of those witnesses.
  - f. The learner has the right to request that the witnesses appear in person and answer questions or be cross-examined.
  - g. The learner has the right to testify and present witnesses on her/his own behalf.
  - h. A written or audio record shall be kept of the hearing. The learner is entitled, at the learner's expense, to a copy. A copy shall be provided at no cost to a learner 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 learner 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 learner with the expulsion decision.
- c) Informal hearings. The purpose of the informal hearing is to enable the learner to meet with the appropriate school official to explain the circumstances surrounding the event for which the learner is being suspended or to show why the learner should not be suspended.
  - a. The informal hearing is held to bring forth all relevant information regarding the event for which the learner is being suspended or to show why the learner 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 learner.
  - ii. Sufficient notice of the time and place of the informal hearing shall be given.
  - iii. A learner has the right to question any witnesses present at the hearing.
  - iv. A learner 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.

### STUDENT RIGHTS AND RESPONSIBILITIES

Learner responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, learners 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;

- No learner has the right to interfere with the education of fellow learners.
- It is the responsibility of each learner to respect the rights of teachers, learners, administrators and all others who are involved in the educational process.
- Learners should express their ideas and opinions in a respectful manner.

It is the responsibility of the learners to:

- a. Be aware of all rules and regulations for learner behavior and conduct themselves in accordance with them. Learners 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 learners 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 coursework prescribed by local school authorities.
- j. Report accurately in learner media.
- k. Not use obscene language in learner media or on school premises.

Use of a learner's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. Information received in confidence from a learner may be revealed to the learner's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the learner or other persons is clearly in jeopardy.

### LEARNER SURVEYS

Eastern Lancaster County School District will administer surveys to learners throughout the school year. Surveys that learners may participate in include, but are not limited to: Olweus

Bullying Survey, Safe and Civil Schools Survey, Technology Surveys, and educational input surveys.

### ELECTRONIC DEVICES

The use of any personal electronic device by any Elementary or Middle School learner during the school day in District buildings, on District property, during the time students are under the supervision of the District, and in locker rooms, bathrooms, health suites and other changing areas at any time is prohibited.

The use of any personal electronic device by a High School learner during instructional times during the school day (from the beginning of 1<sup>st</sup> period until the end of last period), which includes homeroom and study halls is prohibited, except that students may use personal electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

High School learners are permitted to use personal electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not disrupt school activities or instruction or violate any other Board or school policies.

The use of personal electronic devices as a classroom tool is permitted with prior permission of the teacher or building administration and under the supervision of the teacher.

The use of personal electronic devices to take unauthorized photographs while on school property or on school buses and vehicles is prohibited. Use of personal electronic devices on District buses and vehicles shall be limited to the extent that any such use does not interfere with the safe operation of the District buses and vehicles. Any such device used by a student on a District bus or vehicle shall be used with an appropriate ear piece designed to limit the audio to the user only.

The use of personal electronic devices to take photographs, or to record or livestream audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph/video/livestream or recording by giving written consent, is prohibited.

Building administrators, teachers, and security personnel are permitted to confiscate a student's electronic device when it is used in violation of this policy. Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent or guardian for a second or subsequent offense.

Building administrators may impose additional disciplinary sanctions against students for violations of this policy, including suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

### HAZING

All learners can expect a safe, positive environment that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of ELANCO and are prohibited at all times.

Hazing is prohibited in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No learner, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone or ignore any form of hazing.

Learners who believe they, or others, have been subjected to hazing are encouraged to promptly report such incidents to the building principal or designee.



Learners are encouraged to use the District's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations. Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

If an investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

Any person or organization that causes or participates in hazing may be subject to criminal prosecution.

#### ANTI-BULLYING

Eastern Lancaster County School District is committed to providing all learners 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 recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learning, and may lead to more serious violence. Therefore, bullying will not be tolerated.

This policy is in effect while learners 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. Learners 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 learner's gender, race, national origin, sexual orientation or disability shall be reported to the building administrator and investigated pursuant to Policy 103. 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 learner or learners
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 learner'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 grounds, 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.

Each learner shall be expected to respect the rights of fellow learners to ensure an atmosphere free from all forms of bullying.

The School District expects learners 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. A learner who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.

Teachers, counselors, specialists, and school administrators will discuss bullying with learners and will provide appropriate examples to assist learners with recognizing, identifying, and reporting bullying incidents. All learners 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 learner 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 learners 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 learners 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 learner(s). If more than one (1) learner is involved in perpetrating the bullying, the administrator shall talk to each of the offending learners separately. After the investigation has been completed, the building principal shall take appropriate actions consistent with this policy.

#### *Disciplinary and Other Actions*

A learner who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Learner 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

#### 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 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.

#### ACCEPTABLE USE OF INTERNET/NETWORK SAFETY POLICY

The Eastern Lancaster County School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The use of the District’s technology resources is to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, of learners. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

Only users who have agreed to abide by the terms of this policy may utilize the District’s technology resources. Unauthorized use, utilizing another user’s District account, or exceeding one’s authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District’s technology resources, or from monitoring a student’s use of the District’s technology resources in the student’s home.

#### PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, tobacco products, alcoholic beverages and weapons on school premises. The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person 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.

Attendance at Garden Spot High School Athletic events is free for students of the ELANCO School District, with the presentation of a valid school ID. This is only valid for regular season events and is not available during tournaments or end-of-season playoffs. Information on ticket prices and availability of passes for adults and out-of-district attendees can be found on the Garden Spot High School Athletic page.

### STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

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. ELANCO respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. ELANCO also recognizes that exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Learners and their parents/guardians have the right to make decisions regarding their appearance and dress, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. Learners may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the learner. The wearing of buttons, badges or armbands shall be permitted as another form of expression as long as the wearing of these items conforms to other district policies and the building code of conduct.

Learners 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.

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

## PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and learners who are 18 or emancipated minors (“eligible learners”) 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 learners 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 learner or learner’s parents;
  - b. Mental or psychological problems of the learner or learner’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 learner or parents; or
  - h. Income other than as required by law to determine program eligibility.
- b) Receive notice and an opportunity to opt a learner 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 learner, 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 learners for marketing or to sell or otherwise distribute the information to others.
- c) Inspect, upon request and before administration or use
  - a. Protected information from surveys of learners;
  - b. Instruments used to collect personal information from learners 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 learner 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 learners 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 learners of the specific approximate dates of the following activities and provide an opportunity to opt a learner 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 the Education Department.
- c) Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible learners 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

### TRANSPORTATION CODE OF CONDUCT

The purpose of the bus code is for each learner to behave responsibly and to ensure the safety of all passengers while being transported to and from school. 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 learners are able to determine if the video camera is in the box on their bus. The cameras on the school buses will record oral communications as well as visual images. Learners and their parents agree that a learner's use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all the school buses for disciplinary as well as safety-related concerns.

The following rules are in order:

1. Pupils eligible for bus transportation are given assignments by the transportation department. A pupil may only ride the bus assigned and embark or leave the bus at the assigned stop. Requests to change buses to visit schoolmates shall not be granted.
2. When a change of address for pickup or drop-off is necessary, [the necessary forms](#) must be completed and submitted to the transportation department before the change will be made.
3. Riders should be at their bus stop prior to the scheduled pick-up time, remain on the side of the highway or sidewalk, not interfere with traffic, and conduct themselves in a safe manner. The driver may not stop or wait an excessive amount of time for a rider who is not present at the designated time and location of pickup.
4. If it is necessary for riders to cross the highway, they may only do so when the driver signals that it is safe. Riders shall cross the highway only in front of the bus – NEVER behind the bus.
5. Riders are to respect the property rights of those who reside at or near the bus stop and remain off lawns and private property while waiting.
6. Riders shall board the bus in an orderly fashion and without delay, only once it has stopped.
7. All riders will sit in assigned seats and remain seated while the bus is in motion. No rider shall deny another rider an assigned seat.
8. Riders shall treat the school bus driver with the same authority a teacher has in the classroom.
9. Riders are expected to respect school as well as personal property. Damage to seats, windows, etc. must be paid for by the offender and may be referred to law enforcement if necessary.
10. All school rules apply while riding the bus. Inappropriate behavior is strictly forbidden.
11. When windows are opened, riders must keep all body parts within the bus and may not project or throw anything out the window of the bus.
12. Pets are not permitted on the bus.
13. Trash must be disposed of properly and may not be left on the bus or on the floor. No food or drink is to be consumed on buses.
14. Books, lunch boxes, musical instruments and other objects must be kept out of the aisle.
15. Riders are expected to avoid making unnecessary noises or actions that may distract the bus driver's attention from his/her job. Therefore, learners should not talk to the bus driver, except when necessary or when the bus is stopped to avoid unnecessary commotion or disturbance.
16. Riders are to remain seated until the bus has completely stopped before exiting the bus.
17. After leaving the bus, riders will cross the road at least ten (10) feet in front of the bus, making sure that no traffic is approaching from either direction and alert to the danger signal from the driver.

**Violation of any of the above regulations poses a potential safety hazard. A learner may lose her/his privilege to ride the bus if the regulations are violated. Loss of riding privilege does not mean a learner is excused from attending class. Attendance regulations will apply to all absences.**

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.

#### Extra-Curricular Activities

- All of the regulations above apply to any trip under school sponsorship.
- Athletic coaches, faculty sponsors, or school-approved chaperones are responsible for conduct on the bus and are to be respected the same as teachers or drivers.

When it is necessary to bring a learner to school or pick a learner up at the school by car during bussing hours, significant caution must be used on school property and drivers are to follow each building's traffic patterns when dropping off or picking up learners. Please avoid areas used by buses for unloading and loading learners at all buildings and use the lanes and areas designated for cars.

#### TRANSPORTATION – VIDEO/AUDIO RECORDING

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Therefore, the use of video and audio recording on school buses and school vehicles will be permitted when school buses and school vehicles are being used for a school-related purpose.

