



Eastern Lebanon County School District

Fort Zeller Elementary

2024-2025

Parent/Student Handbook

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ELCO School District Information

Board of Directors

Mr. David Ziegler.....	President
Mrs. Rachel Moyer.....	Vice President
Mr. Howard Kramer.....	Treasurer
Mrs. Bonnie Kantner.....	Board Member
Mr. JP Santos.....	Board Member
Mrs. Joya Morrissey.....	Board Member
Mr. Ray Ondrusek.....	Board Member
Mr. Thomas Ferrari Jr.....	Board Member
Mr. Jack Kahl.....	Board Member

District Administration

Mrs. Julia Vicente.....	Superintendent
Dr. Barbara Davis.....	Assistant Superintendent
Mrs. Elaine Mathias.....	Business Manager
Mrs. Megan Hanichak.....	Assistant Business Manager
Mrs. Amy Shoemaker.....	Director of Pupil Services
Mr. Robert Boltz.....	Director of Technology
TBD.....	Director of Special Education
Mrs. Darbe Dehaven.....	Director of Human Resources
Mr. Doug Dresch.....	Director of Buildings and Grounds
Mr. David Ludwig.....	Director of Food Services

Mr. Tommy Mealy.....Director of Athletics

District Staff

Mrs. Addie Bird.....ESL Teacher

Mrs. Stephanie Bohannon.....Technology Support Staff

Mrs. Michelle Dubble.....Administrative Assistant for Special
Education and Pupil Services

Chief Daniel Gonzalez.....School Police Chief

Mrs. Kimberly Hackman.....Administrative Assistant for Technology

Mrs. Lori Mosser.....Administrative Assistant for the Superintendent

Mrs. Laurabeth Kapp.....Gifted Support Teacher

Mrs. Robin Anne Kimmey.....Special Education Consultant

Mrs. Tina Kunder.....Administrative Assistant for the
Assistant Superintendent and Student Registration

Mr. Brett Lovell.....Technology Support Staff

Mrs. Danielle Martin.....ESL Teacher

Officer David McDermottSchool Police Officer

Mrs. Kelly Smith.....Social Worker

Mr. Cameron Smithgall.....Technology Support Staff

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

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

Mrs. Amy Zelinske.....ESL Teacher

Eastern Lebanon County Schools

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



Principal, Mrs. Megan Ressler
Administrative Assistant, Mrs. Amy Smith

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



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

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



Principal, Dr. Michael Gerhart
Assistant Principal, Mrs. Mindy Smith
Administrative Assistant, Mrs. Corrie Bailey
Administrative Assistant, Mrs. Melissa Pagano

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



Principal, Mr. Jon Treese
Assistant Principal, Mrs. Angela Springborn
Administrative Assistant, Ms. Leslie Spears
Administrative Assistant, Ms. Brandi Light

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



Principal, Ms. Jennifer Haas
Assistant Principal, Mr. W. Scott Breeden
Administrative Assistant, Mrs. Jennifer Smith
Administrative Assistant, Ms. Maureen McGuire

ELCO Mission, Vision, and Shared Values

Our Promise...

We educate for excellence ...

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

Our Vision...

We educate for excellence!

Our Mission...

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

Our Shared Values...

We are family

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

We honor relationships

Knowing each learner by name, strength and need.

We believe in unlimited potential

Learners will thrive academically, socially, and emotionally when provided with equitable opportunities and personalized support.

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

We build the future

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

We are ELCO Strong

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

Statement of Equal Opportunity

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

Alma Mater

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

Words and Music by June and Harold Yeagley

School Colors

Blue and Gold

School Mascot



District Calendar



2024-2025 Calendar Eastern Lebanon County School District



Approved: DRAFT

S - 4
T - 7

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S - 20/24
T - 20/27

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S - 22/46
T - 22/49

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S - 18/64
T - 19/68

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S - 15/79
T - 15/83

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S - 20/99
T - 21/104

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Dates

TBD	Teacher Room Prep Day
Aug 13-14	New Teacher Induction
Aug 19	Opening Day - All Staff
Aug 20	Building In-Service Day K-12
Aug 21-23	Summer Academy Days (2 of 3)
Aug 26	First Day for Students
Aug 30	No School
Sept 2	No School
Sept 24	2-Hr. Late Start
Oct 14	No School
Oct 15	2-Hr. Late Start
Oct 30	End of Marking Period #1
Nov 5	2-Hr. Late Start
Nov 25-26*	K-12 Parent-Teacher Conferences - No School

Nov 27	Teacher In-Service Day - No School (Exchange)
Nov 28-29	No School
Dec 23-Jan 1	No School
Jan 2	In-Service Day K-12 - No School
Jan 3*	In-Service Day K-12 - No School
Jan 17	End of Marking Period #2
Jan 20	No School
Jan 21	2-Hr. Late Start
Feb 14*	K-5 Parent-Teacher Conferences - Early Dismissal for K-5 only
Feb 17	No School
Feb 18	2-Hr. Late Start
Mar 14	In-Service Day K-12 - No School
Mar 18	2-Hr. Late Start
Mar 26	End of Marking Period #3
Apr 16	No School - Emergency Make-Up Day
Apr 17	No School - Emergency Make-Up Day
Apr 18-21	No School
May 23	Teacher In-Service Day - No School (Exchange)
May 26	No School
May 29	Graduation
Jun 5	Last Student Day - Early Dismissal
Jun 6	Records and Reports Day

