

# **Eastern Lebanon County School District**

## **ELCO Middle School**



**2025 - 2026**

**Parent/Student Handbook**

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# ELCO School District Information

## DISTRICT ADMINISTRATION

Julia Vicente	Superintendent
Barbara Davis	Assistant Superintendent
Elaine Mathias	Business Manager
Megan Hanichak	Assistant Business Manager
Robert Boltz	Director of Technology
Darbe Dehaven	Director of Human Resources
Jim Frantz	Director of Buildings & Grounds
David Ludwig	Director of Food Services
Tommy Mealy	Director of Athletics
Amy Shoemaker	Director of Pupil Services
Kimberly Mecca	Director of Special Education

## BOARD OF EDUCATION

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

## District Staff

Mrs. Addie Bird	ESL Teacher
Mrs. Stephanie Bohannon	Technology Support Staff
Miss Elizabeth Boyd	School Psychologist
Mrs. Ying Moua-Yang	Admin Assistant for Spec. Ed. and Pupil Services
Mrs. Kirsten Hurley	School Psychologist
Chief Daniel Gonzalez	School Police Chief
Mrs. Kimberly Hackman	Administrative Asst. Technology
Mrs. Lori Mosser	Administrative Asst. Superintendent
Mrs. Laurabeth Kapp	Gifted Support

Mrs. Shanon Martin  
Mrs. Tina Kunder  
Mr. Brett Lovell  
Mrs. Danielle Martin  
Officer David McDermot  
Mrs. Kelly Smith  
Mr. Cameron Smithgall  
Mrs. Tina Ulrey  
Mrs. Amy Zelinske

Special Education Consultant  
Admin Asst. to Assistant Superintendent/Registration  
Technology Support Staff  
ESL Teacher  
School Police Officer  
Social Worker/Home School Visitor  
Technology Support Staff  
Special Education Consultant  
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, Mrs. Leslie Spears*  
*Administrative Assistant, Miss Brandi Light*

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



*Principal, Ms. Jennifer Haas*  
*Assistant Principal, Mr. Andrew D*  
*Administrative Assistant, Mrs. Jennifer Smith*  
*Administrative Assistant, Ms. Maureen McGuire*

## **ELCO Mission, Vision, and Shared Values**

### **Our Promise...**

We educate for excellence ...

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

### **Our Vision...**

*We educate for excellence!*

### **Our Mission...**

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

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

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

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

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

*Knowing each learner by name, strength and need*

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

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

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

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

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

**We are ELCO Strong**

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

**Statement of Equal Opportunity**

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

**Alma Mater**

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

Words and Music by June and Harold Yeagley

**School Colors**

Blue and Gold

**School Mascot**





Eastern Lebanon County School District

# Comprehensive Plan 2025 - 2028

Four Pillars

<p><b>PILLAR A</b> "Teaching and Learning"</p> <p>Equitable, Rigorous Teaching and Learning for Personalized Success</p>	<p><b>PILLAR B</b> "Schools Can't Do It Alone"</p> <p>Safe Climate and Strong Partnerships with Families &amp; Community</p>	<p><b>PILLAR C</b> "Investing in People"</p> <p>Effective Teacher for Every Student, Effective Leader for Every School</p>	<p><b>PILLAR D</b> "Managing the Whole"</p> <p>Continuous Improvement of Culture, Conditions, Programs, and Practices</p>
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# 2025-2026 Calendar Eastern Lebanon County School District



Approved: February 18, 2025 (revised)

S - 4  
T - 7

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						

S - 21/25  
T - 21/28

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			

S - 22/47  
T - 22/50

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	

S - 17/64  
T - 18/68

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						

S - 15/79  
T - 17/85

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		

S - 19/98  
T - 19/104

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, 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

S - 19/117  
T - 19/123

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

S - 22/139  
T - 22/145

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				

S - 18/157  
T - 18/163

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		

S - 19/176  
T - 20/183

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						

S - 4/180  
T - 5/188

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 Middle School**

## **Welcome!**

Welcome to the ELCO Middle School. We appreciate you taking the time to review our policies and procedures contained in this handbook. Understanding the information contained in this handbook is an important step in creating success for every middle school student. Students are expected to positively contribute to the ELCO Middle School environment. The handbook is subject to review and amendment as needed based on policy, law, or regulation at the discretion of the ELCO School District administration.

Everyone is excited for the school year to start! Please reach out to the main office or myself with any questions. Have a great year!

