



**Eastern Lebanon County School District**

**Eastern Lebanon County High School**

**2025-2026**

**Parent/Student Handbook**

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# ELCO School District Information

## Board of Directors

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

## District Administration

Mrs. Julia Vicente.....	Superintendent
Dr. Barbara Davis.....	Assistant Superintendent
Mrs. Elaine Mathias .....	Business Manager
Mrs. Megan Hanichak .....	Assistant Business Manager
Mrs. Amy Shoemaker.....	Director of Pupil Services
Mr. Robert Boltz.....	Director of Technology
Dr. Kimberly Mecca.....	Director of Special Education
Mrs. Darbe DeHaven.....	Director of Human Resources
Mr. James Frantz.....	Director of Buildings and Grounds
Mr. David Ludwig .....	Director of Food Services
Mr. Tommy Mealy.....	Director of Athletics

## District Staff

Addie Bird.....ESL Teacher  
Stephanie Bohannon.....Technology Support Staff  
Daniel Gonzalez.....School Police Chief  
Kimberly Hackman.....Administrative Assistant for Technology  
Jessica Hutchinson.....School Psychologist  
Kirsten Hurley.....School Psychologist  
Laurabeth Kapp.....Gifted Support Teacher  
Tina Kunde.....Admin. Asst. for the Asst. Superintendent & Student Registration  
Brett Lovell.....Technology Support Staff  
Danielle Martin.....ESL Teacher  
Jennifer Martin.....Future Ready Facilitator  
Shannon Martin.....Special Education Consultant  
Lori Mosser.....Administrative Assistant for the Superintendent  
Ying Moua-Yang.....Admin. Asst. for Special Education & Pupil Services  
Kelly Smith.....Social Worker  
Cameron Smithgall.....Technology Support Staff  
Tina Ulrey.....Special Education Consultant  
Amy Zelinske.....ESL Teacher

## Eastern Lebanon County Schools

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



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

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



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

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



*Principal, Dr. Michael Gerhart*  
*Assistant Principal, Mrs. Mindy Smith*  
*Administrative Assistant, Mrs. Stephanie Werner*  
*Administrative Assistant, Mrs. Melissa Pagano*

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



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

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



*Principal, Ms. Jennifer Haas*  
*Assistant Principal, Mr. Andy Dornes*  
*Dean of Students, Mrs. Melodie Fair*  
*Administrative Assistant, Mrs. Jennifer Smith*  
*Administrative Assistant, Ms. Maureen McGuire*

# ELCO Mission, Vision, and Shared Values

## **Our Promise...**

We educate for excellence ...

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

## **Our Vision...**

*Educating for Excellence*

## **Our Mission...**

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

## **Our Shared Values...**

### ***We are family***

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

### ***We honor relationships***

*Knowing each learner by name, strength and need*

### ***We believe in unlimited potential***

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

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

### ***We build the future***

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

### ***We are ELCO Strong***

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

## **Statement of Equal Opportunity**

The Eastern Lebanon County (ELCO) School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and technical education program offerings include agriculture. Inquiries may be directed to Amy J Shoemaker, Title IX Coordinator and the Section 504 Coordinator at 180 ELCO Drive, Myerstown PA 17067 or 717-866-7117 or [ashoemaker@elcosd.org](mailto:ashoemaker@elcosd.org).

Reference: <https://www.pa.gov/agencies/education/programs-and-services/instruction/elementary-and-secondary-education/career-and-technical-education>

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## **Alma Mater**

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

Words and Music by June and Harold Yeagley

## **School Colors**

Blue and Gold

## **School Mascot**



# District Calendar



## 2025-2026 Calendar Eastern Lebanon County School District



Approved: February 18, 2025

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

  

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

  

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

  

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

  

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

  

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

### Important Dates

TBD	Teacher Room Prep Day
Aug 12-13	New Teacher Induction
Aug 19	Opening Day - All Staff
Aug 20	Building In-Service Day K-12
Aug 25	First Day for Students
Aug 29	No School
Sept 1	No School
Sept 23	2-Hr. Late Start
Oct 13	No School
Oct 14	2-Hr. Late Start
Oct 29	End of Marking Period #1
Oct 31*	In-Service Day K-12 - No School
Nov 4	2-Hr. Late Start
Nov 24*-25*	K-12 Parent-Teacher Conferences - No School
Nov 26	Teacher In-Service Day - No School (Exchange)
Nov 27-28	No School
Dec 22	In-Service Day K-12 - No School
Dec 23	In-Service Day K-12 - No School
Dec 24-Jan 2	No School
Jan 19	No School
Jan 20	2-Hr. Late Start
Jan 20	End of Marking Period #2
Feb 13*	K-5 Parent-Teacher Conferences - Early Dismissal for K-5 only
Feb 16	No School
Feb 17	2-Hr. Late Start
Mar 17	2-Hr. Late Start
Mar 25	End of Marking Period #3
Apr 1	No School - Emergency Make-Up Day
Apr 2	No School - Emergency Make-Up Day
Apr 3-6	No School
May 11, 12, 13, 14, 15 18, 19	High School Only 2-Hr. Late Start for Keystone Exams
May 22	Teacher In-Service Day - No School (Exchange)
May 25	No School
May 28	Graduation
Jun 4	Last Student Day - Early Dismissal
Jun 5	Records and Reports Day

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

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

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

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

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

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

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

PSSA Testing Window April 20-May 8

Keystone Testing Windows  
December 3-17  
May 11-22



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

# ELCO High School

## Welcome!

The administration, faculty, and staff of ELCO High School welcome you, our students and parents/guardians! We are excited to work with you throughout your high school experience and to help you become career and college ready. The policies and procedures contained within this Handbook have been carefully developed to provide you, the students, with a safe, productive, and supportive educational environment. ELCO High School is ultimately your school. Be proud of it. Be proud to be a student here. Respect the building and those individuals within the building. Take advantage of the opportunities available and get involved. Let's work together to make 2025-2026 a great school year.

## Student Handbook Disclaimer

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

## Annual Sign Off Forms

Dear Parents/Guardians and Students,

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

Please review the Handbook, either on your student's school-issued iPad or on the High School website at [www.elcosd.org](http://www.elcosd.org), with your student. After reviewing the Handbook, please complete the Annual Student Handbook Acknowledgement Form that is located in the PowerSchool Parent portal. This acknowledgement must be completed by August 25, 2025.

Additionally, the annual sign offs for yearbook photograph, media release, and Responsible Use of the Internet must also be completed in the "Forms" section of the PowerSchool parent portal by August 25, 2025.

# ELCO High School Staff

## High School Administration

Jennifer S. Haas      Principal  
Andy Dornes        Assistant Principal

## High School Main Office Personnel

Melodie Fair        Dean of Students  
Maureen McGuire   Admin. Assistant to the Principal  
Jennifer Smith      Admin. Assistant. to Asst. Principal & Athletic Dept.

## High School Faculty

<u>Teacher</u>	<u>Department</u>
Michele Angstadt	Emotional Support
Madison Balthaser	Agricultural Science
Sheree Beck	Mathematics
Jacqueline Bender	Physical Education
Jonathan Bickel	English
Diane Bidelspach	Autism Support
Addie Bird	English as a Second Language
Rebecca Boland	Family & Consumer Science
Krystal Boxer	Mathematics
Richard Casterline, III	Social Studies
Tara Clauss	Learning Support
Bradley Connors	Social Studies
Zachary Cook	Social Studies
Paul Dissinger	Social Studies
Todd Dresch	Science
Brianne Drexel	English
Kelly Espenshade	Mathematics
David Fair	Music (Band)
Joshua Glant	Mathematics
Jennifer Greene	Learning Support
Wesley Harpold	Mathematics
Holly Hartman	Business Education
Christopher Heft	Science
Gina Hewitt	Spanish
Amy Hicks	Business Education
Austin Kinney	Mathematics
Katie Kokan	English
Janice Koontz	Science
Joseph (JD) Krodel	Health/Physical Education
John Leininger	English
Christopher Longstaff	English
Michael Lucky	Art
Chad Miller	Science
Kenneth Miller	Technology Education
Robert Miller	Social Studies

Valerie Musser	Business Education
Michael O'Neill	English/Gifted Education
Morgan Petersen	Music (Chorus)
Elizabeth Phillips	Family & Consumer Science
Ann Rebuck	Autism Support
Matthew Rissinger	French, Social Studies
Pamela Rittle	Science
Lucas Sandoe	Technology Education
Taryn Showalter	Art
Michael Simmons	Mathematics
Julie Smeltzer	Learning Support
Wesley Soto	Social Studies
Zachary Stuart	Health/Physical Education
Victoria Taylor	English
Amanda Templeton	Media Specialist/English
James Thomas	Science
Kelsey Thorley	Learning Support

### **High School Counseling Department**

J. Thomas Eberly	Counselor Grades 9-12 (O-Z)
Erica Long	Counselor Grades 9-12 (H-N)
John Mentzer	Counselor Grades 9-12 (A-G)
Jennifer Moyer	Admin Asst. Counseling Office

### **High School Health Services**

Renee Zimmerman	Secondary School Nurse
Abigail Beatty	Secondary Building Nurse

### **High School Athletic Department**

Tommy Mealy	Athletic Director
Adam Zurick	Athletic Trainer

### **High School Personnel**

Sherry Brown	Specialized Paraprofessional
Danielle Ebersole	Specialized Paraprofessional
Vicki Eckel	Specialized Paraprofessional
Erica Fisher	Specialized Paraprofessional
Melanie Kauffman	Specialized Paraprofessional
Billie Jean Martin	Specialized Paraprofessional
Steve Zimmerman	EMT Instructor

### **High School Custodial Staff**

Melissa Shellehamer (Head Custodian)

Keith Kiebach

Michael Lohnes

Aleksandr Melnik

Donna Miller

Travis Souders

### **High School Cafeteria Staff**

Alondra Plasterer, Manager

Amanda Bortz

Cindy Hassler

Jennifer Henry

Kathy O'Roark

Beverly Salem

## 2025-2026 Bell Schedules

### Daily Bell Schedule

<b>Advisory</b>	7:35 a.m. – 7:45 a.m.	
<b>Period 1</b>	7:49 a.m. - 8:41 a.m.	
<b>Period 2</b>	8:45 a.m. - 9:37 a.m.	
<b>Period 3</b>	9:41 a.m. - 10:33 a.m.	
<b>Period 4</b>	10:37 a.m. - 11:07 a.m. (Flex or Lunch)	10:37 a.m. - 11:07 a.m. (Flex)
<b>Period 5</b>	<b>11:11 a.m. - 12:03 p.m. (Class)</b>	11:11 a.m. - 11:41 a.m. (Lunch)
<b>Period 6</b>	12:07 p.m. - 12:37 p.m. (Flex or Lunch)	<b>11:45 a.m. - 12:37 p.m. (Class)</b>
<b>Period 7</b>	12:41 p.m. - 1:33 p.m.	
<b>Period 8</b>	1:37 p.m. - 2:29 p.m.	

