ELEMENTARY SCHOOL
STUDENT AND PARENT HANDBOOK



Elizabethtown Area School District
600 East High Street, Elizabethtown, PA 17022
717-367-1521
http://www.etownschools.org

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Note: Policies referenced in this Student Handbook are not fully copied. However, the policy number is given so it can be viewed in its entirety on the EASD Policy Website.

PARENT ACKNOWLEDGEMENT

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

After reading the Parent/Student Handbook, please visit your Community Portal account for EACH child enrolled in our school district and click on the PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT link to submit the REQUIRED online parent acknowledgment form.

WELCOME BACK LETTER

Welcome Students and Parents of the Elizabethtown Area School District!

It is with pleasure that we welcome you to the Elizabethtown Area School District's K-5 grade elementary schools. We are excited to work with and support every student to help them prepare to live, learn, and thrive in our schools and the global community. To meet this goal, we will provide motivating instruction and activities. Each student is encouraged to be an active participant in the total school program to ensure the full development of his or her potential. There is a team philosophy at our schools where everyone works together to create a safe environment so that students have the opportunity to grow academically, emotionally, and socially. Through the cooperation and hard work of everyone, including administration, faculty, students, parents, and our professional learning community, the year will be rewarding and enjoyable. To help students achieve these goals, we are providing this handbook for each elementary school student. The faculty and administration wish all students much success as our student body travels through this exciting educational and life-ready journey.

Bear Creek School, (717) 367-0210

- Mrs. Kaitlyn Dobyns, Principal
- Ms. Elizabeth Moodie, Assistant Principal
- Mr. Mike Pericci, Assistant Principal

Bainbridge Elementary School, (717) 426-4203

- Mr. Derek Witmer, Principal
- Mrs. Katharine Donnan, Assistant Principal

East High Street Elementary School, (717) 361-0099

- Mr. Derek Witmer, Principal
- TBD, Assistant Principal

EASD VISION AND MISSION STATEMENTS

Our Vision

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

Our Mission

Our mission is to prepare all students to be life ready. As such, the District is pivoting away from a narrow program focus of study where students take courses aligned to the possible college and careers they are interested in toward a much more impactful and broader model designed to help students become life ready. In doing so, our District's goal is to provide students with the knowledge, skills, and social and emotional wellness to be successful across a broad spectrum of opportunities that may or may not include a college degree and can fall across a broad range of platforms including skilled and high occupation labor that provide a living wage; professions in the STEM (science, technology, engineering, and mathematics) and Humanities fields; and careers in the armed forces.

DISTRICT ORGANIZATION

District Administration

Ms. Krista Buckwalter, Supervisor of Special Education
Mr. Ted Cardwell, Director of Technology
Dr. Jennifer Fields, Supervisor of Student Services
Mr. Brian Miller, Director of Building & Grounds
Ms. Megan Moffett, Director of Curriculum and Instruction
Mrs. Kimberly Nickle, Director of Transportation
Mr. Gabriel Olivera, Director of Physical Safety
Mr. Troy Portser, Director of School and Community Information
Mrs. Donna Prokay, Interim Director of Human Resources
Mr. Garret Rain, Director of School Safety and Emergency Preparedness
Dr. Walter Smith, Director of Pupil Services
Mr. Tom Strickler, Superintendent & Chief Financial and Operations Officer
Mr. Bill Templin, Director of Athletics

2026-2027 SCHOOL CALENDAR

August 27	K-5 Open Houses (Bainbridge, East High Street, Bear Creek)
August 17-19	No School – K-12 Staff Development
August 24-28	No School – K-12 Staff Development
August 31	First Day for Students – Grades K-12
August 31	Early Dismissal – K-12 Staff Development
September 4	No School – September Recess
September 7	No School – September Recess
September 16	K-2 Back to School Night (East High)
September 17	K-2 Back to School Night (Bainbridge)
October 2	No School – K-12 Staff Development
October 12	No School – October Recess
November 5 & 6	No School – K-12 Conferences
November 25	Early Dismissal - K-12 Staff Development
November 26-27	No School K-12 – Fall Recess
November 30	No School K-12 – Fall Recess
December 23	Early Dismissal – K-12 Staff Development
December 24-25	No School K-12 – Winter Recess
December 28-January 1	No School K-12 – Winter Recess
January 18	No School – January Recess
January 25	No School – K-12 Staff Development
February 12	No School – Extreme Weather Makeup Day
February 15	No School – February Recess
March 25	No School – K-12 Staff Development
March 26	No School – Spring Recess
March 29	No School – Spring Recess
March 30	No School – K-12 Spring Conferences
April 23	No School – K-12 Staff Development
April 26-30	PSSA Exams (ELA) – Grades 3-8
May 3-7	PSSA Exams (Math) – Grades 3-8
May 3-7	PSSA Exams (Science) – Grades 4 & 8
May 31	No School – May Recess
June 3	EAHS Commencement
June 4	Early Dismissal – Last Day for Students – K-12 Staff Development
June 7-9	No School – K-12 Staff Development

SCHOOL DAY/HOURS

The school day for elementary students begins at 8:50 a.m. and ends at 3:35 p.m. Morning Kindergarten begins at 8:50 a.m. and ends at 11:35 a.m. Afternoon Kindergarten begins at 12:50 p.m. and ends at 3:35 p.m. Please note that the district does not provide mid-day transportation. Walkers and car riders are encouraged to arrive at school between 8:30 am - 8:45 am. Students should not arrive before 8:30 a.m. (grades AM Kdg-5) and 12:45 p.m. (for afternoon kindergarten students). Supervision of your child is not available before this time.

ATTENDANCE INFORMATION

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

Bainbridge: BB_attendance@etownschools.org
East High: EH_attendance@etownschools.org
Bear Creek: BC_attendance@etownschools.org

Excusable Absences

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

School nurse visits and excuses

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

- If the nurse finds the student to be ill, the nurse will call the parent/guardian to ask for the student to be picked up. This is an excusable absence.
- If the nurse finds the student to be healthy enough to stay at school, the student will be asked to return to their classroom.
    - Following a healthy check-up from the nurse, if the student contacts home to ask to be picked up, and if the parent/guardian picks up the student, the absence <u>will not</u> be excused.

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

Excuse Cards/Documentation of Absences

All excuses, early dismissals, or late arrival notes are to be submitted through the school attendance email address. Failure to submit an excuse within three school days of an absence could result in the absence(s) being coded as illegal/unexcused. This can also impact a student being able to make up missed assignments. If a child is absent for three or more consecutive days, a medical excuse is required for these absences.

Excessive Excused Absences

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

Educational Trip Experiences

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

Parents/guardians are discouraged from taking children out of school during PSSAs. Due to the volume of Educational Trip requests, families need to check the status of their request by viewing the Attendance link in your child's Community Portal to see if your Educational Trip request was approved.