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 learner his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	Up to 10 days of school suspension
2. Pocket knife Possession only 2nd offense	Administrator is summoned	The learner his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days of suspension; Recommendation for school board hearing for expulsion from school or expulsion agreement in lieu of hearing
3. Knife, gun, dangerous object look-alike weapons Possession only	Administrator is summoned	The learner his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days of suspension; Recommendation for school board hearing for expulsion from school or expulsion agreement in lieu of hearing
4. Any knife, gun, dangerous object look-alike weapon used as a threat, either visible or concealed, displayed or brandished	Administrator is summoned	The learner his/her locker, car, backpack and other possessions will be searched	Parents notified, Police notified	Turned over to proper authorities	10 days of suspension; Recommendation for school board hearing for expulsion from school or expulsion agreement in lieu of hearing



**K-12 DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

<i>Situational Category</i>	<i>Immediate Action</i>	<i>Procedures/ Investigation</i>	<i>Notification Made</i>	<i>Disposition of Substances</i>	<i>Disciplinary Responses/ Rehabilitation</i>
1. Possible use of drugs, drug look-alikes, alcohol, mood-altering substances or medications* by a learner 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; learner 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. Learner possesses drug-related paraphernalia. First Offense – Cooperative.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the learner, his/her locker, car and other possessions.	Parent notified. Police notified.	Turned over to proper authorities.	Referral to SAP Team. Suspension up to 10 days.
4. Learner is again caught in possession of drug-related paraphernalia. Second or subsequent offense.	Referral to Administration. Paraphernalia is confiscated.	Administrator will search the learner, his/her locker, car and other possessions.	Parent notified. Police notified. Superintendent notified.	Turned over to proper authorities.	Referral to SAP Team. Suspension up to 10 days. Assessment by a designated certified addictions counselor and compliance with the recommendations.
5. Learner 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 learner, his/her locker, car and other possessions will be searched.	Parent notified. Police notified.	Turned over to proper authorities.	Learner will be sent home immediately at parental expense or detained until a parent can be reached for further direction and accompany the learner. Following the administrators investigation, further action, as provided by the appropriate situational category. Referral to SAP Team.

6. Learner 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 learner, 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. Suspension up to 10 days.
7. Learner 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 learner, 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 school board hearing for expulsion from school or expulsion agreement in lieu of hearing
8. Learner 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 learner, 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 school board hearing for expulsion from school or expulsion agreement in lieu of hearing
9. Learner is selling or distributing drugs, drug look-alikes, alcohol, mood-altering substances, medications*, or drug-related paraphernalia.	Referral to Administration.	The learner, 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 school board hearing for expulsion from school or expulsion agreement in lieu of hearing

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

### ACTIVITY FEE

Eastern Lancaster County School District charges a thirty-dollar (\$30.00) activity fee for participation in all co-curricular and extra-curricular activities sponsored by the district at the secondary level. Payment of the fee is required for a learner to begin an activity and will not be returned once participation has begun. A family with multiple learners 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 purpose 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 learner 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 learners in each building in Eastern Lancaster County School District. These nurses address the physical, social, and emotional health of the learner. The ultimate goal of their practice is to enhance and support learner 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 learner health issues, provide education to learners and staff about health issues, monitor and request immunizations for each learner, refer learners and staff for health care, and provide input to promote a healthy school environment. The nurses may also act as liaisons between learners and teachers, as well as between learners and parents.

Eastern Lancaster County School District nurses are available to handle school related illness or injury. Any learner 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 to treat such cases. The nurse, in collaboration with the parent when necessary, will determine whether the learner should remain in school or should go home. The parent/guardian or their designee needs to report to the school to pick up the learner, after s/he has been signed out.

#### *Food Allergies*

Learners who are diagnosed with a food allergy will have an appropriate medical plan developed by the school nurse in collaboration with the learner's healthcare provider, the learner's parents/guardians, District or school staff, and the learner. The developed plan will carefully describe the care of the learner during the school day as well as during school-sponsored activities that take place while the learner is under the care of the district. Once developed, the plan will be shared with appropriate personnel. Medical plans should include preventative measures as well as emergency measures in case of exposure.

### *Learners with Disabling Special Dietary Needs*

The District will provide reasonable accommodations, substitutions or modifications for learners with disabling dietary needs. The learner's physician shall determine and document this need and will be included in the learner's medical plan. Documentation must identify:

- The learner's special dietary disability,
- An explanation of why the disability restricts the learner's diet,
- The major life activity(ies) affected by the disability,
- The food(s) to be omitted from the learner's diet,
- The food or choice of foods that must be provided as the substitute

For other learners with documented dietary needs, the District may, at its discretion, make appropriate accommodations, substitutions or modifications. These situations will be handled on a case-by-case basis and will require a medical statement from a physician, physician assistant or certified nurse practitioner identifying the condition that restricts the learner's diet, the foods to be omitted and the food or choice of foods to be substituted.

### *Diabetes Management*

Before a learner can receive diabetes-related care and treatment in a school setting, the learner's parent/guardian shall provide written authorization for such care and instructions from the learner's health care practitioner.