Jonathan Treese  
ELCO Middle School Principal

## **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 for Parents portal. This acknowledgement must be completed within the first two weeks of the school year.

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

## **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.

# ELCO Middle School Staff

## ELCO Middle School Administration & Support Personnel

Middle School Principal .....	Mr. Jonathan Treese
Middle School Assistant Principal.....	Mrs. Angela Springborn
School Counselors .....	Miss Allison Wagner
	Mrs. Jennifer Garrison
School Nurse .....	Mrs. Renee Zimmerman

## Administrative Assistants

Principal's Office .....	Mrs. Leslie Spears
Assistant Principal's Office.....	Miss Brandi Light

## Faculty

<u>Teacher</u>	<u>Subject Area(s)</u>
Miss Megan Andress	Mathematics - 6th Grade
Mrs. Marjorie Arnold	Social Studies - 6th Grade
Mr. Jeffrey Bennett	Social Studies - 6th Grade
Mrs. Angela Bicher	Science - 7th Grade
Mr. Travis Bicher	Social Studies - 8th Grade
Mrs. Karen Blair	Mathematics - 7th Grade
Mrs. Christine Bogner	Special Education
Mrs. Dennie Boltz	English -7th Grade
Mr. James Brennan	Social Studies - 7th Grade
	Health
Mr. Jamie Cascarino	Science - Grade 6
Ms. Morgan Chapman	Special Education
Mr. Craig DeVore	Music
Mrs. Juliette DeVore	Computer Skills
Mr. David Drahovsky	Mathematics- 8th Grade
Mrs. Heather Gery	Health & Physical Education
Mrs. Jennifer Greene	Special Education
Mr. Mitchell Grey	Health & Physical Education
Miss Melanie Haas	Autistic Support
Mr. Wyatt Hall	Technology Education
Dr. Holly Harnly	Speech & Language Pathology
Mrs. Erin Harris	English - 6th Grade
Mrs. Gina Hewitt	Spanish
Mrs. Lindsey Hibshman	Special Education
Ms. Heather Kahl	Science - 8th Grade
Mrs. Laurabeth Kapp	Gifted Education
Mr. Kirk Keppley	Social Studies- 7th Grade
Miss Wendy Kerst	Library
Mrs. Lisa Kercher	Science 7th Grade
Mrs. Wanda Kulp	Special Education
Mr. Matthew Landis	English - 8th Grade
Mrs. Elissa McCallum	Mathematics - 6th Grade
Mrs. Toni Mehaffey	Special Education
Mr. Sean Miller	Science - 8th Grade
Mr. Matthew Rissinger	French
Ms. Kayla Rohrbach	Speech & Language Pathology
Mrs. Kimberly Sandoe	Art

Mrs. Jennifer Schooley  
Mr. Chris Weidner  
Mrs. Michelle Whitmoyer  
Mrs. Jenny Wolgemuth  
Miss Zoe Zerman  
Mrs. Emily Ziegler  
Mr. Warren Zimmerman  
Mr. Paul Zook

English - 6th Grade  
Social Studies - 8th Grade  
English - 7th Grade  
Special Education  
Family & Consumer Science  
English - 8th Grade  
Mathematic - 7th Grade  
Mathematics- 8th Grade

**Support Personnel**

Mrs. Rebecca Arnold  
Mrs. Danelle Burkholder  
Mrs. Crystal Kimmel  
Ms. Janelle Kramer  
Mrs. Vicki Oswald

Mrs. Bernice Bricker  
Ms. Natasha Field  
Mrs. Christi Kirchoff  
Mrs. Cody Moyer  
Miss Kylie Weidman

Mrs. Kim Wilson – Assistant Food Service Director

# ELCO Middle School DAILY Bell Schedules

\*\*Students may move to homeroom at 7:30 a.m.

## 6th Grade Schedule

HR/Adv	7:35 - 7:58
Period 1	8:00 - 8:57
FLEX	8:59 - 9:44
Period 2	9:46 - 10:43
Period 3	10:45 - 11:42
Period 4	11:44 - 12:41
Lunch (Per.5)	12:42 - 1:12
Period 6	1:14 - 1:56
Period 7	1:58 - 2:40

## 7th Grade Schedule

HR/Adv	7:35 - 7:58
Period 1	8:00 - 8:57
FLEX	8:59 - 9:44
Period 2	9:46 -10:43
Lunch (Per. 3)	10:44 -11:14
Period 4	11:16 - 11:58
Period 5	12:00 - 12:42
Period 6	12:44 - 1:41
Period 7	1:43 - 2:40