- Bainbridge Educational Field Trip Request Form
- East High Street Educational Field Trip Request Form
- Bear Creek Educational Field Trip Request Form

Pennsylvania Compulsory School Attendance Laws

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

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

Make-Up Work For All Absences

It is the responsibility of the student/parent/guardian(s) to communicate with teachers or school counselors to request missed assignments when absences occur. In addition, school procedures require that students who are absent for excused reasons must make up missed assignments within three days of the students' return to school. If an extension beyond three days is necessary, please communicate and set up a plan with the school counselor, which will be approved by administration on a case-by-case basis. An alternative, comparable assignment may be assigned to cover missed class material, at the teacher’s discretion. The intent of all make up work is to help regain lost instructional experiences due to excused class absences. Missed assignments due to illegal/unexcused reasons may result in a “0” for the assignment, at the discretion of the teacher/administration. Students who cut class may not be permitted to make up missed work, and this action will result in consequences as determined by the building administration.

Tardies and Early Dismissals

All students arriving late to school must have a note or the tardy will be classified as unexcused.

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

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

Attendance Tracking

Attendance is tracked by the district Home and School Visitor. This position is part of the district’s Support Services. The Home and School Visitor focuses on eliminating barriers to the

attendance and academic success of each EASD student. Please contact Mr. Kenneth Burke at (717) 367-1533 or kenneth_burke@etownschools.org to discuss any attendance-related issues for all types of learning formats. Please do not email Mr. Burke with daily attendance excuses; please use

BB_attendance@etownschools.org
EH_attendnace@etownschools.org
BC_attendance@etownschools.org

EASD In-Person Attendance Guidelines 2026/2027

Student attendance will be taken at the beginning of each school day. Parent/Guardian(s) will receive a call if your student is absent. Please call or email your child's school to provide notification of an absence, indicating that your student is an in-person learner. For the 2026/2027 school year, no physical excuses will be accepted. Please scan/email any medical or other documentation to your child's school. If you call in or email to report an absence, you do NOT need to submit anything further, unless you would like the absence to be coded as medical/legal/or other type that will not count towards the 10-day excused policy (medical note needed for all future absences). Class cuts will be considered a discipline issue and addressed by administration, not towards attendance.

Please utilize the following telephone number or email address regarding absences:

- Bainbridge Elementary School - (717) 426-4203, BB_attendance@etownschools.org
- East High Street Elementary School - (717) 361-0099, EH_attendance@etownschools.org
- Bear Creek School - (717) 367-0210, BC_attendance@etownschools.org

E-town Cyber Learning Option

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

Mr. Bobby Crick - (717) 367-1533 - robert_crick@etownschools.org

HOMELESSNESS OF OUR STUDENTS

The Elizabethtown Area School District's support services department seeks to remove barriers to learning and ensure educational success for all students. When students and their families do not have a fixed, permanent, or regular nighttime residence, they are considered to be a family experiencing homelessness under the federal McKinney-Vento Act. School districts are required to identify students who fall under the set criteria of McKinney-Vento. For

students not residing with a legal parent or guardian, these individuals are classified as Unaccompanied Youth and have equal educational rights under McKinney-Vento. Supports are available to students and families in relation to enrollment, transportation, referrals to community resource partners (for physical, emotional, and basic needs), opportunities for family engagement in school-related events, maintaining academic/graduation progress, or other individualized barriers.

· If you or a family you know is experiencing homelessness, please contact Dr. Jennifer Fields, EASD Homeless Liaison, at (717) 367-1521 or jennifer_fields@etownschools.org.

HOMEBOUND INSTRUCTION

Homebound instruction is available for those students who are absent for an extended period of time due to disability, illness or injury. Students are required to provide a written medical excuse before homebound instruction is considered. Students on homebound instruction will NOT be permitted to attend school related activities. If your child may need homebound instruction, please contact your student's School Counselor. For more information about the district's homebound instruction policy, please review Policy 117.

WITHDRAWAL OF STUDENTS

The school should be notified as soon as possible of a student's impending withdrawal. Parents/guardians are requested to complete a withdrawal form. All textbooks, library books, lunch payments, etc. must be cleared before the student can receive a transfer record to another school. For more information on the district's withdrawal policy, please see Policy 208.

WEATHER RELATED SCHOOL CLOSINGS & DELAYS

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

- Winter Weather Procedures

MODIFIED SCHEDULES

Early Dismissals

Please take special note of the schedule that will be in effect this year for kindergarten students for late starts, early dismissals, and school delays. This schedule is being implemented to equalize the instructional hours for the morning and afternoon sessions.

- AM Kindergarten …... 8:50 a.m. - 10:25 a.m.
- PM Kindergarten ….. 10:55 a.m. - 12:35 p.m.
- Grades 1-5 ……. 8:50 a.m. - 12:35 p.m.

Pre-Planned Early Dismissal Dates - August 25, December 23 and last day of school.

2-Hour Delay

During days of inclement weather, a 2-hour school delay may occur. In this case, classes will be modified as follows:

- AM Kindergarten ……10:50 a.m. - 12:45 p.m.
- PM Kindergarten ……1:40 p.m. - 3:35 p.m.
- Grades 1-5 ……. 10:50 a.m. - 3:35 p.m.

ELEMENTARY CURRICULUM

The elementary educational program is articulated through planned instruction aligned with Pennsylvania's State Standards and offers a wide range of opportunities for students of all ability levels. The basic curriculum consists of an English Language Arts (ELA) block, which includes reading, spelling, handwriting, writing, listening and speaking skills. These communication skills are integrated not only in the English Language Arts block but also throughout the entire curriculum and are based on a process-approach (focusing on basic and processing skills as well as real-life application). A literature-based reading program is utilized which incorporates fiction and non-fiction stories, paperback books of varying levels, and a wide range of supplemental materials that provide support instruction for all students. Effective strategies, such as guided reading, phonics, word study, and comprehension skills are taught through whole group, small group, and individual instruction. A remedial program is available for students who qualify for such assistance. A concerted effort is made to assist each student to reach proficiency in reading and writing by the end of third grade.

Math, science, health and social studies are also an important part of the basic curriculum. Similar to communication arts, these subjects are presented in an integrated manner when applicable. A hands-on approach is utilized which focuses on basic concepts, processes, and application. Kindergarten students are offered music, art, and physical/health education. Music, art, physical education, technology, and library classes are offered to students.