### Club Day Bell Schedule

<b>Advisory</b>	7:35 a.m. – 7:45 a.m.	
<b>Period 1</b>	7:49 a.m. – 8:34 a.m.	
<b>Period 2</b>	8:38 a.m. – 9:23 a.m.	
<b>Period 3</b>	9:27 a.m. – 10:12 a.m.	
<b>Period 4</b>	10:16 a.m. – 10:46 a.m. (Flex or Lunch)	10:16 a.m. – 10:46 a.m. (Flex)
<b>Period 5</b>	<b>10:50 a.m. – 11:35 a.m. (Class)</b>	10:50 a.m. – 11:20 a.m. (Lunch)
<b>Period 6</b>	11:39 a.m. – 12:09 p.m. (Flex or Lunch)	<b>11:24 a.m. – 12:09 p.m. (Class)</b>
<b>Period 7</b>	12:13 p.m. – 12:58 p.m.	
<b>Period 8</b>	1:02 p.m. – 1:47 p.m.	
<b>Clubs</b>	1:51 p.m. – 2:29 p.m.	

### Two-Hour Delay Bell Schedule

<b>Advisory</b>	9:35 a.m. – 9:41 a.m.	
<b>Period 1</b>	9:45 a.m. – 10:17 a.m.	
<b>Period 2</b>	10:21 a.m. – 10:53 a.m.	
<b>Period 4</b>	10:57 a.m. - 11:29 a.m. (Flex or Lunch)	10:57 a.m. - 11:29 a.m. (Flex)
<b>Period 5</b>	<b>11:33 a.m. - 12:05 p.m. (Class)</b>	11:33 a.m. – 12:05 p.m. (Lunch)
<b>Period 6</b>	12:09 p.m. - 12:41 p.m. (Flex or Lunch)	<b>12:09 p.m. - 12:41 p.m. (Class)</b>
<b>Period 3</b>	12:45 p.m. – 1:17 p.m.	
<b>Period 7</b>	1:21 p.m. – 1:53 p.m.	
<b>Period 8</b>	1:57 p.m. – 2:29 p.m.	

### Extended Advisory Bell Schedule

<b>Advisory</b>	7:35 a.m. – 8:15 a.m.	
<b>Period 1</b>	8:19 a.m. – 9:06 a.m.	
<b>Period 2</b>	9:10 a.m. – 9:57 a.m.	
<b>Period 3</b>	10:01 a.m. – 10:48 a.m.	
<b>Period 4</b>	10:52 a.m. - 11:22 a.m. (Flex or Lunch)	10:52 a.m. - 11:22 a.m. (Flex)
<b>Period 5</b>	<b>11:26 a.m. - 12:13 p.m. (Class)</b>	11:26 a.m. - 11:56 a.m. (Lunch)
<b>Period 6</b>	12:17 p.m. - 12:47 p.m. (Flex or Lunch)	<b>12:00 p.m. - 12:47 p.m. (Class)</b>
<b>Period 7</b>	12:51 p.m. - 1:38 p.m.	
<b>Period 8</b>	1:42 p.m. - 2:29 p.m.	

# Communication with Families

## **Contacting the School**

Your student's teacher(s) will act as your primary point of contact during the school year for most academic issues, including assignments, tests, homework, and projects. Questions related to attendance should be directed to the administrative assistant overseeing attendance, using the High School attendance e-mail: [hsattendance@elcosd.org](mailto:hsattendance@elcosd.org).

Questions related to a student's medical needs, including medication, or our medical procedures, should be directed to one of our school nurses, Renee Zimmerman or Abigail Beatty.

Parents or guardians needing communication beyond these contacts should reach out to the school's Principal or Assistant Principal by calling the High School Office at 717-866-7447.

## **Change of Address/Communication**

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

## **Emergency Communications**

In the event of a building-level emergency situation, communication will be made through the District's mass notification system to parents/guardians by email and/or phone call. It is essential that parents/guardians keep their emergency contact information updated in PowerSchool. In addition, any changes in telephone numbers or e-mail addresses should be completed through the "Forms" section in the PowerSchool Parent Portal.

## **Parent/Guardian Access to Student Records**

### *Board Policy 216: Student Records*

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

## **Student Records: Access Divorce and Custody Agreements**

Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should be informed and given a copy of any court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by a non-custodial parent, the school district will verify the person's identity and notify the custodial parent of the request. In this way the school district can ascertain whether any valid reasons exist for denying the request. In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to

deny access, in the absence of an order or other document, the school district presumes that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district.

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

### **Parent/Guardian Newsletters**

Each month, parents and guardians are sent a copy of the school's parent/guardian newsletter. The newsletter is traditionally e-mailed during the first week of the new month and highlights events happening within the building, special staff announcements, and student achievements. Parents receive a copy of the newsletter through our mass notification e-mail. Parents/guardians wishing to receive the newsletter must maintain an up-to-date email through our student information system, PowerSchool Parent Portal.

### **Parent-Teacher Conferences**

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

### **Parent Advisory**

Administration at the High School is dedicated to creating family engagement through an advisory panel. The building principal will establish regular meeting times for the parent advisory group to interact.

### **Visitors**

#### *School Board Policy 907: School Visitors*

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, all visitors must enter the building through the main entrance and report directly to the main office. Visitors shall be required to sign in and sign out, and shall receive a visitor's pass and/or badge and instructions. A driver's license will be required to obtain a visitor's badge. Visitors may also be provided with a chaperone while in the school building.

All staff members shall be responsible for requiring a visitor to demonstrate that s/he has registered at the school office and received authorization to be present for the purpose of conducting business.

### **Volunteers and/or Chaperones**

#### *School Board Policy 916: Volunteers*

Volunteers are a valuable resource in the ELCO School District and we are grateful for all that they do to serve our schools and students. We welcome community and family members to volunteer in our buildings. We have several policies and guidelines that have been established for all of our volunteers. These guidelines have been created to provide information to the volunteers about how they can support our students and help to

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keep our students safe. Please read all of the information on the ELCO Volunteer website and the ELCO Volunteer Handbook to be sure you are familiar with the requirements. If at any time you need clarification, please reach out to the principal's office for more information.

### **Weather Delays and Early Dismissals**

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

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

# Academic Information

## Curriculum, Assessment, and Instructional Resources

*Board Policy 102: Academic Standards*

*Board Policy 105: Curriculum*

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

*Policy 105.2: Exemption from Instruction*

*Board Policy 108: Adoption of Textbooks*

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

## Educational Planning Guide

The *Educational Planning Guide* is published annually and contains information to assist students and parents in selecting courses that are appropriate to the student's goals, interests, skills, abilities, and future plans. The *Educational Planning Guide* also outlines information pertaining to the academic program of the school. The *Educational Planning Guide* is available for download on the ELCO High School website and is posted in Schoology.

## Graduation Requirements

*Board Policy 217: Graduation*

### Graduation Requirements (Classes of 2026, 2027)

<b>Subject Area</b>	<b>Credits Needed</b>
English	4
Social Studies	3
Mathematics	3
Science	3
Physical Education, Health, Driver's Ed, Freshmen Seminar	2 PE 9 = .25; Freshmen Seminar = .25; Health = .25; Driver's Ed = .25; PE = .5; PE = .5
Courses of Choice	7
<b>Total Credits</b>	<b>22</b>

## Graduation Requirements (Classes of 2028, 2029)

Subject Area	Credits Needed
English	4
Social Studies	3
Mathematics	3
Science	3
Physical Education (includes PE 9)	1.25
Health	.25
Driver's Education	.25
Freshmen Seminar	.25
Personal Financial Literacy	.5
Courses of Choice	7
<b>Total Credits</b>	<b>22.5</b>

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

### Pennsylvania Pathways to Graduation

The Keystone Exams are one component of Pennsylvania's Pathways to Graduation. The Keystone Exams are end-of-course assessments designed to measure students' proficiency in Algebra I, Biology, and Literature. Students are required to complete each of the Keystone Exams by the spring of their junior year in order to meet federal accountability requirements. Reference the chart on following pages for an overview of each Pathway.