Prior to learner possession or use of diabetes medication and monitoring equipment, the following is required:

1. A written request from the parent/guardian that the school comply with the instructions of the learner's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the learner's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
3. A written acknowledgement from the school nurse that the learner has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the

parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed 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 school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

#### *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.

The school's role in the administration of medication to learners 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 learner. 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
- d) Medicine must be accompanied by a completed medication permission form. Medication permission forms are in the Health Room of each school building
- e) Any medication that comes under the law of controlled substances must be delivered by the parent/guardian to the school nurse. School nurses may not accept unlabeled containers sent to school
- f) All medications are kept in the nurse's office at all times. The nurse, in consultation with a parent/guardian and physician, will determine the best way to administer the medication during the school day. Refrigeration is available when required
- g) Learners are expected to come to the health room at the appropriate time to take their medicine
- h) Learners 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
- i) 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. If a learner refuses to take a medication as directed, the parent/guardian will be notified.

#### *Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors*

Prior to learner possession or use of an asthma inhaler or epinephrine auto-injector in a school setting, the following is required:

1. A written request from the parent/guardian that the school comply with the instructions of the learner's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the learner's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions for the handling and disposal of the medication and monitoring equipment.
3. A written acknowledgement from the school nurse that the learner has demonstrated that s/he is capable of self-administration of the medication.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medication, including acknowledgement that the student will not allow other students to have access to the medication and that s/he understands appropriate safeguards.

The written request for student possession and use of an asthma inhaler or epinephrine auto-injector shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

#### *Physical Education and Recess Excuses*

For a learner to be excused from a physical education class or recess because of illness or injury, the learner must bring a note from a doctor stating the reason for the excuse. If the request is for a period of time, the excuse must be given by a 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 learner 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, practices or games on the same day of excusal from physical education class.

#### *Transportation of Learners*

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

#### LEAVING SCHOOL PROPERTY

Learners are not permitted to leave the school campus at 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 AND GUARDIAN INVOLVEMENT

The administration and faculty of the Eastern Lancaster County School District welcome the cooperation and involvement of parents or guardians. A strong home and school partnership will create clear communication, understanding and awareness of learner needs and progress, and clear supports for learners as they are needed.

When a parent or guardian has a question or concern, they are encouraged to contact the teacher or building administrator who can best answer the question or concern. This is important as it will provide the greatest clarity related to a situation from the people who are most likely involved. This contact can be initiated via phone call or email. After this initial communication, if additional people need to be involved or further steps taken, the next individuals in the chain of command will be contacted.

If a parent or guardian would like a conference or meeting with a teacher, counselor or administrator, they should contact the main office to schedule an appropriate time to meet. While it is the goal of all involved to be responsive to the requests and needs of our community, teachers will not be available for impromptu meetings during the regular school day due to their professional obligations. Once a meeting time has been established and a purpose for the meeting set, the personnel necessary for the meeting will be made available.

#### RELEASE FOR VISUAL MATERIALS AND INTERVIEWS

The Eastern Lancaster County School District occasionally uses photographs, web postings, and/or interviews with learners to share information with the general community or to describe programs or events within the district.

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 as per Policy #816.

#### 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. The use of outdoor school facilities will not be permitted during the regular school day, or when school-district use is necessary. 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 as 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 learners 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 learners only in special circumstances and in accordance with policy 202. The Board establishes certain criteria which must be met in order to establish dependency and or guardianship of a learner who does not reside within the district but desires to attend district schools. The district is not responsible for transportation of any learner 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. Learners who have attended the school district for a substantial portion of their educational years and desire to remain in the District for the 12<sup>th</sup> grade year, may do so by paying tuition rates and if there is space in the school/classes they wish to enroll. Administration may deny admission to the District's regular educational programming of any non-resident learner if the learner was delinquent, expelled, suspended or a discipline problem in the school in his/her resident school.

#### HOMELESS CHILDREN

Any resident child that becomes a "homeless child" may continue attending their current school when the child's family becomes homeless. Homeless learners 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

Enrollment: To the extent feasible, and in accordance with the learner's best interest, a homeless learner 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 learner may request enrollment in the school in the attendance area where the learner is actually living or other schools. If a learner is unaccompanied by parent/guardian, the district will consider views of the learner in determining where s/he will be enrolled.

The selected school shall immediately enroll the learner and begin instruction, even if the learner 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 learner's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the learner's placement.

If a dispute arises over school selection or enrollment, the learner 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.

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

Transportation: The district shall provide transportation for homeless learners 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 learners 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.

#### SCHOOL SOCIAL WORKER

Eastern Lancaster County School District employs school social workers 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, in 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 LUNCHES

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 learner with grains, protein, vegetables, fruit and milk. A nutritious well-balanced meal will aid in the educational program by keeping a learner alert and properly nourished. District Cafeterias operate on a non-profit basis with an independent full-service kitchen in each building. Independent kitchens allow maximum quality and service to each learner.