As part of the fifth grade health curriculum your child will be instructed on the topics of Human Sexuality and AIDS (Acquired Immune Deficiency Syndrome). This instruction typically occurs between January and June of the school year, and it is designed to be age appropriate for fifth graders. These topics are discussed as part of the health units, "Human Growth and Development" and "Blood Borne Pathogens". A preview of the curriculum will be available to you during our school's Elementary Parent Night, or you may make arrangements to review this material by contacting your child's principal. A separate letter will be sent home with your child and posted on Schoology at least three weeks prior to the instruction on these topics. At that time you may request that your child be excused from instruction on one or both of these topics. If you have any additional questions, please contact your child's classroom teacher or the school's principal.

In addition, our curriculum offers instruction in a variety of other areas to meet varying interests and address the ever-growing needs of an informed citizenry.

Special Education/Learning Support is available to students who qualify for such services. The school counselor or building principal should be contacted for further information on these programs. Students who qualify for the District's gifted program meet regularly with the teacher of the Gifted. Further details about this program can be obtained by contacting Krista Buckwalter, Supervisor of Special Education, or the building principal.

All curriculum is reviewed and revised periodically to ensure quality, relevance, reflection of current research, and the attainment of our district vision of "leading students from where they are and guiding them to reach their maximum potential." Please refer to Policy 105 on the district website for additional information regarding each of the curricular areas.

- EASD Curriculum

DIFFERENTIATED INSTRUCTION

Teachers in our district have been working on developing a more "differentiated" approach to instruction in their classrooms to meet the needs of all children. Children are individuals thus each child develops and learns in his/her own way and at his/her own rate. Development occurs not only in the cognitive or academic area but also in the social, physical, emotional and aesthetics/or creative realms. The challenge for today's classroom teacher then becomes knowing what and when to teach an average of twenty-plus children, all together, for a confined period of six hours per day for approximately 171 days per year. Within our traditional structure the key response to this challenge is to differentiate instruction based on individual and common strengths and needs.
The implementation of this approach is based on basic principles that guide instruction. These include:

1. A focus on the essentials of the district's curriculum. We know no one can learn all there is to know about a particular subject or all that is in a textbook. However, our curriculum

lists the main concepts, principles, and skills we want each child to firmly grasp and be able to use before moving on to Middle School. In a differentiated classroom, some children will learn the essentials quickly and move on to more complex tasks using the essentials while others may need support to achieve mastery. The key is that all students learn the essentials.

2. Student differences are celebrated and addressed. Teachers plan instructional tasks and activities based on student needs which could be based on interests, learning style, life experiences, health issues, academic background, etc. Consequently, the teacher modifies or adapts curricular content (what is to be learned) and/or processes (how it is to be learned), and/or products (evidence of what is learned) to help each student achieve success to the best of his/her ability.
3. The teacher balances group and individual norms by working with students flexibly. Instruction varies- involving at times, whole class, small groups, or individual students. Sometimes everyone uses the same materials with the same goals but often it is more effective to use varying materials with individualized goals. The teacher's goal is to help students to master skills and knowledge as rapidly as possible while ensuring genuine understanding and application of those skills.

PROGRESS REPORTS

The Elizabethtown Area School District operates on a trimester schedule for students in grades K-5. Under this setup, the school year is divided into three terms. Trimesters have proven effective in allowing teachers more time between assessments for a deeper understanding of each students' knowledge base, more time to work with students on areas of concern and more quality information for our students' parents and guardians as to their child's progress.

End of Trimesters

- December 1, 2026
- March 8, 2027
- June 4, 2027

HOMEWORK

Homework is assigned because we believe it to be of value to our students. Homework can be an effective tool to:

- Reinforce what is taught in the classroom
- Improve student performance
- Foster independent study skills and habits
- Provide an important link between home and school
- Provide an opportunity to involve parents/guardians in their child's education

A minimum of homework will be assigned in the primary grades with increased amounts, as necessary, in the intermediate grades. No homework will be assigned without a definite reason or need for its assignment. Parents/guardians can do their part to improve homework when they:

- Cooperate with the school to make homework effective
- Provide suitable study conditions (desk or table, good lighting, necessary supplies, quiet area of the house)
- Encourage your child, but avoid undue pressure
- Reserve a time for homework and turn off the television
- Show interest in what your child is doing, but do not do the work for him/her
- Let the teacher know if your child finds the assignment(s) overly burdensome, difficult, or frustrating.

PARENT CONFERENCES

Parents/guardians are welcomed and encouraged to come to school to talk with the teachers throughout the school year. Appointments should be made in advance to ascertain a time that is mutually convenient and does not interrupt the teaching schedule. Formal parent conferences are scheduled at the conclusion of the first trimester. This is one of the most important school activities in which a parent/guardian will be involved. A conference is a time for sharing, which benefits the child, the parent/guardian, and the teachers. This year, Elizabethtown elementary schools will be scheduling conferences during the following times:

- Fall - November 5-6
- Spring - March 30

Preparing for the conference is essential for a meaningful exchange of information for both the teacher and parent/guardian. Here are some tips that parents might find useful.

Before the Conference

1. Decide what questions should be answered at the conference.
2. Pinpoint specific questions rather than talking in general terms.
3. Prior to the conference ask your child if there are any questions he/she would like answered.

During the Conference

1. Be on time and conclude the conference on time. The teacher is on a set schedule.
2. Relax. Teachers and parents are both striving for the same results.
3. Take notes.
4. Ask questions.
5. Enter the conference with an open-mind.
6. Be a good listener.
7. Deal with facts, not rumors.

After the Conference

1. Keep the lines of communication open so that progress can be charted.
2. Follow up on suggestions made at the conference.
3. Set up another conference when necessary.

We encourage all parents/guardians to take advantage of this opportunity to discuss your child's school progress and look forward to meeting with you. Please contact your child's school for further information.

ACCEPTABLE USE POLICY

The Elizabethtown Area School District believes in 21st century learning. The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels. All users are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. For more information on the district's acceptable use policy please see Policy 815.

DRESS GUIDELINES

The school endeavors to instill in the children habits of neatness and cleanliness, as well as pride in the way they dress. In addition, consideration for safety, a positive climate, and appropriateness are also taken into account.

Students are not permitted during school hours or school activities to wear inappropriate attire including, but not limited to, any clothing or accessories that depicts slogans, pictures, images, symbols, advertisements, etc. that do any of the following:
a) Depict or suggest the use of drugs, alcohol, tobacco, weapons or violence
b) Depict or involves sexual connotation or innuendo
c) Degrade any individual or group on the basis of race, ethnic background, national origin, religion, gender, age, disability, sexual orientation, etc.
d) Include profane, obscene or violent language or images
e) Depict any other derogatory or negative messages or endorse illegal activities

Note: The above dress code may be amended at any time by the building administration. Any student's appearance deemed to be educationally disruptive will not be tolerated within the school setting. Parents/guardians should see that their child is properly dressed during inclement weather.

