



## **Elizabethtown Area High School**

### **Student Handbook 2025-2026**

#### **Parent Acknowledgement**

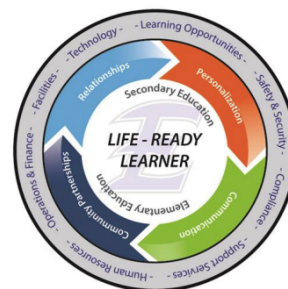
*Please take time as a family to read and become familiar with our expectations in this Parent/Student Handbook. This publication was designed to support your understanding of how we can create a school environment that is conducive to learning for all students at the Elizabethtown Area School District. The handbook can be accessed on the District website at [www.etownschools.org](http://www.etownschools.org).*

HIGH SCHOOL OFFICE HOURS:	7:00 AM - 4:00 PM
ADDRESS:	600 East High Street Elizabethtown, PA 17022
PHONE:	717-367-1533
FAX:	717-367-4149
COUNSELING OFFICE:	717-361-1533 ext. 21115
ATTENDANCE EMAIL:	<a href="mailto:hs_attendance@etownschools.org">hs_attendance@etownschools.org</a>
DISTRICT WEBSITE:	<a href="http://www.etownschools.org">www.etownschools.org</a>
HIGH SCHOOL WEBSITE:	<a href="https://eahs.etownschools.org/">https://eahs.etownschools.org/</a>



## **Our Goal**

Every student graduates ready  
to live, learn, and thrive  
in a global community.



### **HIGH SCHOOL ADMINISTRATION**

Dr. Jason D'Amico	Principal
Mr. Robert Crick	Assistant Principal (11th and 12th grade)
Ms. Meghan Busby	Assistant Principal (9th and 10th grade)
Mr. Eric Beiler	Assistant Principal (MS 8th and HS 9th grade)
Mr. William Templin	Director of Athletics

### **HIGH SCHOOL COUNSELORS**

*Alphabetically Assigned*

Mr. David Gibbs	Student Last Names: A-F
Mrs. Amy Robinson	Student Last Names: G-LI
Mrs. Kelly Gillette	Student Last Names: Lm-Ri
Mrs. Alisa Gunn	Student Last Names: Rj-Z

### **ADDITIONAL PERSONNEL**

Officer Jacob Kadilak	School Resource Officer (SRO)
Mr. Brandon Aukamp	HS Nurse, Health Services and Student Supports Coordinator
Mr. Ken Burke	Home and School Visitor
Ms. Katelyn Boucher	Crisis Counselor

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***Note: Policies referenced in the Elizabethtown Area High School Student Handbook can be viewed in their entirety on the [EASD website](#).***

## ACADEMIC INFORMATION

### REPORT CARDS AND GRADES

Report cards are posted four times a year (twice each semester). Electronic report cards will be issued via the Sapphire Community Portal. Those requesting a paper report card can do so through the high school counseling office. In addition, students and parents are able to use the Sapphire Community Portal and Schoology in order to stay updated on student academic progress.

The grading scale is as follows:

A = 100 – 92%

B = 91 – 83%

C = 82 – 74%

D = 73 – 65%

F = 64% and below

For more information about report cards and grading please see [EASD Policy 212](#).

### GRADUATION REQUIREMENTS

1. Course Completion – Students will be required to earn 24 credits with a passing grade of 65% or higher.

<u>Required Courses</u>	<u>Credits</u>
English	4
Social Studies (Government and Economics Required)	3
Mathematics	3
Science	3
Physical Education	1
Health	1
Career and Finance	.5
Electives	8.5
Total	24

### 2. Life Ready Portfolio

Beginning with the Class of 2026, students are required to complete a Life Ready portfolio project during their high school career. Students who do not complete their Life Ready portfolio project by the end of their junior year are NOT eligible for Student Open Campus (SOC) as seniors. The purpose of the required portfolio is to give students an opportunity to demonstrate their ability to apply various skills, such as research and writing, and to communicate what they have learned about a career or profession and how their experiences in high school have prepared them for life beyond graduation.

### 3. Keystone Exams and Graduation Requirements

Keystone Exams are the statewide assessment tool Pennsylvania uses to comply with the accountability requirements of the federal Every Student Succeeds Act (ESSA). As part of this compliance, students must take three end-of-course Keystone Exams in Algebra I, Literature, and Biology. For students who do not achieve proficiency on any or all of these exams, a local process of support, remediation, and retesting is in place to help them meet the state graduation requirement.

Act 158 of 2018 outlines Pennsylvania's pathways to graduation. If a student obtains proficiency on the three end-of-course Keystone Exams, they meet the statewide graduation requirement. Act 158 provides alternatives for demonstrating proficiency, allowing students to show postsecondary preparedness through one of four additional pathways that illustrate college, career, and community readiness more comprehensively. For more information about Act 158 and the graduation pathways, visit the [Pennsylvania Department of Education website](#). For details on graduation requirements, refer to [EASD Policy 217](#) and the [Graduation Requirements](#) section of the high school webpage.

### PROMOTION GUIDELINES

Students must earn all required credits and the minimum of 24 credits to graduate. Students will move within their class cohort during their four years of high school. Students who do not meet credit requirements to graduate will be retained in grade 12 until those credits are earned. Failed courses could be rescheduled during the school day or within a credit recovery program outside of the school day. Counselors and administrators will work collaboratively with families to create a graduation plan for their students who are experiencing educational instability. [EASD Policy 215](#)

### HONOR ROLL

To achieve Honor Roll, students are required to attain a minimum weighted grade point average of 94% with no marking period class grade less than 85%.

### VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian will be determined at the end of the fourth marking period of their Senior year. The Valedictorian is the student who achieves the highest weighted grade percentage average. The Salutatorian is the student who achieves the second-highest weighted grade point average. For more information about class rank please see [EASD Policy 214](#).

### FINAL EXAMS/PROJECTS

Students must take their final exam/project in each course at the end of each semester. A modified bell schedule used on final exam days is designed to avoid students being required to complete all of their final exams on the same day. The large majority of classes will be holding final exams on these days. Some classes, where alternate forms of final assessment are more appropriate, will utilize class time on these days accordingly. If students are absent during exams, it is their responsibility to make arrangements for making up exams as soon as possible to complete the course.

### WEIGHTED COURSES

A system of weighted courses has been adopted by our district for use in the High School. This system rewards students for enrolling and achieving in more difficult courses. For more information about weighted courses and a list of these courses, please consult your assigned school counselor or the Educational Planning Guide posted on the high school webpage. For more information on weighted courses please see [EASD Policy 214](#).

### ATHLETIC ACADEMIC ELIGIBILITY

All students participating on athletic teams are required to make their best effort with their academic work. Students who are failing a course/courses will NOT be permitted to participate on athletic teams per PIAA and [EASD Policy 122](#).

### ***9<sup>th</sup>-12<sup>th</sup> Grade Students***

Students must be passing at least three credits at the end of each week, marking period and school year. Students will be subject to the following sanctions for non-compliance:

**Weekly-**If at the end of any school week a student is not passing at least three credits, the student will be suspended from participating on their team for one (1) week. The student will be reinstated after the suspension if the student is passing at least three credits.

**Marking Period-** If at the end of any marking period a student is not passing at least three credits, the student will be suspended from participating on their team for fifteen (15) school days. The suspension shall begin on the first day of the next marking period. At the end of that suspension, the student's eligibility will be reinstated if the student is passing three credits on a weekly basis. This will apply to the first, second and third marking periods only.

**School Year-** If at the end of any school year a student doesn't pass at least three credits, the student will be suspended from participating on fall athletic teams from fifteen (15) school days at the start of the next school year. If the student successfully makes up that course in summer school, the student will be eligible to participate in fall athletic teams for the start of the school year.

**Drop/Fail-** A course that has been dropped/failed anytime during the school year will be considered a failing grade for the purpose of academic eligibility. This will affect eligibility status for the current school year as well as the first marking period of the next school year.

## TESTING INFORMATION

### Preliminary Scholastic Aptitude Test (PSAT)\*

The PSAT is a standardized test offered by the College Board organization and is administered in October every year. The PSAT is generally taken by 10<sup>th</sup> and 11<sup>th</sup> graders interested in attending college. While it has no direct influence on admissions, it is a reasonably accurate predictor of SAT scores and is helpful in the consideration of potential college applications. This test also serves as the National Merit Scholarship Qualifying Test (NMSAT). Juniors and Sophomores may sign up for the test beginning in early September.

*\*Any students seeking accommodations on the PSAT must request them through the counseling office at a minimum of 8 weeks before the testing date.*

### Scholastic Aptitude Test (SAT)\*

The SAT is a standardized test used by college admissions offices. Students should determine the requirements of potential schools by looking at their admission websites. Students are advised to take the SAT in the spring of their junior year and again in the fall of their senior year. All testing is on Saturday mornings at other local schools, with the exception of one SAT School Day Test offered in April each year at EAHS. Students select the colleges to which their SAT results will be sent. Students wishing to register for a Saturday test will find information and registration available at [www.collegeboard.org](http://www.collegeboard.org). Students wishing to test during the School Day Test in April will register via SchoolPay.

*\*Any students seeking accommodations on the SAT must request them through the counseling office at a minimum of 8 weeks before the testing date.*

### Advanced Placement Tests (AP)

AP Exams are standardized exams designed to measure how well students have mastered the content and skills of a specific AP course. Students interested in taking Advanced Placement Tests in the Spring should consult the teacher of the subject in which they wish to be tested. Scores earned on these tests

may entitle a student to college credit prior to actual admission to college. There is a test fee for all AP Exams.

### Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students. Applications and information are available in the Counseling Office.

### ETOWN CYBER INDEPENDENT (ECI) PROGRAM

EASD provides a cyber learning option through our ECI program for students that qualify. Information specific to the Etown Cyber program can be found in the associated handbook.