#### *Free & Reduced Lunch*

Food Services provides a program which allows eligible learners 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 learners. At the secondary level, menus are posted in rooms. Menus are created with the intention of maintaining dietary

guidelines and keeping learners' 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 – 3:30.

#### LEARNER INFORMATION CHANGE

Up-to-date information for each learner is necessary for the district to contact parents or guardians regarding important news, events or information throughout the year. Incomplete or inaccurate information may delay or prevent information from reaching parents or guardians, especially in situations involving the health and wellness of a child.

At the beginning of each school year, parents and guardians are expected to access PowerSchool and confirm their child's information, including contact numbers and addresses, are accurate. If contact information changes during the school year, the parent/guardian should contact the main office of their child's school to complete the information update process.

Participation in extra-curricular programs, athletics, afterschool events, field trips, or other activities may be prohibited when learner information has not been updated and verified by a parent or guardian at the beginning of the school year. Communication and options for support will be provided prior to any learners are excluded from participation.

**USE OF SCHOOL FACILITIES & EQUIPMENT/INCLUDING WEIGHT ROOM AND GYM AREAS**  
School facilities and equipment may be made available to learners 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 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 to ensure the safety and security of its learners, staff, and property.

## **Annual Notifications**

In compliance with board policy, state or federal laws and regulations, the following information is provided annually to the Eastern Lancaster County School District learners, parents and guardians. For additional information or to view complete policies, please reference the board policy designated by the number and title of each section below.

### **103                   Discrimination/Title IX Sexual Harassment Affecting Students**

The ELANCO School District will provide equal opportunity for students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

#### **103.1               Nondiscrimination – Qualified Students With Disabilities**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with

disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

#### 105.1 Review of Instructional Materials by Parents/Guardians and Students

The Board adopts this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

##### Definition

Instructional material means primary instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

##### Guidelines

The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

#### 113 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 learners who may be in need of various learner services including special education and related services, services for protected handicapped learners, and services for gifted learners.

*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 learner 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 learners" are distinct from those applicable to all eligible or exceptional learners 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 learner'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.

### 138 Limited English Proficiency Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services.

If you believe your child may qualify for LEP services, please contact your child's building administrator.

### 203 Immunizations and Communicable Diseases

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative regulations, and Board-approved health and safety plans be followed by students, parents/guardians and District staff. All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief or whose physician certifies that the student's physical condition contraindicates immunization.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend District schools, unless exempted for medical or religious reasons or on the basis of a strong moral or ethical conviction similar to a religious belief, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.

## 204 Attendance

The Board recognizes that the educational program offered by the district is predicated upon the attendance of the student and supports a comprehensive approach to identify and address attendance issues.

### *Authority*

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized District staff in accordance with applicable laws and regulations, Board policy and administrative regulations.

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relations elects to have the student enter school, which shall be no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. Students who are habitually truant shall have a School Attendance Improvement Conference (SAIC), with additional interventions or consequences assigned as consistent with policy and regulations.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Students may be excused from full-time attendance upon request by a parent or guardian and approval by the appropriate school personnel. For a full list of applicable circumstances, please see policy #204.

Students may be excused from attendance if any of the following occur:

1. Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner or the healing arts in any state, commonwealth or territory.
3. Quarantine.

4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  1. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  2. The student shall furnish the signed excuse to the District prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Nonschool-sponsored educational tours or trips, if the following conditions are met:
  1. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  2. The student's participation has been approved by the Superintendent or designee.
  3. The District may limit the number and duration of non-school-sponsored educational tours or trips for which excused absences may be granted to a student during the school year.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) school days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parent notification are permitted during a school year.

## 209 Health Services

Certified School Nurses and Staff Nurses provide professional nursing care to learners in each building in Eastern Lancaster County School District. These nurses address the physical, social, and emotional health of the learner. The ultimate goal of their practice is to enhance and support learner 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 learner health issues, provide education to learners and staff about health issues, monitor and request immunizations for each learner, refer learners and staff for health care, and provide input to promote a healthy



school environment. The nurses may also act as liaisons between learners and teachers, as well as between learners and parents.

Eastern Lancaster County School District nurses are available to handle school related illness or injury. Any learner 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 to treat such cases. The nurse, in collaboration with the parent when necessary, will determine whether the learner should remain in school or should go home. The parent/guardian or their designee needs to report to the school to pick up the learner, after s/he has been signed out.

#### *Physical Education and Recess Excuses*

For a learner to be excused from a physical education class because of illness or injury, the learner must bring a note from a doctor or parent stating the reason for the excuse. If the request is for a period of time, the excuse must be given by a 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 learner 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 same day of excusal from physical education class.

#### *Transportation of Learners*

School nurses are not permitted to transport learners 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.

### 209.2 Diabetes Management

An effective program of diabetes management in school is crucial to the immediate safety of and long-term health of students with diabetes. A diabetes management program will ensure that students with diabetes are ready to learn and participate fully in school activities and minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### 210 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.

The school's role in the administration of medication to learners 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 learner. The District has put in place the following procedures for the administration of medication.