# Pennsylvania Pathways to Graduation

## Keystone Proficiency Pathway Numeric or Non-Numeric Scores

**Algebra I**  
Proficient or Advanced

**Biology**  
Proficient or Advanced

**Literature**  
Proficient or Advanced

## Keystone Composite Pathway Numeric Scores Only

At least 1 Keystone Exam scaled score is 1500 or Greater

No Keystone Exam score is Below Basic

The Keystone Exam 3-score composite is 4452 or Greater  
The Keystone Exam 2-score composite is 2939 or Greater  
*(where eligible under §121.1)*

### CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

**CTE Concentrator**  
1 Artifact from pathway criteria

### Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

**Alternative Assessment**  
1 Artifact from pathway criteria

### Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

**Evidence-Based**  
3 Artifacts from pathway criteria

### Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

### Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

**NOTE:** Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements.

# Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
<p align="center"><b>1 Artifact</b></p>	<p align="center"><b>1 Artifact</b></p>	<p align="center"><b>3 Artifacts</b> consistent w/student goals <b>ONE</b> or more from Section One <b>No more than TWO</b> from Section Two</p>
<p>Industry-based competency certification</p> <hr/> <p>Likelihood of industry-based competency assessment success</p> <hr/> <p>Readiness for continued engagement in CTE Concentrator program of study</p>	<p>Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)</p> <hr/> <p>Attainment of Gold Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient</p> <hr/> <p>Successful completion of a pre-apprenticeship program</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework</p>	<p><b>Section 1</b></p> <hr/> <p>Attainment of 630 or better on any SAT Subject Test</p> <hr/> <p>Attainment of Silver Level or better on ACT WorkKeys</p> <hr/> <p>Attainment of 3 or better on any AP Exam</p> <hr/> <p>Attainment of 3 or better on any IB Exam</p> <hr/> <p>Successful completion of any concurrent enrollment or postsecondary course</p> <hr/> <p>Industry-recognized credentialization</p> <hr/> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program</p> <hr/> <p><b>Section 2</b></p> <hr/> <p>Attainment of Proficient or Advanced on any Keystone Exam</p> <hr/> <p>Successful completion of a service-learning project</p> <hr/> <p>Letter guaranteeing full-time employment or military enlistment Completion of an internship, externship, or cooperative education program</p> <hr/> <p>Compliance with NCAA Division II academic requirements</p>

## **Commencement**

Seniors will not be permitted to participate in the Commencement ceremony if they do not fulfill the below qualifications:

- Attain local graduation requirements based on academic credit
- Fulfill one graduation pathway as outlined by the Pennsylvania Department of Education
- Have no Level IV disciplinary incidents during senior year
- Have less than 20 unexcused absences during senior year
- Have all financial obligations satisfied before the first commencement practice
- Attend all practices for the commencement ceremony

## **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to measure students' proficiency in Algebra I, Biology, and Literature. Students are required to complete each of the Keystone Exams by the spring of their junior year in order to meet federal accountability requirements. Additionally, these exams are one component of Pennsylvania's system of high school graduation requirements, which are outlined in Chapter 4 regulations. For more information, please see the High School's *Educational Planning Guide*.

## **Naviance**

Students will use the various tools within Naviance to identify their strengths, goals, skills and interests, plan their High School course of study, explore careers and post-secondary schools, apply to post-secondary institutions, request transcripts, and search for scholarships. Students and parents may access ELCO High School's Naviance page [HERE](#). Students will need to register before using the site for the first time. Questions about the program, as well as information on how to register, should be directed to the school counselors.

## **Positive Behavior Interventions and Supports (PBIS) Secondary**

PBIS focuses on creating and sustaining school-wide, classroom, and individual support systems to improve the educational environment for all children. The PBIS implementation plan clearly identifies defined outcomes and behavior expectations and is validated by research-based practices. The goal is to explicitly teach and model behavioral expectations and then recognize and reward positive behaviors exhibited by the students on a daily basis. Ultimately, improving the school environment will help to promote academic and social success for every student.

# **Student Code of Conduct**

## *School Board Policy 218: Student Discipline*

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

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

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

### **Academic Honesty**

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

### **Academic Fraud/Plagiarism**

Teachers and administrators in the Eastern Lebanon County School District find academic fraud in any form unacceptable. Academic fraud is defined as:

- When a student has unauthorized prior knowledge of test or quiz questions and/or answers.
- When a student discloses the contents of a test/quiz to others.
- When a student willingly copies answers during a test/quiz or lets a student copy answers from his/her paper.
- When a student willingly copies homework or other class assignments and turns them in as if it were his/ her own work or lets a student copy his/her homework or other class assignments.
- When a student uses cheat sheets or a technological device during a test/quiz (unless authorized to do so by a teacher).
- When a student turns in unoriginal work (i.e. an assignment that was already completed for another class).
- When a student uses artificial intelligence, online resources, translation services, virtual tutoring, etc. as their original work.

- Plagiarism in any form. Plagiarism is defined as the use of another person's words, ideas, pictures, music, or digital files without giving credit to the author or creator. Students must properly paraphrase and cite all of the sources used for any academic paper, project, or assignment. Plagiarism is defined as illegal under the Copyright Act of 1968.

The following procedure is designed to serve as a deterrent to academic fraud and is to be applied to individual students or to groups of students who commit the offense of academic fraud. So students will recognize that academic fraud is an offense that cannot be committed with impunity, the following punitive measures will be taken:

- If an incident of academic fraud occurs, the teacher will notify the administration and parents of the student.
- For a first offense, the student will receive a zero for the test, quiz, or assignment. The student will be required to complete the assignment to the satisfaction of the teacher, or the student's grade may be lowered ten (10) percent for the quarter during which the offense occurred.
- A second offense in the same class will result in the student receiving a zero for the test, quiz or assignment and the final grade for the quarter may be lowered twenty (20) percent. The student will be required to complete the assignment to the satisfaction of the teacher or the student may fail the class for the quarter.
- If a third incident should occur in the same class, the student may fail the course.
- A student who is in violation of the academic fraud/plagiarism regulations may forfeit the right to participate in all academic organizations (i.e. NHS) and recognition programs (Student of the Month, etc.) for the remainder of that school year. A petition to be reinstated into such programs must be made in writing to the building principal at the beginning of the ensuing school year. A second offense will eliminate the student from these activities for the remainder of his/her high school career.

### **Assemblies**

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

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

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

### **Care of School Property**

#### *School Board Policy 224: Care of School Property*

Students are not permitted to mark or deface school furniture, walls, ceilings, lockers, floor or equipment with pen, pencils, paint or any other instrument. Students are not to tamper with the phones, fire alarms, fire extinguishers, AED systems, or any electrical system. Anyone who willfully destroys school property through

vandalism, arson or larceny, or who creates a hazard to the safety of our students will be suspended, considered for expulsion, and/or charges filed.

## **Dress and Grooming Policy**

### *School Board Policy 221: Dress and Grooming*

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

- Students are expected to wear items free of vulgar or offensive language.
- Students are expected to wear items free of references to or advertising for tobacco, alcohol, drug related products, firearms and/or weapons.
- Students are expected to wear items that completely cover all undergarments.
- Students are expected to wear items free from sharp points, metal studs, or any jewelry that could cause injury.
- Sunglasses, hoods and hats may not be worn in the building due to security concerns.

## **Educational Materials**

Students are responsible for all textbooks, calculators, classroom materials and iPads issued to them. Students who lose or damage any textbooks or materials issued to them will be required to pay for them and will have an obligation that will prohibit them from participating in school events, such as Homecoming or Prom, or to obtain a parking permit, until the obligation is fulfilled.

## **Curriculum-Based Field Trips**

### *School Board Policy 231: Social Events and Class Trips*

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

## **Extracurricular Field Trips**

### *School Board Policy 231: Social Events and Class Trips*

In addition to the criteria established for curriculum-based field trips, students may be ineligible for participation in extracurricular field trips due to attendance issues and/or academically failing one or more major courses.

## **Hallway Expectations**

When a student leaves and subsequently returns to their assigned classroom they will be required to use the online hall Pass system. Students will be allowed to leave a class once during a period unless there is a valid medical reason that the student needs additional restroom access. If a pattern emerges where the student is

leaving multiple classes in a day without a valid medical reason, students will have their hallway access restricted in the Hall Pass system.

Additionally, the following rules are in place for the hallways:

1. Running in the corridors is prohibited.
2. Students may not stand along the walls between classes.
3. Students are to report their classes in a timely fashion and may not enter an unassigned classroom or circulate in the hallways.
4. Fire laws require that the stairs be kept clear. Therefore, standing or sitting on the stairs is not permitted.
5. All staircases in the High School will be designated as either UP or DOWN stairwells.
6. During their assigned lunch period, students are prohibited from entering a classroom without a valid pass, circulating the hallways, entering the gym, weight room, or locker rooms, or loitering in unassigned areas.
7. When classes are in session, hallways should be kept as quiet as possible.
8. Students should discard all trash in the appropriate containers.

### **Racial and Ethnic Intimidation**

*Board Policy 103: Nondiscrimination in School and Classroom Practices*

*Board Policy 249: Bullying/Cyberbullying*

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

### **Student Rights and Responsibilities**

*School Board Policy 235: Student Rights and Responsibilities*

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

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health and not to cause disruption to the educational process.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.