[Etown Cyber Independent Handbook](#)

### **EASD GENERAL ATTENDANCE INFORMATION**

Regular school attendance is critical to a quality education. The Elizabethtown Area School District attendance practices support the academic success of your child. Please read over the following guidelines thoroughly. EASD attendance information is written in accordance with Pennsylvania Compulsory School Attendance Laws. For information related to attendance, please contact Mr. Kenny Burke, EASD Home & School Visitor, at (717) 367-1533, or [kenneth\\_burke@etownschools.org](mailto:kenneth_burke@etownschools.org). Please do not send daily attendance emails to Mr. Burke, direct them to [HS\\_attendance@etownschools.org](mailto:HS_attendance@etownschools.org).

### **EXCUSABLE ABSENCES**

Excusable absences include: (1) legitimate illness; (2) medically/legally documented appointments; (3) quarantine; (4) death in the immediate family; (5) impassable roads; (6) exceptionally urgent reasons that affect the child as determined by the administration; and (7) Educational Trip experiences pre-approved by the administration. All other absences are considered to be illegal. Please note that absences for hunting, fishing, non-medical or legally related appointments, employment, or other circumstances not covered under the seven excusable absences above, will be coded as illegal/unexcused, regardless of a parent(s)/guardian(s) submitting notification of the absence. All excuses must be submitted in writing within three school days of the absence for proper documentation.

#### ***\*School nurse visits and excuses***

- If a student reports to the nurse during the school day due to not feeling well, the school nurse will evaluate the student's health.
- If the nurse finds the student to be ill, the nurse will call the parent/guardian to ask for the student to be picked up. This is an excusable absence.
- If the nurse finds the student to be healthy enough to stay at school, the student will be asked to return to their classroom.
- Following a healthy check-up from the nurse, if the student contacts home to ask to be picked up, and if the parent/guardian picks up the student, the absence will not be excused.
- If the student contacts a parent from a cell phone, without going through the nurse's office or office, the student could receive discipline for using a cell phone without permission.

## EXCUSE CARDS/DOCUMENTATION OF ABSENCES

All excuses, early dismissals, or late arrival notes are to be submitted through the High School Attendance email [HS\\_attendance@etownschools.org](mailto:HS_attendance@etownschools.org). Failure to submit an excuse within three school days of an absence could result in the absence(s) being coded as illegal/unexcused. This can also impact a student being able to complete missed assignments. If a student is absent for three or more consecutive days, a medical excuse is required for these absences.

## EXCESSIVE EXCUSED ABSENCES

As per school policy, once a student accumulates ten excused absences (documented by a parent/guardian), all future absences or partial absences will require a medical excuse. A notification letter will be sent to parent/guardian(s) when a student has reached this criterion. Failure to provide documentation from a medical professional for each additional absence or partial absence will result in the absence being coded as illegal/unexcused. These absences can result in truancy violations. Be aware that excessive excused absences can result in the inability to make up missed assignments and academic decline.

## EDUCATIONAL TRIP EXPERIENCES

A student is permitted, through pre-approval by the administration, an absence to attend educational trip experiences for a maximum of five days per school year. A form must be completed and submitted to the building principal at least five days prior to the scheduled trip. The form can be found on the district website and at the link below. The determination of each request will be made on the following basis: prior attendance, previous Educational Trip requests, and the educational value of the requested experience. Please note that students may be required to complete all missing assignments and/or complete an educational project regarding their experiences, at the administration's discretion.

[Educational Trip Form Link](#)

## PENNSYLVANIA COMPULSORY SCHOOL ATTENDANCE LAWS

All students from age 6 to 18 must be enrolled and attend school. Upon accumulation of three illegal absences, Pennsylvania Compulsory School Attendance Laws define these students to be "truant" and require that a first official notice be mailed to the parent(s)/guardian(s). A second letter, classifying a student as "habitually truant," is sent upon accumulation of six illegal absences. At this interval, a truancy meeting will be offered to the family to discuss the absences. A last letter is sent upon the accumulation of ten illegal absences. At this interval, a truancy citation can be filed with the local Magisterial District Judge.

\*If you receive an attendance notification, kindly respond promptly. Be aware that unexcused or illegal absences can result in the inability to make up missed assignments and academic decline.

## MAKE-UP WORK FOR ALL SCHOOL ABSENCES

It is the responsibility of the student/parent/guardian(s) to communicate with teachers or school counselors to request missed assignments when absences occur. In addition, school procedures require that students who are absent for excused reasons must make up missed assignments within three days of the students' return to school. If an extension beyond three days is necessary, please communicate and set up a plan with the school counselor, which will be approved by the administration on a case-by-case basis. An alternative, comparable assignment may be assigned to cover missed class material, at the teacher's discretion. The intent of all make up work is to help regain lost instructional experiences due to excused class absences. Missed assignments due to illegal/unexcused reasons may result in a "0" for the assignment, at the discretion of the

teacher/administration. Students who cut class may not be permitted to make up missed work, and this action will result in consequences as determined by the building administration.

#### HOMEBOUND INSTRUCTION

Homebound instruction may be available for those students who are absent for an extended period of time due to disability, illness, or injury. A written medical excuse and medical documentation of disability/ illness/injury is needed for homebound instruction to be considered. Students on homebound instruction will NOT be permitted to attend school-related activities. If your child may need homebound instruction, please contact your student's School Counselor. For more information about the district's homebound instruction policy, please review [EASD Policy 117](#).

#### TARDIES AND EARLY DISMISSALS

High School students who arrive at school after 8:30 a.m. are NOT permitted to participate in an athletic game/practice or school-related activity (i.e. plays, musical, field trips, etc.). Exceptions are made if the absence is due to a legal or medical appointment, etc., with appropriate documentation. The advisor/coach/advisor of the activity shall obtain approval for participation from the administration.

A student may be excused early from school for urgent or appropriate reasons. Requests of this nature are to be submitted by the parent/guardian and presented in advance to the main office for evaluation. For verification purposes, a telephone call may be made to the parent/guardian.

\*Please note that all early dismissals are initially coded as illegal/unexcused until medical/legal documentation is provided.

#### ATTENDANCE TRACKING

Attendance is tracked by the district Home and School Visitor. This position is part of the district's Support Services. The Home and School Visitor focuses on eliminating barriers to the attendance and academic success of each EASD student. Please contact Mr. Kenny Burke at (717) 367-1533 or [kenneth\\_burke@etownschools.org](mailto:kenneth_burke@etownschools.org) to discuss any attendance-related issues for all types of learning formats. Please do not email Mr. Burke with daily attendance excuses; please use [HS\\_attendance@etownschools.org](mailto:HS_attendance@etownschools.org).

#### ETOWN CYBER INDEPENDENT LEARNING OPTION

Attendance for this learning format is calculated based on login time and completion of required assignments. Please contact Mr. Bobby Crick, Etown Cyber Program Administrator, to discuss any attendance-related issues that prohibit your child from completing assignments as directed. Failure to do so will be addressed via the Compulsory School Attendance Laws.

Mr. Bobby Crick - (717) 367-1533 - [robert\\_crick@etownschools.org](mailto:robert_crick@etownschools.org)

#### HOMELESSNESS OF STUDENTS

The Elizabethtown Area School District's support services department seeks to remove barriers to learning and ensure educational success for all students. When students and their families do not have a fixed, permanent, or regular nighttime residence, they are considered to be a family experiencing homelessness under the federal McKinney-Vento Act. School districts are required to identify students who fall under the set criteria of McKinney-Vento. For students not residing with a legal parent or guardian, these individuals are classified as Unaccompanied Youth and have equal educational rights under McKinney-Vento. Supports are available to students and families in relation to enrollment, transportation, referrals to community resource partners (for physical, emotional, and basic needs),

opportunities for family engagement in school-related events, maintaining academic/graduation progress, or other individualized barriers.

If you or a family you know is experiencing homelessness, please contact Dr. Jennifer Fields, EASD Homeless Liaison, at (717) 367-1521 or [jennifer\\_fields@etownschools.org](mailto:jennifer_fields@etownschools.org).

## **GENERAL PROCEDURES/EXPECTATIONS**

### **ALL HAZARDS PLAN**

#### **Weather Related Closings and Delays**

Weather conditions may make it necessary for the Elizabethtown Area School District to close schools, delay the start of school, or dismiss early for the safety of students and staff. Families should have a well-communicated plan in place in the event of these unplanned weather events. Due to the speed at which the District can post weather-related updates online, information will typically appear on our social media channels (*Facebook and Twitter*) and school website first, followed by direct communication with our families (email and text message only). For school closings and delays, whenever possible, the District will try to make a decision the night before a weather event. However, when that is not possible, the District typically decides school status by 5:15 a.m. the morning of the weather event and begins communicating the information immediately with our families. The District also notifies local media outlets (*ABC-27, CBS-21, FOX-43, NBC-8, Lancaster Newspapers*) of unplanned scheduled changes. For more information on our winter weather procedures, visit [www.etownschools.org](http://www.etownschools.org). If school is closed due to inclement weather, scheduled interscholastic sports activities and/or other school programs, practices and/or games will be postponed/canceled.

### **ASSEMBLIES/SCHOOL ACTIVITIES**

At various times during the year, the school has the opportunity to sponsor or offer a special building event/activity. These activities may be in the form of an assembly, a special theme day, and/or a building event such as a sports day. Most often these events are curriculum related. Students attending CTC must submit a signed note to the main office prior to the assembly/event from their parent(s)/guardian(s) in order to be excused from their CTC assignment.

Parent(s)/guardian(s) should read school publications so they are aware of upcoming events which may not have been listed on the activities calendar. In addition, announcements are made to the student body in advance of the program. Since these activities are intended for students during the instructional day, we ask that parent(s)/guardian(s) secure administrative approval a week before the activity if they wish to attend. Administration reserves the right to deny attendance.

### **BULLYING PREVENTION**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment, and/or substantially disrupting the orderly operation of the school. The Board encourages students who

believe they or others have been bullied to promptly report such incidents to a staff member or administrator.

For more information on the district's bullying policy please see [EASD Policy 249](#).