The administration retains the right to interpret proper dress. Parents/guardians will be called for a change of clothing should inappropriate clothing be worn to school. We encourage parents to

review the attire to be worn each morning with their child in order to avoid potential problems. For more information on the district's dress and grooming policy please see Policy 221.

PARENT-TEACHER ORGANIZATION INFORMATION

Home and school partnerships are very important in the Elizabethtown Area School District. One way to achieve this partnership is through our school based Parent-Teacher Organizations. The PTO sponsors fundraisers that provide money for cultural and educational programs, family entertainment, refreshments for special events and school celebrations, and assistance with miscellaneous needs of teachers and students. For information on how to get involved in your building's PTO, please contact the school office.

CAFETERIA INFORMATION

SchoolCafe is an online payment system that can be used to track student account balances, prepaid purchases (cash purchases cannot be tracked) and receive email low balance alerts free of charge.

The elementary schools use a voluntary debit system of collecting money for lunches. With this system, parents/guardians may send payment in any amount that will be credited to your child/ren's account. Parents/guardians can be confident that the money will be used only for the purchase of meals and a la carte food items. We call this the "Debit System" because it works much like a checking account at the bank. Here is how it works:

There are two ways to make prepayments:

1. Online Payments via SchoolCafe
2. Payment via Check
    a. Make checks payable to: EASD CAFETERIA FUND. Put the check or money in the provided cafeteria envelope, seal it and fill in the blanks.
    b. Your child may bring a payment envelope to school or payment may be mailed to: EASD Cafeteria, 600 East High St., Elizabethtown, PA 17022. Payment will be credited to your child/ren's account by the following school day.
    c. Using the information on the envelope (Student's Name, School, Teacher's Name/Homeroom, Grade), the cafeteria personnel will credit your child/ren's account.
    d. When your child purchases lunch, the cashier will scan your child's unique barcode (which will be on a homeroom roster at the register) and the amount of their purchase will be deducted from their account. If your child brings a meal or is absent or for some reason does not eat a meal, the account is not charged for that day, and the money remains in the account for future use.
    e. Money remaining in the account at the end of the school year will be carried over for the next school year or refunded at your request. When a student withdraws from school, money remaining in the account will be refunded.

f. This system is not mandatory (BUT THE MORE STUDENTS THAT USE THIS SYSTEM, THE FASTER THE LUNCH LINE WILL MOVE). Cash will be accepted if you choose not to use the system.
g. To view student account balances, track student purchase history and receive email notification of low balances must be done through SchoolPay (no purchase necessary and no convenience fee).

Please read the menus and plan what breakfasts/lunches you want your child to buy. Milk will be available every day and may be purchased during the lunch period. This pre-planning will help reduce the food waste we have experienced when students buy breakfasts/lunches they don't like. This procedure will be reviewed with your child on the first day of school.

To find prices for the cafeteria, please go to the About Food Services area of the District website.

Free & Reduced Price Meals

Free and reduced price meals are offered to every family who meets the guidelines as set forth by the National School Lunch Program. If you feel that you qualify, we invite you to visit the Free and Reduced Lunch section of the District website to access more information and an online application. The information you provide to us is completely confidential and will be used to determine your eligibility for free or reduced price meals.

If you have completed an application for free and reduced price meals, it is still your responsibility to see that your child has adequate lunch money or a packed lunch until you are notified of your eligibility.

A La Carte Items

Ice cream is offered one day a week at each of the K-2 elementary schools and every day at Bear Creek School. Select a la carte items are available on a daily basis (at an extra cost). The food service department does not permit borrowing for ice cream or any a la carte items that may be offered.

HEALTH CARE INFORMATION

Parents/guardians are requested to inform the school nurse of any chronic illness, physical limitations, or special problem their child may experience. If a student is injured or becomes ill at school, he/she is to report to the teacher. If necessary, we will contact his/her parent.

Students using assistive devices in school such as crutches, wheelchair, immobilizer boots, elevator, etc. must have a medical provider's order stating the necessity.

Illness During School Hours

The school attempts to provide an environment, which will be safe from accidents. If an accident or illness occurs, first aid will be administered to the child and the parents will be notified. In

case of an emergency, a physician will be called as specified on the student's emergency information. Students will be sent home excused for a fever of 100.4º Fahrenheit or greater, active vomiting, and/or active diarrhea. Students MUST be fever free for 24 hours without fever-reducing medication before returning to school.

Is Your Child Well Enough To Come To School?

Sometimes in the morning it is difficult to decide if your child should come to school or stay home. Here are a few guidelines to help you make the decision. These guidelines are not meant to be medical advice or to replace contacting your own physician.

Conditions

1. FEVER - If your child's temperature is 100.4º Fahrenheit or more - keep him/her home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours.
2. COLD/SORE THROAT/COUGH - If your child is very congested and/or has frequent coughing or sneezing, keep him/her home. With a sore throat; if there is a fever or white spots in the back of the throat, keep him/her home.
3. STOMACH ACHE/VOMITING/DIARRHEA - Keep your child home if his/her stomach ache limits normal activities; if there is vomiting within the last 24 hours or if he/she has diarrhea. A child should be able to tolerate a normal diet before returning to school.

Recommendation

1. ANTIBIOTICS - When a child is placed on an antibiotic, he/she may return to school after being fever free for 24 hours.
2. We want to try to have a "HEALTHY" school, so please keep your child home when he/she is ill. Children do not learn well if they do not feel well. THANK YOU for your cooperation!!!!

Administration Of Medication

Medication Brought From Home

1. Any medication, over-the-counter or prescription, brought from home must have a signed written physician order and signed parent consent, giving permission for the administration of the medication.
2. Students may not transport medication to school. Medication must be brought to school by a parent/guardian, or another responsible adult, and given directly to the nurse.
3. All medications must be delivered in the original container.
4. No medication will be given without a written physician’s order and signed parental consent.
5. Students may obtain permission to carry inhalers and Epipens by obtaining written orders from a doctor and parent consent stating that the student is both capable and responsible for self administering the medication. The student must notify the nurse or designee immediately upon each use for follow-up.

Medication Provided by the School

1. Our school doctor provides the district with orders allowing for generic forms of Tylenol, Ibuprofen, Antacid, and Cough Drops to be administered at the discretion of the nurse, providing there is signed consent by the parent/guardian.

For more information about the district's medication policy please see Policy 210 and Policy 210.1.

School Health Services

The following services are provided for your child at the grade level indicated. If you object to your child participating in any of the following screening services, please contact the school nurse for the appropriate forms to indicate this request.

- Physicals – grades K, 6, & 11
- Dentals – grades K, 3, & 7
- Vision screening – grades K-12
- Scoliosis – grades 6 & 7
- Hearing – grades K-3, 7, 11 & LS
- Height, weight, BMI - grades K-12

All students are required to meet the immunization requirements as determined by the Pennsylvania Department of Health. If you have questions about your child's immunizations please contact the nurse at your child's school or visit the "Health Services" page on the District's website.