S - 19/118
T - 19/123

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

S - 20/138
T - 21/144

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S - 18/156
T - 18/162

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S - 20/176
T - 21/183

May '25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S - 4/180
T - 5/188

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

180 Student Days
Includes Act 80 Days (Denoted with *)

189 Teacher Days
Includes 1 Room Prep and
1 Floater day (not on calendar)



- First/Last Student Day
- Holiday/Break - NO SCHOOL
- Teacher In-Service Day - NO SCHOOL
- Parent-Teacher Conference - NO SCHOOL
- 2 Hr. Late Start
- Early Dismissal
- Graduation
- Other

Fort Zeller Elementary

Welcome!

On behalf of the entire staff at Fort Zeller Elementary School, we would like to welcome you to the 2024-2025 school year! We are a great school with great students, a dedicated staff, and a supportive community. We are excited to work with you throughout your K-2 learning experience and to help our students move forward to a strong future. The policies and procedures contained within this Handbook have been carefully developed to provide the students with a safe, productive, and supportive educational environment. Fort Zeller Elementary School is ultimately our school. We are proud of what we do and we will be proud of what we will accomplish together this year. Our teamwork is vital to the success of our students, so I encourage you to become involved. Volunteer in the classroom, attend school events to show your support. Let's make 2024-2025 a great school year!

Student Handbook Disclaimer

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

Annual Sign Off Forms

Dear Parents/Guardians and Students,

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

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

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

Fort Zeller Staff

Kindergarten	McKenna Kolovani
.....	Carrie Fitzkee
.....	Sarah Stuart
.....	Jamie Yocum
.....	Michelle Zurick
Grade 1	Dianne Booth
.....	Alyse Crandall
.....	Kristin Hartman
.....	Alanna Lebo
.....	Kristi McDonnel
Grade 2	Beth Kane
.....	Anne Frederick
.....	Katie Jackson
.....	Suzanne Lucky
.....	Ashley Withrow
Special Education	Madison Breiner
.....	Kaila Ober
.....	Robyn Wentzel
School Resource Officer	Daniel Gonzalez

Fort Zeller Elementary Specialists

Art	Lauren Panza
Behavioral Support Specialist	Robin Anne Kimmey
School Psychologist.....	Valerie Weitzel
ESL	Amy Zelinske
Gifted Services	Laurabeth Kapp
Guidance	Katherine Brosius
Librarian	Amy Davis
Library Assistant	Erika Showers
Math Coach.....	Kaitlyn Strayer
Music	Gabe Whitman
Nurse	Norissa Bergman
Physical Ed.	Matt Babiarz
Reading	Sarah Faust
.....	Laura Leonard
.....	Kristi Hummer
Speech/Language Therapist	Sherri Newman
.....	Kayla Rohrbach
STEM Teacher.....	Nick Wright

Paraeducators

Autistic Support Classroom.....	Kiri Arndt
.....	Justine Bewley
.....	Katherine Lane
.....	TBA
.....	TBA
.....	Kelly Stephenson
Kindergarten Classrooms.....	Lori Binkley
.....	Jolene Keller
.....	Jamie McLain
.....	Jaycee Schott
.....	Michelle Renyard
Grades 1 & 2.....	Brittany Wenrich
.....	TBA
Library Assistant/Paraeducator.....	Erika Showers

Other Staff

Custodial Staff.....	Brittany Ehrhart (Head), Brian Brennan & Yamileykia Martinez
Cafeteria Staff.....	Lucy Hollinger (Head) & Gloria Areiza

Bell Schedules

SCHOOL DAY

Board Policy 804: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>

Doors will open at 8:30 AM, at which time students will be permitted to enter the building. Please refrain from dropping your child off at school prior to 8:30 AM.

GRADE 1 & 2 SCHEDULE

REGULAR DAY SCHEDULE

Homeroom	8:40 AM to 9:00 AM
Instructional Time	9:00 AM to 3:30 PM

2 HR LATE START SCHEDULE

11:00 AM – 3:30 PM

Communication with Families

Contacting the School

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

Change of Address/Communication

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

Emergency Communications

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

Parent/Guardian Access to Student Records

Board Policy 216: Student Records

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

Student Records: Access Divorce and Custody Agreements

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

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

Parent/Guardian Newsletters

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

Parent-Teacher Conferences

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

Parent Teacher Organization or Parent Advisory

Parent/Teacher organizations in the ELCO Elementary Schools play a major role in improving communication between the home and school. In the elementary grades, parents work and assist with school fairs, plan and coordinate school assemblies and other special activities, chaperone field trips, serve as homeroom parents, work with their child's teacher on special projects, and provide suggestions for school improvement. Some of these activities that encourage parent participation during their child's education in the primary grades are organized and sponsored by our parent/teacher organizations. Therefore, these groups play a major role in providing a well rounded school program for children in the elementary grades.