## CAFETERIA – BREAKFAST & LUNCH

### Breakfast Program

The Cafeteria offers a breakfast program which runs every weekday morning from 7:25-7:40 a.m. No advanced registration is necessary; students can attend every day or only occasionally. Students who are eligible for a free or reduced price lunch are automatically eligible for a free or reduced price breakfast.

### Lunch Period

Each student will have thirty minutes for lunch. Some guidelines include:

1. Students must stay in line and not move ahead of others.
2. Students in the cafeteria are to use the lavatories located in the cafeteria during lunch periods.
3. A student who creates a discipline problem in the cafeteria may be given an assigned seat. Depending on the infraction, the student may also be subject to disciplinary action, including lunch restriction.
4. Students are expected to be in the cafeteria during the lunch period to which they are assigned. Any student violating this procedure is subject to disciplinary action.
5. Food purchased or delivered from an outside vendor may not be consumed in the cafeteria unless part of a student's packed lunch. No food items and/or drinks should be brought to the main office for groups of students with the exception of a forgotten lunch. Outside food or drink orders are not permitted to be delivered during the school day.
6. Students must remain in the cafeteria during their assigned lunch unless they have a valid pass or are in good standing with applicable SOC privileges.
7. Early dismissals and special schedules may alter the length of student lunches.

Food brought from home may be consumed in the lobby before homeroom/FLEX or during the student's lunch period in the cafeteria.

## CARE OF SCHOOL PROPERTY

Permission and arrangements for placing and removing materials on bulletin boards and tack strips must be obtained from the high school administration. **All signage must be approved and signed by administration prior to placement.** Failure to secure approval will result in the removal of those materials on display. Any destruction of school property, including approved signage, will result in the student(s) being billed for all materials (replacement value) and labor in addition to disciplinary action and/or criminal charges. For more information please see [EASD Policy 220](#) and [EASD Policy 224](#).

## CHANGE OF ADDRESS/CONTACT INFORMATION

The district attempts to provide information to parent(s)/guardian(s) regularly. This is done either through the mail and/or electronic communications. In order to ensure prompt delivery, parent(s)/guardian(s) are responsible for notifying the Student Records and Registration office of address changes and other changes to contact information through the [Student Records and Registration webpage](#). When a student's family moves, but the student remains in the school district, parent(s)/guardian(s) must promptly report the change to the Student Records and Registration office. Additional information may be found on the [Student Records and Registration webpage](#).

### CAREER TECHNICAL CENTER (CTC)

Students should contact the Counseling Department for program offerings and further information. The following procedures apply to transportation:

- All underclass half-day CTC students must ride on the buses provided by the district: Regular bus departure times are 7:35 a.m. & 11:15 a.m. Exceptions may be permitted in accordance with CTC procedures and EAHS approval.
- Students missing the bus will spend that part of their day, which is normally CTC time, at study hall.

### EMPLOYMENT OF MINORS

Students who wish to secure part-time employment during school or during the summer must secure working papers. All students under eighteen must have working papers before they may begin work. Applications can be obtained in the high school office. The student applying for working papers must provide proof of birth date and sign the application in the presence of the issuing officer in the high school office. Parent(s)/guardian(s) no longer need to sign in the presence of an issuing officer at the school.

### FIELD TRIPS

School-sponsored field trips are scheduled to provide students with educational experiences outside of school. Field trips commonly occur as part of curricular or extracurricular activities. Students in good standing will be permitted to participate in field trips with appropriate/requested permission. Administration may determine, on occasion, that a student may not be eligible to attend a field trip. Students who are NOT in good standing, due to poor behavior, attendance, or failing grades, will NOT be permitted to participate. Students must follow all school rules while on field trips. Students will not be required to attend any field trip. Students will not be penalized for their nonattendance of the field trip. Students not attending the field trip will be required to attend school on the day of the field trip. For more information about the district's field trip policy please see [EASD Policy 121](#).

### FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

Elizabethtown Area High School believes it is the responsibility of all citizens to show proper respect for our country and its flag, and requires that the Pledge of Allegiance and Flag Salute ceremony be conducted each day. All students who choose not to participate in the pledge are required to show respect appropriate for these ceremonies. For more information about the district's policy on flag salute and the pledge of allegiance please see [EASD Policy 807](#).

### HUMAN SEXUALITY INSTRUCTION

The District provides a program of health education in grades K through 12. Human sexuality instruction will be included in the health education program at the appropriate levels of the students' development. Parents and guardians will be informed by the course teacher prior to the beginning of the Human Sexuality Instruction. The communication shall include a response form giving the opportunity to opt out of instruction. Students will be excused from any or all of the instruction upon receipt of "opt-out" form or written request from a parent or guardian. Students not participating in the instruction will be provided an alternate educational activity. Upon request, the district will provide information about the curriculum. For more information about the district's policy on exemption from instruction please see [EASD Policy 105.2](#).

## LOCKERS AND LOCKS

At the beginning of each school year, students may request a locker to be assigned by the school. All student lockers will have school-issued locks. Students must keep the school locks on their lockers and properly secured at all times. Removing locks from assigned lockers may result in disciplinary consequences. Although the school will assist in the investigation of lost/stolen items from lockers, it will not be held accountable for any such items. Non-school locks are not permitted on any school lockers and will be removed immediately. No decals, stickers, etc. are permitted on the exterior or interior of the locker without prior administrative approval. Students may access their lockers during the regularly scheduled school day (no pass is required between periods, but is required while classes are in session). Lockers and locks are school property and are **subject to searches** by the administration at any time. **The administration reserves the right to bring drug dogs onto school property to conduct drug searches.** It is the student's responsibility to clear all books, materials, and belongings from his/her locker by the last day of school. **Sharing of lockers is prohibited.** All students are held responsible for the contents of their assigned locker. For more information related to lockers and locks, please see [EASD Policy 220](#) and [EASD Policy 226](#).

## LOST AND FOUND

Found articles are to be turned in to the high school office where they can be claimed. Students are expected to verify ownership of articles. Articles remaining at the close of the school year will be disposed of at the discretion of the administration.

## MILITARY RECRUITERS

All branches of the armed services, including the Reserves and ROTC programs, may visit with individual students with permission of the parent(s)/guardian(s). Parent(s)/guardian(s) who do not wish to have their son/daughter contacted by the military must complete the "opt-out" form found on the school website. For more information about the district's policy on military recruitment please see [EASD Policy 250](#).

## PROM / DANCES

Dances, including the prom, homecoming, and holiday dances, are extracurricular activities that are planned throughout the year. Students may request to bring a former student or student from another district as a guest. Students must submit a completed a pre-approval form, on time, for non-Elizabethtown students that must be signed by that individual's high school principal or former principal in order to secure a ticket. **The minimum grade level for attendees at these events is 9<sup>TH</sup> grade. The maximum age for attendees at these events is 20 years old.** Since attendance is a privilege, administration reserves the right to use discretion in allowing any individual to attend these events. **Students who are not in good standing due to disciplinary matters, obligations, and/or attendance, may be prohibited from attending these events.** For more information about the district's policy on social events please see [EASD Policy 231](#).

## SAFETY & SECURITY DRILLS

The school periodically conducts security drills so that the students, staff, and administration have the opportunity to practice effective response to potential emergency and safety situations. Each student is responsible for becoming familiar with the security and safety instructions posted in the assigned rooms. A student is expected to follow all safety drill instructions, and return promptly to the classroom following the drill. Students should exercise courtesy while effectively carrying out safety drill procedures. For more information about the district's emergency preparedness please see [EASD Policy 805](#).

### SAFE2SAY

EAHS utilizes the Safe2Say anonymous tip line for students to notify school safety and security personnel about situations that may threaten the safety or well-being of the high school or its students. Students are able to access the system by downloading the mobile app, by phone at 1-844-SAF2SAY, or by internet at [Safe2SayPA.org](http://Safe2SayPA.org). If emergencies occur after school hours, please call 911.

### STUDENT OPEN CAMPUS (SOC)

Student Open Campus (SOC) is a special program for Juniors and Seniors designed to develop a sense of responsibility and maturity. Juniors and Seniors in good standing in the areas of academics, attendance, behavior, obligations and progress toward graduation requirement completion are eligible for the SOC program. Students must complete an application, which includes parent/guardian approval, to become involved in the program and indicates that the parent(s)/guardian(s) will be responsible for the student when they are not in attendance at school. SOC is a privilege and students are expected to follow all SOC guidelines and expectations. **High school administration reserves the right to revoke SOC privileges at any time for reasons related to academics, attendance, behavior, obligations, graduation requirements or not following SOC procedures.**

### TEXTBOOKS/ DISTRICT ISSUED DEVICES & MATERIALS

The school, at the expense of the school district, supplies various materials and devices. **Students are responsible for the loss, theft, or damage of those materials and devices.** If an item is lost, stolen, or damaged, the student should report the occurrence immediately to the teacher. The teacher will issue the student another item (if available), so as not to interfere with academic progress. A student obligation form will be generated and turned into the high school office. The office will retain this form until such time as the student pays for or finds the item. A receipt will be issued to the student at the time of payment, which should be kept in case there is a need for a refund. The cost will be based upon the replacement cost of the item. **If a student fails to pay for the item(s), the obligation will remain until the debt is paid in full. PLEASE NOTE:** If any items are stolen during the course of the school year, it is very important that these instances are reported to the high school administration immediately. It is each student's responsibility to turn in all items and materials directly to teachers. **Any student who owes an obligation WILL NOT be permitted to graduate until ALL obligations are paid in full. This includes, but is not limited to physical education locks, district issued devices, musical instruments and disciplinary obligations.**

### TRANSPORTATION

#### Automobiles

Student parking on school property is a privilege, not a right, and is strictly conditioned upon compliance with the Student Handbook and School District policies.

