

# Elizabethtown Area School District

## Annual Notifications for 2019-2020 School Year

Under various state and federal laws, as well as district practice, the Elizabethtown Area School District is required annually to share various notifications with parents and guardians that relate to different elements of our operations. In lieu of sending home multiple pieces of paper with your child that tally a combined total of over 40,000 pages for all our students, in addition to the countless staff hours to print the forms, we publish this handbook. Please review this information carefully as it applies directly to you and your child's participation in our educational programs.

The Elizabethtown Area School District trusts that you appreciate its attempt to be fiscally responsible and at the same time transparent in our communication that is user friendly to our families. We feel this online system of communication accomplishes both goals. If you do not have access to the Internet and need a paper packet sent home with your children or if you have questions about a the District's annual notifications, feel free to contact Troy Portser, Director of School and Community Information for the Elizabethtown Area School District, by phone at (717) 367-1521, ext. 10024 or by email at [troy\\_portser@etownschools.org](mailto:troy_portser@etownschools.org).

**This guide contains selected *SUMMARIES* of policies and procedures for your review. Parents and students should not construe them as entire policies or procedures. Parents can find the district's full policy manual online at [www.etownschools.org](http://www.etownschools.org). The policies and procedures contained in this guide apply to all Elizabethtown Area School District students. This guide is intended to supplement student handbooks that address school specific policies and procedures**

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## **ASBESTOS**

Elizabethtown Area School District maintains an asbestos management plan including periodic surveillance that conforms with the Environmental Protection Agency's AHERA section 763.84 regulations. Re-inspection of our building is a regular part of our continuing asbestos management plan. This updated information concerning the Asbestos Management Plan is available for review in the Buildings and Grounds office at 600 East High Street, Elizabethtown, PA, during regular business hours 7:00 a.m. to 3:00 p.m. daily. Please contact in advance Donna Zartman, Administrative Assistant to the Buildings and Grounds Director, (717) 367-1521, ext. 21055.

## **ASTHMA INHALERS** (POLICY #210.1)

Students may be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized. Possession and use of asthma inhalers by students shall be in accordance with state law and board policy. Before a student may possess or use an asthma inhaler during school hours, the school board requires the following:

- A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant
- 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: Name of the drug; Prescribed dosage; Times medication is to be taken; Length of time medication is prescribed; Diagnosis or reason medication is needed (unless confidential); Potential serious reaction or side effects of medication; Emergency response; If child is qualified and able to self-administer the medication.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

Students shall be 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 while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy

## **ATTENDANCE REGULATIONS** (POLICY #204)

The District believes that regular school attendance is one of the most important contributors to overall student success. As such, all children are encouraged to attend every day, as regular school attendance is critical to receiving a quality education. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Act 138 amended the Public School Code for the purpose of improving school attendance. Based on the updated legal requirements and the EASD

Attendance policy, please be aware of the following main points.

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws.

Attendance letters will be sent to parents/guardians at the intervals of 3 (defined by ACT 138 as "Truant"), 6 (Defined by ACT 138 as "Habitually Truant), and 10 accumulated illegal absences. Illegal absences are those without any documentation (i.e. parent or medical note).

If your student accumulates 6 illegal absences, the letter you receive will include a date/time for a mandatory attendance conference. This is required as per ACT 138.

If your child accumulates 10 illegal absences, a truancy citation will be filed with the local District Judge and a referral to Children and Youth Services can be filed. You will receive notice of the date/time of the truancy hearing from the District's Judge's office. Legal consequences can be imposed by the Judge to parents only for students under age 15, or parents and/or students when over the age of 15.

Discipline for grades 6-12 only: Upon accumulation of 3 illegal absences, students will receive a verbal discipline warning; upon accumulation of 6 illegal absences, students will receive a detention by administration; upon accumulation of 10 illegal absences, students will receive one-day of In- School-Suspension. The purpose of this is to avoid the accumulation of excessive absences.

Please avoid the accumulation of illegal absences by submitting a written excuse, either from yourself or a medical provider, within three school days of your student returning to school. No excuses will be accepted after three school days.

Upon the accumulation of 10 parent-written excuses, all future absences will require medical documentation. Failure to provide this will result in absences being illegal, and therefore subject to truancy.

Please contact Jennifer Fields, EASD Home & School Visitor 367-1533, ext. 21108 or [jennifer\\_fields@etownschools.org](mailto:jennifer_fields@etownschools.org) with questions or if attendance issues arise for your student. The goal of EASD is to help students be successful, and a variety of supports are available to support you and your student.