Visitors

School Board Policy 907: School Visitors

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

Volunteers and/or Chaperones

School Board Policy 916: Volunteers

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

Academic Information

Curriculum, Assessment, and Instructional Resources

Board Policy 102: Academic Standards

Board Policy 105: Curriculum

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

Policy 105.2: Exemption from Instruction
Board Policy 108: Adoption of Textbooks

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

Positive Behavior Interventions and Supports (PBIS) Elementary

The ELCO Primary buildings began a school-wide implementation of Positive Behavior Interventions and Supports (PBIS) in 2016-2017. PBIS focuses on creating and sustaining school-wide, classroom, and individual support systems to improve the educational environment for all children. The PBIS implementation plan clearly identifies defined outcomes and behavior expectations and is validated by research-based practices. The goal is to explicitly teach and model behavioral expectations and then recognize and reward positive behaviors exhibited by the students on a daily basis. All staff members will establish regular positive learning and teaching environments and serve as positive role models to students as they teach expected school behaviors. By implementing PBIS, we hope to reduce school and classroom disruptions and educate all students about acceptable school behaviors. Ultimately, improving the school environment will help to promote academic and social success for every student.

Response to Instruction and Intervention (Elementary)

The Response to Instruction and Intervention Model (RtII) has been implemented in order for us to monitor and meet all students' academic needs. This is a process used for identifying those students who are struggling learners and then providing differentiated instruction and intervention to address their needs. Part of the process involves screening all students to identify students who are at grade level (Core or Tier 1), slightly below grade level (Strategic or Tier 2), and those well below grade level (Intensive or Tier 3), as measured by screening assessments.

Student Code of Conduct

School Board Policy 218: Student Discipline

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

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

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

Academic Honesty

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

Assemblies

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

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

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

Care of School Property

Students are not permitted to mark school furniture, walls, ceiling, lockers, floor or equipment with pen, pencils, paint or any other instrument. Students are not to tamper with the fire alarms, fire extinguishers, AED systems, or any electrical system. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be suspended, considered for expulsion, and/or charges filed.

Dress and Appearance Guidelines

Board Policy 221: Dress and Appearance

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students 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 student.

We take pride in the appearance of our school. Students' attires reflect the quality of the school, of their conduct, and of their schoolwork. All students are requested to dress and groom themselves neatly in clothes that are suitable for school activities. Dress is expected to be decent and not overly revealing. Clothes considered inappropriate include:

1. No short shorts are allowed. Students may wear walking shorts, gym shorts, or hiking shorts.
2. No attire with holes or tears.
3. Attire that is offensive, vulgar, or disruptive to students or staff is not permitted.
4. Attire which may be destructive to school property or persons is not allowed. (ie...safety pins,

chains, etc...)

5. Clothes, hats, etc., with questionable sayings on them or which advertise or convey acceptance of alcohol, drugs, or controlled substances are not permitted.
6. Unsafe footwear. Heelys, flip-flops, high heeled shoes, platform shoes or slippers are not allowed. If your child comes to school with unsafe footwear, you will be called and be requested to bring in a change of shoes. If this is not possible, we will ask your permission to provide your child with clean and more appropriate footwear for the day.
7. Shirts with spaghetti straps or halters are not permitted. See-through (mesh type) blouses and shirts are not allowed. Tank tops must have a strap width of 1 ½ inches.
8. Only prescription glasses may be worn in the building, no sunglasses.
9. Hats should not be worn inside the school building.

Educational Materials

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

Curriculum-Based Field Trips

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

Flexible Instruction Days (FID)

Please refer to the district website for FID expectations and instructions.

Racial and Ethnic Intimidation

Board Policy 103: Nondiscrimination in School and Classroom Practices

Board Policy 249: Bullying/Cyberbullying

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

Student Rights and Responsibilities

School Board Policy 235: Student Rights and Responsibilities

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

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.

2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using District facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Fort Zeller Elementary Information

Attendance Procedures

School Board Policy 204: Attendance

Student attendance procedures are based on PA Act 138 of 2016, ELCO School Board Policy #204, and the Basic Education Circular “Compulsory school attendance, unlawful absences, and school attendance improvement conferences”, issued February 2020. More detailed information can be found on the ELCO website [HERE](#).

1. Parents/guardians of students K-12 who are absent from school will receive notification of their child’s absence with information on how to provide documentation of the absence via the mass notification system. Note: If parents/guardians have not provided accurate phone numbers and email addresses the messages will not be received.
2. If an acceptable parent/guardian excuse for the absence is not received within three (3) days of the student’s return to school, the absence will be considered unexcused.
 - a. The parent/guardian excusal must be provided via the PowerSchool Parent portal OR in writing including a parent signature. Scans or pictures of the signed excuse card will be accepted via email (fzattendance@elcosd.org). **Parents are strongly encouraged to utilize the PowerSchool parent portal.**
 - b. A reason for the absence must be provided on all parent/guardian excuses, "illness" or "sickness" are not acceptable. Specific wording such as cough, sore throat, vomiting should be used.
3. A maximum of ten (10) days of cumulative absences (excused and unexcused), including those verified by parental notification, shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional.
 - a. It is strongly recommended that whenever a student is absent from school and sees a medical professional an excuse from that medical professional is obtained and provided to the school. Valid excuses from medical professionals will not count towards (10) absences allowed.