School officials may search any student vehicle parked on school property, if they possess reasonable suspicion to believe a vehicle contains drugs, alcohol, weapons, tobacco products or any other items which a student is prohibited from possessing on school grounds. At any time, while parked on school property, student vehicles may also be subject to searches by dogs trained to detect illegal substances. Students are required to cooperate with any searches of their vehicles including, but not limited to, allowing school officials access to a vehicle's interior and/or trunk. Any contraband found in a student's vehicle will be considered in the possession of the student. For more information about the district's policy on searches please see [EASD Policy 226](#).

**All vehicles parked on school grounds must be registered and a parking permit/tag must be displayed on the rearview mirror.** The parking permit application is available in the high school office and the fee is NON-REFUNDABLE. On the morning of permit distribution, the students will be given parking permits on a first come first served basis. Each parking permit is numbered to correspond with a space in the student parking lots. All spaces are reserved. There is no student parking in the faculty/administration or visitor parking lots.

**Parking tickets may be issued by the Elizabethtown Borough Police Department.** Immediately upon arrival to school, the registered driver and all passengers are to come directly into the high school. Anyone loitering in or around any automobile on school property will be referred to the administration. Speeding and/or reckless driving will result in disciplinary action and/or police involvement.

The district is not responsible for motor vehicles, or their contents, while on school property.

For more information about the district's policy on the use of motor vehicles please see [EASD Policy 223](#).

#### School Bus

The Elizabethtown Area School District provides transportation for registered pupils to and from school. Students are not permitted to change from their assigned school bus to another unless the Director of Transportation grants permission. Riding in a school bus is a privilege earned by being a responsible person. Repeated violations of the bus policy may result in administrative discipline or the loss of transportation privileges. If your child is denied riding privileges, the responsibility for getting the student to and from school is that of the parent(s)/guardian(s). For more information about the district's policy on transportation please see [EASD Policy 810](#).

#### Bicycles, Rollerblades, and Skateboards

All bicycles of high school students shall be placed in the racks located in front of the high school. Bicycles should be locked and left in racks until school dismissal. Bicycle riding privileges may be taken away from students who do not obey the safe riding rules and/or violate bicycle regulations. The Board is not responsible for bicycles which are lost, stolen or damaged while on school property.

The use of skateboards, rollerblades, scooters, in-line skates or any other devices or products designed for personal transportation is forbidden on school property outside of PE classes. Violators are subject to fines and/or disciplinary action. Students may keep skateboards in the main office during the school day.

For more information about the district's policy on the use of bicycles, rollerblades, and skateboards please see [EASD Policy 223](#).

#### E-Bikes & E-Scooters

Pennsylvania state law does not allow individuals under the age of 16 to ride E-bikes on public roadways. EASD does not permit the use of E-bikes or E-scooters by students under the age of 16 on EASD property.

For more information about the district's policy on the use of these items please see [EASD Policy 223](#).

## STUDENT CONDUCT

It is the belief of the Elizabethtown Area School District that an effective instructional program requires a safe and orderly school environment. The efficacy of the educational program is, in part, reflected in student behavior. The District supports the parent(s)/guardian(s), teachers, students and administration in their efforts to maintain a proper learning environment while abiding by the parameters established by the Commonwealth of Pennsylvania and described within the “Student Rights and Responsibilities” Chapter 12. It is our goal to promote positive, responsible behavior through education, prevention, intervention, and accountability for unacceptable behavior. It is the belief of the District that *education is a right and acceptable student behavior is a responsibility.*

This document is to be used as a guideline for implementing a proactive discipline program for the Elizabethtown Area High School. The intent is to promote the development of self-discipline, a sense of responsibility, and appropriate situational behavior. For more information about the district’s policy on student conduct please see [EASD Policy 218](#).

As part of proactive discipline, we educate students to comport themselves in accordance with guidelines established by the Districtwide “Etown Way” PBIS Committee. Administrators, faculty, and staff will teach students to apply the following expectations, what they look and sound like, and use positive reinforcement to create habit formation and internalization of the expectations.

### “The Etown Way” Expectations:

- Be Respectful
- Be Responsible
- Be Safe
- Have Integrity

## STUDENT RIGHTS AND RESPONSIBILITIES

The students need to know the Regulations of the State Board of Education of Pennsylvania, Chapter 12, Section 2:

### Student Responsibilities:

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to a positive learning environment.
- B. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to contribute to a positive learning environment:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - c. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - d. Assist the school staff in operating a safe school for the students enrolled therein.
  - e. Comply with Commonwealth and local laws.

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

The teachers need to know the essence of Chapter 12, Section 3, School Rules (authority to make reasonable and necessary rules governing the conduct of students in school.)

#### CONSEQUENCE OPTIONS AND INFRACTIONS

1. The purpose of the Student Conduct expectations are to provide an environment that is conducive to learning and to help students develop a sense of citizenship and social responsibility.
2. The infractions listed are meant only as examples, not exhaustive listings. It is understood that at no time will these guidelines replace a student's right to due process. **Disciplinary action can vary and will be determined based on administrative judgment and the facts of a given situation.**
3. Reasonable force may be used by teachers and school personnel under the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; and for the protection of persons or property.
4. The Administration reserves the right to involve the SRO/police with any level offense.
5. It is noted that EASD complies with the Individuals with Disabilities Act (IDEA) 2006, Chapter 12 and 14 of the Pennsylvania School Code regarding the discipline of special education students.

**DISCIPLINARY INFRACTIONS**

<p><b>LEVEL 1 - includes but not limited to:</b></p> <p>Classroom disruption          Violation of classroom rules          Dress code violation          Failure to complete work          Misuse of cell phone or electronics/technology          Misuse of pass/sign-out procedure          Possession of non-instructional items          Tardy to class          Unacceptable language</p> <p><u>Nature of Consequences (teacher level):</u>          verbal warning, restriction of privileges, parent conference/communication, lunch detention, teacher detention</p>	<p><b>LEVEL 2 - includes but not limited to:</b></p> <p>Continued Level 1 behavior          All forms of harassment          Bus infraction          Cafeteria misbehavior          Failure to follow directions*          Hallway disturbance*          Illegal absences          Inappropriate language/gestures*          No show for assigned consequences          Student parking violation          Tardy to school</p> <p><u>Nature of Consequences (administrative level):</u>          restriction of privileges, administrative detention, parent conference, in-school suspension  <i>*may be handled by teacher based upon severity and situation</i></p>
<p><b>LEVEL 3 - includes but not limited to:</b></p> <p>Continued Level 1 or 2 behavior          Cafeteria Theft          Cut class          Fighting          Inappropriate sexual conduct          Insubordination          Leaving school without permission          No show for detention          Persistent harassment/bullying          Plagiarism          Serious acts of defiance          Simple assault on student          Theft          Tobacco policy violation          Vandalism (minor)          Vaping (possession/use)</p> <p><u>Nature of Consequences (administrative level):</u>          in-school suspension, out-of-school suspension, and/or police involvement</p>	<p><b>LEVEL 4 - includes but not limited to:</b></p> <p>Continued Level 3 behavior          Arson &amp; related offenses          Assault/Battery          Civil Rights violation          Creating a dangerous situation          Drug policy violation          False alarm/bomb threat          Racial/Ethnic intimidation          Sale, possession, use, under influence of alcohol          Simple assault on staff          Sexual misconduct/contact          Terroristic threat          Profanity or threat to teacher          Vandalism (major)          Weapons policy violation</p> <p><u>Nature of Consequences (administrative level):</u>          suspension, police involvement, and/or recommendation for expulsion</p>

**\*\*\*Administration reserves the right to adapt and revise the disciplinary/behavioral code as necessary depending upon the circumstances. Each case is judged individually.\*\*\***

**RESTORATIVE PRACTICES**

Students may be assigned a restorative intervention with each discipline infraction. This could include, but is not limited to, the following: peer mediation, student/teacher/counselor

conference, apology letter, restorative work in the building, and or restorative circles that may include parents.

### **Academic Integrity (Use of AI & Plagiarism)**

The faculty and administration of Elizabethtown Area High School put forth the following policy on academic integrity based on the belief that instances of academic dishonesty corrupt the integrity of our institution. Each student is expected to produce original material and ideas in response to academic challenges. When a student's work is influenced by the ideas of others, including previously published or disseminated works or ideas, the student is expected to give credit to the others' as the source(s) of the influence(s). Examples of academic dishonesty may include but are not limited to the following: sharing answers on assignments or assessments (except when instructors have specified to do so); using unauthorized materials (crib sheet, hidden notes page) during an assessment; submitting someone else's work as your own, including having someone else and/or unauthorized use of artificial intelligence (AI) to research, write, and/or create work and then putting your name on it; submitting work (or large portions thereof) from a previous/ concurrent course for credit in a current course; allowing other students access to your current or past coursework or exam answers; stealing materials from a classroom, such as an answer document, for use or sharing; submitting requests to instructors for extra time or special considerations based on inaccurate or false circumstances.

Plagiarism is also considered a violation of the academic honesty policy. Plagiarism can be defined as uncredited use of someone else's words, ideas, images, or entire works in your own work without giving them accurate and complete credit (in-text citation and MLA citations list, unless otherwise specified by instructor). It can be done knowingly or negligently, knowingly aiding or facilitating another student's cheating, academic dishonesty, or plagiarism.

*Consequences:* Disciplinary action dependent upon severity, up to and including suspension. The teacher may choose to give the student a zero for the assignment or redo the work for partial credit.

For more information about the district's policy on student discipline please see [EASD Policy 218](#).

### **Acceptable Use of Internet, Computers and Network Resources Violation**

Misuse of district technological resources as outlined in the district's acceptable use of internet, computer and network resources policy.

*Consequences:* Dependent upon the severity, up to and including suspension.

For more information about the district's acceptable use policy please see [EASD Policy 815](#).

### **Assault/Terroristic Threat**

A substantial threat, an attempt to do physical harm to another individual, and/or the carrying out of threats or physical harm toward another individual. This includes verbal and/or physical aggression towards another individual.