6. Exercise proper care when using District facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

# ELCO High School Information

## Attendance Procedures

### *School Board Policy 204: Attendance*

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

1. Parents/guardians of students K-12 who are absent from school will receive notification of their child’s absence with information on how to provide documentation of the absence via the mass notification system. *Note:* If parents/guardians have not provided accurate phone numbers and email addresses the messages will not be received.
2. If an acceptable parent/guardian excuse for the absence is not received within three (3) days of the student’s return to school, the absence will be considered unexcused.
  - a. The parent/guardian excusal must be provided via the PowerSchool Parent portal OR in writing including a parent signature. Scans or pictures of the signed excuse card will be accepted via email to [hsattendance@elcosd.org](mailto:hsattendance@elcosd.org). **Parents are strongly encouraged to utilize the PowerSchool Parent portal.**
  - b. A reason for the absence must be provided on all parent/guardian excuses; "illness" or "sickness" are not acceptable. Specific wording such as cough, sore throat, vomiting should be used.
  - c. Parents/guardians will be notified by letter when their student accumulates one, two, and three days of unexcused absences.
3. A maximum of ten (10) days of cumulative absences (excused and unexcused), including those verified by parental notification, shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional.
  - a. It is strongly recommended that whenever a student is absent from school and sees a medical professional an excuse from that medical professional is obtained and provided to the school. Valid excuses from medical professionals will not count towards (10) absences allowed.
4. Students who accumulate three (3) unexcused absences are considered truant and will be provided a written “three-day notice” outlining the potential consequences of truancy.
5. If a student is subsequently absent without excuse for one day after the “three-day notice” is issued, a school attendance improvement conference (SAIC) will be scheduled and a School Attendance Improvement Plan (SAIP) will be developed. Parents/guardians will be invited to the conference and are encouraged to attend. A copy of the SAIP will be provided to parents/guardians.
6. Students who accumulate six (6) unexcused absences are considered habitually truant and may face the necessary consequences per Act 138 of 2016. Consequences may include consequences may include a referral to Children and Youth Services and/or a citation filed in the office of the District Magistrate.
7. The Principal/Assistant Principal may exercise prudent judgment in giving extensions or exceptions to the above.

## Daily Attendance

Students are required to be in their Advisory class by 7:35 a.m. Any student arriving to his/her Advisory class after the 7:35 a.m. bell has rung MUST report to the High School Office to sign in to school and to receive a late pass. For daily attendance, if a student arrives to school between 8:36 a.m. and 1:30 p.m., the student will be considered absent a half-day from school. Any student arriving after 1:30 p.m. will be considered absent for the full day.

## Educational Travel

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

These are:

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

## Leaving School During the Day

Any student leaving school prior to 1:30 p.m. will be considered absent for a half-day. Students who need to be excused from school before the end of the regular school day MUST provide a note signed by a parent/guardian to the High School Office prior to the start of school on the day of the appointment. The note must indicate the date, the time the student is to be excused, and the reason for the early dismissal. If any individual other than a parent/guardian is picking up the student from school, the person picking up the student must also be indicated on the note.

The individual picking up the student early from school must come into the High School Office and present a form of picture identification. **Students are not permitted to leave school property without written permission from a parent/guardian, even if the student is age 18 or older.** Students must sign out in the High School Office when they leave the building and sign in upon their return (if applicable).

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

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

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

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

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

### **Making Up Missed Work**

Students are permitted to make up all work missed during excused absences, as long as an excuse note was submitted within three (3) school days of returning to school or while on a school issued suspension. Students may not be permitted to make up work missed during an unexcused absence or from an excused absence when a note from a licensed medical professional was not submitted within three (3) days of returning to school.

Teachers will develop appropriate make up policies and inform students of the expectations. A reasonable amount of time will be given to complete make up work. For example, if a student misses one day of school, one day of school may be given to complete make up work. If a student misses three days of school, then at least three days of school may be given to complete make up work. Naturally, when there are extenuating circumstances, adjustments may be made.

Parents may request assignments for students who are absent from school for three or more consecutive days by contacting the Counseling Office. Efforts will be made to provide students with assignments that may be completed at home. However, this cannot be a substitute for attending class.

The emphasis/expectations for make-up work will focus on the completion of work that is fair and reasonable to both the student and the teacher.

### **Tardiness**

A student is tardy if they arrive to a classroom after the bell has rung to start the class period. For the start of the school day, the only permissible reasons that will be accepted to excuse tardiness will be notes from a qualified professional (doctor, dentist, etc.) verifying appointments that caused the student to be late to school. *Parent notes are not accepted as valid excuses for tardiness.* All students arriving after 7:35 a.m. must report to the High School Office to obtain a late pass. If a student is held by a teacher beyond the class time, the student is responsible for asking the teacher to submit a pass in the online Hall Pass system.

Disciplinary consequences for tardiness will be imposed after a student's fourth (4th) tardy to a class period, including Advisory, according to the following (per semester):

- 5th Tardy – One (1) hour of Administrative Detention
- 10th Tardy – One and a half (1.5) hours of Administrative Detention

- 15th Tardy – Two (2) hours of Administrative Detention, loss of extracurricular activities for one (1) week, and hallway restriction
- 20th Tardy – Two (2) hours of Administrative Detention and loss of extracurricular activities for two (2) weeks and parent conference
- 25th Tardy – Two (2) hours of Administrative Detention and loss of extracurricular activities for four (4) weeks and parent conference and loss of parking privileges
- Tardies beyond 30 - Loss of extracurricular activities and parking privileges for the remainder of the semester

### **Other Attendance Procedures**

#### **Post-Secondary Visits/Planning**

Students may be excused for a maximum of three (3) school days per year in order to visit post-secondary schools and/or take part in job shadow experiences to help prepare for the student’s post- graduation plan.

For post-secondary visits, students must complete and submit the “Post-Secondary Visit Form” at least two weeks in advance of the scheduled visit. The form should be turned in to the Counseling Office for approval. In addition, students must have an admissions counselor or the individual they shadowed verify the experience by signing the form. The form must be returned to the High School Office within three days of returning to school.

For job shadows or other related experiences to support the student’s post-secondary planning, the job shadow experience must be approved through the District’s Future Ready Facilitator. The appropriate documentation must be submitted with verification provided to the High School Office within three days of returning to school.

Failure to submit the required documentation within three school days of returning to school will result in the absence being coded as unexcused. If the trip/experience is not approved because the student has exceeded the ten (10) days of parental verified absences or the student has exceeded the three (3) day post-secondary or career exploration visit limit, the days will be coded as unexcused.

#### **Job Interviews**

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

In the case of a job interview, the student must submit a note from a prospective employer indicating his or her participation in a job interview upon his or her return to school the following day. If the student fails to submit verification of the interview, the absence will be considered unexcused.

Interview absences will count towards the ten (10) days of parental verified absences.

#### **CTC Students**

Throughout the year, special activities will occasionally be held at ELCO. CTC students will be allowed to return for half-day assemblies (i.e. Homecoming Lawn Luncheon and Spring Lawn Luncheon/Talent Show).

Additionally, the CTC does not necessarily follow the same school calendar as ELCO. Listed below are the procedures for other transportation scenarios:

- Pre-Planned ELCO Early Dismissals (Non-Weather Related)
  - AM and full-day CTC students are expected to attend CTC as normal. If a full-day student does not have transportation home at the end of the day, the student needs to submit a parent/guardian signed note to the Counseling Office and the student will return to ELCO at mid-day with the AM students and remain at ELCO until dismissal.
  - PM CTC students who do not have transportation home at the end of the day will not be required to attend the CTC as long as they submit a parent/guardian signed note to the Counseling Office in advance.
  
- Days When ELCO is NOT in Session But CTC IS in Session (Non-Weather Related)
  - Transportation will still be provided for students from ELCO to the CTC and from the CTC back to ELCO, unless the District is closed. If the District is open, students will be responsible for providing their own transportation to/from ELCO. If a student cannot provide his/her own transportation, a parent/guardian signed note must be submitted to the Counseling Office at least one day in advance to have the absence excused.
  
- Weather-Related Procedures
  - 2-hour delay at ELCO – All students will be transported from home to ELCO on their regular bus following a two-hour delay schedule. Full-day CTC students will be transported to CTC at 9:35 a.m.. AM CTC students are not required to attend the CTC as no return transportation from CTC to ELCO will be provided mid-day. PM CTC students will be transported to CTC at their normal mid-day time.
  - Should the CTC be open when ELCO is closed due to inclement weather, no transportation will be provided and students do not need to attend CTC.
  - Should ELCO close early, all students will be transported back to ELCO in time to ride their normal bus home.

# Discipline Procedures

School Board Policy 218: Student Discipline

School Board Policy 233: Suspension and Expulsion

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

***This is not an exhaustive list of behaviors warranting detention/suspension/expulsion but is merely illustrative.***

## Levels of Offenses

**LEVEL I - Misbehaviors on the part of the student that impede the educational process and/or orderly classroom procedures or interfere with the orderly operations of the school. These infractions can typically be handled directly by teachers.**

### ***Examples include:***

- Minor classroom disruptions/infractions
- Unnecessary noise
- Food or drinks in unauthorized areas or classrooms
- Hallway and pass offenses
- Student dress code violations (including costumes, face-painting, masks, etc.)
- Minor cafeteria violations
- Public displays of affection

### ***Disciplinary options:***

Violations are handled by the classroom teacher with parent contact and/or detention with the teacher. Violations may be handled by administration. Documented repeat violations are referred to administration.

**LEVEL II - These infractions will likely result in a referral to Administration. These are misbehaviors whose frequency and seriousness tend to disrupt the educational process or adversely impacts school operation, safety or public image.**

### ***Examples include:***

- Recurring Level I behaviors
- Bus misbehavior
- Cutting class ("Class" is defined as any scheduled time during the school day, including flex and lunch. Students who leave class early without permission or are out of class for an extended amount of time are considered to be cutting class.)
- Class disruption/violation of classroom rules
- Disrespect
- Lewd or rude behavior, inappropriate language or gestures
- Unauthorized use of electronic devices
- Undirected profanity
- Horseplay
- Throwing food, littering
- Tardiness
- Cutting detention
- Failure to obey a reasonable request by staff
- Unauthorized presence in school parking lot or other outside area during the school day
- Verbal peer altercation
- Being in unauthorized areas
- Lying to a staff member
- Violation of electronic device policy and/or inappropriate use of technology

### ***Disciplinary options:***

Violations are referred to administration for disciplinary action. Disciplinary consequences are at the discretion of the Administration and may include: After School Detention, In-School Suspension, and Out-of School Suspension.