## 8th Grade Schedule

HR/Period 1	7:35 - 8:17
Period 2	8:19 - 9:01
FLEX	9:03 - 9:48
Period 3	9:50 - 10:47
Period 4	10:49 - 11:46
Lunch (Per.5)	11:46 - 12:16
Period 6	12:18 - 1:15
Advisory	1:17 - 1:41
Period 7	1:43 - 2:40



Revised 8/01/2025

# **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.

## **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to measure students' proficiency in Algebra I, Biology, and Literature. Students who are enrolled in Algebra I during their 8th grade year, will be given the Keystone assessment. Students who do not demonstrate proficiency on a Keystone Exam are provided with options for retests or alternate pathways at the High School to fulfill this graduation requirement.

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

PBIS is programming meant to teach Tier 1, universal expectations for all students and staff that supports an environment conducive to the education of students. Within our PBIS framework, we utilize a system of intervention that brings students to additional Tier 2 and Tier 3 supports as needed. This collaborative effort is meant to best support the positive behavior of all students. As part of the PBIS program, we strive to recognize positive student behavior often through individual recognition, team and grade level activities and school-wide incentives.

# **Communication with Families**

## **Change of Address/Communication**

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

## **Contacting the School**

Your student's teacher(s) will act as your primary point of contact for parents during the school year for most academic issues, including assignments, tests, homework, and projects. Questions related to attendance should be directed to the administrative assistant in charge of attendance, Miss Brandi Light at

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msattendance@elcosd.org. Questions related to a student's medical needs, including medication, or our medical procedures should be directed to our school nurse, Mrs. Renee Zimmerman. Parents or guardians needing additional communication should contact the school's principal, Mr. Jonathan Treese.

## **Emergency Communications**

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

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

### *Board Policy 216: Student Records*

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

## **Parent/Guardian Newsletters**

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

## **Parent-Teacher Conferences**

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

## **Parent Teacher Organization or Parent Advisory**

The Administration at the ELCO Middle School is dedicated to creating an advisory panel through our family engagement committee. The building principal will establish regular meeting times for the school and family engagement group to interact.

## **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.

## **Visitors**

*School Board Policy 907: School Visitors*

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

## **Volunteers and/or Chaperones**

*School Board Policy 916: Volunteers*

*ELCO Volunteer Page can be found [here](#)*

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

# **Discipline Procedures**

*School Board Policy 218: Student Discipline*

*School Board Policy 233: Suspension and Expulsion*

## **Disciplinary Actions**

*School Board Policy: 233: Suspension and Expulsion*

## **Levels of Offenses**

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

**LEVEL I** - Misbehaviors on the part of the student which 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 the teachers. After-school detentions can be administered by a teacher or administrator.

Examples include but are not limited to:

Minor classroom disturbances/infractions, unnecessary noises, failure to complete assignments, unprepared for class, gum, food or drinks in unauthorized areas, failure to meet deadlines, hallway and pass offenses, student dress, minor cafeteria violations, public display of affection, possession of electronic devices during school hours.

Level I disciplinary options: violations are handled by the classroom teacher with parent contact and/or teacher detention. Violations may be handled by administration. Documented repeat violations are referred to administration. Verbal warning, parental contact, loss of privilege, school service, restitution, letter(s) of apology, lunch detention(s), after school detention(s)

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

Examples include but are not limited to:

Recurring Level I behaviors, bus misbehavior, class cutting, class disruption/violation of classroom rules, disrespect lewd or rude behavior, inappropriate use of electronic devices, inappropriate language, undirected profanity, lack of cooperation, forgery, throwing food, cheating, school tardiness, class tardiness, cutting detention, defiance (failure to obey a reasonable request by staff member), lying to a staff member, and, violation of electronic device policy and/or inappropriate use of technology.

Disciplinary options:

Level II disciplinary options: violations are referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: Lunch Detention, After-School Detention, In-School Suspension, and or Out-of-School Suspension.

**LEVEL III** - Offenses that are considered a major school offense and are directed against persons and/or their property. These acts might be considered criminal but most frequently can be handled by the disciplinary process in the school. However, direct violation of the Pennsylvania Crimes Code committed within the school will be reported to law enforcement. Acts directed against persons and/or their property, including that of the faculty and/or school. This also includes any recurring Level II misbehaviors.