*Consequences:* Suspension, Level 2 Code of Conduct violation, SRO/police involvement, or expulsion

For more information about the district's policy on assault and terroristic threats please see [EASD Policy 218](#) and [EASD Policy 218.2](#).

## **Bullying/Harassment**

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Furthermore, cyberbullying includes utilizing artificial intelligence (AI) and/or other technology to create deep fakes or modify another person's image and/or voice to misrepresent a person.

*Consequences:* Dependent upon severity, up to and including suspension

For more information about the district's policy on bullying please see [EASD Policy 249](#).

## **Bus Misconduct**

Students shall obey all bus rules and regulations while riding the school bus according to the guidelines established by the District and transportation company. Administration may suspend students from bus transportation for disciplinary reasons and/or apply other disciplinary consequences ranging from detention to suspension.

*Consequences:* disciplinary action dependent upon severity up to and including suspension.

For more information about the district's policy on transportation please see [EASD Policy 810](#).

## **Civil Rights Violation, Racial/Ethnic Intimidation**

Harassment of any student because of race, color, gender, national origin, sexual orientation, religious preference, physical or mental challenge, handicap, or any other personal belief will not be tolerated by the Elizabethtown Area High School administration and staff. Because the severity of harassment has the potential to be extreme, even on the first offense, the administration has the right to impose consequences that are more severe than the guidelines may suggest.

*Consequences:* Suspension, and/or Code of Conduct violation, possible SRO/police involvement.

For more information about the district's harassment policy please see [EASD Policy 103](#).

## **Class Cut**

Class cuts are considered leaving or being absent from class or school without teacher or administrative permission for any length of time. "Class" is a broad term referring to all assigned locations including but not limited to classes, homeroom, FLEX, study hall and lunch periods. Students who cut class may not be permitted to make-up missed work.

*Consequences:* 1st offense - two detentions

2nd offense - additional detentions, suspension, and/or parent conference

For more information about the district's policy on student discipline and class attendance please see [EASD Policy 204](#) and [EASD Policy 218](#).

### **Creating a Dangerous Situation**

When a student creates a situation that threatens the health, safety, and/or welfare of individuals.

*Consequences:* Dependent upon severity, up to and including expulsion.

### **Dress Code**

**Interpretation of proper dress resides with administration.** Hair and clothing styles are restricted only as they would disrupt the educational process or present a health or safety hazard. Students are expected to observe proper dress and grooming habits appropriate for a school environment.

Apparel that has vulgar or sexual innuendos and/or advertises, promotes or displays illegal substances and/or weapons is prohibited. Apparel that portrays drug, alcohol, cigarette or any type of obscenity, suggestive language, inappropriate cartoon or graphics is also unacceptable.

#### **Student apparel must include:**

1. Shoes or other appropriate footwear - only wearing socks is not acceptable. For safety reasons, appropriate footwear may be more specifically defined by classroom expectations.
2. An appropriate top (clothing worn above the waist) that covers the entire torso and undergarments. Some examples of inappropriate tops include muscle shirts, low-cut tops, tank tops, see-through materials, and thin-strap or strapless apparel as they do not completely cover the torso or undergarments.
3. An appropriate bottom (clothing worn below the waist) that is of suitable length and covers undergarments. Bottoms not considered pants may be worn at any time throughout the school year, but need to be mid-thigh in length and cover undergarments. For safety reasons, shorts are not permitted in some areas, such as technology education. Students must abide by the instructor's policies in these designated areas.

#### **Additional Guidelines:**

- Hats and hair coverings (including those for religious observance) specifically designed to be worn on the head may be permitted at the discretion of the administration, so long as it meets all other aspects of the dress code.
- Hoods and other attire that shield a person's face, side or back of the head are not permitted (except for religious observance) and must be removed at the start of the school day prior to entering the building.
- Clothing, jewelry or other attire containing sharp objects, metal spikes, or chains, which could be used to harm others, are prohibited.
- Blankets or jackets, meant for outdoor wear, are not permitted during the school day.
- Gang apparel, colors, symbols, and other gang identification items are strictly prohibited.

Teachers may ask students to change. However, if students refuse to change or violations continue, administration will be involved. Violations will result in referral to the administration for disciplinary action. If in doubt, ask before wearing the item in question or bring along a change of clothing – students wearing unacceptable clothing will not be permitted in the halls or classrooms. Parent(s)/guardian(s) will

be contacted and a change of clothing will need to be brought to school before the student is permitted to attend classes. Any subsequent infractions involving inappropriate dress may result in a parent/guardian conference and/or further disciplinary action.

Reasonable accommodations may be made for religious or medical reasons or special days such as spirit or field days, with administrative approval.

For more information about the district's dress code please see [EASD Policy 221](#).

### **Drug and Alcohol Violations – Possession/Consumption/Under the Influence**

This includes possession and/or use of any beverage containing alcohol on school property or any school sponsored event, the possession and/or use of dangerous controlled substances prohibited by law on school property or any school sponsored event, and look-alike substances. A look-alike substance is a non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

*First Offense-* Ten days OSS, mandatory S.A.P. referral, level 2 Code of Conduct violation and SRO/police involvement.

*Second and subsequent offenses-* Ten days OSS, mandatory S.A.P. referral, Code of Conduct violation, SRO/police involvement and recommendation for expulsion.

For more information about the district's policy on drugs and alcohol please see [EASD Policy 227](#).

### **Drug and Alcohol Violations – Distribution/Manufacturing**

This includes the transfer and/or sale of beverages containing alcohol on school property or any school sponsored event, the transfer and/or sale of dangerous controlled substances prohibited by law on school property or any school sponsored event, and look-alike substances. A look-alike substance is a non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

*First and subsequent consequences-* Ten days OSS, Mandatory S.A.P. referral, level 2 Code of Conduct violation, SRO/police involvement and recommendation for expulsion.

For more information about the district's policy on drugs and alcohol please see [EASD Policy 227](#).

### **Fighting**

A mutual physical altercation.

*Consequences:* Suspension, level 2 code of conduct violation, SRO/Police involvement and possible recommendation for expulsion.

For more information about the district's policy on student discipline please see [EASD Policy 218](#).

### **Hazing**

Hazing is any activity by a student that endangers the mental or physical health or safety of another student or causes destruction or removal of public or private property for the purpose of initiation or membership in any organization.

*Consequences:* Suspension, level 2 code of conduct violation, possible removal from team/group/activity.

For more information about the district's policy on hazing please see [EASD Policy 247](#).

### **Inappropriate language and/or gestures**

Includes inappropriate, obscene, and/or vulgar language or gestures.

*Consequences:* Dependent upon severity, up to and including suspension.

For more information about the district's policy on student discipline and student expression please see [EASD Policy 218](#) and [EASD Policy 220](#).

### **Inappropriate use of restroom spaces**

Restrooms are to be used for their intended purposes only. Students are not permitted to loiter in restrooms, nor is more than one student permitted to be in a restroom stall at the same time. Standing in the doorway of a stall is considered to be in the stall.

*Consequences for loitering:* Dependent upon severity, may include pass restrictions, administrative detention(s), or suspension for repeated offenses.

*Consequences for multiple students in a stall:*

*First offense:* 1-day ISS, parent notification, possible pass restrictions

*Subsequent offenses:* 1-3 days ISS, parent meeting, pass restrictions, alternative plan of restrictions and support

### **Insubordination**

Insubordination includes but is not limited to refusing to follow staff directives, requests, or instructions.

*Consequences:* Dependent upon severity, up to and including suspension.

For more information about the district's policy on student discipline please see [EASD Policy 218](#).

### **Forgery/False Report**

This includes but is not limited to filing a false report, forging parents(s)/guardian(s) signatures, and providing false or intentional information to a staff member.

*Consequences:* Disciplinary action depending on severity, up to and including suspension, possible SRO/police involvement

For more information about the district's policy on student discipline please see [EASD Policy 218](#).

### **Personal Electronic Devices (Cell Phones)**

Students must follow expectations as communicated within all classrooms and common areas.

**Classrooms - OUT OF SIGHT, OUT OF MIND.** Personal electronic devices (including headphones/listening devices of any kind) are not permitted to be used. Teachers may grant exceptions for instructional purposes as defined by classroom procedures.

**Common areas-** (cafeteria, lobbies, hallways, etc.) personal electronic devices are permitted to be used responsibly and respectfully in accordance with school expectations.

Failure to follow expectations will result in discipline and/or office referrals. General guiding principles for electronic devices (including headphones/listening devices of any kind):

- Any device that is audible, visible, being looked at, being accessed wirelessly or by any other means not consistent with instructional purposes is considered “in use.”
- Students utilizing devices to photograph or record other individuals are at risk for disciplinary action related to the disruption of the educational environment.
- Students using a device without authorization from a faculty/staff member, or in any way, which violates Policy 237, may be required to surrender the device.
- The school district is not liable for any lost or stolen electronic items. If brought to school it will be at the students’ own risk.

If a student is sent to the office for failure to follow a classroom electronic device policy, the following consequences apply:

*Classroom consequence-* The student’s electronic device is turned off and placed on the teacher's desk until the end of the period/block. The student will be assigned a teacher detention and is advised of the penalty for an office referral/repeat offense.

*First Office referral* – The student’s electronic device is secured in the main office and remains in the office until the end of the school day. The student will be assigned an administrative detention and is advised of the penalty for a second offense.

*Second Office referral* – The student’s electronic device is secured in the main office and the student’s parent/guardian-must pick up the electronic device in the main office at the end of the school day. The student will be assigned two administrative detentions.

*Subsequent Office referrals* – The student’s electronic device is secured in the main office and the student’s parent/guardian-must pick up the electronic device in the main office at the end of the school day. Additional disciplinary consequences will include securing device(s) in the main office for the duration of the school day, parent conferences, detentions, and other supportive actions.

For more information about the district’s policy on personal electronic devices please see [EASD Policy 237](#).

### **Sexual Harassment/Misconduct - Title IX**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

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

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

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

*Consequences:* Suspension and/or Code of Conduct violation, possible SRO/police involvement.