4. Students who accumulate three (3) unexcused absences are considered truant and will be provided a written “three-day notice” outlining the potential consequences of truancy.
5. If a student is subsequently absent without excuse for one day after the “three-day notice” is issued, a school attendance improvement conference (SAIC) will be scheduled and a School Attendance Improvement Plan (SAIP) will be developed. Parents/guardians will be invited to the conference and are encouraged to attend. A copy of the SAIP will be provided to parents/guardians.
6. Students who accumulate six (6) unexcused absences are considered habitually truant and may face the necessary consequences per Act 138 of 2016. Consequences may include consequences may include a referral to Children and Youth Services and/or a citation filed in the office of the District Magistrate.
7. The Principal/Assistant Principal/Dean of Students may exercise prudent judgment in giving extensions or exceptions to the above.

All student absences require written documentation, signed by a parent/guardian, explaining the reason for the absence. (E-mails cannot be accepted.) Excuse notes signed by a parent/guardian **MUST** be submitted to the School Office within three (3) days of the student’s return to school in order for the absence to be considered excused. A handwritten, parent-signed note that is scanned and emailed or faxed to the School Attendance Secretary is acceptable. Excuse notes signed by a qualified medical professional will still be accepted after the three (3) day limit and the absence will be coded as excused, but the student may not be allowed to make up work missed during the absence.

Absence Verifications

Parents DO NOT need to use a school excuse when turning in a student absentee slip.

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

- Illness.
- Death in the immediate family.
- Emergency medical or dental attention.
- Required court attendance.
- Approved educational trips (Please see “[Educational Travel](#)” for more details.)
- Absences approved in advance with building principal or designee [job interviews, driver’s tests (*limit 3 per year*), etc.]
- Authorized religious holidays.

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

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

Educational Travel

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

These are:

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

Leaving School During the Day

Any student who comes in after 10:00 a.m. or leaves school prior to 2:15 p.m. will be considered absent for a ½-day. Students who need to be excused from school before the end of the regular school day **MUST** provide a note signed by a parent/guardian to the School Office prior to the start of school on the day of the appointment. The note must indicate the date, the time the student is to be excused, and the reason for the early dismissal. If any individual other than a parent/guardian is picking up the student from school, that must also be indicated on the note. Students are not permitted to leave school property without written permission from a parent/guardian. Students must sign out in the School Office when they leave the building and sign in upon their return (if applicable). Additionally, the individual picking up the student early from school must come into the School Office and present a form of picture identification.

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

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

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

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

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

- If the student fails to submit an appointment card, the absence will be considered unexcused.

Tardiness

Students are required to be in school by 9:00 A.M. A student is considered tardy if they arrive at school between 9:00 A.M. and 10:00 A.M without a valid excuse. Tardy is missing the bus, oversleeping, etc., NOT doctor appointments. If a student arrives at school at 10:00 A.M. or later, it will be considered a half-day absence. Every seventh tardy will result in a one day unexcused absence. Students who exceed the limit of unexcused absences (3) will be referred to the District Justice for fines

Discipline Procedures

School Board Policy 218: Student Discipline

School Board Policy 233: Suspension and Expulsion

If a student receives any consequence for behavior from the building principal or dean of students, the following steps will be taken:

- The building principal/dean of students will contact parents/guardians via telephone before the end of the school day if possible.
- If the parents/guardians are unavailable via telephone, a voice message will be left and a follow-up email regarding the message will be sent by the building principal or dean of students.
- If the consequence is an ISS or OSS, a district letter will be sent in addition to the phone call/email.

Levels of Offenses

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

LEVEL I Behaviors: Behaviors which interrupt orderly classroom procedures or interfere with the orderly operation of the school. These behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Students will be expected to respect the rights and property of their fellow students. Activities that will not be tolerated are:

1. Name calling and teasing
2. Refusal to attempt to perform assigned classroom tasks, assignments and homework
3. Not adhering to teacher's classroom rules
4. Bullying in general including racial slurs
5. Disobedience to request or orders from any school personnel
6. Disrespectful to staff or volunteers
7. Gum chewing

LEVEL I CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following

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consequences:

1. Parent contact by teacher or principal.
2. Verbal reprimand or Think Sheet (PBIS)
3. Behavioral contract
4. Withdrawal of privileges (i.e. recess, classroom special activities...)
5. Counseling: Meeting with school counselor

LEVEL II Behaviors: Behaviors that seriously disrupt the learning climate of the school. Misbehavior that is a continuation of Level I. These misbehaviors will be handled by staff members and/or school administrators.

Students will be expected to demonstrate a proper attitude and sense of respect for all school personnel and/or property. Activities that will not be tolerated are:

1. Continuation of Level I conduct
2. Causing disruption in class because of immature or irrational behavior
3. Inappropriate physical contact (hitting, tripping, spitting, etc.)
4. Minor Stealing
5. Copying the work of others
6. Addressing staff in any fashion other than Mr., Mrs., or Miss
7. Throwing objects at others
8. Lying to school personnel
9. Abusive language, profanity
10. Misuse or damage to school facilities and/or littering
11. Inappropriate cafeteria behavior
12. Inappropriate use of technology
13. Blatant defiance or disobedience to request or orders from any school personnel

LEVEL II CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following Consequences:

1. Same as Level I
2. Office referral (see PBIS Section of handbook)
3. Parent Contact by teacher or principal
4. Temporary removal from class (staying in office to do work for at least 30 minutes).
5. In-School Suspension (removal from class and doing work in the office for at least 1/2 day).