Examples include but are not limited to:

Recurring Level II behaviors, insubordination, forgery, fighting, bullying, threats, harassment, racial remarks or gestures, property damage/vandalism, theft or possession of stolen property, directed profanity/obscene gestures, threatening a staff member, disorderly conduct, possession/distribution of pornographic material, posting, taking, downloading, or being in possession of an inappropriate pictures or content, unauthorized pictures taking, audio recording and/or video recording and/or posting online on school grounds, possession or use of an electronic nicotine delivery system (E.N.D.S), vape juice, or pods, and any possession or use of any tobacco or alcohol products.

- **DISORDERLY CONDUCT** - Charges may result against students who are engaged in disorderly conduct by refusing to follow the reasonable direction of a staff member, fighting or threatening others, who engage in violent or tumultuous behavior, make unreasonable noise, use obscene language or obscene gestures, or who create a hazardous or physically offensive condition by any act which serves no legitimate purpose. Students who are cited for disorderly conduct will be fined at the district justice level.

Disciplinary options:

Level III disciplinary options will be referred to administration for disciplinary action. Discipline is at the discretion of the administration and may include: After-School Detention, 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 which pose a direct threat to the health, welfare, safety, and security of the ELCO School District community. 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.

These are actions which are violent or harmful toward another person or property, or which pose a direct threat to the health, welfare, safety, and security of the ELCO School District community.

Examples include but are not limited to:

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 (refer to weapons policy) terroristic threats, drug and alcohol related offenses, including possessing, selling or using controlled substances, and may include offenses listed in Level III depending on the infraction.

Disciplinary options:

- Level IV disciplinary options will be 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.

Board Policy 227

### **Lunch detention**

Lunch detentions may be given for a variety of reasons including behavioral infractions. During lunch detentions, students will eat their lunch in a designated area.

### **After School Detention**

After school detention will take place on selected days each week from 2:30 p.m. until 4 p.m., in a designated area in the middle school. Detentions will take precedence over extra-curricular, athletic and work activities. Students will not be excused from detention nor allowed to reschedule unless a parent notification has been made to a school administrator and approved.

Students assigned detention are required to bring an adequate amount of homework or suitable reading material with them. Parents are responsible for transportation. An activity bus is available and arrives at the middle school at 4:15 p.m. unless the student is serving a bus suspension.

When a detention is assigned the parent/guardian will be contacted.

Students who cut detention will be subject to an additional detentions for the first offense and in-school suspension for subsequent offenses within a marking period. A school administrator will notify parents when this situation arises. Excessive detentions may lead to a parent conference or additional disciplinary action in an attempt to change inappropriate behavior.

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

Students will report directly to the main office by 7:35 a.m. Class work for students serving ISS will be collected from all subject areas in advance of the suspension. All textbooks and materials for the entire day must be in the student's possession when they enter the ISS room.

Failure to adequately prepare for ISS may result in an additional suspension.

Students must be working at all times. If the student fails to bring enough work for the entire day more will be assigned. No talking or sleeping is permitted. iPads are permitted based on the work assigned and should only be used to complete schoolwork while in ISS.

Students who are placed on in-school suspension will lose all privileges given to other students. These include, but are not limited to, the privileges to attend class, eat in the cafeteria, use their locker, and the privilege to participate in extracurricular activities (i.e., sports, including practice and games, plays, activity days, dances, etc.) on the day of the suspension. Should the suspension occur on a Friday or Monday, these exclusions would also apply to school related activities occurring over the weekend of the suspension. Students who behave inappropriately while in in-school suspension will face additional disciplinary action.

### **Out-of-School Suspension (Board Policy 233)**

1. Temporary - exclusion for up to three (3) days without a hearing.
2. Full - exclusion for up to ten (10) school days following an informal hearing held before the principal and/or assistant principal with the student and the student's parent/guardian.

Students must be informed of the reasons for temporary suspension while full suspension and expulsion require a prior informal hearing.

Students will be given an appropriate amount of time to make up work and exams resulting from temporary or full suspension.

During the time of suspension, students are not to enter or trespass on any ELCO School District property. Failure to obey these regulations may result in a trespassing charge filed with the District Magistrate's Office.

### **Expulsion (Board Policy 233)**

1. Students are entitled to a formal hearing.
2. The School Board, Committee of the Board, or Hearing Officer of the Board hold formal hearings. A majority vote of the School Board is required for expulsion.
3. Students have the right to be represented by counsel.
4. The hearing shall be held in private if requested by parents in writing.

## **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

# **District Policies**

## **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 carts, and any other object which conveys or moves as if on wheels, is prohibited on school property.