For more information about the district's health examinations policy please see Policy 209.

Medical Appointments /Other Appointments

Parents/guardians are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher providing the time and reason. Parents/guardians must come into the office and sign the child out. Parents/guardians should not go to the classroom for their child. Students will only be dismissed from the office. Your cooperation is imperative for the safety of all students.

School Insurance

The District does provide the opportunity for parents who do not have their own medical insurance coverage or who may wish to supplement their medical insurance plan, to purchase a group medical insurance plan. The plan provides medical coverage on a school time basis or on a 24-hour basis and is usually purchased at the beginning of the school year. You may wish to consider this option in addition to any medical/hospital coverage you may have.

Ambulance fees and medical costs resulting from accidental injury to students in the course of attendance at school or to students participating in athletics (except football) and extracurricular programs of the school should be submitted to your medical/hospital provider(s).

For more information about the district's school insurance policy please see Policy 211.

EMERGENCY PLANS

Emergency Drills

Emergency drills are held at periodic intervals throughout the school year. All students are instructed on proper emergency procedures. Possible drills include fire drills, intruder drills, severe weather drills, and bus evacuation drills.

BUS TRANSPORTATION

KRAPF has been contracted to provide transportation services for EASD. EASD has policies and procedures relating to transportation. Some of the major points are provided here but you may also obtain information from the district's website.

Contact Information

- EASD Director of Transportation - Kimmy Nickle (717) 367-1521 ext. 21657
    - Alternate Transportation Requests, Non-Public School Families
- Elementary Building Offices - see phone numbers on page 4
    - Bus Stop Assignments, Behavior/Discipline concerns
- KRAPF contact - Victoria Herneisen (717) 547-9541
    - All other transportation matters
- KRAPF main number: (717) 547-9525

Policy 810 provides the following guidance:

- The school bus driver will be responsible for the discipline of students while they are being transported to and from school.
- *Students who disregard bus regulations may forfeit their privilege to ride the school bus.*
- Principals may suspend students from riding the bus for disciplinary reasons.
- Any student who damages a school bus in any way will be required to pay for the damages.

General Transportation Information

- Elementary students who live more than one mile from their school will be assigned a bus. State law allows districts to only provide transportation to students who live one and a half miles from their school, however, EASD shortens that distance to better serve families.

- A bus stop cannot be assigned to every student's home. The time students spend on the bus would be too long and the cost of the bus service would increase considerably.
- Transportation is provided one-way for kindergarten students. Kindergarten students should be met by an older sibling/parent/guardian when being dropped off at their bus stop. No midday transportation is provided but parents have arranged for car pools in the past. If you would like more information on carpool arrangements, contact the elementary school where your kindergarten child will attend.
- Bus routes and stops, which are reviewed annually, will be determined taking safety, efficiency and the convenience of the majority of the students in mind, while still being fiscally responsible.
- There is a minimum of 400 yards between stops for non-hazardous routes.
- When necessary to cross the road, students should wait until the bus comes to a complete stop and wait for the driver to signal that it is safe to cross.
- Students should use good school and community citizenship rules while waiting for a bus.
- Requests for removal or relocation of a bus stop should be made in writing to the EASD Transportation Coordinator.
- Evacuation drills will be conducted two times on each bus, each year, for practice in case of an emergency.

Important Transportation Information

- Students must ride their assigned bus.
- Students may not ride another bus route to or from school for any reason.
- Notes from parents requesting permission for their child to get on or off at any other stop than their assigned stop will not be honored.

Bus Safety Information

- Arrive at the bus stop at least 5 minutes before the time the bus is scheduled to arrive.
- Keep off the roadway completely until the bus is stopped.
- Get on and off the bus in an orderly manner; no pushing or shoving.
- Stay in your seat, with feet on the floor in front of you and not in the aisles where they can trip someone.
- Foul language or obscene gestures, eating, or drinking will not be permitted.
- Arms, hands, and heads must be kept inside the bus at all times.
- Parents will be notified if there is continuous misconduct on the bus.
- Do not leave the bus at places other than the regular bus stop unless proper authorization has been given in advance by the parent and the school official.
- Proper behavior is expected of all students who are given the privilege of riding district school buses. If proper behavior is not exhibited, the bus driver has the responsibility to issue bus conduct referrals.
- The bus driver is in charge at all times and may assign seats when necessary.

Consequences

The following are minimum actions, which could be taken by the administration for transportation-related offenses. Disciplinary action can vary from this and will be determined based on administrative judgment and the facts of a given student situation.

1st Offense:
Written bus conduct report and notification to parents/guardians

2nd and Ongoing offenses: Written bus conduct report, and notification to parents/guardians, and potential disciplinary action which may include the following progressive steps:

- Temporary seat change
- Permanent seat change
- Progressive bus suspension (1 day, 3 days, 1 week, permanently)
- Lunch detention
- Loss of recess
- Loss of activity privileges

Serious Offense:
A serious offense may result in immediate suspension of riding privileges for a period of time. If your child is denied riding privileges, the responsibility of getting the student to and from school is that of the parents or guardians. Administration will work with parents/guardians as much as possible.

Items On Buses

There are many students who travel to and from school by bus. Some of these students request to transport large items. When this occurs, the following guidelines are in effect:

- Large items, such as musical instruments, will be permitted on the school buses as long as space on the bus permits.
- It is the bus driver's responsibility to advise the administrators of any problems.
- The practice of allowing large instruments on the bus will be advertised to the parents at the beginning of each school year.
- Live animals, except assigned service animals (Policy 718), or any potentially dangerous items may not be transported on school buses.

BICYCLES

Students may ride bicycles to and from school. Bicycles are to be parked in the bicycle racks provided for this use. They should be locked with padlocks when parked in the racks. The school IS NOT RESPONSIBLE FOR ANY LOST OR DAMAGED BICYCLES. All students are expected to follow our bicycle safety procedures or lose this privilege. A list of our bicycle safety rules will be handed out when the permission form is handed in to the office.

No electric Bicycles or scooters are permitted on school property.

BIKE RIDERS 12 YEARS AND YOUNGER ARE REQUIRED BY LAW TO WEAR A BICYCLE HELMET AS A SAFETY PRECAUTION.

SKATEBOARDS, ROLLER-BLADES/SKATES, SCOOTERS

Skateboarding, roller-blading/skating, and/or scooter riding on school property, before school, after school, on weekends, during holidays, or at any time are not permitted. This School Board policy will be enforced by the school as well as by the police in accordance with local ordinances. Skateboards, roller-blades/skates, roller-shoes (Heelys), scooters and/or any other leisure equipment with wheels are not permitted in the building unless school officials authorize them as part of a school project or extracurricular activity. The School Board will not be responsible for injuries or damages to property arising out of the use of authorized or unauthorized equipment or vehicles on school property. For more information please see district Policy 223.