1. Medication should be administered at home whenever possible.
2. The use of all medication during the school day must be reported to the school nurse.
3. 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.
4. Any medication that comes under the law of controlled substances must be delivered by the parent/guardian to the school nurse. School nurses may not accept unlabeled containers sent to school.
5. All medications are kept in the nurse's office at all times. The nurse, in consultation with a parent/guardian and physician, will determine the best way to administer the medication during the school day. Refrigeration is available when required.
6. Learners are expected to come to the health room at the appropriate time to take their medicine.
7. Learners 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.
8. 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.

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. If a learner refuses to take a medication as directed, the parent/guardian will be notified.

#### 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

Students shall be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students.

The student shall notify the school nurse immediately following each use of an asthma inhaler.

## 216 School Records Policy

The Family Education Rights and Privacy Act (FERPA) affords parent and learners over 18 years of age (eligible learners) certain rights with respect to the learner education records. These rights are:

1. A parent or eligible learner has the right to review the learner's education records within 45 days of the day the District receives a request for access. A parent or eligible learner 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 learner of the time and place where the records may be reviewed.
2. A parent or eligible learner has the right to request the amendment of a learner's education record that the parent or eligible learner 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 learner, the District will notify the parent or eligible learner 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 learner when notified of the right to a hearing.
3. A parent or eligible learner has the right to consent to disclosure of personally identifiable information contained in the learner'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 learner –
4. 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 learner; and

5. When information concerning the learner is relevant to the learner's education, education-related services, or extracurricular activities or experiences, or is necessary to protect the health, safety, or welfare of the learner or others.
6. 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 learner is required by law or when the learner 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 learner seeks or intends to enroll.
7. A parent or eligible learner 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

8. The District is permitted by law to disclose directory information without the written consent of the parent or eligible learner. The parent or eligible learner 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 15<sup>th</sup> of the current school year.
9. Directory information means information contained in an education records of a learner which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to a learner'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 learner 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 learner's parents/guardians.

## 218.1 Weapons

Students are prohibited from possessing and bringing weapons and look-alike weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal

laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## 222 Tobacco and Vaping Products

The possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes is prohibited, regardless of whether such products contain tobacco or nicotine, at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the School District; on property owned, leased or controlled by the School District; or at school-sponsored activities that are held off school property.

Student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes is prohibited, except as authorized in the Board's Medication policy.

Student possession of any form of medical marijuana is prohibited at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the School District; on property owned, leased or controlled by the School District; or at school-sponsored activities that are held off school property.

## 224 Care of School Property

Each student in the district's schools is tasked with the responsibility for the proper care of school property, school supplies and equipment entrusted to the student's use.

Students who willfully cause damage to school property shall be subject to disciplinary measures and financial responsibility for the damage caused. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.

Fees assigned to learners will be recorded in PowerSchool, indicating the date, the reason and the amount of the fee. Parents/guardians will be notified of the assigned fee and the timeframe for payment. Lack of payment of fees may result in a learner being unable to participate in extra-curricular options or programs.

## 226 Searches

The Eastern Lancaster County School Board has adopted reasonable policies and procedures regarding learner searches. Searches of lockers, desks, closets or other storage locations assigned to students may be searched at any time, based on reasonable suspicion, for the purpose of determining whether the location is being used improperly.

Illegal or prohibited materials seized during a learner search may be used as evidence against the learner in a school disciplinary proceeding.

Prior to a locker search, learners 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 learners in the

school, learner lockers may be searched without prior warning. Lockers are the property of the District and learners should have no expectation of privacy in their usage.

## 227                    Controlled Substance 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.

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 learner 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.

Distribute – 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, power, 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 learners 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 learner to comply with the reasonable request of recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative learner 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 learner. Under the influence means that a learner 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 learner is under the influence may be established by a learner’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, during school hours, in attendance at school district-sponsored events or being transported by vehicles owned or contracted by the school district, learners 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 learner coming or returning to a school-sponsored event after having used alcohol or drugs elsewhere.

Learners 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 learner privileges (i.e. attendance at prom, graduation ceremony or other special events).

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 learner with a disability, including a learner for 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 polices.

#### *Off Campus Activities*

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

1. The conduct occurs during the time the learner is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The learner is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Learner 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 Learner 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 learner's attendance at school or school-sponsored activities.

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

#### *Reasonable Suspicion Testing*

If based on the learner's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the learner is under the influence of a controlled substance, the learner 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.

## 233 Suspension and Expulsion

#### *Exclusion from School*

1. 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 learner, 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 learner 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 learners with disabilities shall be governed by §14.143 (relating to discipline procedures).

1. 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 learner may not be suspended until the learners 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 learner is suspended.
    - iv. When the suspension exceeds 3 school days, the learner 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. Learners 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 days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under §12.8.
2. During the period prior to the hearing and decision of the governing board in an expulsion case, the learner shall be placed in his normal class except as set forth in subsection (d).
3. If it is determined after an informal hearing that a learner'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 learner may be excluded from school for more than 10 school days. A learner may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any learner so excluded shall be provided with alternative education, which may include home study.
4. Learners 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 learner'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 (a) 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 learner's education. A learner 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).