For more information about the district's policy on sexual harassment, please see [EASD Policy 103](#).

### **Tardy/Partial Absences**

Each time a student is tardy to school, they will report to the office for an admittance slip. Accumulation of unexcused tardy/partial absences will result in discipline as follows:

- o Tardy/Partial Absence #3: Administrative Warning
- o Subsequent Tardy/Partial Absences: progressive disciplinary consequences including parent(s)/guardian(s) notification/conference, attendance support plans, detention, loss of SOC, loss of the privilege to attend after school activities (athletic events, dances, field trips, and any activities deemed a privilege to attend by the administration).

**Dental, doctor, legal or other legitimate appointments will not be counted towards the above tardy/partial absence process only if appropriate supporting documentation is submitted.**

Oversleeping or missing the bus are NOT considered acceptable excuses for tardiness. Tardy/partial absence tracking is marking period based, and therefore restarts at the onset of each new marking period.

**Tardy to class** - A student is tardy for class if they are not in the room when the late bell rings. Late to class arrivals may result in the classroom teacher assigning disciplinary consequences up to and including a teacher detention. An accumulation of tardiness to class may result in discipline referrals and administrative detentions.

- o *First Office referral:* Administrative Detention
- o *Subsequent Office referrals:* progressive disciplinary consequences including parent(s)/guardian(s) notification/conference, attendance support plans, detention, loss of SOC, loss of the privilege to attend after school activities (athletic events, dances, field trips, and any activities deemed a privilege to attend by the administration).

For more information about the district's policy on attendance and student discipline please see [EASD Policy 204](#) and [EASD Policy 218](#).

### **Theft**

Theft includes but is not limited to the act of stealing; the wrongful taking and carrying away of the personal goods or property of another including school property and cafeteria food/items.

*Consequences:* Disciplinary action dependent upon the severity, up to and including suspension, possible SRO involvement.

For more information about the district's policy on student discipline please see [EASD Policy 218](#).

### **Tobacco and Vaping Violations**

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

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

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either: Tobacco, whether in its natural or synthetic form; or Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

#### *Consequences:*

*First offense:* up to 3 days OSS, parent notification, Code of Conduct violation, Police/SRO involvement, SAP referral and/or cessation education program for reduced term of suspension.

*Second offense:* up to 5 days OSS, mandatory parent meeting, Code of Conduct violation, mandatory SAP referral and/or cessation program for reduced term of suspension if student has not already done so, Police/SRO involvement and citation.

*Third offense:* up to 10 days OSS with recommendation for expulsion, mandatory parent meeting, Code of Conduct violation, mandatory SAP referral and cessation education program, Police/SRO involvement and citation.

*\*Electronic devices are subject to testing. If found to contain controlled substances, students are subject to disciplinary proceedings under a drug policy violation.*

For more information about the district's tobacco policy please see [EASD Policy 222](#).

### **Unlawful Absences**

In accordance with Pennsylvania Compulsory School Attendance Laws, students will receive notification after the accumulation of three, six and ten unlawful absences from school. See the EASD General Attendance Information section in this handbook for more information.

The accumulation of unlawful/illegal absences will result in progressive disciplinary consequences including parent(s)/guardian(s) notification/conference, attendance support plans, detention, loss of SOC, loss of the privilege to attend after school activities (athletic events, dances, field trips, and any activities deemed a privilege to attend by the administration). Also, be aware that unexcused or illegal absences can result in the inability to make-up missed assignments and academic decline.

Excusable absences will not be counted towards the above unlawful absence procedure when a legal excuse is provided within three days.

For more information about the district's policy on student discipline and class attendance please see [EASD Policy 204](#) and [EASD Policy 218](#).

### **Vandalism**

Willful damage to school property.

*Consequences:* up to and including expulsion based on severity of incident, restitution, Police/SRO involvement.

For more information about the district's policy on vandalism please see [EASD Policy 224](#).

### **Weapons**

Weapons shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shotgun, rifle, air rifle, BB gun, pellet gun, or any pistol version thereof, chemical agent, explosives or fireworks, or other such devices, and any other tool, instrument or implement capable of inflicting serious bodily injury. The term weapon shall also include items which are replicas or look-alike weapons, whether or not actually capable of inflicting bodily injury and whether or not sold as toys, if the item could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe school environment (as defined by Act 26 PA School Code). A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in student's vehicle on school property; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on their way to or from school. For more information about the district's policy on weapons please see [EASD Policy 218.1](#).

*Consequences:* OSS, SRO/Police involvement, level 2 Code of Conduct violation recommendation for expulsion.

***\*\*\*\*Administration reserves the right to adapt and revise the disciplinary/behavioral code as necessary depending upon the circumstances. Each case is judged individually. \*\*\*\****

### **LUNCH RESTRICTION**

Lunch restrictions are assigned to students during their assigned lunch periods. Students who are purchasing lunch from the cafeteria should report to the cafeteria to purchase their lunch and report to the designated location. If a student is packing lunch, students should report directly to the designated location. If a student arrives late, they will be subject to additional days of lunch restriction and/or additional consequences. Students are not permitted to use their cell phones during lunch restriction but may work on school work or read quietly during their assigned time.

## DETENTION

Teacher detentions are held at a time established by the teacher. Students and/or parent(s)/guardian(s) will be given at least 24 hours notice to make necessary transportation arrangements. The duration of the detention will be left to the teacher's discretion, but will not exceed 3:25p.m. on any one day. Teachers should make contact with the parent(s)/guardian(s) upon issuing a detention.

Administrative detentions are held from 2:45-3:15 p.m. It is the student's responsibility to bring work to do. Students will be given at least 24 hours notice to make necessary transportation arrangements. If a student is unable to attend a scheduled detention, it is the responsibility of the student to see an administrator prior to the scheduled detention to reschedule. Acceptable reasons to reschedule include doctor appointments, court hearings, and family emergencies. **Please Note:** Detention time is held as an obligation.

## SUSPENSION

Suspension is a function of the school administration. When students accumulate multiple disciplinary infractions which merit suspension, the High School Administration will apply a model of progressive discipline. This model is a linear model that tracks disciplinary infractions that merit suspension over a student's entire high school career. As students accumulate offenses, they will progress with the appropriate recommendations of the disciplinary model. **The listed actions and responses are minimum consequences as more severe disciplinary consequences may occur dependent upon the infraction.**

The length of suspension to be imposed or any recommendation for expulsion will be based upon the circumstances surrounding the offense, the magnitude of the offense and the student's disciplinary record to date. Repeat offenders, and those students who violate other school rules as well, will receive discipline in proportion to their record.

**During suspension periods, students are prohibited from attending any school functions and/or participating in any school-sponsored clubs, activities, sports, etc.**

Suspension (in-school or out-of-school) shall mean exclusion from regular school program(s) for a period of up to ten consecutive school days. A student may be suspended by the administration if there is reasonable cause to believe that:

- 1) the health, safety or welfare of students, faculty or school property is endangered or will be endangered; or
- 2) the student is causing substantial interference with classroom instruction or the maintenance of good order in the school, or
- 3) the student is causing continuous misconduct
- 4) an investigation is taking place concerning student behavior and the student's presence at school will disrupt the accuracy of the investigation process.

In-School Suspension (ISS): If a student is assigned ISS they will be removed from regular classes and placed in the ISS room for the duration of the suspension. Students must report directly to the ISS room upon arrival at school and leave school property immediately following dismissal. Students are expected to complete all classroom work for the date assigned to ISS that will be provided by his/her teachers. Students failing to complete the work provided by his/her teacher will result in further disciplinary action being taken. Lunch will be eaten in the ISS room. If a student causes a disruption in the ISS room or willfully neglects to follow the rules of the ISS room, additional days of suspension or out of school suspension may occur.

Students that have been assigned ISS must still attend any detentions that they might have. Otherwise, they are not to be on school grounds or at any other school functions.

Out-of-School Suspension (OSS): A student can be suspended out of school for a period of one to ten consecutive school days. When an out-of-school suspension occurs, parent(s)/guardian(s) are encouraged to restrict their child to the home during school hours. Parents/Guardians can arrange to pick up any work that their child may miss during their suspension in the high school counseling office. Students may not be on school property or in any school building. All violators will be charged with trespass and/or fined in accordance with provisions of the law.

When the out-of-school suspension exceeds three school days, the student and parents/guardians will be given the opportunity for an informal hearing with a building administrator. Such a hearing shall take place as soon as possible after the suspension. A student may be suspended out-of-school up to ten school days following an informal hearing.

For more information about the district's suspension/expulsion policy please see [EASD Policy 233](#).

#### Informal Hearings

Students suspended for a period of time longer than three days shall be afforded an informal hearing with a building administrator within the first five days of the suspension. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardians to meet with the principal to discuss ways by which future offenses can be avoided.

Students suspended during examinations or near the end of the school year or at any other period of time critical to their educational future may request to arrange for the completion of all work, even though the suspension is short term.

#### EXPULSION

Expulsion is a function of the Board of School Directors. The administration may recommend expulsion if a student persistently violates the provisions of the suspension section, or if a single offense is of sufficient magnitude to warrant a recommendation for expulsion. Expulsion shall mean exclusion from school for a period exceeding ten school days and may result in permanent exclusion from school.

For more information about the district's suspension/expulsion policy please see [EASD Policy 233](#).

#### Formal Hearings

In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

The following due process requirements are to be observed with regard to a formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.

3. The hearing shall be held in private, unless the student or parent(s)/guardian(s) requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer any questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder; the student is entitled to, at the student's expense, a copy of the transcript.
9. The proceedings must be held with all reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

### SEARCHES

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

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

A student who fails to cooperate with a justified suspicion-based search which is reasonable in scope may be presumed to be in possession of the prohibited item sought in the search and subject to disciplinary action for the possession of the same. For purposes of this paragraph, failure to cooperate includes, but is not limited to, a student's refusal to allow the administration to search a bookbag, purse or other item to store personal belongings; a student's refusal to empty their pockets or to remove items that have been placed in their undergarments; a student placing sought after items in their mouth; or a student discarding an item to avoid its recovery.