## **CHILD ABUSE REPORTING** (POLICY #806)

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law (CPSL) and the School Code. The District requires each candidate for employment or a volunteer position to submit an official child abuse clearance statement and other background checks as required by law. School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every thirty-six (36) months. Any such person with most recent checks and clearances issued prior to December 31, 2014 shall be required to obtain and provide new, updated checks and clearances within thirty-six (36) months from the date of their most recent checks and clearances, or if older than thirty-six (36) months by December 31, 2015. Employees are required to complete a minimum of three (3) hours of training every five (5) years. Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

## **CHILDREN'S HEALTH INSURANCE PROGRAM**

CHIP, short for the Children's Health Insurance Program, is Pennsylvania's program to provide health insurance to uninsured children and teens who are not eligible for or enrolled in Medical Assistance. There are a lot of reasons kids might not have health insurance; maybe their parents lost a job, their parents are not offered health insurance at work, or maybe other options cost too much. Whatever the reason, CHIP may be able to help. CHIP covers uninsured kids up to age 19 in Pennsylvania. There are no exclusions for pre-existing conditions in CHIP. Most kids receive CHIP for free. Others can get the same benefits at a low cost. CHIP is brought to you by leading health insurance companies who offer quality, comprehensive coverage. CHIP covers routine check-ups, prescriptions, hospitalizations, dental, eye care, eyeglasses, behavioral care, specialty care and more. There is no limit on income. If your income is below CHIP guidelines, your child may be enrolled in Medical Assistance. Apply/Renew at [CHIPcoversPAkids.com](http://CHIPcoversPAkids.com) or by calling 1-800-986-kids.

## **CONTROLLED SUBSTANCES AND PARAPHERNALIA (POLICY #227)**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institutions of this district, the schools shall strive to prevent abuse of controlled substances. As such, 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. Violations of this policy may result in disciplinary action up to and including expulsion from school and referral for prosecution.

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.

Violations of this policy may result in disciplinary action up to and including expulsion from school and referral for prosecution.

The Board also prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Penalties shall be prescribed for any student athlete found in violation of the prohibited use of anabolic steroids in accordance with law. No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

## **DIRECTORY INFORMATION (RELATES TO POLICY #216)**

The Family Educational Rights and Privacy Act (FERPA) requires that school districts, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, school districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow school districts to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists

- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Elizabethtown Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30. Elizabethtown Area School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status
- Dates of attendance
- Participation in officially recognized school activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Most recent educational agency or institution attended

## **DO NOT GIVE POTASSIUM IODIDE**

In the event of an emergency at Three Mile Island and upon the direction of the Lancaster County Emergency Management Agency (LEMA), the Elizabethtown Area School District will have potassium iodide (KI) tablets available for students. KI is an iodized salt compound that protects a child's thyroid gland against the harmful effects of radiation. If there is a nuclear emergency during the school day that necessitates KI tablets be given to students as a form of protection, the District will implement its KI distribution procedure. KI is not a substitute for evacuation, which continues to be the most effective protection in the event of a nuclear emergency.

Tablet distribution will occur in the homeroom or assigned classroom. All students K-12 will take the 130 mg dosage provided to the District by the Commonwealth of Pennsylvania.

Parent(s)/guardian(s) do have the right to prohibit the Elizabethtown Area School District from providing their child with KI during a radiological emergency. As such, the District develops a **Do Not Give KI** list each year to help ensure that it complies with parent(s)/guardian(s) wishes. To have your daughter/son placed on the Do Not Give KI list, please contact Julie Iddings by email at [julie\\_iddings@etownschools.org](mailto:julie_iddings@etownschools.org) or by phone at (717) 367-1521, ext. 10004 by September 30.

**All parent(s)/guardian(s) who wish to have their child added to the *Do Not Give KI* list should contact Ms. Iddings annually, regardless of whether their child was on the list previously.** Upon notifying the District of your desire to have your child placed on the ***Do Not Give KI*** list, you will receive a KI Opt-Out Form to complete and return to the District. Please note that if your son/daughter is not on the ***Do Not Give KI*** list and health officials recommend its use, your child will receive KI in the event of a radiological emergency.

When considering whether to place your child on the KI list, keep in mind the following three facts:

- KI helps to protect the thyroid gland from the harmful effects of radiation
- KI should not be taken by anyone who is allergic to iodide. If you are unsure if your child is allergic to KI, you should consult your doctor
- The Department of Health has indicated that possible side effects of KI include skin rashes, metallic taste in the mouth, sore teeth or gums, upset stomach, swelling of the salivary glands, burning feeling in the mouth or throat, symptoms of a head cold, and diarrhea

If you have any questions about the school district's distribution of KI, contact Richard Schwarzman, Assistant to the Superintendent for Student Services and Compliance, by email at [richard\\_schwarzman@etownschools.org](mailto:richard_schwarzman@etownschools.org) or by phone at (717) 367-1521, ext. 10004. If you have any health questions with regard to KI, we advise you to contact your doctor.

## **DO NOT PHOTOGRAPH LIST**

The Elizabethtown Area School District uses several communication methods in its efforts to keep the community informed of District events and student achievements. Examples include an annual report, press releases to local newspapers and television outlets, external journals and publications, brochures, social media, and District/Teacher websites. Many of the approaches target not only parents of students, but also residents of the greater-Elizabethtown area and surrounding communities.