#### *Exclusion from Classes – In-School Suspension*

1. A learner may not receive an in-school suspension unless the learner has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents or guardian shall follow the suspension action taken by the school.
3. When the in-school suspension exceeds 10 consecutive days, an informal hearing with the principal shall be offered to the learner and the learner's parent or guardian prior to the 11<sup>th</sup> school day in accordance with the procedures in §12.8 (relating to hearings).

#### *Hearings*

1. General. Education is a statutory right, and learners shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the learner is entitled to a formal hearing.
2. Formal hearings. A formal hearing is required in all expulsion actions unless a written expulsion agreement is signed by the student and his/her parents and approved by the Board. 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 hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a learner. The following due process requirements shall be observed with regard to the formal hearing:
  - a. Notification of the charges shall be sent to the learner'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 learner and hearing procedures shall be included with the sharing notice. A learner may request the rescheduling of the hearing when the learner demonstrates good cause for an extension.
  - c. The hearing shall be held in private unless the learner or parent requests a public hearing.
  - d. The learner 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 learner has the right to be presented with the names of witnesses against the learner, and copies of the statements and affidavits of those witnesses.
  - f. The learner has the right to request that the witnesses appear in person and answer questions or be cross-examined.
  - g. The learner has the right to testify and present witnesses on her/his own behalf.
  - h. A written or audio record shall be kept of the hearing. The learner is entitled, at the learner's expense, to a copy. A copy shall be provided at no cost to a learner 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 learner 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 learner with the expulsion decision.
3. Informal hearings. The purpose of the informal hearing is to enable the learner to meet with the appropriate school official to explain the circumstances surrounding the event for which the learner is being suspended or to show why the learner should not be suspended.
- a. The informal hearing is held to bring forth all relevant information regarding the event for which the learner is being suspended or to show why the learner 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 learner.
    - ii. Sufficient notice of the time and place of the informal hearing shall be given.
    - iii. A learner has the right to question any witnesses present at the hearing.
    - iv. A learner 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.

## 235.1 Surveys

PPRA affords parents and learners who are 18 or emancipated minors (“eligible learners”) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before learners 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 learner or learner’s parents;
  - b. Mental or psychological problems of the learner or learner’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 learner or parents; or
  - h. Income other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a learner 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 learner, 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 learners for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
  - a. Protected information from surveys of learners;
  - b. Instruments used to collect personal information from learners 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 learner 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 learners 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 learners of the specific approximate dates of the following activities and provide an opportunity to opt a learner out of participating in:

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

Parents/eligible learners 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

237            Electronic Devices

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Therefore, the Board adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students, while aiming to permit pupils to reasonably and responsibly utilize mobile technology.

Electronic Devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the internet (whether wireless or wired); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.

The Board prohibits all students from any use of electronic devices in locker rooms, bathrooms, and other changing areas.

The Board prohibits the **use of** electronic devices to take photographs, or to record or livestream audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph/video/livestream or recording by giving written consent, unless the use is authorized for educational purposes as outlined below. "During the school day" includes the time while students are engaged in remote instruction – even if students are not physically in a School District building.

The Board prohibits the use of any personal electronic device by any Elementary or Middle School student during the school day in District buildings; on District property; during the time students are under the supervision of the District; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The use of personal electronic devices as a classroom tool is permitted with prior permission of the teacher or building administration and under the supervision of the teacher.

The Board prohibits the use of any electronic devices by any Middle School student during instructional times during the school day (from the beginning of 1<sup>st</sup> period until the end of last period), which includes homeroom and study halls, except that students may use electronic devices during instructional times for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

High School Students are permitted to use electronic devices during non-instructional times including lunch periods, before school hours, after school hours, and between classes, so long as such use does not:

1. Disrupt school activities or instruction.
2. Violate any other Board or school policies.
3. Violate state or federal law.
4. Violate any of the prohibitions set forth elsewhere in this policy.

If an electronic device utilizes the District's internet connection, the School District's Acceptable Use Policy applies.

## 247 Hazing

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

### *Disciplinary and Other Actions*

A learner who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Learner 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

## 249 Bullying/Cyberbullying

The Board recognizes 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 Board prohibits bullying by District students.

### *Definitions*

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education

2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

#### *Authority*

The Board prohibits all forms of bullying by District students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

#### *Disciplinary and Other Actions*

A learner who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Learner 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

#### 250 Student Recruitment

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

If a parent/guardian does not want this information released, the district form must be submitted to the building principal during a student's sophomore year, but no later than March 1<sup>st</sup>.

#### 252 Dating Violence

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the District and is prohibited at all times.

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The District shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

#### 716 Integrated Pest Management Notification

The ELANCO School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance and monitoring the school buildings and grounds to detect and pests or weeds that are present.

From time-to-time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the district will use the least toxic product possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

#### 806 Child Abuse

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 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.

#### 808 Food Services

The ELANCO food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).



The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. Additional information may be found in the [Food Services](#) portion of the district website.