## **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.

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

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

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

## **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>.

## **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: Mobile Device Policy*

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

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

Students are not to use personal electronic devices during the academic day. Prior to 7:30 am, students are permitted to use personal electronic devices. Beginning at 7:30 am, personal devices are to be turned off and kept in student bags until after dismissal. This includes, but is not limited to, cell phones, headphones, earbuds, smart watches, gaming devices, and any other personal electronic equipment that may cause a disruption to the learning environment.

### **1st Offense**

- Device is confiscated and sent to the main office.
- Student may retrieve the item at the end of the school day.
- Verbal reminder of the electronic device policy is given.

### **2nd Offense**

- Device is confiscated and held in the main office.
- **Parent/guardian must pick up the device.**
- Parent/guardian is notified via phone call or email.

### **3rd Offense**

- Device is confiscated and held for parent pickup.
- Student is assigned a **lunch detention** or similar consequence.
- **Parent conference** may be scheduled (in person or virtual).
- Student may be required to check in their device daily at the main office.

### **4th Offense**

- Considered **defiance of school rules**.
- May result in **in-school suspension (ISS)**, **loss of privileges** (e.g., field trips, dances), and/or implementation of a **behavior intervention plan**.
- Parent/guardian meeting is required.

## **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.

## **Weapons**

### *Board Policy 218.1: Weapons*

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

## **Weather Delays and Early Dismissals**

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

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

## **Wellness/Food in Classrooms**

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

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

## **Withdrawal from School**

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

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

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

## **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

### **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*

# **Field Trips**

## **Extracurricular Field Trips (Grades 3-12 only) and Curriculum-Based Field Trips**

To ensure a safe, respectful, and enjoyable experience for everyone, students must meet the following expectations to participate in school-sponsored field trips:

### **1. Academic & Behavioral Standing**

- Students must be in good academic standing (no failing grades unless otherwise approved).
- Students must demonstrate appropriate behavior in school leading up to the trip.
- Any suspensions—whether in-school or out-of-school—will result in immediate disqualification from participating in the trip.
- Repeated discipline issues or significant behavioral concerns may also result in removal from the trip.

### **2. Attendance**

- Students must attend school regularly. Excessive unexcused absences may impact eligibility.

### **3. Signed Permission Slip**

- A parent/guardian must sign and return the permission slip by the deadline provided. No verbal permissions will be accepted.

### **4. School Rules Apply**

- All school rules and policies remain in effect during the trip, including the student code of conduct and dress code.

### **5. Respectful Behavior**

- Students are expected to show respect toward all staff, chaperones, guides, and members of the public.
- Follow all instructions from adults the first time they are given.

### **6. Safety First**

- Students must stay with their assigned group or chaperone at all times.
- Inappropriate or unsafe behavior will result in immediate disciplinary action, which may include removal from the activity and/or future trips.

### **7. Technology Use**

- Cell phone use is at the discretion of staff/chaperones. Devices may be restricted to designated times or purposes (e.g., photos, emergencies).
- Headphones/earbuds are not to be used during tours or presentations unless instructed otherwise.

### **8. Positive Representation**

- Students represent the school and community. Positive conduct reflects well on everyone.

## 9. Participation is a Privilege

- Participation in field trips is a privilege, not a right. The school reserves the right to deny or revoke field trip privileges based on behavior, academic performance, or safety concerns.
- The ELCO MS administration reserves the right to make determinations of student eligibility for participation in field trips.

# Middle School General 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. **Absentee notes can also be submitted to the attendance office via email. Please be sure to include the name of the student along with the date(s) of their absence. Please send emails to: [msattendance@elcosd.org](mailto:msattendance@elcosd.org).**
  - b. **When submitting absentee notes parents may also utilize the PowerSchool parent portal. Directions to submit electronic absentee notes can be found [HERE](#).** However, should you have questions regarding attendance, please email [blight@elcosd.org](mailto:blight@elcosd.org).
  - c. A reason for the absence must be provided on all parent/guardian excuses, "illness" or "sickness" are not acceptable. Specific wording such as cough, sore throat, vomiting should be used.
3. A maximum of ten (10) days of cumulative absences (excused and unexcused), including those verified by parental notification, shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed medical professional.
  - a. It is strongly recommended that whenever a student is absent from school and sees a medical professional an excuse from that medical professional is obtained and provided to the school. Valid excuses from medical professionals will not count towards (10) absences allowed.
4. Students who accumulate three (3) unexcused absences are considered truant and will be provided a written “three-day notice” outlining the potential consequences of truancy.