LEVEL III Behaviors: Behaviors which result in harm to another person or property. Behaviors which pose a threat to the safety of self or others in the school. Behaviors which demonstrate a continuation of Level II. These acts are so serious that they require administrative actions which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Board of School Directors.

Students will be expected to demonstrate proper behaviors to ensure their own safety and the safety of others in the school. Activities that will not be tolerated are:

1. Continuation of Level I/II Conduct

2. Bringing to school or using any toy weapons, pocket knives, guns, etc.
3. Not adhering to the School District's Terroristic Threat policy (No. 218.3)

LEVEL III CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following Consequences:

1. Same as Level I or II
2. Parent Contact by teacher or principal
3. In-School Suspension (removal from class and doing work for 1 day)
4. Out-of-school suspension
5. Expulsion

Classroom teachers have specific classroom rules & procedures that are communicated via newsletters and special booklets handed out at the beginning of the school year.

Fort Zeller Elementary Grading Procedures

Report Cards

1. Report cards will be distributed four times a year by your child's classroom teacher, one week after the official end of each marking period.
2. The first marking period report cards will be given to parents at the November parent-teacher conferences.
3. All other report cards will be sent home either electronically or in envelopes with students. A Global Connect communication will be sent to all families to notify them of report cards going home.

Other School Information

Car-Rider Arrival and Dismissal Procedures

Procedures for Parent Drop Off:

1. Parents / guardians need to pull into an available parking spot. If you need to drop off your child, please pull into an available parking spot and walk your child to the front of the building or follow the traffic circle and drop off your child on the sidewalk at the side door, while staying in your vehicle.
2. Please DO NOT drop off your child in the parking lot. This will ensure your child's safety.
3. ALL students (parent pickup and bus riders) will be called for dismissal at 3:30 PM.

Procedures for Parent Pick Up:

1. Parents must send a note or call the main office by 2:30 PM on the day of pickup, in order to get your child at the designated pickup location.
2. Pickup locations: Side door
3. You will be required to sign your student out at the pickup location.
4. If a note or phone call is not received prior to 2:30 PM, you will be required to sign your child out in the main office.

Event Posters/Flyers

All posters and flyers for school-sponsored events are to be approved by school administration prior to being hung up. Any poster or flyer that has not been approved will be immediately removed. All posters and flyers

must be removed by the organization at the conclusion of the event. Posters and flyers from outside organizations must be approved by the District Superintendent.

Fire and Safety Drills

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

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

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

Lost and Found

There are a number of lost and found articles brought to the office during the course of a school year. If you have lost something either on the bus or at school, please arrange to check in the lost and found box in the cafeteria where the lost and found articles are stored.

Obligations

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

Physical Education Excuse Procedures

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

Playground/Recess

Weather permitting, students are provided with fifteen minutes of recess time each day. Recesses are supervised by staff members. Anytime it is above twenty degrees (with wind-chill included), the playground is relatively clear, and there is no precipitation, we will have outdoor recess. Children must wear coats, hats, and gloves (or mittens) to go outside during the cold weather. Students must have an additional layer to put on over their existing in-door clothes. We will have indoor recess anytime the temperature falls below twenty degrees, actual temperature or with wind-chill. We appreciate the cooperation of parents in sending children dressed properly for the outdoors. Children are encouraged NOT to bring their own equipment to school; this includes footballs, baseball bats, frisbees, etc. If a child does, it is not the responsibility of the school to maintain it. We are not responsible for lost or misplaced items. It can easily be lost or placed into storage with school property. This also includes electronics and other toys. If any item becomes a problem then the student will be instructed not to bring it again. Students may be excluded from recess for incomplete homework, incomplete class

assignments, or for disciplinary reasons. Students who are assigned recess detention are supervised by a staff member.

Restrooms

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

School Insurance

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

Selling of Items

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

Student ID Badges

All students will be issued an ID badge following the school picture day. Students should retain their ID badges from year to year. It is acceptable for students to use a cell phone or iPad to take a picture of the ID and scan the picture as if it was their badge. If an ID badge is lost or misplaced the student should report to the school office for a replacement. The first replacement of an ID badge will be at no cost to the student. Students will be charged \$3 for any additional replacements that are needed during the school year. ID badges will be required for all school transportation, including away athletic contests, and for admission to student activity events (i.e. Homecoming Dance, RaiderTHON, Prom, etc.).

Telephone

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

Student Services and Programs

Displaced Student Resources (McKinney-Vento Act)

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

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

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations;
3. Living in emergency, transitional or domestic violence shelters;
4. Abandoned in hospitals;

5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Living as migratory children in conditions described in previous examples;
8. Living as run-away children;
9. Being abandoned or forced out of homes by parents/guardians or caretakers;
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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

Food Service

The school cafeteria is maintained as a vital part of the health program of the school and ensures that students have the nutrition they need throughout the day to learn. A well-balanced Breakfast and Lunch is offered every school day and consists of a variety of meat/meat alternates, whole grains, fruits and vegetables and milk. Menus are posted monthly on the district website.

Student Accounts and Cafeteria Debt

All students are given a cafeteria account and a pin number to access that account. Parents/guardians may fund the account by sending in cash or a check made payable to “ELCO Food Service” with their student. Please include the student’s full name and ID number on the envelope.