LEADER IN ME

The Leader in Me is FranklinCovey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. All students K-5 will receive instruction on the Leader in Me and the 7 Habits throughout the school year.

Habit 1- Be Proactive: You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2- Begin With the End in Mind: Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3- Put First Things First: Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4- Think Win-Win: Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5- Seek First to Understand, Then to Be Understood: Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6- Synergize: Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us can alone. I am humble.

Habit 7- Sharpen the Saw: Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

ELEMENTARY SCHOOL DISCIPLINE

EASD Philosophy on Student Discipline

It is the belief of the Elizabethtown Area School District that an effective instructional program requires a wholesome and orderly school environment and the efficacy of the education program is, in part, reflected in student behavior. The District supports the teachers and administration in their efforts to maintain a proper learning environment while abiding by the parameters established by the Commonwealth of Pennsylvania and described within the "Student Rights and Responsibilities", Chapter 12. It is our goal to promote positive, responsible behavior and to provide rehabilitating intervention for unacceptable behavior. It is the belief of the District that "education is a right" and "acceptable student behavior is a responsibility".
To guarantee a positive and safe social and emotional climate, it is important that students understand acceptable standards of behavior will be expected at all times. Conduct not consistent with these acceptable standards of behavior and/or interfering with the educational process will be addressed through a system of procedures which:

- Relate in kind and degree to the infraction
- Help the student learn to accept responsibility for his/her actions
- Directed, when possible, to prevent any harm which may have been caused by the students' misconduct
- Hold parents/guardians accountable for the actions of their sons/daughters/wards

Building principals are authorized to use their judgment as to when to involve police or agencies in discipline situations. Students are reminded that any teacher or staff member in the school has the right and the responsibility to correct disruptive individuals at any place and at any time.

Our elementary schools use discipline plans based on classroom rules/guidelines and consequences. In addition, students learn and practice effective communication and problem-solving skills. Each teacher's discipline plan is posted in the classroom. The plan will be explained to students the first day of school and shared with parents/guardians. Parental support of our discipline plan is not only appreciated but is essential for a successful program.

Corporal punishment may not be used in our schools; however, school authorities may use reasonable force:

- To quell a disturbance
- To obtain possession of dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

For more information on the district's discipline policy please see Policy 218.

Cooperative & Positive Discipline

Students are learning ways in which they can have a voice in their surroundings as well as how to be responsible citizens in the community in which they "live" - the classroom. These acquired skills will also provide a foundation for them to become adults who accept responsibility for their actions and contribute in a positive way to their community. There are several components necessary to implement the full range of our vision of a safe and positive learning environment.

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

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

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

<u>"The Etown Way" Expectations:</u>
Be Respectful
Be Responsible
Be Safe
Have Integrity

Code Of Conduct

Students and teachers, together, create a code, or set of guiding principles, which encourages behaviors that help students learn and allows teachers to teach. Throughout the school year as needed, students and teachers discuss and review actions and behaviors that help them follow the established Code. “We are growing together as a safe school community where we persevere, feel loved, and love learning.”

Class Meetings/Restorative Meetings

Class meetings are a vehicle to help students feel accepted and valued by their class, as well as a means to model and practice effective problem-solving skills. Planned activities help them learn to listen to and communicate with others respectfully, to accept others’ points of view, and to use problem-solving strategies independently before putting a problem on the class meeting agenda. Completing these activities helps to build a sense of community within the class and establish a framework that all are working together to help each other.

Bully Prevention

The elementary schools implemented bullying prevention education as part of our commitment to a safe and positive school environment.The bullying prevention strategies and interventions about which the students, staff and parents will learn are an extension of our Code of Conduct guiding principles. Through class meetings, school-wide activities and individual interventions, students will learn how to follow the Bully Free Guidelines. The program is designed to reduce behaviors that are not conducive to a positive school climate as well as encourage prosocial behavior.

Bully – Free Code
We do not bully others.
We help students who are bullied
We include students who are left out.
We tell an adult at school and an adult at home when somebody is being bullied.

For more information on the district’s bullying policy please see Policy 249.

Conflict Resolution - Citizenship

Courtesy and good manners is the key to a student’s conduct at school. A good attitude will make school enjoyable for all. Students are expected to show respect for school personnel and property. It is each student’s responsibility to display qualities of good citizenship. Students’ best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, and upon entering and leaving the school building. Teachers will remind students when poor judgment is being used. They will give special emphasis to honesty, courtesy, respect for others, obeying of rules and regulations, independent work habits, and self-dignity.

As a continuation of our goal to promote good citizenship and a positive school atmosphere, each school is making a concerted effort to assist students with decision-making and problem-solving skills. We are all aware that almost every day, children experience some kind of interpersonal problem or conflict either between themselves and other children or with an adult. The ability and “know-how” to cope with these situations with a positive outcome varies from child to child. Years of research has shown that as early as age four, children can learn that behaviors have consequences, both positive and negative or “good” and “bad” or right from wrong.

Our goal is to provide strategies for students to draw upon to help them resolve conflicts that arise. Additionally, class meetings will be held to provide a forum for discussions and problem solving. We are hopeful that the acquisition of these skills will lead to a more kind and caring environment for our school family.

In addition, emphasis will be placed on good citizenship and respect for owners of property adjacent to the school and adjoining streets. These owners have a right to expect “no trespassing” on their property. Students need to respect other people’s property, as they would wish others to respect their property. Therefore, homeowners are encouraged to report any action of students that is harmful to their property.

BEHAVIOR

At the elementary schools, there are four levels of infractions and corresponding consequences. This is a general guideline because the administration takes each situation case-by-case. Developmentally, we have a goal to work with all students to develop responsibility and learning through mistakes.