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

## Daily Attendance

Students are expected to be in their homeroom/ first period class by 7:35 a.m. Any student arriving to his/her first period class after 7:40 a.m. is considered tardy and MUST report to the office to sign into school and to receive a late pass. A student is tardy to school if he/she arrives at school after 7:40 a.m. but before 8:40 a.m. (inclusive). If a student arrives at school between 8:41 a.m. and 1:30 p.m., the student will be considered absent ½-day from school. Any student arriving after 1:30 p.m. will be considered absent for the full day.

Repeated tardies (per semester) to school will result in the following actions:

- Tardy 3 - The student will be issued a warning and parents are notified.
- Tardies 4 through 8– Lunch detention or after school detention may be assigned and parents are notified.
- 8 or More Tardies – Lunch detention and after school detention will be assigned. Additional consequences may be assigned such as: loss of privileges, restriction from participation in after school athletic practices and participation in games or after school activities,

## Educational Travel

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

These are:

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

## Leaving School During the Day

Any student leaving school prior to 1:30 p.m. will be considered absent for a ½-day. Students who need to be excused from school before the end of the regular school day **MUST** provide a note signed by a parent/guardian to the School Office prior to the start of school on the day of the appointment. The note must indicate the date, the time the student is to be excused, and the reason for the early dismissal. If any individual other than a parent/guardian is picking up the student from school, that must also be indicated on the note. Students are not permitted to leave school property without written permission from a parent/guardian. Students must sign out in the School Office when they leave the building and sign in upon their return (if applicable). Additionally, the individual picking up the student early from school must come into the School Office and present a form of picture identification.

Students who are ill during the school day must be evaluated by the school nurse. If the nurse is not available, the student must report to the office. The nurse will determine if the student is to remain in school or go home ill. The nurse will be responsible for contacting the parent/guardian if necessary. Students who leave school due to illness without prior authorization from the school nurse will be marked as unexcused.

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

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

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

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

## 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 School 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**

See Daily Attendance

# **Middle School Grading Procedures**

## **Promotion Requirements**

Students who fail two or more core classes will be required to recover material for at least one class through summer school programming. If a student fails three or more core classes, they will need to recover material for at least two classes through summer school programming. Any student who fails two or more core classes may be retained. Families of students at risk for retention will be notified by the school. Administration reserves the right to make final determinations for promotion and retention of students.

## **Report Cards**

The ELCO Middle School has an outlined report card timeline policy. Progress reports are generated at the midpoint of each marking period. Families of students deemed at risk of failing for the marking period will be notified.

At the end of each marking period teachers will finalize student grades to be posted for report cards. Families will be notified when final grades are posted. A student who fails one or more classes for the marking period will have a report card sent home.

## **National Junior Honor Society**

Membership in the ELCO Middle School chapter of NJHS comes from the selection of the Faculty Council. NJHS candidates must demonstrate outstanding scholarship, character, leadership, citizenship, and service. Students first become eligible following the third quarter of their 7th grade year. Eligibility for membership is based on the following criteria in order.

1. The student must have attended ELCO Middle School for at least one full semester prior to the end of the 3rd quarter of their 7th grade year.
2. The student must carry a minimum GPA of 3.75 for each of the four quarters listed below.
  - a. 4th quarter of 6th grade
  - b. 1st quarter of 7th grade
  - c. 2nd quarter of 7th grade
  - d. 3rd quarter of 7th grade
3. Demonstrate good Character in all aspects of their daily lives.
4. Demonstrate Leadership capacity within the school and community.
5. Demonstrate evidence of Service to the school and community.
6. Demonstrate good Citizenship on a regular basis.
7. Participate in One (1) extracurricular activity (either school or community based).

Any 7th grade student who meets the criteria will be invited to apply for membership at the conclusion of the 3rd quarter of their 7th grade year. To be considered for membership all application materials must be submitted on or before the due date. New members are inducted at a ceremony on a date TBD.

\*Additional information in previous handbook

## **Notice to Parents**

### **Family Education Rights and Privacy Act**

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

# **Other School Information**

## **Personal Items Expectations**

Including but not limited to: toys, blankets, pillows, noise making items, etc.

To maintain a focused, respectful, and productive learning environment, blankets and pillows are not permitted during the school day. These items are considered personal comfort items that can create distractions, encourage disengagement, and detract from the academic setting.