For more information about the district's policy on searches please see [EASD Policy 226](#).

## **STUDENT SERVICES**

### COLLEGE AND MILITARY VISITATIONS AT THE HIGH SCHOOL

As a segment of the student services department's career/educational planning service, the counselors invite numerous college/university representatives to meet with students who have an interest in the visiting school. Sessions are scheduled throughout any given school term, although most colleges visit the district during the first semester. Notification of a visitation occurs via the morning announcements,

through Schoology, and on the counseling department website. To attend a session, students should sign up on the [counseling office website](#). On the day of the visitation, the student should access their ehall pass to attend.

### COUNSELING PROGRAM

Individual counseling is available to all students through the school counseling office. Students should feel free to consult with a school counselor regarding any concerns they may have regarding their academics, career exploration and/or social or emotional needs. Any student wishing to see a school counselor should make an appointment with the counseling secretary.

The school counseling department has a number of career and college planning resources, which are available in the high school counseling office. Web-based programs provide up-to-date career and college information. Students are encouraged to use the counselors and the counseling office as a resource for career exploration, to navigate the post-secondary education search, complete college applications, and apply for financial aid and scholarships. Students should also consider participating in the annual Instant Decision Week. Colleges and Trade and Technical Schools offer on-the-spot acceptance decisions at the high school the first week in October. Military Branches are also available to meet with students and discuss enlistment opportunities. Students will find all information regarding Instant Decision Week on Schoology, the Bear Bulletin, as well as advertised throughout the school.

### FINANCIAL AID

The high school counseling department offers assistance to students who seek financial aid for attendance at post-secondary schools. The counseling department advertises the availability of college and community scholarships and the financial aid process in a variety of ways. School Counselors meet with students individually, in a large group session, and also advertise information through the Counseling Corner found in the Bear Bulletin, on the TVs in the lobbies, via Schoology and emails, and through announcements. There is an informational Financial Aid Night offered annually as well as an Open FAFSA Lab offered to parents and students to navigate the financial aid process. Information regarding the financial aid process can be found on the Counseling Department Website and at [FAFSA.gov](#).

### INSTRUCTIONAL MATERIALS CENTER (IMC)

The IMC serves students in grades six through twelve. To function in the best interest of all students, the IMC adheres to the following guidelines:

Students must have a pass in order to enter the IMC unless they are there for an assigned study hall. Any student may go to the IMC without a pass between 7:25a.m. and 7:40 a.m. and also between 2:40 p.m. and 3:00p.m. Throughout the rest of the day, students are admitted to the IMC when accompanied by a teacher or with a pass signed.

Books are regularly circulated for a two-week period. In extreme emergencies, the library staff reserves the right to reduce the time limit for a source even after it has been checked out so that others may use it. Magazines circulate for two weeks. All students have access to the materials in circulation. We strive to provide a wide variety of high-quality books for all our students. Our library collection includes books for young adults and older students; some may contain more mature subject matter. Students have access to all library materials, however, some parents/guardians may feel their student is not ready for certain books. We strongly encourage parents/guardians to determine the appropriate level for their student. If you feel your student should not be allowed to check out certain books, please use the link and complete

the [opt-out form](#) for your student and they will be flagged in our system, which will restrict their access to certain books.

No fines are charged for overdue library sources unless the item is lost or damaged. However, the student who habitually abuses circulation regulations risks the loss of his/her library privileges. The student receives a notice when sources are overdue. The student is then expected to return, renew, or pay for the materials. If the materials are still delinquent after four weeks, a letter is sent to the parent/guardian. If the matter remains unresolved, disciplinary measures may be taken and a Student Obligation Form will be submitted by the library staff to the high school office. This will result in the student's loss of privilege to attend after school activities (athletic events, dances, field trips and any activities deemed a privilege to attend by the administration) until the missing materials are returned or paid. When a student pays for a library source, a receipt is issued. Should the material be found, the student's money is refunded upon presentation of the receipt. Misbehavior in the IMC may result in the temporary or permanent loss of a student's library privileges.

### NURSING SERVICES

A Certified School Nurse is available in the high school health room for first aid treatment of accidents or illnesses occurring during school hours. The nurse is not permitted to diagnose illnesses or treat injuries that happen outside of the school day. If a student becomes ill/injured during school hours, they should have the classroom teacher make a pass to report to the school nurse. Students should not leave class for problems that are not causing an immediate obstacle to class participation.

#### **Students will be sent home excused from school for any of the following reasons:**

- Active vomiting
- Active diarrhea
- Temperature of 100.4° Fahrenheit or greater

Students **MUST** be fever-free for 24 hours without fever-reducing medication before returning to school.

### School Nurse Visits

If a student reports to the nurse during the school day due to not feeling well, the school nurse will evaluate the student's health.

- If the nurse finds the student to be ill, the nurse will call the parent/guardian to ask for the student to be picked up. This is an excusable absence.
- If the nurse finds the student to be healthy enough to stay at school, the student will be asked to return to their classroom.
  - Following a healthy check-up from the nurse, if the student contacts home to ask to be picked up, and if the parent/guardian picks up the student, the absence will not be excused.
  - Also, if the student contacts a parent without going through the nurse's office or office, and if the parent/guardian picks up the student, the absence will not be excused.

### Assistive Devices

Students utilizing assistive devices in school (crutches, wheelchair, immobilizer boot, use of elevator, etc.) **MUST** have a medical provider's order stating the necessity for the assistive device and any special accommodations.

### School Medication Policy

#### *Medication brought from home.*

1. Any medication, over-the-counter or prescription, brought from home must have a signed written order from their medical provider and signed parent consent, giving permission for the administration of the medication.
2. Students may not transport medication to school. Medication must be brought to school by a parent, or another responsible adult, and given directly to the nurse.
3. All medication must be delivered in the original container.
4. No medication will be given without a written order by a medical provider and signed parental consent.
5. Students may obtain permission to carry inhalers, Epipens and diabetic supplies by obtaining written orders from a medical provider (providers are considered as MD, DO, LRNP, PA) and parent consent stating that the student is both capable and responsible for self administering the medication. The student must notify the nurse or designee immediately upon each use for follow-up.

*Medication provided by school.* Our school doctor provides the district with orders allowing for brand-name or generic forms of Tylenol, Ibuprofen, Antacid, allergy medicine and cough drops to be administered at the discretion of the nurse, providing there is signed consent by the parent(s)/guardian(s). For more information about the district's medication policy please see [EASD Policy 210](#) and [EASD Policy 210.1](#).

### ANNUAL SCREENINGS

Vision, height/weight and BMI (Body Mass Index) screenings occur annually, 9-12. Hearing screenings are performed in 11<sup>th</sup> grade and for any student with a history of hearing loss. A physical examination is required by the PA Department of Education sometime within a year prior to the start of 11<sup>th</sup> grade. Also, a meningococcal (MCV<sub>4</sub>) booster is due for all 12th grade students within the first 5 days of the school year.

### STUDENT ASSISTANCE PROGRAM (SAP)

The high school Student Assistance Program (SAP) is a confidential service which provides help for students with any needs or circumstances which interfere with school activities. Such needs or circumstances are unlimited, but can include alcohol, drug, and/or mental health concerns. To refer yourself or someone you care about, pick up a confidential referral form from any of the SAP team members, counseling office, nurse's office, or the high school office.

### STUDENT RECORDS

A record of academic progress, achievements, personal data, and other pertinent information is maintained for each student from entrance to school to the completion of their school career. The record of an individual student is confidential and is stored in the Counseling Office.

Cumulative record files are accessible to the professional staff and office personnel. Records are maintained with transcript information and personal data. Parents or legal guardians may review records of their children under the supervision of a school counselor or administrator.

A separate record of discipline is maintained in the high school office. This record is for the current school year. Disciplinary records do not become a part of a student's permanent record.

For more information about the district's student records policy please see [EASD Policy 216](#).

### SCHOOL RESOURCE OFFICER (SRO)

The role of the School Resource Officer (SRO) in the high school is not only to provide law enforcement services to the school community, but also to establish a close partnership with school administration in order to provide a safe school environment. The SRO is visible within the school community, building a working relationship with the school's staff as well as with student and parent groups.

### SUPPORT GROUPS

As part of a comprehensive school counseling program, student support groups are available to provide aid for teens. These groups give students the opportunity to express their concerns, to receive peer support, and to develop constructive strategies for addressing their concerns. Students volunteer to participate in these groups and discuss a variety of adolescent issues. Scheduling for support groups at each instructional level is based on facilitator and student availability. Every effort is made to have students miss as little academic instruction as possible.

Some students in the high school are unable to perform in the classroom because of on-going outside concerns. It is anticipated that these support groups will address these concerns and assist students in their daily activities both in school and out of school.

## **STUDENT ACTIVITIES & ATHLETICS**

### ACTIVITIES AND ORGANIZATIONS

The activities at Elizabethtown Area High School appeal to a variety of interests. Information about clubs and organizations are available on the EAHS Student Announcements Schoology page and the district website. Any student interested in forming a new activity and who has an advisor on the faculty interested in sponsoring the activity should complete the activity request form found on the Athletic webpage.

In addition to the rules and regulations listed in the Student Handbook, the School Board Policies, individual activity rules will also govern all students who participate in extracurricular activities.

For more information about the district's clubs and organizations please see [EASD Policy 122](#).

### NATIONAL HONOR SOCIETY

The National Honor Society requires that members possess not only academic excellence but also a desire to lead and serve society, which requires time and initiative. Therefore, the selection process considers scholarship, leadership qualities, service, and exemplary character. Students must achieve and maintain a 96% weighted grade point average. All students must have a good discipline record, including but not limited to any out-of-school or in-school suspensions in grades 9-12.