**LEVEL III - Offenses that are considered a major offense and are directed against persons and/or property. These acts might be considered criminal but most frequently may be handled by the disciplinary process in the school. However, direct violations of the Pennsylvania Crimes Code committed within the school will be reported to law enforcement.**

***Examples include:***

- Recurring Level II behaviors
- Insubordination
- Forgery
- False sign-out
- Fighting
- Bullying, threats, harassment
- Racial remarks or gestures
- Unauthorized physical contact
- Property damage/vandalism
- Theft or possession of stolen property
- Leaving school grounds without permission
- Directed profanity/obscene gestures
- Threatening a staff member
- Disorderly conduct
- Possession/distribution of pornographic material
- Posting, taking, downloading, or being in possession of inappropriate pictures or content
- Propping exterior doors open
- Unauthorized picture taking, audio recording, and/or video recording
- Unauthorized posting online during the instructional day
- Driving and/or riding to CTC without permission from ELCO personnel
- Driving while privileges are revoked
- Possession or use of an electronic nicotine delivery system (E.N.D.S.), vape juice, or pods (excluding those that contain THC)
- Possession or use of any tobacco or nicotine products

***Disciplinary options:***

Violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: In-School Suspension, Out-of School Suspension, and/or law enforcement involvement.

**LEVEL IV - Level IV offenses include actions that are violent or harmful toward another person or property or that pose a direct threat to the health, welfare, safety, and security of the ELCO School District. These offenses warrant suspension for a minimum of 10 days. A readmission conference with a building administrator will be required before returning to the school building. The school administrator may request additional exclusion for students during which alternative educational placements may be examined. Students may be required to meet additional conditions before they are readmitted. These infractions may be reviewed by the Superintendent to determine if the student should be recommended to the School Board for expulsion.**

***Examples include:***

- Possessing or using explosives
- Creating life-threatening situations
- Gang-related activity that intimidates or threatens other persons
- Reporting by telephone, in writing, or in person a threat known to be false
- Activating a false alarm
- Assault
- Arson
- Possession of weapons (Policy 218.1)
- Terroristic threats
- Controlled substances and alcohol-related offenses, including possessing, using or selling controlled substances or a product containing a controlled substance, including THC (Policy 227)
- May include offenses listed in Level III, depending upon the nature of the infraction

***Disciplinary options:***

Violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: Out-of-School suspension for a minimum of 10 days, law enforcement involvement, and/or a recommendation to the School Board for expulsion.

## **Disciplinary Actions**

### *School Board Policy 233: Suspension and Expulsion*

The following disciplinary actions will be used as a deterrent to unacceptable student behavior. It is important to note that these are simply guidelines that the administration will follow. The administration reserves the right to change the number of detentions, days of suspension, and/or length of each detention based on each situation.

Additional offenses after reaching these limits may result in consideration for alternative school placement and/or expulsion.

### **After School Detention (ASD)**

After School Detention will be served from:

One-hour detention = 2:35 p.m. to 3:35 p.m.

One and a half hour detention = 2:35 p.m. to 4:05 p.m.

Two-hour detention = 2:35 p.m. to 4:35 p.m.

The following rules/procedures apply to all after school detentions:

1. Students must be in their assigned detention location no later than 2:35 p.m.
2. The entire duration of the assigned detention time must be served. Students who do not fulfill the total time will not receive any credit for time served.
3. **Personal electronic devices are not permitted.** All personal electronic devices will be placed on a desk/table and will be returned when students leave detention.
4. School-issued iPads are permitted for students to use to complete schoolwork. **Students are not permitted to use the iPad to listen to music, play games or watch videos.**
5. Sleeping is not permitted.
6. If you do not report to your assigned detention, you will receive an additional consequence (unless a valid excuse is presented). If you are unable to report to your assigned detention, your parent/guardian must contact the HS Office before 8:00 a.m. on the day of the assigned detention. Sports practice/game, work, or lack of transportation are not acceptable excuses for missing a detention.
7. Activity buses are available for students following detention (unless they are serving a bus suspension). The activity buses leave the High School by 4:15 p.m. and 5:15 p.m.
8. When a student is issued an After School Detention, they will be given a form that has the assigned date of the detention, which must be signed by a parent or guardian and returned to the High School Office by the day of the detention.
9. *Students may not be excused due to employment, athletics, or extra-curricular activities.*

### **In-School Suspension (ISS)**

- Students will report to the main office by 7:35 a.m. the morning of their ISS with their ISS form signed by their teachers and a parent/guardian.

- Personal electronic devices will be stored in the office safe until the end of the school day, at which time they will be returned to the student. Students found to be in possession of any personal electronic device in ISS will receive an additional day of ISS as a consequence. The school-issued iPad will be available for use, if necessary, while in ISS.
- Students serving ISS will be required to bring work to complete. If they do not, staff may assign work to be completed. Additionally, students may be required to complete character-based educational assignments.
- No talking to peers or sleeping is permitted.
- Students not complying with the directives of staff, violating the guidelines of ISS, or refusing to surrender an electronic device may receive an OSS and will complete their required ISS time upon their return.
- At the conclusion of the in-school suspension, students must leave school property for the remainder of the day. Students are not permitted to participate and/or attend any extra-curricular activities, including athletic practices and competitions, on the day of their in-school suspension.

### **Out-of-School Suspension (OSS)**

- Students will be expected to make up work missed during an out-of-school suspension.
- For the duration of the OSS, students are not permitted on ELCO School District property, including for school activities and athletic events. Failure to comply with the conditions of the OSS may result in a trespassing charge being filed.

# Grading Procedures

## **Promotion Requirements**

Students attending ELCO High School are required to register for a minimum of six (6) total credits per year. Sequential courses in English, Social Studies, Math, and Science must be passed in their respective order.

Credits must be earned prior to the start of each school year in order for students to be listed in the respective grade level. Only approved summer school programs may be used to meet promotion or graduation requirements when failures occur. All required credits needed for graduation must be earned prior to the date of graduation in order to participate in commencement exercises.

In order to be promoted to the following grade level, all students must successfully earn the following number of credits to be considered for promotion to sophomore, junior, or senior class status:

To be promoted to:	Cumulative Credits Needed
10th Grade	5
11th Grade	10
12th Grade	16

## **Report Cards**

Report cards will be available in the PowerSchool Parent portal approximately one week following the conclusion of a marking quarter. Report cards will be available in the PowerSchool Vault. Mid-term and final exam grades will also be reported when applicable.

- For semester courses, the final course grade is a cumulation of two 9-week marking quarter grades and a final exam grade, if applicable, with each marking quarter counting for 40% of the final course grade and the final exam counting for 20% of the final course grade.
- For full year courses, the final course grade is a cumulation of four 9-week marking quarter grades in addition to course midterm and final exam grades, if applicable. Each marking quarter grade contributes 20% to the final course grade with the mid-term and final exams each contributing 10% to the final course grade.

Parents may view their student's grades through the PowerSchool Parents portal. Instructions on how to access the portal are located [HERE](#).

Progress reports will be distributed to parents/guardians of students whose grades at the midpoint of a marking quarter indicate that the student is in danger of failing a course (defined as having a 69% or lower current average).

## **National Honor Society**

The National Honor Society is based upon the precepts of scholarship, leadership, service, and character. In order to qualify as a candidate for membership in the NHS, a student must be in the eleventh or twelfth-grade and have attained the minimum scholarship requirement of a 95.0 cumulative weighted grade point average as of the end of the student's sophomore or junior year. The NHS advisor will verify a student's academic eligibility for candidacy. Students who meet this minimum academic requirement will receive a letter inviting them to submit a "Student Activity Information Form" during the fall semester of his or her junior or senior year.

On this form, students will present evidence of leadership, service, and character, which will then be presented to a review committee of faculty members. The Faculty Council will evaluate the information each candidate submitted based on the rubric below. Students will be selected for membership based on a majority vote of the Faculty Council.

The requirements for maintaining membership in the NHS extends beyond those for participating in other extracurricular activities. A member who exhibits behavior that does not uphold all standards of scholarship, leadership, service, or character may be brought before the Faculty Council to face possible probation or dismissal. This includes earning lower than the minimum cumulative GPA of 95%, engaging in any activity that contradicts the traits of good character, or failing to maintain a high level of leadership and service.

Because the Keystone Exams are an important part of evaluating student achievement, the results of the Keystone Exams may also be considered when evaluating candidates and current members. Any student who does not achieve a rating of Proficient or Advanced on a Keystone Exam may be ineligible for membership, or if a current member, may be brought before the Faculty Council to face possible dismissal.

### **National Technical Honor Society (CTC)**

CTC students considered for the NTHS must be in 11<sup>th</sup> or 12<sup>th</sup> grade to be eligible.

#### **All Junior or Senior Students in Full-Day Program:**

- Grades  
Must have an average of 92% or above in his/her Career & Technical program.
- Attendance  
All full day students must have no more than three excused \*incidents during the first semester (exceptions to this criterion will be approved by the NTHS Review Committee).
- Discipline  
No disciplinary infractions that rise to administrative level.
- Community Service  
All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by the date indicated on the form.

#### **Junior Students in Half-Day Programs:**

- Grades  
Juniors returning for the second year of the vocational program will be eligible for the National Technical Honor Society if they have an average of 92% or above in his/her vocational program by the end of the 4<sup>th</sup> marking period of their junior year and returning to the CTC.
- Attendance  
All Half-Day students must have no more than five excused \*incidents for the school year (exceptions to this criterion will be approved by the NTHS Review Committee).
- Discipline  
No disciplinary infractions that rise to administrative level.
- Community Service  
All students must complete a minimum of 2 hours of verifiable Community Service. Community Service forms must be completed and returned by the date indicated on the form.