The district also offers an online payment option through School Café. SchoolCafe.com provides the option to make online payments with a set fee per transaction. By using SchoolCafe (<http://www.schoolcafe.com>), you also have the option to set restrictions or limits on ala carte purchases and to view your child’s transactions and apply for free or reduced meals.

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

If your child’s account falls into a negative balance, a negative balance notification email will be sent to the e-mail address on file, followed by a letter mailed to the home. You also have the option to view your child’s accounts by going onto SchoolCafe.com and selecting to receive low balance notifications at no fee. The notification limit can be set at your discretion, but a minimum of \$10 is recommended.

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

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

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

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

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

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

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

Gifted Support Services

The Gifted Education Program is a state-mandated program, as directed by PA Chapter 16, for students who qualify for gifted services through a comprehensive evaluation process. A gifted universal screening is administered to all second grade students in the Fall/Early Winter. Those who meet an established threshold move to the next phase of screening and are ultimately recommended for a full evaluation based on screening results and input from teachers and parents. Students in any grade may be referred for a gifted screening by parents/guardians, classroom teachers, or other school personnel.

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

Library Services

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

School Counseling Services

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

To support this mission, ELCO school counselors provide a variety of services to students and families including classroom lessons, small group counseling, and individual counseling. More information about the

ELCO School Counseling program, including links to the school can be found [HERE](#). If you have questions, concerns, or are interested in additional support for your child, please contact their school counselor.

School Health Services and State Requirements

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

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

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

Administration of Medication

School Board Policy 210: Medications

Administration of Medications to School Students (Adopted From State Guidelines)

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Only prescribed medication will be given at school.

When it is absolutely necessary for students to be given medication at school, it shall be done according to the following guidelines.

1. A parent request form (provided by the school) must be completed giving the school permission to give medication ordered to the student.
2. By law a written order from a physician that includes the student's name, medication's name, dosage, and time of administration is required.
3. Medication must be in a container officially labeled by a physician or pharmacist. The label must include: student's name, physician's name, date of original prescription, medication's name, dosage, and time of administration. Any over-the-counter medication must be in the original container, and be accompanied with a note indicating dosage.

4. Administration of medication shall be done by the school nurse, in her absence a designee will assist the student in administering medication.
5. Medication must be brought to the office with the appropriate authorization/instructions at the beginning of the school day. Medications may not be brought to school on the bus by the student.

A yearly standing order of adrenaline to be given for severe anaphylaxis will be supplied to each nurse by the school physician.

Asthma Inhalers/Epinephrine Auto-Injectors

School Board Policy 210.1: Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors

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

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

Students are prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time on school property, at any school-sponsored event, and during the time traveling to and from school and school-sponsored activities.

Epinephrine Opt-Out

Pennsylvania law and ELCO Board Policy 210.1 give trained school employees the authority to administer epinephrine to any student whom they believe in good faith is experiencing anaphylaxis. The ELCO School District is required to notify parents/guardians of their ability to exempt their children from emergency administration of stock epinephrine auto-injectors. If you want to exempt your child, please review the information [HERE](#) and return the completed form to the nurse in your child's building.

Food Allergies

School Board Policy 2019.1: Food Allergy Management

ELCO is committed to providing a safe and healthy environment for students with severe life-threatening food allergies. The School Board has adopted School Board Policy 209.1 in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in schools. If your child has a food allergy, please notify the school nurse.

Social Services

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

Special Education Services

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

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

Student Assistance Program

Board Policy 236: Student Assistance Program

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

Technology Services

Technology Vision

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

Technology Goals for Students

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

iPad 1-to-1 Initiative

In 2019-2020 the ELCO School District became a 1:1 district with iPads in all grades K-12.

The District focuses on four main goals:

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

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

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

PowerSchool

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

Schoology

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

Technology Support

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

Transportation

School Board Policy 810: Transportation

School Board Policy 810.2: Transportation - Audio/Video Recording

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

Audio and Video Cameras on Buses

School Board Policy 810.2: Transportation - Video/Audio Recording

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

Transportation Guidelines

The ELCO School District offers school bus transportation for the convenience of students within the guidelines established by the Pennsylvania School Code. Parents sometimes request variations in their child(ren)'s transportation schedule to accommodate babysitters, work schedules, or even sleep-overs. These variations include different pickup or discharge locations on certain days, or even riding different buses on some days. As

our district grows in size, student transportation schedules become very complicated and affect an increasing number of students. We have great concern for the safety and security for those students who vary their transportation schedules. We do not want to miss picking up a waiting student or dropping off a student at an incorrect stop on any given day.