### STUDENT COUNCIL

The student council consists of representatives from each class. The purpose of the Student Council is to provide a forum for the school community to express constructive criticism of the school in its entirety; to nurture student involvement in the practical application of the democratic process in areas of student concern; to attempt to implement meaningful change where seen fit by the council in any area relating to the school in general; to protect the rights of students under the auspices of the present legal interpretation of their rights as citizens of the United States; to advise them of their responsibilities as students; and to promote the general welfare of the school. Additionally, it is responsible for many of the

social activities such as dances, parties, etc. held in the school. For more information on the district's student council policy please see [EASD Policy 228](#).

### **INTERSCHOLASTIC ATHLETIC PROGRAMS**

Elizabethtown Area High School offers a variety of both boys and girls varsity, junior varsity, and junior high athletic programs. For an extensive listing of the programs available to students please reference the district website under Athletics.

For more information on the district's interscholastic athletic programs please see [EASD Policy 122](#).

## **ELIZABETHTOWN AREA SCHOOL DISTRICT STUDENT CODE OF CONDUCT**

### **Scope of Code of Conduct**

**This document applies to all students in grades 6 through 12.** The term "extracurricular" shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation (including but not limited to athletics, clubs, dances, prom, and fundraisers). Violations of the Code of Conduct are progressive throughout a student's career. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations, which are specific to their extracurricular activity.

As a student of the EASD, you are a public figure responsible for representing your team, your activity, your school district, and your community in the most positive way.

### **I. Standards of Conduct**

Students at the EASD are subject to the standards and conduct embodied in the following:

1. State, Federal, Civil and Criminal Laws
2. EAHS/EAMS Student Handbook
3. EASD Student Code of Conduct
4. P.I.A.A Rules
5. Team or Activity Rules & Guidelines

Violation of any of these standards of conduct will result in discipline as further described below.

### **II. Suspension and Disciplinary Process**

1. Suspension and the length and severity of the suspension may vary depending on the type of circumstance of the violation. Appropriate sanctions by administration **may** include:
  - a. Warning - The issuance of a written or verbal warning.
  - b. Probation - Special statues with conditions imposed for a limited time.
  - c. Suspension - Removal of a student from all extracurricular activities. The length of the suspension may last from one day up to and including an entire calendar year.
  - d. Expulsion - Permanent removal from all extracurricular activities. This expulsion will be in duration for the extent of the student's high school "career".
  - e. Student Assistance Program (SAP) referral.

### **III. Specific Violations of Code of Conduct**

Students found to be in violation of the Student Code of Conduct will be suspended from participation in all extracurricular activities.

**Level 1 Offenses:**

1. ***Repeated Student Handbook Violations*** – Repeated violations of the Student Handbook - including but not limited to: tardiness, class cuts, classroom disruptions, bus infractions, no show for detentions, etc.

**Level 2 or Greater Offenses:**

1. ***Students charged with Violation of Criminal Law***-When a student has engaged in conduct that is in violation of criminal law, the student will be placed on immediate suspension. Violation of criminal law will include, but not be limited to, conduct that constitutes a misdemeanor, felony, or any other class of criminal conduct.
2. ***Drugs and Alcohol*** - Pennsylvania law prohibits individuals under 21 years of age from possessing, distributing or consuming alcoholic beverages. Additionally, the Pennsylvania Controlled Substance, Device and Cosmetics Act likewise prohibits all individuals from possessing, using or distributing:
  - a. Illegal drugs, including steroids.
  - b. Look-alike drugs.
  - c. Any other mood-altering substance.
  - d. Prescription drugs in a manner inconsistent with the directives of the licensed prescriber.
  - e. Drug paraphernalia.
3. ***Tobacco/Vaping*** - Pennsylvania law prohibits students from possessing or using tobacco products on all school district property, including all school buildings, school vehicles and school grounds. This applies to vaping and vaping related products as well. Students in violation of this will be subject to disciplinary action.
4. ***Hazing*** - The Board encourages students who have been subjected to hazing, bullying, cyber bullying and/or harassment to promptly report such incidents to the building administrator. Secondary administration shall promptly investigate all complaints and administer appropriate discipline to any individual(s) who violate any of these policies. Discipline could include dismissal from activity. *For more information on the district's policies, see policies 103, 247 and 249 on the EASD website.*
5. ***Serious Handbook Violations*** – See Student Handbook - including but not limited to: fighting, insubordination, bus infractions, theft, vandalism, etc.
6. ***Repeated Level 1 Offenses***

During the suspension, the student will not have any involvement in extracurricular activities. The length of a suspension will be applied based upon the length of the school year as defined below. The beginning and end of the school year will vary based upon each student's involvement with extracurricular activities.

Beginning of School Year (one of the following):

- First day of school as defined by the school calendar
- First day of fall sports season
- First day of an extracurricular activity

End of School Year (one of the following):

- Last day of school as defined by the school calendar
- Last day of spring sports season (last day of competition)
- Last day of an extracurricular activity

Violations of the Student Code of Conduct will be addressed by the following levels of discipline.

**Level 1:** Suspension from participating in extracurricular activities for up to 10 calendar days.

**Level 2:** Suspension from participating in extracurricular activities for up to thirty (30) calendar days and a mandatory Student Assistance Program (SAP) referral. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

**Level 3:** Suspension from participating in extracurricular activities for sixty (60) calendar days and a mandatory Student Assistance Program (SAP) referral with completed assessment and proof of compliance with recommendations. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

**Level 4:** Suspension from all extracurricular activities for one (1) calendar year from the date the incident is verified and a mandatory SAP referral with completed assessment and proof of compliance with recommendations. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

**Level 5:** Total prohibition from all extracurricular activities for the remainder of the student's years in the school district.

\*\*Students may also be referred to the appropriate law enforcement agency for legal action\*\*

## ANNUAL NOTIFICATIONS

### Annual Special Education Notification 2025-2026 School Year

#### Programs for Eligible or Protected Handicapped Students

In compliance with state and federal law, notice is hereby given by the Elizabethtown Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of the applicable procedure. Individualized services and programs are available for children who are determined to be eligible and in need of specially designed instruction due to the following condition(s):

1. Autism
2. Blindness or Visual Impairment
3. Deafness or Hearing Impairment
4. Developmental Delay (Early Intervention)
5. Intellectual Disability
6. Multiple Disabilities
7. Traumatic Brain Injury
8. Other Health Impairments
9. Orthopedic Impairment
10. Emotional Disturbance
11. Specific Learning Disability
12. Speech or Language Impairment

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child, and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the building principal.

In compliance with the state and federal law, the Elizabethtown Area School 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 to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school-age with a physical or mental disability, which substantially limits 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 enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact the building principal.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are

delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

All information gathered about your child by the public school is subject to the confidentiality provisions contained in Federal and State law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as right of confidentiality and access to educational records, you may contact the building principal in writing.

Screening and Gifted Identification Process:

In adherence to PA Regulations for Gifted Education, the Elizabethtown Area School District supports a multiple criteria method for identifying eligible students who may be gifted. Teachers, parents, school counselors, a school psychologist, administrators, and other individuals at the parents' request are involved in the process. The process includes a review of classroom performance and school records, use of rating scales and parental input, and evaluation by school psychologist and multidisciplinary evaluation. All students in the gifted education program demonstrate a need for specially designed instruction.

Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code Section 4 may request in writing their child be evaluated under the criteria of 22 Pa. School Code Section 16.22.

## **Annual Notifications from the Elizabethtown Area School District**

Under various state and federal laws and board-approved district policy, the Elizabethtown Area School District must annually share various notifications with parents and guardians related to the operations of the District. The 2025-2026 annual notifications can be found on the District website at [www.etownschools.org](http://www.etownschools.org). Feel free to contact Troy Portser, Director of School and Community Information, for the Elizabethtown Area School District, by phone at (717) 367-1521, ext. 10024 or by email at [troy\\_portser@etownschools.org](mailto:troy_portser@etownschools.org) if you have questions or concerns about the District's annual notifications.

## **POLICY DISCLOSURES**

- Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students
- Policy 103.1 - Discrimination/Title IX Sexual Harassment Affecting Qualified Students with Disabilities
- Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff
- Policy 105.1 - Review of Instructional Materials
- Policy 138 - Language Instruction Educational Program for English Learners
- Policy 142 - Migrant Students
- Policy 200 - Enrollment of Students
- Policy 203 - Immunizations and Communicable Diseases
- Policy 204 - Attendance
- Policy 209 - Health Examinations/Screenings
- Policy 209.1 - Food Allergy Management
- Policy 209.2 - Diabetes Management
- Policy 210 - Medications
- Policy 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- Policy 218.1 - Weapons
- Policy 222 - Tobacco and Vaping Products
- Policy 226 - Searches
- Policy 227 - Controlled Substances And Paraphernalia
- Policy 235.1 - Surveys
- Policy 236.1 - Threat Assessment
- Policy 237 - Electronic Devices
- Policy 246 - School Wellness
- Policy 247 - Hazing
- Policy 249 - Bullying/Cyber Bullying
- Policy 250 - Student Recruitment
- Policy 251 - Students Experiencing Homelessness, Foster Care, and Other Educational Instability
- Policy 322 - Gifts
- Policy 806 - Child Abuse
- Policy 808 - Food Services Policy
- Policy 810.2 - Video/Audio Recording on School Transportation
- Policy 823 - Naloxone
- Policy 906 - Public Complaint Process

**GENERAL DISCLOSURES**

- Children's Health Insurance Program
- Crisis Counseling Opt-out Process
- Do Not Photograph
- Free and Reduced Lunch Program
- Gifted Education Services
- Library Book Opt-out Process
- Military and College Recruiters
- Right to Request Teacher Qualifications
- Special Education Services

**FACILITY OPERATIONS**

- Asbestos Management Plan
- Integrated Pest Management Plan

**ANNUAL FEDERAL NOTIFICATIONS - FACILITY OPERATIONS**

- Family Education Rights and Privacy Act - Student Record
- Family Education Rights and Privacy Act - Directory Information
- Protection of Pupil Rights Amendment