#### **Continued Participation in National Technical Honor Society:**

- All students must maintain a 92% or higher while enrolled at the Lebanon CCTC.
- Must do additional 5 hours of Community Service.

- Must have no disciplinary infractions that rise to Administrative level.
- Attendance: an additional two excused \*incidents will be granted to all full day students while enrolled at the CTC.
- An additional five excused \*incidents will be granted to all half-day students while enrolled at the CTC during their senior year.

\* INCIDENT = One incident could consist of multiple days of absence associated with illness or other debilitating issues.

### **Weighted Class Rank**

Courses in the core academic areas of English, Math, Science, and Social Studies, World Language courses, and advanced elective courses may be given additional weight to calculate a student’s weighted grade average for the purpose of determining class rank. *Class rank* is a measure of the academic achievement of any one student in a class in relation to all other students in the class and is determined using a student’s cumulative weighted GPA.

The level assigned to each course is listed in the *Educational Planning Guide*. All courses that are graded on a pass/fail basis do not factor into a student’s weighted grade average or class rank. Class rank is calculated at the conclusion of each school year.

Valedictorian and Salutatorian for graduating seniors are determined after the end of the third marking quarter of the senior year, based on the weighted grades at that time. A final senior class rank is calculated at the conclusion of the school year. Once the valedictorian and salutatorian are determined at the end of the third marking quarter, those positions are fixed.

*Class rank* will be determined using the weighted factor method, as shown in the table below, to calculate a student’s weighted cumulative grade average. To obtain the weighted grade average, the percent grade assigned by the teacher as the student’s final course grade is multiplied by the number of credits established for the course and then by the weighted factor assigned to the course as indicated below:

<u>Level</u>	<u>Weighted Factor</u>	<u>Description</u>
Level IV	1.12	Includes Advanced Placement (AP), College in the High School, and dual enrollment courses
Level III	1.06	Includes Honors courses and 3 <sup>rd</sup> and 4 <sup>th</sup> year World Language courses
Level II	1.03	Includes College Prep courses and advanced elective courses
Level I	1.00	Includes Applied courses and all courses not otherwise designated

An example is listed below:

<b>Course</b>	<b>Percent</b>	<b>x</b>	<b>Course Credit</b>	<b>x</b>	<b>Weighted Factor</b>	<b>=</b>	<b>Weighted Grade</b>
Lit, Analysis, and Comp III - CP	87	x	0.5	x	1.03	=	44.805
Creative Writing	93	x	0.5	x	1.03	=	49.29
World History – Applied	95	x	1.0	x	1.00	=	95
AP Statistics	82	x	1.0	x	1.12	=	91.84

Physics I: Mechanics - Honors	91	x	1.0	x	1.06	=	96.46
Spanish III	85	x	1.0	x	1.06	=	90.1
Web Design I	93	x	0.5	x	1.00	=	46.5
Metal Manufacturing I	89	x	0.5	x	1.00	=	44.5
TOTALS			6.0			=	558.495

To calculate the student's weighted grade average, divide the student's total weighted percentage (558.495 in the above example) by the student's total number of credits attempted (6.0 credits in the above example) to determine the student's weighted grade average (which would be 93.0825 in the above example). The weighted grade average is used to determine the student's class rank.

### **Extracurricular Academic Requirements & Eligibility**

The following academic regulations shall govern participation in interscholastic athletics for High School & Middle School students:

1. Participants in interscholastic athletic competition, "must be passing all credits and the percentage must be 60% or above in all classes," reported on a weekly basis.
2. If a student-athlete is failing only one class (as reported every Friday), he/she shall be placed on probation for a one-week period.
  - a. If at the end of a probationary week, the student-athlete is still failing the same class, he/she will become ineligible until he/she is passing all credits.
3. If a student-athlete is failing two or more classes (as reported every Friday), he/she is ineligible from Sunday through the following Saturday.
  - a. The student-athlete may participate in practices during this period provided they completed all homework/classwork.
  - b. The student-athlete may not participate or travel with the team to contests during this period.
4. If, by the end of the week of ineligibility, the student-athlete still does not satisfy the academic standards, the pupil shall remain ineligible for the succeeding week(s). (Sunday through Saturday).
5. Student-athletes who are ineligible for a period of three consecutive weeks will be dismissed from the team.
6. In cases when a student-athlete's final grade for a class does not meet the standards of "passing all credits and the percentage must be 60% or above in all classes," the student-athlete shall be ineligible to participate in interscholastic athletic contests for the first twenty (20) school days of the next grading period.
  - a. Student-athletes who attend summer school and correct their deficiencies shall be eligible.
7. In cases when a student-athlete's final grade for a class that is not a full year course does not meet the standards of "passing all credits and the percentage must be 60% or above in all classes," the student-athlete shall be ineligible to participate in interscholastic athletic contests for the first ten (10) school days of the next grading period.
  - a. Student-athletes who attend summer school and correct their deficiencies shall be eligible.

## Other School Information

### Athletic Facility Guidelines

Students who are using the weight room after school hours must remain in the weight room under the supervision of the weight room monitor and may not use other athletic facilities or access other parts of the building, including the gym. Failure to comply may result in revocation of after school weight room privileges.

Students are never permitted to be in athletic facilities without supervision. Further, students are only permitted in athletic facilities during the school day when enrolled in a class that is using the facilities as part of class activities. Violation of these procedures will result in disciplinary action.

### Cafeteria Expectations

Students are required to:

1. Maintain a positive balance in their lunch account,
2. Demonstrate positive behavior throughout the entire lunch period.
3. Use their Student ID number to access their lunch accounts to purchase lunch.
4. Dispose of all trash in the provided trash cans and return their tray to the dishwashing station.
5. Leave the table and floor around their area in a clean condition for others.
6. Remain in the Cafeteria during their entire lunch period and use the Pass system when needing to leave the Cafeteria.

Throwing food may result in an assigned lunch location, detention or possible suspension.

Students are not permitted in the hallway during their assigned lunch period. Students will only be permitted to visit the main office, counseling office, nurse's office, and main hallway restrooms during their lunch period. Students leaving the lunch room will be required to sign-out from the cafeteria and sign-in (if applicable).

If a student wishes to go to the library during lunch, they must have a 'lunch to library' pass on Pass and it must be shown to the lunch monitor prior to leaving the cafeteria.

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

Food will only be available for purchase during the scheduled lunch periods. Deliveries of food by outside restaurants, Door Dash, Uber Eats, etc. will not be accepted.

### Car-Rider Arrival and Dismissal Procedures

Bus riders enter the building through the main entrance. Students who are dropped off at school must enter the building at the cafeteria entrance. All student-drivers must enter the building through the loading dock or Ag wing doors.

Students are not permitted in the building prior to 7:15 a.m. and will report directly to their Advisory upon arrival or to the cafeteria for breakfast and then to their Advisory.

The school day concludes at 2:29 p.m. Students who ride the bus home should immediately report to the main entrance of the High School to board their bus. School buses will depart the High School no later than 2:35 p.m. ***Students remaining in the building after school hours must be under the direct supervision of a staff member at all times.***

Students who are dropped off/picked up at arrival/dismissal time by a parent/guardian must use the cafeteria doors to exit to meet your parent/guardian in the cafeteria parking lot. Parents/guardians may not use the parking spaces in the front of the building at the beginning and end of the day (after 1:45 p.m. or before 7:35 a.m.).

### **Dances**

To attend a dance, the attendee must be a current ELCO High School student or the registered guest of an eligible ELCO High School student. Guests are only permitted for Homecoming and Prom. All outside guests must be of at least high school age and not older than 20 years old. All guests must be approved in advance by the Assistant Principal or Principal using the proper guest form. Guests will not be admitted to any activity without the proper pre-registration and approval.

Students are expected to dress modestly for school dances, as they are school-sponsored events. The administration may deny participation in a school dance based on obligations for school materials, academic eligibility, and/or disciplinary obligations.

### **Event Posters/Flyers**

All posters and flyers for school-sponsored events are to be approved by school administration prior to being hung in the hallways and around the school. Any poster or flyer that has not been approved will be removed. The organization is responsible for removing posters and flyers at the conclusion of the event. Posters and flyers from outside organizations must be approved by the District Superintendent and may be posted in the Main Office.

### **Fire and Safety Drills**

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

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

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

### **Flexible Instructional Days**

The District's guidelines for students and parents/guardians pertaining to Flexible Instructional Days are linked [HERE](#) and may also be found on the District's website.

Flexible Instructional Days will only be utilized after all built-in emergency days have been exhausted for the school year.

High School students will report their attendance for the day through a special link posted in Advisory teacher's Schoology course. All assignments must be completed and submitted by the midnight deadline on a Flexible Instructional Day.

## **Lockers**

All student lockers are the property of the school. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose. Lockers may not be used to store items that cause or could cause an interference with the educational process or that are forbidden to be on school property. For the safety of all students, specially trained canines may be used to search for prohibited items.

Students may annually request a locker following the process posted in Schoology. Students are to only use the locker assigned to them (students may NOT share lockers). It is recommended that students keep their assigned locker locked at all times.

*The school district is not responsible for any forgotten, lost or stolen personal items kept at school.*

Any items remaining in lockers after the last day of school will be discarded.

## **Lost and Found**

When items are lost or found by another person, they may be dropped off or claimed from the lost and found in the main office. If you need to report a lost or missing item, please see the main office. Items will be held until the end of each marking quarter and will then be discarded.