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

1. Requests for ELCO School District bus transportation from locations other than near the student's home will be considered only if it is in the school attendance area to which the student is assigned. Kindergarten students will be assigned to a morning or an afternoon kindergarten session, depending on the location of their home or babysitter.
2. Students will be assigned to bus stops on a consistent basis only. ELCO School District is willing to provide transportation to a location other than the student's home. However, parents must designate a consistent A.M. and P.M. location. The A.M. stop must be the same location for each day of the week. Likewise, the P.M. stop must be the same location for each day of the week. The A.M. stop and the P.M. stop may be in different locations but must remain in the same school attendance area. Kindergarten students must also have one designated location for their noontime transportation.
3. Students will be permitted to ride only the school bus to which they are assigned. In addition, for safety reasons, students will be permitted to get on and off the bus only at the stop to which they are assigned. Exceptions to the assigned transportation may be granted by building principals for emergency reasons. Students wishing to ride other buses on occasions for emergency purposes must secure a bus pass from the school office, to be permitted to ride another bus or get on or off their bus at another bus stop. Parents need to provide prior written requests to their school office to secure permission. The school office will issue the student a bus pass to give to the bus driver. Students who fail to get a bus pass will go home via their normally scheduled means of transportation. Notes requesting transportation changes will not be accepted by the bus driver. Bus drivers will only accept a note instead of a bus pass, if a student is at a different bus stop in the morning, due to an emergency situation.
4. Any permanent changes in transportation arrangements require two (2) days notice before going into effect, after approval has been secured. This will allow sufficient time for the transportation office to notify all parties concerned so appropriate bus arrangements can be made. Students need to arrive at their bus stop ten (10) minutes before the designated pickup time. The ELCO School District is not responsible for student conduct to, from, or at the bus stop. For safety purposes, students are not to cross a road until the school bus comes to a complete stop. Students should then cross the road approximately 10 feet in front of the bus to remain visible to the driver at all times. School buses are the property of Brightbill Transportation, Inc. and students need to treat this property with respect and assist in helping keep the bus neat and clean. School bus stops are established and approved annually by the ELCO School Board.

Transportation/Bus Rules

School Board Policy 810: Transportation

School Board Policy 810.2: Transportation - Audio/Video Recording

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

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

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

Bus Rules/Regulations

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. While passengers on school district vehicles, students guilty of conduct which, in the opinion of the School Board and/or Administration, causes or is liable to cause injury to other passengers or to the vehicles, shall be denied the use of school district transportation for such a period of time as the School Board and/or Administration believes is appropriate to the conduct involved. Additionally, the principal reserves the rights to take the student's developmental appropriateness into consideration in any disciplinary decisions.

Students who have displayed acts of misbehavior are subject to the following consequences:

1. **Level I Behaviors** include, but are not limited to the following:
 - a. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or hands out of windows, refusing to identify himself/herself to the bus driver, or other similar offenses deemed by the principal to merit the following consequences:
2. **Level I Consequences** may include, but not limited to the following:
 - a. First Offense: A warning and parents will be notified
 - b. Second Offense: Loss of riding privileges for three days
 - c. Third Offense: Loss of riding privileges for ten days
3. **Level II Behaviors** include, but not are limited to the following:
 - a. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following consequences:
4. **Level II Consequences** may include, but are not limited to the following:

- a. First Offense: Loss of riding privileges for three to ten days
 - b. Second Offense: Loss of riding privileges for thirty school days (Review case after ten school days)
 - c. Third Offense: Loss of riding privileges for the remainder of the year (Review case after thirty school days)
5. **Level III Behaviors** include, but not limited to the following:
- a. Hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses deemed by the principal to merit the following consequences:
6. **Level III Consequences** may include, but not limited to the following:
- a. First Offense - Immediate loss of riding privileges. (Review case after thirty school days)

Names of students and the nature of the misconduct shall be reported in writing as a 'bus report' by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported upon arrival at school the same day that the alleged incident occurred.

Alleged incidents that occur during the afternoon bus trip will be reported the following morning. Every effort will be made to administer disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges.

Principals shall notify the parents in writing of the nature of the misconduct and of any disciplinary action which has been taken.

Unauthorized School Bus Entry

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

District Policies

Bullying/Cyberbullying

School Board Policy 249: Bullying/Cyberbullying

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

Bicycles and Other Modes of Transportation

School Board Policy 223: Use of Motor Vehicles

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

Camera Surveillance

School Board Policy 709.1: Camera Surveillance

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

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

Controlled Substance/Paraphernalia

School Board Policy 227: Controlled Substances/Paraphernalia

Hazing

School Board Policy 247: Hazing

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

Nondiscrimination in School and Classroom Practices

School Board Policy 103: Nondiscrimination in School and Classroom Practices

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

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

Parent/Guardian Volunteer Program

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

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

School Board Policy 222: Tobacco and Vaping Products

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

- 1st Offense: 2 day ISS + possible citation
- 2nd Offense: 2 day ISS/OSS + a citation issued + parent conference

- 3rd Offense: 3 day ISS/OSS + a citation issued + parent conference

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

Responsible Use of Technology

School Board Policy 237: Mobile Device Policy

School Board Policy 815: Responsible Use Policy

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

Search and Seizure

School Board Policy 226: Searches

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

Suicide Awareness, Prevention, & Response

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

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

Terroristic Threats

School Board Policy 218.2: Terroristic Threats

School Board Policy 236.1: Threat Assessment

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

Videotaping/Recording/Pictures

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

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

Weapons

Board Policy 218.1: Weapons

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

Weather Delays and Early Dismissals

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

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

Wellness/Food in Classrooms

School Board Policy 209.1: Food/Allergy Management

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

Withdrawal from School

School Board Policy 208: Withdrawal from School

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

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

Notice to Parents

Family Education Rights and Privacy Act

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

1. The right to inspect and review the student's educational records within thirty (30) days of the district's receipt of a request for access.
2. The right to request amendments of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the students.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 600 Independence Avenue SW
 - Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

Media Release

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

Annual Public Notice for Services and Programs Special Education, Gifted, and Section 504

State and federal special education regulations require each school district to provide annual notice to parents/guardians of children who reside within a school district regarding the school district's identification and screening, and evaluation activities including the location and time of the activities, by publishing an annual public notice to parents, in newspapers or by other accessible media. This notice shall inform parents throughout the school district of the child identification activities and the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children.