Occasionally, the District uses photographs or video footage of students taking part in school events as a means of improving the effectiveness of its communication initiatives. These photos may appear on the EASD website, a teacher website, social media outlets for both the District and/or an individual teacher (i.e. Facebook, Twitter, Instagram), in a District-issued publication, or included with a press release sent to a local news outlet. In addition, the District may permit outside entities like local news outlets, colleges and universities, or other publications to photograph or video record District happenings for their use and to our benefit.

Parent(s)/guardian(s) do have the right to prohibit the photographing or filming of their child for use in school publicity including outside entities. As such, the District develops a ***Do Not Photograph*** list each year to help ensure that it complies with parent/guardian wishes. The ***Do Not Photograph*** list does not apply to students when they are participating in a PIAA sport. A requirement of participation in a PIAA sport is granting permission for news outlets to photograph and film all sporting events and its participants for use in their respective media source. For EASD student-athletes, the District will honor a parent(s)/guardian(s) request to have their child placed on the ***Do Not Photograph*** for all other purposes of school publicity except when participating in a PIAA sport.

To have your child placed on the ***Do Not Photograph*** list, parent(s)/guardian(s) should contact Julie Iddings by email at [julie\\_iddings@etownschools.org](mailto:julie_iddings@etownschools.org) or by phone at (717) 367-1521, ext. 10004. **All parent(s)/guardian(s) who wish to have their child added to the *Do Not***

**Photograph** list should contact Ms. Iddings annually regardless of whether their child was on the list in previous years. If the District does not hear from you by September 30, it will be implied that you give consent for your child to be photographed for school publicity.

Students on the **Do Not Photograph** list may still be photographed or filmed by classroom teachers for internal classroom bulletin boards, presentations, school yearbook, etc. The **Do Not Photograph** list only stops the District from using pictures or video footage as part of external school publicity. Parent(s)/guardian(s) must notify classroom teachers directly to prohibit them from photographing or filming their child for use in classroom displays and yearbooks.

## **DRESS AND GROOMING (POLICY #221)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. 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.

## **ELECTRONIC DEVICES (POLICY #237)**

The Board believes that students should have an educational environment free from unnecessary disruptions, distractions, and threats. The Board has determined that the presence of personal electronic devices in schools has the potential to distract students from their primary purpose of receiving education and otherwise disrupts the educational environment.

Examples of personal electronic devices include, but shall not be limited to, CD/DVD/audio cassette tape players; cellular telephones; digital audio players (iPods or MP3 players); digital cameras; digital video recorders; electronic emailing devices; laptop computers; pagers; portable game players; radios, smart phones; video cameras; as well as any new technology developed with similar capabilities.

Students may use personal electronic devices in the classroom during the school day for instructional purposes if they have prior permission. Students may use personal electronic devices during non-instructional time or outside of the school day, so long as such use does not:

- Disrupt school activities.
- Violate any of the prohibitions set forth in this policy.
- Violate any state or federal law.
- Violate any other Board policy or directive associated with a student's participation in interscholastic athletics, extracurricular activities or school-sponsored trips.

Building principals, teachers and other school staff are authorized to confiscate a student's personal electronic device when used in violation of this policy. All confiscated personal electronic devices shall be delivered to the building principal's office as soon as practical for return to the student at the end of the school day or the student's parents/guardians for a second or subsequent offense.

School administrators may impose additional disciplinary sanctions against students for policy violations, including suspensions from school or recommendations for expulsion from school as warranted by the facts and circumstances in a particular case.

Students are solely responsible for the safe storage of the personal electronic device. The district shall not be liable or responsible for the loss or damage to any personal electronic device

that a student brings to school, interscholastic athletic events, extracurricular or co-curricular activities, school-sponsored trips, or any financial loss stemming from the confiscation of a personal electronic device as a result of a policy violation.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT** (*RELATES TO POLICY #216*)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520**

The complete District policy on student records and other policies are available for review at the District Office and on the District website [www.etownschools.org](http://www.etownschools.org) in accordance with the District's Public Records Policy. You may contact Michele Balliet, Superintendent of Schools, at (717) 367-1521, ext. 10002 if you have any questions regarding the policy or administrative guidelines on student records.

## **FOOD ALLERGY** (*POLICY 209.1*)

The District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

- Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
- Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability or food allergy under this policy, such as a food intolerance or allergy that does not cause a severe or potentially life-threatening reaction.

The district shall maintain the confidentiality of student information regarding food allergies, to the extent requested by the student's parents/guardians, while still being able to share relevant information with school personnel in order to fulfill the purpose of this policy.

## **FREE AND REDUCED LUNCH**

As a participant in the National School Lunch Program, the Elizabethtown Area School District provides nutritionally balanced, low-cost or free lunches to children each school day. Free and reduced price meals are offered to every family who meets the guidelines as set forth by the National School Lunch Program. Families experiencing unusual hardships such as high medical

expenses, special education expenses of a child, or disaster or casualty losses are encouraged to apply for benefits. If you feel that you qualify, the district invites you to fill out an application (visit [www.etownschoools.org](http://www.etownschoools.org)). The information you provide to the district 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.