## **Obligations of School Materials**

Students are responsible for taking care of school materials issued to them throughout their time in the ELCO Schools. Students acquire an obligation, which may include a fee for lost textbooks and classroom materials not returned, unpaid library fines, unpaid class fees, parking fines, and other school debts. Students will have limited privileges and will not be able to obtain a parking permit, attend Homecoming or Prom, or participate in Commencement if they owe an obligation. Action may be brought against parents/guardians of students with outstanding obligations.

## **Physical Education Excuse Procedures**

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

## **Restrooms**

Students are expected to keep the restrooms clean and may not loiter, smoke, vape, write on walls, clog toilets or damage the facilities in any way. Restrooms are technology-free zones and students are not permitted to use iPads, personal electronic devices, or any recording devices in restrooms.

Students who are feeling ill should report to the nurse's office and may not remain in the restroom for an extended period of time.

No more than four (4) individuals should be in a restroom at any time. Only one (1) person per stall is permitted.

Violations to these expectations will result in disciplinary consequences.

## **School Insurance**

Information regarding insurance coverage of your child during the school day and also for 24 hour coverage is available on the District website for those who are interested in participating in this program. Insurance is required for students attending overnight trips.

## **Selling of Items**

### *School Board Policy 229: Student Fundraising*

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

## **Student Drivers**

Driving to school is a privilege. Students who drive to school are obligated to follow all traffic laws and state inspections as well as to adhere to the following guidelines:

- Students may only drive to school with permission and must display a valid parking permit.
- Parking permits purchased prior to the end of the first semester cost \$20.00. Parking permits purchased during the second semester cost \$10.00. Parking permits must be displayed on the rearview mirror. Parking permits are non-transferable and non-refundable.
- All vehicles parked on-campus must be registered in the High School Office. Registration "Forms" in PowerSchool, listing all vehicles a student may drive, must be completed prior to a parking permit being issued.
- Inspection stickers must be current.
- Bumper/window stickers and other car decorations deemed inappropriate by administration must be removed. If the sticker is not removed, the vehicle will not be allowed to park on school property.
- Speeding or careless driving on the school grounds and on streets bordering the school is not permitted. The speed limit on the school grounds is 15 MPH. Students may be cited for careless driving on school grounds.
- Unauthorized parking in a no-parking area (i.e., unmarked space, handicapped space, on grass, District Office parking lot, or visitor space) is a direct violation and may result in fines and/or parking privileges being revoked.
- Students may not go to their vehicles during the school day without permission from the High School Office. Also, sitting in cars during the school day is not permitted.
- Participation in a driver's safety course is mandatory for all students prior to the issuing of a parking permit. The driver's safety course is found on Schoology.
- Students assume responsibility for vehicles parked on school property. The school district is not responsible for any missing articles or damage to vehicles.
- Parking on school property is a privilege that may be revoked for academic, disciplinary, and/or attendance reasons.

- Students who are found to be parking on school property while parking privileges are suspended will have their privileges permanently revoked.
- All student obligations must be fulfilled prior to a student being issued a parking permit. Parking permits may be suspended at any point during the year if the student has an outstanding obligation.
- Students who must leave campus during the school day and drive as part of a school-approved program (i.e., dual enrollment, work-based learning, CTC, internships, Raiders Read, etc.) must have a signed Alternate Site Driving Contract approved by Administration.
- Students may not drive to field trips or athletic events.
- Student drivers who go to other buildings to pick up younger siblings must follow the procedures for drop-off and pick-up at that building and should not interfere with the bus traffic and should follow all posted signs and persons directing traffic.
- ALL CTC students must use the district-provided transportation to and from CTC unless a signed Alternate Site Driving Contract has been approved by the administration. CTC only permits seniors to drive to CTC. Any variance due to extracurricular activities must be approved by the CTC Principal. Driving or riding to CTC without permission will result in the following consequences (You are not permitted to drive/ride with someone else to/from the CTC):
  - 1st offense – One day of in-school suspension
  - 2nd offense - Two days of in-school suspension and loss of parking privileges for four weeks
  - 3rd offense - Two days of in-school suspension and loss of parking privileges for the school year

The school police may impose monetary fines for violation of parking lot/school driving rules.

### **Student ID Badges**

All students will be issued an ID badge following the school picture day. Students should retain their ID badges from year to year. It is acceptable for students to use a cell phone or iPad to take a picture of the ID and scan the picture as if it was their badge.

If an ID badge is lost or misplaced the student should report to the school office for a replacement. The first replacement of an ID badge will be at no cost to the student. Students will be charged \$3 for any additional replacements that are needed during the school year.

ID badges will be required for all school transportation, including field trips and away athletic contests, and for admission to student activity events (i.e. Homecoming Dance, RaiderTHON, Prom, etc.).

# ELCO School District Information

## Student Services and Programs

### **Displaced Student Resources (McKinney-Vento Act)**

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

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

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations;
3. Living in emergency, transitional or domestic violence shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Living as migratory children in conditions described in previous examples;
8. Living as run-away children;
9. Being abandoned or forced out of homes by parents/guardians or caretakers;
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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

### **Food Service**

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

### **Student Accounts and Cafeteria Debt**

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

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

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

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

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

If your child's account is in the negative, this will become an obligation. Obligations may prevent your child from purchasing a parking pass, attending Prom or Homecoming, and participating in the Commencement ceremony.

### **Gifted Support Services**

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

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

### **Library Services**

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

## **Safe2Say Something**

[Safe2Say Something](#) is an anonymous reporting system that allows individuals to report safety concerns in an easy and confidential manner. Tips can be submitted through the mobile website ([www.safe2saypa.org](http://www.safe2saypa.org)), through the Safe2Say Something mobile app, or by calling the tip line (1-844-723-2729). Tips are triaged by an analyst at the Safe2Say Something Crisis Center, which is operated by the Attorney General's Office, and then forwarded to the School District and law enforcement (when appropriate) to act upon.

Safe2SaySomething is one additional means to communicate tips to the school district, but should not replace the opportunity to talk to a trusted adult. During the school day, students should report their concerns directly to a staff member. Additionally, in the event of an immediate emergency, dial 911 instead of using the Safe2Say Something platform.

## **School Counseling Services**

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

To support this mission, ELCO school counselors provide a variety of services to students and families including classroom lessons, small group counseling, and individual counseling. More information about the ELCO School Counseling program, including links to the school can be found [HERE](#). If you have questions, concerns, or are interested in additional support for your child, please contact their school counselor.

## **School Health Services and State Requirements**

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

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

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

## **Administration of Medications to School Students**

### **School Board Policy 210: Medications**

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

## Definitions

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

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

### **Only prescribed medication will be given at school.**

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

1. A parent request form (provided by the school) must be completed giving the school permission to give medication ordered to the student.
2. By law a written order from a physician that includes the student's name, medication's name, dosage, and time of administration is required.
3. Medication must be in a container officially labeled by a physician or pharmacist. The label must include: student's name, physician's name, date of original prescription, medication's name, dosage, and time of administration. Any over-the-counter medication must be in the original container, and be accompanied with a note indicating dosage.
4. Administration of medication shall be done by the school nurse, in her absence a designee will assist the student in administering medication.
5. Medication must be brought to the office with the appropriate authorization/instructions at the beginning of the school day. Medications may not be brought to school on the bus by the student.

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

## **Asthma Inhalers/Epinephrine Auto-Injectors**

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

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

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

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

## **Epinephrine Opt-Out**

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

## **Food Allergies**

### *School Board Policy 209.1: Food Allergy Management*

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

## **Social Services**

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

## **Special Education Services**

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

Referrals for special education evaluation can be made at any time during the school year. More information can be found on the [Special Education Services](#) page of the District website. Any questions about the identification process or available supports and services should be directed to the Director of Special Education.

## **Student Assistance Program**

*Adults in your school are available to help you with problems associated with:*

- Alcohol and drugs
- Depression
- Suicidal thoughts
- Eating disorders

- Thoughts of running away or not coming to school

The Student Assistance Program is designed to identify and assist students who are experiencing barriers to learning due to substance use, social-emotional difficulties, or other concerns. The Student Assistance Program provides students with help in overcoming these barriers by establishing a support system and making referrals to the appropriate school or community resources. The Student Assistance Program is not a treatment program but rather a system of intervention. Teachers, parents, or students may make referrals to the SAP team.

Referrals may be made to the following SAP team members:

Teachers: Mrs. Angstadt, Mrs. Koontz, Mr. Longstaff, Mrs. J. Martin, Mr. O'Neill, Mrs. Bender

Counselors: Mr. Eberly, Mrs. Long, Mr. Mentzer

High School Personnel: Mr. Dornes, Ms. Beatty, Mrs. K. Smith

SAP Liaison: Mrs. Hoffman

*How can you make a referral? It's easy!*

Complete a referral sheet, which may be found in the high school office, counseling office, or nurse's office. Information is confidential unless there is evidence that a student is a danger to him or herself or others.

## **Technology Services**

### **Technology Vision**

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

### **Technology Goals for Students**

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

### **iPad 1-to-1 Initiative**

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

The District focuses on four main goals related to the 1:1 initiative:

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

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

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

### **PowerSchool**

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

### **Schoology**

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

### **Technology Support**

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

### **Transportation**

*School Board Policy 810: Transportation*

*School Board Policy 810.2: Transportation - Video/Audio Recording*

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

### **Audio and Video Cameras on Buses**

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

## **Transportation Guidelines**

The ELCO School District offers school bus transportation for the convenience of students within the guidelines established by the Pennsylvania School Code. Parents sometimes request variations in their child(ren)'s transportation schedule to accommodate babysitters, work schedules, or social activities. As our district grows in size, student transportation schedules become very complicated and affect an increasing number of students. We have great concern for the safety and security for those students who vary their transportation schedules. We do not want to miss picking up a waiting student or dropping off a student at an incorrect stop on any given day.