Students are expected to come to school prepared to participate fully in classroom activities. Bringing blankets or pillows to class—unless specifically approved for a medical reason or a special event—will result in the item being confiscated and may lead to further disciplinary action if repeated.

## **Car-Rider Arrival and Dismissal Procedures**

Students arriving by vehicle will be dropped off in front of the side door attached to the large parking lot. Drivers are expected to follow all traffic control guidelines and safety procedures outlined. Students are only permitted to exit the vehicle when at the appropriate point in the drop off line. For safety reasons we want to avoid students crossing the parking lot unattended.

Students may enter the building at 7:15 am and report to the cafeteria for breakfast and then move to their assigned AM area.

Students are dismissed to first period at 7:30 am.

## **Dances and Other School Sponsored Activities**

Dances and other events will be organized by student organizations throughout the school year.

Criteria for attendance may be amended administration.

- 1) Students who are absent from school the day of the event will not be permitted to attend.
- 2) Students who have been suspended or had multiple major discipline infractions may be withheld from attending events. See discipline procedures above and are at the discretion of the administrative team
- 3) All school rules apply at events unless otherwise noted.
- 4) Re-entry to any event will not be allowed unless permission has been granted by staff and/or administration.
- 5) Students must maintain passing grades. Students cannot be failing any 2 classes in order to attend.

All dances and events are for ELCO Middle School students only.

## **Event Posters/Flyers**

All posters and flyers for school-sponsored events are to be approved by school administration prior to being hung up. Any poster or flier that has not been approved will be immediately removed. All posters and fliers must be removed by the organization at the conclusion of the event. Posters and fliers from outside organizations must be approved by the District Superintendent.

## Fire and Safety Drills

Safety procedures, including response to incidents, will be reviewed regularly throughout the school year at faculty meetings and District wide professional development events. Beginning in the 2024-2025 school year the District will begin to use components of the *Standard Response Protocol* which simplifies and enhances the communication that is provided during drills and incidents. Response actions have not changed and staff will have access to electronic flipcharts outlining specific responses during the Fall of 2024.

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

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

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

## Lockers

All lockers that are available for student use on school premises, including those located in the hallways and locker rooms, are the property of the school. These lockers are made available for student use at school, but the lockers are not to be used to store items which cause or could reasonably cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules.

Students will need to request a locker using the process outlined by the administration in order to have one assigned to him/her. Students are to only use the locker assigned to him/her (students may NOT share lockers). It is recommended that students keep their assigned locker locked at all times. The student's use of the locker does not diminish the school's ownership or control of the locker. 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, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. For the safety of all students, specially trained drug dogs may be brought into the school periodically to search for drugs.

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

## Lost and Found

Items that are misplaced or left behind are often turned into the main office. If the items are labeled with the child's name, every effort will be made to return the item to the student. Clothing, shoes, lunch bags, water bottles, and other such items may be claimed from tables outside of the office. Any unclaimed items remaining on the table or in the office will be disposed of appropriately one week after the marking period ends.

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

## Obligations

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

## Physical Education Excuse Procedures

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

## Restrooms

Students are expected to keep the restrooms clean and may not loiter, smoke, write on walls, or damage the facilities in any way. Restrooms are technology-free zones and students are not permitted to use iPads, mobile phones, or any recording devices in restrooms. Only one student may be in the restroom stalls at a time. Instances where more than one student is in a stall will result in disciplinary consequences. Students who are feeling ill should report to the nurse's office.

## School Insurance

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

## Selling of Items

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

## Student ID Badges

All students will be issued an ID badge following the school picture day. Students should retain their ID badges from year to year. It is acceptable for students to use a cell phone or iPad to take a picture of the ID and scan the picture as if it was their badge. If an ID badge is lost or misplaced the student should report to the school office for a replacement. The first replacement of an ID badge will be at no cost to the student. Students will be charged \$5 for any additional replacements that are needed during the school year. Separate ID badges will be provided by the contracted bus company and will be required for all school transportation, including away athletic contests, and for admission to student activity events.

## Telephone

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

## Weight Room/Gymnasium Guidelines

**Students are only permitted to be in the weight room and gym areas when under the direct supervision of a faculty or staff member or coach.** Students are never permitted to be in the weight room and gym areas without supervision. Further, students are only permitted in the weight room and gym areas during the school day when enrolled in a class that is using the facilities as part of class activities. Students are NOT permitted in the weight room or gym areas during lunches. Violation of these procedures may result in disciplinary action.