### **GIFTED EDUCATION SERVICES** (POLICY #114)

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.

### **INTEGRATED PEST MANAGEMENT** (POLICY #716)

The Elizabethtown Area School District uses an Integrated Pest Management (IPM) approach for controlling insects, rodents and weeds. Its goal is to protect every student from pesticide exposure while making the school buildings and grounds an unfavorable habitat for pests. Through routine cleaning and maintenance, the district removes food and water sources, thus eliminating hiding and breeding places. Sightings are immediately reported to our IPM coordinator who evaluates the "pest problem" to determine the appropriate pest management strategy. Increased sanitation, modifying storage practices, sealing entry points and physically removing the pest is a few of the common tactics.

Periodically, it will be necessary to employ pesticides registered with the Environmental Protection Agency. As this occurs, the district will employ the least toxic product that is proven effective. Applications will be made only when students, staff and visitors do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours in advance and for two days following, except for emergency situations such as an occurrence of bees and hornets in classrooms. To receive advance notice of a specific pesticide application, you must be placed on the district's pesticide registry. To be placed on the registry, you must inform the IPM coordinator in writing of your desire. Please include your name, address and email address, as well as your child's name and grade level to be alerted.

If an emergency pesticide application arises, the district will contact any parent or guardian who is listed in the registry via email. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, gel-type baits placed in cracks, and crevices or voids.

Records of type of application that has been completed are given to the IPM coordinator's office after the application is completed. The original record is kept on file for three years and the copy made is kept in the log- book at each building for one full year. These records will be maintained by the IPM coordinator and are available for review by the building's occupants.

The IPM coordinator will educate the lead custodian as to how to report any pest problems. The

following is the proper procedure to report any pest problem: at each individual building the pest problems should be reported to the lead custodian who, in turn, will enter pest problems on the "special service record" found in a three ring binder in each school's office. The lead custodian is then to contact the coordinator's office. The pest management company will determine what action needs to be taken. If any chemical pesticides are needed, the coordinator's office should be contacted, at which time the proper postings will be completed.

Our Right-to-Know program provides safety data sheets (SDS) by access a master paper copy in the Buildings and Grounds office.

For more information or if you have any questions, contact Donna Zartman, Administrative Assistant to the Buildings and Grounds Director, at (717) 367-1521, ext. 21055.

### **MEDICATIONS** (*POLICY #210*)

All district employees must comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy. In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care. The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students. All standing medication orders and parental consents shall be renewed at the beginning of each school year. All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

### **MILITARY AND COLLEGE RECRUITERS** (*EAHS STUDENTS ONLY*)

By law, public school districts must make available, upon request, the names, addresses, and telephone numbers of high school students to military recruiters and institutions of higher learning. However, students or their parents have the right to request in writing that their information be withheld unless released by their signature. If you wish to request this information be withheld from military recruiters and/or institutions of higher learning, contact Debra Gainer, counseling secretary, at [debra\\_gainer@etownschoools.org](mailto:debra_gainer@etownschoools.org) or (717) 367-1533 ext. 21115 by September 15 to be certain your wishes are respected.

### **NONDISCRIMINATION POLICY** (*POLICY #103 AND POLICY #104*)

The Elizabethtown Area School District does not discriminate on the basis of race, color, age, creed, religion, sex, ancestry, sexual orientation, national origin, disability or military service. The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and co-curricular activities. The equitable distribution of District resources to include personnel is one means the District shall use to ensure all students receive a quality education.

The district encourages individuals who perceive they have been subject to discrimination to

report such incidents as soon as possible. The district directs that complaints of discrimination be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to: Dr. Michele Balliet, Superintendent of Schools, by mail at 600 East High Street, Elizabethtown, PA 17022; by email at [michele\\_balliet@etownschools.org](mailto:michele_balliet@etownschools.org); or by phone at (717) 367-1521, ext. 10002.

The Board also declares it to be the policy of this District to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resources Director as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.

## **PARENT SAFETY AND SECURITY GUIDELINES**

Your child's safety, well-being, and security is of the utmost importance to the Elizabethtown Area School District each and every school day. The District maintains a variety of active security measures at all times to keep our students safe and at the same time ensure our school environments are welcoming and well suited for student learning. Moreover, the District continually reviews and refines its comprehensive safe schools strategy to ensure it aligns with the most up-to-date strategies for dealing with emergencies. In addition, the District has a safe schools response plan that deals with situations ranging from a medical emergency in a school to a serious incident at Three Mile Island and everything in between. While we cannot share the details of our responses as it would compromise our safety measures, we want to ensure you that we have precautions, procedures, partnerships, and systems in place that allow for an effective response to an emergency should one arise. In order for our emergency response plans to be effective we depend on the cooperation and assistance of many people such as our employees, first responders, our community partners, our students, and last but certainly not

least our parents and guardians. We depend on you, as parents/guardians, to support our efforts to maintain safe schools that are conducive to learning. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