The Eastern Lebanon County School District ("District") is required to provide a free appropriate public education (FAPE) to children with disabilities who are determined, through the evaluation process, to need special education and related services under Individuals with Disabilities Education Act (IDEA) and 22 Pa. School Code §14. A school age child with a disability, who is determined to be in need of special education and related services, is identified as a child with a disability eligible for special education in need of specially designed instruction. The following are disability categories under IDEA: Autism, Deafness, Deaf/Blindness, Emotional Disturbance, Traumatic Brain Injury Hearing Impairment, Specific Learning Disability, Intellectual Disability, Multiple Disabilities, Other Health Impairment, Speech and Language Impairment, Orthopedic Impairment, Visual Impairment including Blindness

Early Intervention

Children age three through the age of admission to first grade are 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 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment 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. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information regarding Early Intervention Services you may contact IU #13 at 717-606-1601.

Screening

Screening activities are conducted by the District on an on-going basis throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Parents can request screening in writing for their children by contacting the school that the child attends. When screening indicates that a student may be a child with a disability eligible for Special Education, the District will seek parental consent to conduct an evaluation. Screening activities cannot inhibit the right of a parent to request, at any time, including prior to or during instructional support activities, an evaluation for the purpose of determining if the student is a child with a disability and eligible for Special Education services.

Evaluation Process

"Evaluation" is the procedure used to determine whether a child has a disability and if the child's disability is of the nature and extent that the child would be eligible for Special Education and related services. Evaluation procedures are determined on an individual basis by a Multidisciplinary Evaluation (MDE) team, which includes the parents. Evaluation for the purpose of determining if a child is a child with a disability eligible for Special Education does not include the procedures or basic tests that are administered to all children.

Parents who believe their child is a child with a disability may request, at any time, that the District conduct an evaluation to determine if the child is eligible to receive Special Education and related services. This request must be made in writing to the Building Principal or Director of Pupil Services. If a parent makes an oral request for an evaluation, the District shall provide the parent with a form for that purpose within 10 days of the oral request.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of Special Education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or on the District website. Once written parental consent is obtained, the District will proceed with the evaluation process.

Independent Education Evaluation (IEE)

If a parent disagrees with the evaluation, the parent can request in writing an independent education evaluation (IEE) at public expense. If an IEE is provided at public expense, the criteria under which the IEE is privately administered must be the same as the criteria that the District utilizes for evaluations.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, the District will issue a notice of recommended educational placement/prior written notice (NOREP/PWN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Gifted Education

Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code §4 (relating to academic standards and assessments) may request in writing that their child be evaluated under the criteria for Gifted Education Services in accordance with 22 Pa. School Code §16.22. If a student is both Gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. For additional information, please contact the Director of Pupil Services at 717-866-7117.

Protected Handicapped Students

In compliance with state and federal law, including Section 504 of the Rehabilitation Act of 1973 (504) and 22 PA School Code Chapter 15, the District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits a major life activity or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students with disabilities enrolled in Special Education programs.

For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Parents may also contact the Building Principal to request further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and due process procedures.

Confidentiality of Personally Identifiable Student Information

The District and to some extent the other services providers may maintain records concerning children enrolled in the District, including students with disabilities. Records are maintained as long as they are educationally relevant. All records are maintained confidentiality and subject to the requirements of the Family Educational Rights and Privacy Act (FERPA). Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable student information is released, except as permitted under applicable law. The age of majority in Pennsylvania is 21.

When educational records, other than those which must be maintained under applicable law, are no longer educationally relevant, the District must notify parents in writing, and may destroy the records, or at the request of a parent/guardian, must destroy the records. For additional information related to student records, please refer to FERPA.

Retention/Destruction of State Assessment Materials

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Notice of Destruction of Special Education Records

In accordance with 34 C.F.R 300.624, the federal regulations under IDEA: a) the public agency (ELCO School District) must inform parents when personally identifiable information is collected, maintained, or used under this part is no longer needed to provide educational services to the child.

Special Education records related to the identification, evaluation, educational placement, or the provision of special education in the District must be maintained under state and federal laws for a period of at least 6 years from creation of the record, satisfactory evidence of a student's graduation, and/or from the student's last enrollment in the district. The District intends to destroy special education records pursuant to this six (6) year requirement, unless a parent/guardian or eligible (adult) student notifies the district prior to destruction. A basic record of the student's attendance, academic transcript, and other required records will be maintained for 100 years. Special education records may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult student) may request a copy of the records in writing or in person at the following address, prior to destruction: Director of Special Education, ELCO School District, 180 ELCO Drive, Myerstown PA 17067.

This notice is only a summary of the District's Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request an evaluation or screening of a public or private school child contact your child's building Principal or the Director of Pupil Services at 180 ELCO Drive, Myerstown PA 17067 or 717-866-7117. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Lancaster-Lebanon Intermediate Unit #13.