## 810 Transportation Code of Conduct

The purpose of the bus code is for each learner to behave responsibly and to ensure the safety of all passengers while being transported to and from school. 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 learners are able to determine if the video camera is in the box on their bus. The cameras on the school buses will record oral communications as well as visual images. Learners and their parents agree that a learner's use of the school bus constitutes consent to the District's audio/visual monitoring. The Administration will monitor all the school buses for disciplinary as well as safety-related concerns.

The following rules are in order:

1. Pupils eligible for bus transportation are given assignments by the transportation department. A pupil may only ride the bus assigned and embark or leave the bus at the assigned stop. Requests to change buses to visit schoolmates shall not be granted.
2. When a change of address for pickup or drop-off is necessary, [the necessary forms](#) must be completed and submitted to the transportation department before the change will be made.
3. Riders should be at their bus stop prior to the scheduled pick-up time, remain on the side of the highway or sidewalk, not interfere with traffic and conduct themselves in a safe manner. The driver will not wait an excessive amount of time for a rider.
4. If it is necessary for riders to cross the highway, they may only do so when the driver signals that it is safe. Riders shall cross the highway only in front of the bus – NEVER behind the bus.
5. Riders are to respect the property rights of those who reside at or near the bus stop and remain off lawns and private property while waiting.
6. Riders shall board the bus in an orderly fashion and without delay, only once it has stopped.
7. All riders will sit in assigned seats and remain seated while the bus is in motion. No rider shall deny another rider an assigned seat.

8. Riders shall treat the school bus driver with the same authority a teacher has in the classroom.
9. Riders are expected to respect school as well as personal property. Damage to seats, windows, etc. must be paid for by the offender and may be referred to law enforcement if necessary.
10. All school rules apply while riding the bus. Inappropriate behavior is strictly forbidden.
11. When windows are opened, riders must keep all body parts within the bus and may not project or throw anything out the window of the bus.
12. Pets are not permitted on the bus.
13. Trash must be disposed of properly and may not be left on the bus or on the floor. No food or drink is to be consumed on buses.
14. Books, lunch boxes, musical instruments and other objects must be kept out of the aisle.
15. Riders are expected to avoid making unnecessary noises or actions that may distract the bus driver's attention from his/her job. Therefore, learners should not talk to the bus driver, except when necessary or when the bus is stopped to avoid unnecessary commotion or disturbance.
16. Riders are to remain seated until the bus has completely stopped before exiting the bus.
17. After leaving the bus, riders will cross the road at least ten (10) feet in front of the bus, making sure that no traffic is approaching from either direction and alert to the danger signal from the driver.

**Violation of any of the above regulations poses a potential safety hazard. A learner may lose her/his privilege to ride the bus if the regulations are violated. Loss of riding privilege does not mean a learner is excused from attending class. Attendance regulations will apply to all absences.**

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.

#### *Extra-Curricular Activities*

- All of the regulations above apply to any trip under school sponsorship.
- Directions from athletic coaches, faculty sponsors, or school-approved chaperones are responsible for conduct on the bus and are to be respected the same as teachers or drivers.

When it is necessary to bring a learner to school or pick a learner up at the school by car during bussing hours, significant caution must be used on school property and drivers are to follow each building's traffic patterns when dropping off or picking up learners. Please avoid areas used by buses for unloading and loading learners at all buildings and use the lanes and areas designated for cars.

#### 810.2 Transportation – Video/Audio Recording

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and

others being transported on district-owned, operated, or contracted school buses or school vehicles.

Therefore, the use of video and audio recording on school buses and school vehicles will be permitted when school buses and school vehicles are being used for a school-related purpose.

## 815 Acceptable Use of Internet/Network Safety Policy

The Eastern Lancaster County School District provides its employees, students, and guests (“users”) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The use of the District’s technology resources is to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the District, and to carry out the legitimate business and operation of the District.

The use of the District’s technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the District. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District’s technology resources.

Only users who have agreed to abide by the terms of this policy may utilize the District’s technology resources. Unauthorized use, utilizing another user’s District account, or exceeding one’s authorization to use District technology resources is prohibited. Nothing in this policy, however, shall prevent a Parent or Guardian from assisting his or her child with the use of the District’s technology resources, or from monitoring a student’s use of the District’s technology resources in the student’s home.

## 819 Suicide Awareness, Prevention and Response

The health, safety, and welfare of learners in ELANCO is everyone’s responsibility. Reporting concerns or behaviors that may be harmful to someone can be done through a variety of ways and are shared below. Most importantly, if you are aware of the possibility that someone may be considering harming themselves or others, share what you know immediately so they can receive the support they need.

*Emergency services and response:* call 911  
*Safe2Say:* 1.844.723.2729 or [safe2saypa.org](http://safe2saypa.org)  
Any building or district administrator  
<https://www.preventsuicidepa.org/task-force-county-init/>

All adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, District-provided email or other District-provided communication devices or platforms shall be used when communicating electronically with students. The use of District-provided email or other District-provided communication devices or platforms shall be in accordance with District policies and procedures.