### **Student Drop Off And Pick Up**

The volume of vehicle and bus traffic around our facilities at the open and close of the school day can present a serious safety hazard to our students, faculty, and staff. As such, you **MUST** use the designated parent drop off and pick up areas at all school complexes. Do not create your own “drop off” or “pick up” area on our campuses. Furthermore, students should not be dropped off at school prior to the doors opening at 7:25 a.m. for the secondary school complex and 8:30 a.m. at the elementary level as they will need to remain outside unsupervised and exposed to the elements until the doors open. Parents/Guardians should arrive on campus no more than 30 minutes in advance to the start of school and their child should remain in the vehicle until the doors to the school open. Additionally, parents and guardians who pick up their son/daughter at the end of the school day should arrive on campus no more than 30 minutes before the close of school, which is 2:40 p.m. at the secondary level and 3:35 p.m. at the elementary level. Cars that park curbside more that 30 minutes in advance of the open or close of school or in undesignated drop off or pick up areas will be asked to move their vehicle as this creates a serious safety concern for the District in the event of an emergency. If you are not familiar with the designated drop off and/or pick up area for your child’s school, please contact the school office where he/she attends. Please note, beginning this school year, the middle/high school complex has changed its parent/guardian drop off and pick up procedure. Families with just a high school student should make a loop around the visitor lot accessed off of East High Street. Families with a middle school student(s) only or high school and middle school students should use the designated single point of entry along the side of the high school off of School Lane. Please pull around the lane as far as possible to make use of this single entryway and allow for more parent vehicles to enter the campus. At dismissal time, car riders at the middle school level should not be dropped off or picked up at the main entrance to the school but instead should proceed around the loop to the designated entryway at the high school.

### **Visitors**

The District welcomes and encourages interest in District educational programs and other school-related activities. As such, the District welcomes parents and other guests to visit any of its schools. Persons wishing to visit a school should make arrangements in advance with the individual with whom you have a specific reason to meet. Requests to visit your child’s classroom must be approved by the classroom teacher prior to the visit. For the safety and security of our students, parents/guardians are not be permitted to have lunch with their children during the school day in the school building. An exception to this policy may be made if the building principal elects to establish special event luncheons. Should this occur, the building principal will establish and share the specific guidelines for parents/guardians.

When visiting the campus, the District asks that you park your vehicle in authorized visitor parking areas only. In addition, the District has posted "No Parking" signs around the school buildings, parking lots, and athletic fields to help ensure that fire and emergency equipment have 24-hour access. Further, the Department of Homeland Security has proclaimed that unattended vehicles may pose a safety and security risk. This means heeding the "No Parking" zones not only during school hours but also during non-school hours. In addition, several spaces at each school are marked “reserved.” These spaces are for school administration and

professional staff that have to travel between buildings. Please do not park in the reserved parking spaces. The District's parking regulations are strictly enforced to ensure responsible parking and ultimately the safety of our students. As such, local law enforcement works collaboratively with the District to maintain a safe and secure campus. Any vehicle illegally parked is subject to ticketing and/or towing. This practice is a way to strengthen school safety and alleviate unnecessary risks to our students.

### **Front Door**

For safety purposes, each of our school buildings has only one entrance and exit during the school day. Please use the video communication intercom to engage in a two-way conversation with our office staff prior to the door being released for entry. This practice is designed to allow visitors to enter the school in a controlled manner. For safety and security reasons, please do not hold the door for others behind you. Each visitor entering the building must follow the same process of speaking to the office staff prior to entering the building. When exiting the building, you must depart through the school office. Please do not use any other doors to leave the building besides the main entrance and exit.

### **Contact Information**

In the event of a school emergency, the District uses the School Messenger Emergency Notification Service to communicate information of critical importance in a timely manner with parents/guardians. Through this system, school administrators can send pre-recorded phone messages, emails, and/or text messages to our families containing critical information about the event. As such, it is imperative that YOU provide the District with current phone and textable numbers, as well as an email address. Families of students K-12 can update this information at any time through the Community Portal. The Community Portal can be accessed off the District website by clicking on the A+ Grade Portal link at the top left of the District Homepage ([www.etownschools.org](http://www.etownschools.org)). If you do not have a Community Portal account, please register for one as soon as possible so the District has accurate contact information.

### **PROPERTY SEARCH** (*POLICY #226*)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning. School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT** *(RELATES TO POLICY #235.1)*

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student's parents
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom the respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of the following:

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

These rights transfer from a student's parents to a student 18 years old or to an emancipated minor.

The Elizabethtown Area School District has developed and adopted policy #235, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing or sales purposes. This policy is available for your review on the district website at [www.etownschools.org](http://www.etownschools.org).