Level 1 includes, but is not limited to:

- Technology violation
- Classroom disruption
- Failure to complete work
- Littering
- Possession of non-instructional items
- Food, drink, or gum violation
- Dress code violation
- Leaving class without permission
- Unacceptable language
- Misbehavior for substitute

Level 1 Consequences may include but are not limited to:

- First Offense: teacher warning
- Second Offense: teacher parent contact
- Third Offense: teacher consequence
- Fourth and ongoing Offenses: office referral (administrative consequence)

Level 2 includes, but is not limited to:

- Hallway disturbance
- Lunchroom misbehavior
- Inappropriate language or gesture
- Harassment or intimidation
- Minor physical altercation
- Bus Infraction
- Acceptable Use Policy Violation

Level 2 Consequences may include but are not limited to:

- Same consequences as level 1, however some behaviors may lead to an automatic office referral based on the nature of the offense or level of disruption
- Administrative parent contact
- Lunch restriction
- Loss of Recess
- Loss of privileges
- Bus suspension
- Restorative intervention/practices

Level 3 includes, but is not limited to:

- Threatening a student
- Simple assault
- Persistent Harassment/Bullying
- Class cut including failure to report to the cafeteria
- Fighting .
- Theft (restitution and/or police involvement may be necessary)
- Vandalism (restitution and/or police involvement may be necessary)
- Internet/Computer violation
- Tobacco Use Policy violation
- Serious acts of defiance
- Plagiarism or forgery
- Abuse of school property
- Sexual misconduct
- Code of Conduct violation
- Left school without permission

Level 3 Consequences may include but are not limited to:

- Administrative parent contact
- Level 3 consequences are serious and could involve level 1 and 2 options, as well as lead to different suspension options, restoration, threat assessments, police involvement, removal from opportunities, etc.

Level 4 includes, but is not limited to:

- Sexual behavior/contact
- Assault or battery
- Vandalism
- Arson
- Extortion
- Weapons violation
- Bomb threat
- False alarms
- Racial intimidation
- Profanity/threat to teacher
- Creating a dangerous situation

Level 4 Consequences include but are not limited to:

- Administrative parent contact
- Level 4 consequences are serious and could involve level 1, 2, and 3 options, as well as lead to different suspension options, restorative practices, threat assessments, police involvement, removal from opportunities, expulsion, etc.

Suspension

Suspension is assigned for major types of misconduct and is defined as the exclusion of a student from classes. A suspension may be classified as an in-school or out-of-school suspension and is assigned by a school administrator. An in-school suspension is one in which the student reports to school but does not attend classes. He or she is supervised in an alternative setting during an in-school suspension. During an out-of-school suspension the student is not permitted to attend school. Students on either type of suspension may not participate in any extra-curricular activities until reinstated following the suspension. Students on out-of-school suspensions are not permitted on school property without specific permission of the school administration. An effort will be made to have assignments for the student on suspension to be sent to the office for parent/guardian pick-up. During and following an out-of-school suspension the student has the opportunity and is expected to make up assignments and tests, which he/she missed during suspension.

Parents/guardians shall be notified of suspensions and may be required to meet/speak with the administration before the student is permitted to return to classes. In the event of an out-of-school suspension of more than three (3) days the student is entitled to an informal hearing with the administration within the first five school days of the suspension.

The complete “Code of Discipline in the Elizabethtown Area School District” as well as “Chapter 12: Students Right and Responsibilities” from the Pennsylvania School Code are on file in the school office. These documents are available for your review upon request. For more information on the district’s suspension policy please see Policy 233.

Weapons And Dangerous Instruments

The Board directs that the buildings of this school district shall be maintained and operated with the safety of its students as the highest priority. It also recognizes that the possession or use of weapons or dangerous instruments and "look alikes" of these objects in the school has the potential for a serious problem.

The board defines a weapon as: *"...any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury or any items in the possession of a student which could do bodily injury or could be used to threaten bodily injury to another."*

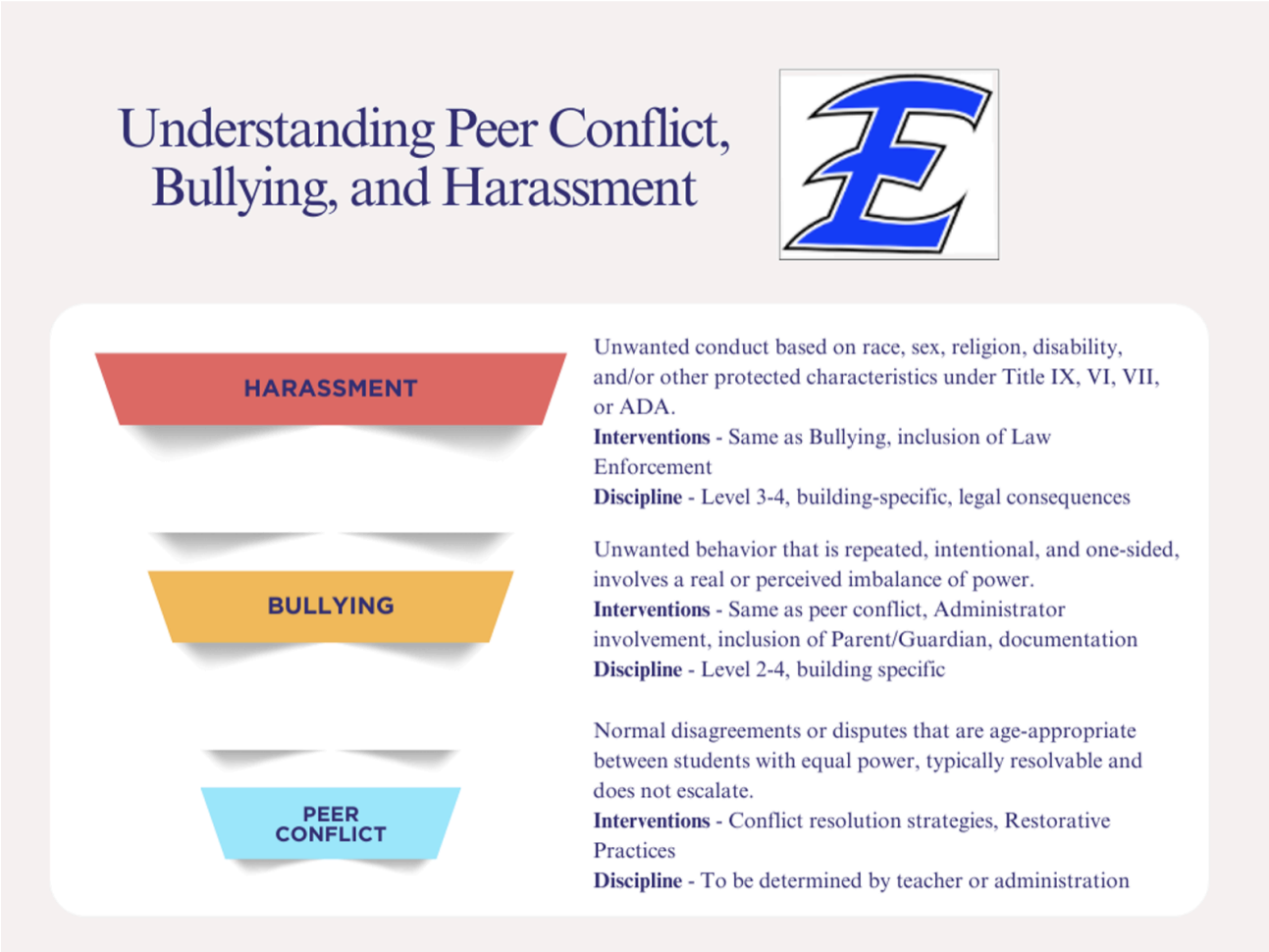
The Board prohibits any student from possessing, handling or trading or sharing any object that can reasonably be considered a weapon or dangerous instrument in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event, or function before, during, or after school hours. Enforcement of this policy shall be in accordance with Policy 218, Student Discipline. For more information about the district's weapons policy please see Policy 218.1.