# Student Code of Conduct

### *School Board Policy 218: Student Discipline*

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

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

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

## Academic Honesty

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

# 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.
- When a student willingly copies/photographs answers during a test/quiz or lets another student copy/photograph answers.
- 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) or work that is not a product of his/her own effort.
- 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**

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

## **Dress and Appearance Guidelines**

### *School Board Policy 221: Student 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 for safety purposes.

## **Educational Materials**

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

## **Food and Drink Expectations**

Students are permitted to carry a drinking container for water only. Sealed drinks for lunch time or after school are allowed to be stored in student backpacks/lunch containers. Food is not permitted in any areas outside of the classroom. Food and drink purchased from the cafeteria is not permitted to leave the cafeteria.

## **Hallway Expectations**

When a student leaves the classroom (to go to the bathroom, get a drink, etc.) they will be required to use the eHall pass system to leave the classroom and when they return to the classroom. Students who leave class frequently without a valid medical reason may have hallway restrictions put in place. This could include limiting the number of times a student is allowed to leave class and other permissions that may limit the student's ability to sign out of the classroom. Additionally, the following rules are in place for the hallways:

1. Running in the corridors is strictly prohibited.
2. Students may not stand along the walls between classes in such a way that impedes others.
3. Students are to report their classes in a timely fashion.
4. Fire laws require that the stairs be kept cleared. Therefore, standing or sitting on the stairs is not permitted.
5. Students are prohibited from entering a classroom, circulating the hallways, entering the gym, weight room, or locker rooms, or loitering in areas where classes are in session during their assigned lunch period.
6. Corridors where classes are in session should be kept as quiet as possible.
7. 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. Please see Discipline Procedures.

## **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 cause disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using District facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

# **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 can also be found on the District website ([Displaced Youth](#))

## **Food Service**

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

## **Gifted Support Services**

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

Referrals for a Gifted evaluation can be made at any time during the school year, but only one referral per child per calendar year is permitted. More information can be found on the [Gifted Support Services](#) page of the [Return to Top](#)

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.

## **Student Accounts and Cafeteria Debt**

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

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

Significant changes were enacted under the Pennsylvania School Code Act 55, titled "Food Shaming," which was passed on December 6, 2017. While the amendment states that K-8th grade students may not be directly

contacted regarding their negative accounts, students in grades 9-12 are exempt from this amendment and may be contacted about their meal account status.

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

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

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

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

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

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

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

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

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

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

Throughout their school career, specifically upon school entry (typically Kindergarten), grade seven, and grade twelve. students are required to obtain updated immunizations as per PA Department of Health regulations.

Parents/guardians can review specific requirements at each grade level on the [Immunization Requirements](#) page of the District website.

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

## **Administration of Medication**

School Board Policy 210: Medications

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

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

### **Definitions**

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

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

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

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

1. A parent request form (provided by the school) must be completed giving the school permission to give medication ordered to the student.
2. By law a written order from a physician that includes 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.
- **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.

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.

## **Food Allergies**

### *School Board Policy 2019.1: Food Allergy Management*

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

## **Social Services**

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

# **Special Education Services**

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

**ELCO Special Education Website can be found [here](#).**

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

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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.*

## **Student Assistance Program**

The Student Assistance Program is designed to help students who are experiencing academic and/or social difficulties due to issues of mental health, substance abuse or related trauma. The team is made up of teachers, counselors, administrators, school nurse and liaisons from outside agencies. Team members have special training in areas such as drug and alcohol issues, depression, family problems and suicide. SAP accepts referrals from staff, students and parents who may be concerned about a student. ALL information remains confidential. For help or information contact a school counselor or building administrator.

## **Technology Services**

### **Technology Vision**

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

### **Technology Goals for Students**

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

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

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

The District focuses on four main goals:

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

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

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

## **PowerSchool**

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

## **Schoology**

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

## **Technology Support**

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

# **Transportation**

*School Board Policy 810: Transportation*

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

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

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

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

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

## **Transportation/Bus Rules**

*School Board Policy 810: Transportation*

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

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

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

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

## **Transportation Guidelines**

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

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

1. Requests for ELCO School District bus transportation from locations other than near the student's home will be considered only if it is in the school attendance area to which the student is assigned.

Kindergarten students will be assigned to a morning or an afternoon kindergarten session, depending on the location of their home or babysitter.

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

## **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.

There are a number of co-curricular activities offered at the middle school, such as athletic, music, drama and 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.