For surveys and activities scheduled during the school year, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

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

## **REVIEW OF INSTRUCTIONAL MATERIALS** *(POLICY #105.1)*

Parents/guardians and students have the opportunity to review instructional materials and have access to information about the District's curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. Upon request by a parent/guardian or student, the District will make available ALL existing information that complies with the request. To assist the District in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review. The written request will be sent to the building principal.

## **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

Elizabethtown Area School District receives federal funds for Title I programs that are part of The Every Student Succeeds Act (ESSA). Throughout the school year, the District will provide you with important information about this law and your child's education. As per ESSA, you have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible: This "highly qualified" status was attained by taking appropriate courses and by passing the state test for that subject area.

Parent(s)/Guardian(s) have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the District will provide you with the following as soon as possible:

- If the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- If state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- If the teacher is teaching in the field of discipline for which they are certified or licensed;
- If the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- If your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request this information or if you have any questions about your child's assignment to a teacher or paraprofessional, contact information is listed below. Thank you for your interest and involvement in your child's education.

**Elizabethtown Area School District**  
**Attn: Richard Toth**  
**600 East High Street**  
**Elizabethtown, PA 17022**  
**richard\_toth@etownschools.org**  
**(717) 367-1521, ext. 10014**

## **SCHOOL CALENDAR**

The Elizabethtown Area School District school year is packed with student performances, concerts, sporting events, conferences, and academic programs. We invite you to show your interest and support by attending as many of these school activities as you can. As such, we provide parents/guardians with three convenient ways in which you can access calendar information: (1) Online Calendar, (2) Self-Print Activities Calendar, and (3) a Calendar-At-A-Glance. It is our hope that you will find one - if not more - of these calendar options helpful and informative. We look forward to your participation on TEAM E-town and expect that your involvement will make a difference in the lives of our students for years to come.

### **Online Calendar**

Elizabethtown Area School District's online calendar provides the most current information on school activities like concerts, picture days, conference dates, award programs, planned early dismissals, planned late starts, no school days, PSSA and Keystone testing dates, and make-up day information. This calendar is managed and updated throughout the year so it is the most current and up-to-date calendar option offered by the school district. In addition, a calendar feed can be exported to various personal devices including iPhones, iPads, Android devices, Google Calendar, Microsoft Outlook, and other calendar programs.

### **Self-Print Activities Calendar**

Elizabethtown Area School District's self-print calendar is similar to the district's online calendar except it has been designed to be self-printable on standard 8.5" X 11" copy paper. While it includes all the same information as the online calendar including concerts, picture days, conference dates, award programs, planned early dismissals, planned late starts, no school days, PSSA and Keystone testing dates, and make-up day information, it is not updated once it is published at the beginning of the school year. This calendar is ideal to hang on your refrigerator at home to stay abreast of school district programs and activities.

### **Calendar-At-A-Glance**

Elizabethtown Area School District's calendar-at-a-glance is the simplest of our calendar options and is a one-page self-print calendar that provides a month-by-month look at days school is in session, days school is closed, planned early dismissal and late start dates, PSSA and Keystone testing dates, and make-up day information. School activities like concerts, picture days, award programs, etc. are not included on this calendar.

## **SPECIAL EDUCATION SERVICES** *(ANNUAL NOTICE)*

Special Education services are available to all students K through 12. Prior to a student being identified for special education services, the district will provide a variety of interventions in regular education. Teachers and/or parents may refer students who continue to have difficulty learning or who are thought to be gifted. Parental involvement is critical throughout the duration of the student's time in the special education program.

### **Programs for Eligible or Protected Handicapped Students**

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

1. Autism
2. Blindness or Visual Impairment

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

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

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

## **STATE HEALTH SCREENINGS**

The Pennsylvania Department of Health mandates the following health screenings:

- 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

## **STUDENT ASSISTANCE PROGRAM** *(POLICY 236)*

Elizabethtown Area School District's Student Assistance Program (SAP) is part of a state-wide initiative designed to help school systems identify and support students who are experiencing barriers to learning. Through a systematic process, Elizabethtown's SAP will help identified students and their families access school and community resources with the goal of removing the barriers to learning and helping the student succeed in school. At the core of the program is the District's SAP teams, which are made up of school staff who have been trained to work with at-risk students. SAP targets students in grades 4-12 and is comprised of three teams - Bear Creek School, Elizabethtown Area Middle School, and Elizabethtown Area High School. The number one priority for each team is to help students and/or their families find the services and assistance within the school and, if needed, in the community.

**How does my child become involved in the program?** Students come to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program. Some students are referred by teachers, others by fellow students, and some by a family member. A student himself/herself can even go directly to the SAP team to ask for help. However, the SAP team will not become involved unless parent/guardian and student permission is secured. If you feel your child may need help, call your child's school and ask to speak with a member of the SAP team. The SAP team and the school will respect you and your child's privacy at all times. EASD's SAP team does not diagnose, treat, or refer your child for treatment. Rather, we will provide you with information on appropriate resources and assist you with making a choice that will best help your child succeed in school. Remember, you are part of our team.