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

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

## **Unauthorized School Bus Entry**

Act 65 of 1998 amends the crimes code to state that a person who enters a school bus without proper authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver

or refuses to disembark from the school bus after being ordered to do so by the driver commits a third degree misdemeanor.

### **Transportation/Bus Rules**

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

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

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

## **District Policies**

### **Bullying/Cyberbullying**

#### *School Board Policy 249: Bullying/Cyberbullying*

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

### **Bicycles and Other Modes of Transportation**

#### *School Board Policy 223: Use of Motor Vehicles*

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

### **Camera Surveillance**

#### *School Board Policy 709.1: Camera Surveillance*

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

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

### **Controlled Substance/Paraphernalia**

#### *School Board Policy 227: Controlled Substances/Paraphernalia*

The District sets forth rules, procedures, and administrative guidelines designed to respond to controlled substance use, sales, distribution or possession by any member of the student population within the scope of the total school program.

Controlled substance possession, use, sales, or distribution has a detrimental effect on the lives of the students in our charge physically, emotionally, and intellectually. Further, it is recognized that it is the Eastern Lebanon County School District's responsibility to provide a safe and wholesome environment in which the whole student body can grow and learn. To that end, a system-wide effort has been designed to include all school personnel, professional and nonprofessional, in the maintenance of a safe, wholesome school environment regarding possession, use, sales, or distribution of controlled substances. The guidelines are designed to take a constructive approach to any infractions of policy with full recognition of individual rights to due process and probable need for rehabilitative treatment.

Therefore, the possession, use, sale, or distribution of any controlled substance within the scope of the total school program is prohibited. The following rules, procedures, and administrative guidelines are established in support of [School Board Policy 227 \(Controlled Substances/Paraphernalia\)](#). Violators of this policy shall be subjected to discipline pursuant to the Student Code of Conduct and School Board Policy.

## **Hazing**

### *School Board Policy 247: Hazing*

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

## **Nondiscrimination in School and Classroom Practices**

### *School Board Policy 103: Nondiscrimination in School and Classroom Practices*

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

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

## **Parent/Guardian Volunteer Program**

### *School Board Policy 916: Volunteers*

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

## **Personal Electronic Devices**

### *School Board Policy 237: Personal Electronic Devices*

This policy details the rules and regulations regarding personal electronic devices to ensure that the presence of these devices does not disrupt the educational environment or are used to distract, harass or threaten other students or staff.

ELCO School District will not be responsible for any personal electronic devices that are brought to school. Students who bring personal electronic devices to school are strongly encouraged to appropriately secure the device at all times.

Use of personal electronic devices is permitted at lunch and during the passing of classes. Students who use earbuds, headphones, etc. to listen to music must always keep one earbud, headphone, etc. off for safety reasons.

At other times during the school day, cell phones may not be seen or heard. Cell phones and other electronic devices may not be used in restrooms, locker rooms, and/or any other area where an individual would have a reasonable expectation of privacy. Students are also prohibited from using their personal electronic devices to take photographs, audio record, or video record during the school day.

Violation of this rule will result in a warning or disciplinary consequences being issued. The second offense may result in the student being sent to the office to surrender the personal electronic device and/or disciplinary consequences. Confiscated personal electronic devices will be kept in the office safe and returned to the student at the end of the school day. Students who refuse to turn over their personal electronic device to an administrator will receive additional disciplinary consequences for insubordination. If students need to make a phone call during school hours, they may call from the High School Office..

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

### *School Board Policy 222: Tobacco and Vaping Products*

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

- 1st Offense: 2 day ISS + citation issued + parent notification
- 2nd Offense: 2 day ISS/OSS + citation issued + parent notification
- 3rd Offense: 3 day ISS/OSS + citation issued + parent notification

In addition, hallway restrictions may be imposed upon students who violate this policy. Students may also be required to participate in a tobacco cessation program or nicotine replacement therapy at his/her own expense. A referral to the Student Assistance Program may occur if appropriate. All E.N.D.S. that are confiscated on school property will be tested to identify if the ENDS device contains nicotine, THC, or other substances. If an ENDS device is found to contain THC or another controlled substance, the Controlled Substance Policy (School Board Policy 227) will apply.

## **Responsible Use of Technology**

### *School Board Policy 237: Personal Electronic Devices*

### *School Board Policy 815: Responsible Use Policy*

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

## **Search and Seizure**

### *School Board Policy 226: Searches*

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

## **Suicide Awareness, Prevention, & Response**

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

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

## **Terroristic Threats**

### *School Board Policy 218.2: Terroristic Threats*

### *School Board Policy 236.1: Threat Assessment*

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

## **Videotaping/Recording/Pictures**

### *School Board Policy 237: Personal Electronic Devices*

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

1. A purpose related to an extracurricular activity;
2. A purpose related to regular classroom instruction; or
3. Media coverage of the school, student names will not be released.
4. **A student is not permitted to take a picture, video or audio record in school with their personal electronic device.**

## **Weapons**

### *Board Policy 218.1: Weapons*

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

## **Wellness/Food in Classrooms**

### *School Board Policy 209.1: Food/Allergy Management*

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

## **Withdrawal from School**

### *School Board Policy 208: Withdrawal from School*

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

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

# Extracurricular & Interscholastic Activities

## Athletics

### *School Board Policy 123: Interscholastic Athletics*

Interscholastic athletics play an integral part of the total school experience. Students are afforded the opportunity to participate in a variety of interscholastic athletics throughout the school year. Students participating in interscholastic athletics must adhere to the rules outlined in the *Athletic Department Handbook* for Student-Athletes and follow their sport's expectations.

## Cardiac Arrest and Concussion Management

### *School Board Policy 123.1: Concussion Management*

### *School Board Policy 123.2: Sudden Cardiac Arrest*

ELCO School District recognizes the importance of ensuring the safety of students participating in the District's athletic programs. Policies have been developed to provide guidance for prevention, detection and treatment of concussions as well as the prevention and recognition of sudden cardiac arrest in student athletes.

## Controlled Substances Regulations

### *School Board Policy 227: Controlled Substances/Paraphernalia*

The ELCO School District has established rules to discourage substance use among adolescents. Any student who violates the rules and regulations regarding controlled substance use is subject to discipline. *In addition, any student who is representing ELCO as a part of an extracurricular team and/or activity or who possesses a parking permit for the High School lot must agree to the following regulations:*

A student possessing a parking permit or participating in an extracurricular activity who comes in contact with controlled substance use should leave that location IMMEDIATELY to avoid temptation and eliminate suspicion. Any student who possesses, uses or distributes any controlled substance will be suspended from all extracurricular activities, lose his/her parking permit, and will be referred immediately to the Student Assistance Program for review. These regulations are in effect twenty-four (24) hours per day, seven (7) days per week while the student is participating in the activity and/or possesses a parking permit.

The suspension from participation in extracurricular activities and loss of parking permit shall be for a period of thirty (30) calendar days from the date of the infraction or upon the completion of an investigation by school personnel. When the student is participating in activities during the summer months, under the supervision of district personnel, any infraction will also result in a thirty (30) day suspension from extracurricular activities beginning from the date of the infraction or upon the completion of an investigation by school personnel. A suspension can be reduced to seven (7) calendar days if the student agrees to complete an underage drinking and substance abuse program approved by the school district. If the student begins, but does not complete the program, he/she is subject to a resumption of the total suspension.

A second, and each subsequent offense, will result in a suspension from participation in all extracurricular activities and loss of parking permit for 365 days from date of the infraction. A student wishing to participate in extracurricular activities at the conclusion of the suspension must undergo assessment to determine if follow-up treatment is required.

## **Student Clubs and Organizations**

### *School Board Policy 122: Extracurricular Activities*

There are a number of extracurricular and co-curricular activities offered at the High School, such as athletic, music, drama, leadership, subject-oriented clubs, Student Council, publications, and interest groups. Students are encouraged to participate in one or more extracurricular activities of interest to them. A listing of opportunities available to students is published at the beginning of every school year.

## **Notice to Parents**

The following is a summary of the rights afforded to parents and eligible students. To view the full FERPA notice, please refer to the District website (Annual Notices).

1. The right to inspect and review the student's educational records within 45 days of the district's receipt of a request for access.
2. The right to request amendments of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise violate the privacy rights of the students.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

5. The right to refuse to permit the designation of any or all of the categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### **Media Release**

If a parent desires to NOT have their child individually photographed, audio/videotaped, or interviewed by the media, they will indicate such on the district's media permission form, which may be found in the PowerSchool Parent portal.

### **Military Opt-Out**

#### *School Board Policy 250: Student Recruitment*

The Education Reform Act of 2002 contains a provision that school districts provide, on a request by military recruiters, access to secondary students' names, addresses, and telephone listings. The ELCO School District is obligated to provide the directory information of 11th and 12th grade students to military recruiters unless directed by a parent/guardian that such information not be released.

If you do not wish to have the directory information released to military recruiters, you must inform the principal in writing no later than September 15th of each school year.. If notification is not received by this date, student directory information will be released as specified.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students**

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

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

### **Early Intervention**

Children aged three through the age of admission to first grade are eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information regarding Early Intervention Services you may contact IU #13 at 717-606-1601.

### **Screening**

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

### **Evaluation Process**

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

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

### **Consent**

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

### **Independent Education Evaluation (IEE)**

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

### **Program Development**

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

### **Gifted Education**

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

### **Protected Handicapped Students**

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

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

### **Confidentiality of Personally Identifiable Student Information**

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

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

### **Retention/Destruction of State Assessment Materials**

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

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

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

### **Notice of Destruction of Special Education Records**

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

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

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