Harassment

The term "harassment", according to our policy, "includes but is not limited to repeated, unwelcome and offensive slurs, jokes to an individual's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability." There is a formal system for filing a complaint. For more information on the district's harassment policy please see Policy 103.

Hazing

The term "hazing" is any activity by an individual(s) that recklessly or intentionally endangers the mental health, physical health or safety of a fellow student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization. The district does not condone any form of hazing or harassment. Substantiated findings of hazing will receive appropriate disciplinary action as warranted. For more information on the district's hazing policy please see Policy 247.



SMOKING/TOBACCO

The Board recognizes that smoking presents a health hazard that can have serious consequences both for the smoker and nonsmoker. "Smoking" by Board definition shall mean all uses of tobacco, including cigars, cigarettes, pipes and chewing tobacco.
The Board prohibits students from possessing and using tobacco at any time on school property, including all district buildings, grounds, athletic facilities and vehicles and at all school sponsored activities. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, any other lighted smoking product, smokeless tobacco in any form or any other smoking equipment and/or apparatus. The carrying or possession of tobacco products, vapor pens, matches, or lighters is considered as serious as the actual use and will result in suspension. In addition, the use and possession of tobacco shall be prohibited by students proceeding to and from school and/or any school related or sponsored activity. The school district shall initiate prosecution of a student who violates the tobacco use policy.

Because of the exemplary role played by the adult members of the school community, the Board prohibits smoking by staff members and visitors while on school grounds or while supervising

students at any school function. For more information on the district's smoking policy please see Policy 222.

STUDENT ASSISTANCE PROGRAM (BEAR CREEK ONLY)

What is Student Assistance?

A Student Assistance Program (SAP) is a systematic intervention process designed to remove barriers of learning for students who may be at risk of engaging in harmful behavior. A student referred to SAP may have an emotional, social and/or substance abuse problem which conflicts with the normal learning process. These problems include, but are not limited to, the following:

- Academic and behavioral difficulties
- Student neglect; physical, psychological, and sexual abuse
- Student eating disorders
- Student pregnancy
- Student depression and other mental health disorders
- Student truancy and drop-out
- Student substance abuse
- Suicidal tendencies
- Grieving process

ITEMS NOT DIRECTLY RELATED TO SCHOOL

Students are encouraged to refrain from bringing miscellaneous items to school that are not directly related to classroom activities or that could be harmful to others. If students bring miscellaneous items from home such as toys, video games, or objects that are harmful, the school has the right to confiscate these items. The school is also not responsible for the loss or damage to such items.

LOST AND FOUND

A lost-and-found area is located in the school. If your child loses an item, please encourage him/her to check this area. All unclaimed items will be donated to a service organization at the end of the school year.

PERSONAL ELECTRONIC DEVICES (CELL PHONES)

Students are not permitted to use personal electronic devices, including cell phones, during the school day unless authorized to do so by a staff member for instructional purposes. For more information about the district's policy on personal electronic devices please see Policy 237.

Policy 237 - Electronic Device Policy Violations and Consequences

Students are expected to comply with the district's electronic device policy throughout the school day. Violations of the policy are cumulative over the course of the school year and may result in disciplinary action, loss of the privilege to carry an electronic device during the school day, and placement of the device in the Device Den. Students assigned to the Device Den may bring an electronic device to school but must check the device into the designated location at the beginning of the school day and retrieve it at dismissal. Administration reserves the right to modify consequences based on the nature, severity, frequency, or circumstances of a violation.

Violations and Consequences Grades K-5

- Violations 1-2: Lunch/Recess Restrictions
- Violations 3-4: Lunch/Recess Restrictions and Placement in Device Den for two (2) weeks
- Violations 5-6: Lunch/Recess Restrictions and Placement in Device Den for four (4) weeks
- Violation 7: Lunch/Recess Restrictions and Placement in Device Den for the remainder of the school year

Violations and ConsequencesGrades 6-12

- Violations 1-2: After-School Detention
- Violations 3-4: After-School Detention and Placement in Device Den for two (2) weeks
- Violations 5-6: After-School Detention and Placement in Device Den for four (4) weeks
- Violation 7: After-School Detention and Placement in Device Den for the remainder of the school year

In certain circumstances where unique or logistical considerations exist, an alternate form of detention may be assigned in place of after-school detention.

GIFTS

No employee of the school shall accept any gift or other item of *substantial* monetary value, directly or indirectly, from any individual, partnership, association, or corporation that does business with the school district. Please do not make an uncomfortable situation for your child or a staff member by offering a gift of substantial value that will have to be refused.

E-TOWN CYBER

At Etown Cyber, our goal is to offer a robust educational program for students K-12 that want to pursue their education in a non-traditional format. The program's flexibility is designed to meet the individualized needs of our students. Unlike outside cyber charter schools, where students may be in a class with teachers and classmates from across the Commonwealth, students enrolled in Etown Cyber remain enrolled in their local school district.

- Etown Cyber Handbook Link

EASD ANNUAL NOTIFICATIONS

Annual Notifications

Each year, the Elizabethtown Area School District provides parents and guardians with important notifications required by state and federal law, as well as Board policy. To ensure families have access to the most current information, these annual notifications are maintained on the District website rather than reproduced in this handbook.

The District's current Annual Notifications are available at www.etownschools.org.

If you have questions or need additional information regarding the District's Annual Notifications, please contact:

Troy Portser
Director of School and Community Information
Elizabethtown Area School District
(717) 367-1521, ext. 10024
troy_portser@etownschools.org

Annual Special Education Notification 2026-2027 School Year

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

- Autism
- Blindness or Visual Impairment
- Deafness or Hearing Impairment
- Developmental Delay (Early Intervention)
- Intellectual Disability
- Multiple Disabilities
- Traumatic Brain Injury
- Other Health Impairments
- Orthopedic Impairment
- Emotional Disturbance
- Specific Learning Disability
- Speech or Language Impairment

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

In compliance with the state and federal law, the Elizabethtown Area School District will provide to each protected handicapped student without discrimination or cost to the student or family. Those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school-age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

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

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

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

Screening and Gifted Identification Process:

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

school psychologist and multidisciplinary evaluation. All students in the gifted education program demonstrate a need for specially designed instruction.

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