**What are some barriers to learning?** Every day, students are confronted with a variety of problems that interfere with their ability to succeed in school. These barriers are not always noticeable and may be a result of a particular event or situation. To help families better identify barriers, a list of events and warning signs to look out for that might be a good reason for referral to the District's SAP are listed below.

**Events:** Recent death of a loved one, divorce of parents, family relocation, a relationship problem and/or other traumatic events.

**Warning Signs:** Withdrawing from family, friends and/or school, unexplained physical injuries, depression and/or talking about suicide, defying authority both at home and at school, lying or acting aggressively, needing money without an explanation, sudden drop in grades and/or experimenting with drugs or alcohol

**What Happens After I Give My Permission?** There are several steps that the team will take after you sign the permission form. Together, you and the SAP team will develop a plan of action to help your child achieve success in school. The plan might include services and activities in school and/or services from a community agency. If necessary, the SAP team will talk with you about services in the community and give you information on how to contact others who may be able to help. The SAP team will continue to work with and support your child. They will stay in touch with you to talk about your child's progress and success in school. Your continued involvement is very important.

If you have questions about the Student Assistance Program, please contact Richard Schwarzman, Assistant to the Superintendent for Student Services and Compliance, by phone at (717) 367-1521, ext. 10004 or by email at [richard\\_schwarzman@etownschools.org](mailto:richard_schwarzman@etownschools.org).

## **STUDENT DATA VERIFICATION FORM UPDATES**

The Elizabethtown Area School District has made it easier for parents/guardians of students in grades K-12 to update **HIGHLY IMPORTANT** student and parent contact information. Our Back-to-School Student Data Verification Form has been designed to ensure that critical student and parent/guardian information is complete, accurate, and valid as early in the school year as possible so EASD can better meet the needs of its students and more efficiently communicate with parents/guardians important information about their child or the district as a whole. This is especially key in the event of an emergency at your child's school or when winter weather impacts the school day (i.e. closings, delays, early dismissals).

This feature allows for updates to be completed conveniently on any computer, at any time, from anywhere. **PARENTS/GUARDIANS OF STUDENTS AT ALL GRADE LEVELS** (K-12) must register for a Community Portal account. Once you have established a Community Portal account, please update/add the information for your child using the online form titled Student Data Verification Form found on your child's Community Portal homepage. In addition to

updating important student and parent data, the Community Portal will allow parents/guardians to submit a second online form titled Permission to Administer Medications and First Aid. **IT IS IMPERATIVE THAT BOTH ONLINE FORMS ARE COMPLETED BY SEPTEMBER 15.**

To obtain a Community Portal Account, visit the EASD website at [www.etownschools.org](http://www.etownschools.org) and navigate to the EASD Community Portal page by clicking on the *A+ GRADE PORTAL* icon in the top left corner of the website. You will be redirected to the Community Portal page where you will find step-by-step instructions, as well as tip sheets showing how to create an account. If you already have a Community Portal account and need to add additional children, you can do so through Account Settings on the portal. If you have questions about the Community Portal, feel free to contact the District's Technology Department at [techsupport@etownschools.org](mailto:techsupport@etownschools.org).

If you do not have access to the Internet and need a paper packet sent home with your child, please contact the respective school office with your request.

### **TERRORISTIC THREATS AND ACTS** *(POLICY #218.2)*

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. As such, the Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district. If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats, upon return to school, the student may be subject searches and other precautions, as the district considers appropriate and in accordance with applicable Board policy.

### **TOBACCO** *(POLICY 222)*

The District recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. As such, the Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, grounds, athletic facilities, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property. These prohibitions include during the school day or while traveling to or from school. 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. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.

### **VIDEO/AUDIO ON SCHOOL PROVIDED TRANSPORTATION** *(Policy 810.2)*

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. As such, the Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes. The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record

shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

## **VIRTUAL BACKPACK**

The Elizabethtown Area School District has implemented a paperless solution for its school to home communications known as the EASD Virtual Backpack. This new way of sharing important information replaces the numerous letters, notifications, and other items of interest that are generated by the school district and sent to parents and guardians in backpacks or through the mail by placing the communications online. This initiative will allow for real-time communication with families whenever the District needs to share important, urgent, and/or critical information about the operations of our District.

Here is how it works. When the District generates an important communication for parents and guardians on a wide range of issues ranging from academic interests like PSSA testing, parent surveys, or school calendar updates to crisis communications like health or medical situations, school safety issues, or community incidents we will post the letter in the EASD Virtual Backpack. Once posted to the website, the District will send a text and email to our parents and guardians with a link to the posting. The Virtual Backpack can be accessed 24 hours a day, 7 days a week from both the District and all seven school homepages. Contents will be added on an ongoing basis and maintained in the Virtual Backpack for the entire school year.

The Virtual Backpack solution will help to eliminate the risk of important notifications getting lost in transit, overlooked, or delayed in the mail, as well as save the District significant dollars for paper, printing, labor, and mailings. **TO BE INCLUDED IN THIS COMMUNICATION INITIATIVE, EACH PARENT/GUARDIAN WILL NEED TO PROVIDE THE DISTRICT WITH AN EMAIL ADDRESS AND A TEXTABLE PHONE NUMBER.** Each year, parents/guardians are asked to update the online Student Demographic Form that allows parents/guardians to update important student information including adding/updating email addresses and textable numbers. Please make certain to add/update these two fields otherwise you will not receive a notification when items are added to the Virtual Backpack. Keep in mind, the District **WILL NO LONGER** send home district-wide notifications in paper form so you will need to provide an email and/or textable number to receive a notification of a posting. If you do not have access to the Internet, contact your child's school office for further direction on how to receive important and time sensitive communications from the District.

In order to receive a virtual backpack communication via text, you need to send the one-time text message of "Yes" or "Y" to 67587 from your mobile device. This will opt you into the service to receive all future correspondences on this device. Until you send the one-time text message, EASD texts will be blocked on your device. If you have more than one "textable" number on file with the school district and are unsure which device(s) needs registered, we encourage you to take the same action for both devices and text "Yes" or "Y" to 67587.

The EASD Virtual Backpack does not replace regular communication from teachers. Teachers will continue to send home assignments and other materials so parent(s)/guardian(s) should check their child's backpack frequently for school and classroom news. In addition, from time to time the District will have the need to send home a communication directly with students.

If you have questions about the EASD Virtual Backpack, feel free to contact Troy Portser, Director of School and Community Information, by email at [troy\\_portser@etownschools.org](mailto:troy_portser@etownschools.org) or by phone at (717) 367-1521, ext. 10024.

## **VOLUNTEERS IN THE SCHOOLS** *(Policy 916) sent to Deb Mizak on June 25*

Each year, the Elizabethtown Area School District provides parents/guardians with exciting opportunities to volunteer in their child's classroom. There are many ways in which parents/guardians can help (e.g. weekly classroom helpers, field trip volunteers) and in whatever capacity, your contribution will enhance student learning. As a parent of a student in our school system, we hope that you will consider volunteering in the District.

For safety reasons, the District has a board policy (Policy 916) that defines a volunteer as well as what you need to do as a parent to become eligible to volunteer. The intent of the policy is to protect the students in our schools by ensuring that all adults with whom the students come in contact on a regular basis have met the safety standards required of school employees.

A Volunteer is someone who is more than a Visitor and more than an Unpaid Assistant. Being a volunteer normally involves an individual working directly with one or more students, having responsibility for one or more students, and having repeated interaction with one or more students in circumstances when no school employee is present.

Prior to volunteering, volunteer applicants must submit a volunteer packet (which can be downloaded from the district website) to the District's Human Resources Department which includes the following documents and information:

- Volunteer Registration Form
- PA State Police Criminal History Report
- PA Department of Human Services Child Abuse Report
- Federal Criminal History Report - OR- a written statement confirming Pennsylvania residency during the entirety of the previous 10 years (included in the Self-Reporting Commitment Form)
- PDE Arrest/Conviction Report and Certification Form
- Employee/Volunteer Self-Reporting Commitment Form
- Acknowledgment of Policies 806 and 916 related to child abuse and volunteer service
- Results of a tuberculosis test completed within the last 90 days (School Code Section 1418)
- Volunteer Emergency Information Form

### **Additional Notes:**

- PA State Police and PA Department of Human Services Clearance reports dated no more than 5 years prior to the application date may be submitted
- Federal Criminal History Clearance report (5 years prior)
- Cost of completing clearances is the responsibility of the volunteer:
  - PA State Police Criminal History Report - FREE for volunteers
  - PA Department of Human Services Child Abuse Report - FREE for volunteers
  - Federal Criminal History Report - \$23.85 (not necessary if you have lived in PA for the past 10 years)
- Volunteers will be eligible to volunteer upon submission and approval of all required documents
- Volunteer Sports Coaches/Activity Advisors will be eligible to begin volunteer work following submission of all required documents AND School Board approval
- All volunteers will be required to submit new clearance reports within 60 months from the date of the oldest report

For more information on Volunteering, contact Debby Mizak, administrative professional for human resources, by phone at (717) 367-1521, ext. 10016 or by email at [debby\\_mizak@etownschools.org](mailto:debby_mizak@etownschools.org).

## **WEAPONS POLICY** (*POLICY #218.1*)

The Board recognizes the importance of a safe school environment relative to the educational process. Weapons in the school environment are a threat to the safety of students and staff and are prohibited by law. As such, students are prohibited from possessing weapons and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any school-provided conveyance furnishing transportation to school or a school-sponsored activity or while the student is coming to or from school. The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. 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. In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency. When the District receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.