



Elizabethtown Area High School
Student Handbook 2018-2019

This agenda belongs to:

Name _____

Grade _____ **HR** _____

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Note: Policies referenced in this Student Handbook can be viewed in their entirety on the EASD website.

ELIZABETHTOWN AREA SCHOOL DISTRICT

The Goal

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

Our Purpose

Student Learning

Shared Values

PREPARE students for college and career readiness.

PROMOTE 21st Century learning skills and processes.

ENGAGE students and staff in real world problem solving.

BY

CAPITALIZING on personalized learning opportunities.

PROVIDING a safe and supportive learning environment.

EXTENDING beyond the walls of our school buildings by fostering strong relationships with families and the community.

ELIZABETHTOWN AREA HIGH SCHOOL



Main Office	(717) 367-1533
Main Office Fax	(717) 367-4149
Attendance Office	(717) 367-1533 x31111
Counseling Office	(717) 367-1533 x21115

Main Office Hours: 7:00 a.m. to 4:00 p.m.

www.etownschools.org

HIGH SCHOOL ADMINISTRATION

Mrs. Maura Hobson	Principal
Mr. Robert Crick	Assistant Principal
Dr. Jason Potts	Assistant Principal
Mrs. Kathleen Griffith	Assistant Principal/Program Administrator for Educational Alternatives
Mrs. Linda Ahern	Director of Athletics and Extracurricular Activities (7-12)

SCHOOL COUNSELORS

Alphabetically Assigned

Mr. David Gibbs	Grades 9-12: A-E
Mrs. Amy Robinson	Grades 9-12: F-K
Mrs. Kelly Gillette	Grades 9-12: L-Q
Miss Caroline Schairer	Grades 9-12: R-Z

ADDITIONAL PERSONNEL

Officer Rich Regel	School Resource Officer (SRO)
Mr. Brandon Aukamp	School Nurse

ACADEMIC INFORMATION

REPORT CARDS AND GRADES

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

The grading scale is as follows:

- A = 100 – 92%
- B = 91 – 83%
- C = 82 – 74%
- D = 73 – 65%
- F = 64% and below

For more information about report cards and grading please see policies 212 and 213.

GRADUATION REQUIREMENTS

1. Course Completion – Students will be required to earn 28 credits with a passing grade of 65% or higher.

<u>Required Courses</u>	<u>Credits</u>
English	4
Social Studies	4
Mathematics	4
Science	3
Physical Education	2
Health	1
Core Communication Skills or Equivalent	.5
Electives	9.5
Total	28

2. Graduation Projects

All students are required to complete a graduation project during their high school career. Students who do not complete their graduation project by the end of their junior year are NOT eligible for Senior Open Campus (SOC) as seniors. The purpose

of the required project is to give students an opportunity to demonstrate their ability to apply various skills, such as research and writing, and to communicate what they have learned about a career or profession. Students will choose a career interest area and work with Pathways Career Center personnel in conjunction with the Career and Financial Readiness class required for grade 10 students.

3. Proficiency of PA Academic Standards

Students will be required to demonstrate proficiency in Algebra, Biology, and Literature on the Pennsylvania Keystone Exams. Students who score less than proficient on the exams will participate in a remediation program prior to re-testing. Students will complete Keystone Examinations at the end of the semester in which they are enrolled in Algebra, Literature, and/or Biology.

4. Promotion Guidelines

Students must meet the following guidelines for credits and course completion to be promoted to the next grade level. The district will formally notify students at the end of the each year as to whether they have been promoted to the next grade level.

- **Grade 10 minimum of 7 credits**
- **Grade 11 minimum of 14 credits**
- **Grade 12 minimum of 21 credits**

For more information about graduation requirements please see policy 217.

HONOR ROLL

For students to achieve honor roll they are required to attain a minimum weighted grade point average of 94% with no grade less than 85%.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian will be determined at the end of the fourth marking period. The valedictorian is the student who achieves the highest weighted grade percentage average. The salutatorian is the student who achieves the second highest weighted grade point average. For more information about class rank please see policy 214.

FINAL EXAMS

Final exams are administered in most subject areas. Students must take their final exam in each course at the end of each semester. If students are absent during exams, it is their responsibility to make arrangements for making up exams as soon as possible to complete the course.

WEIGHTED COURSES

A system of weighted courses has been adopted by our district for use in the High School. This system rewards students for selection and achievement in more difficult courses. For more information about weighted courses and a listing of those courses please consult your assigned school counselor or consult the Educational Planning Guide posted on the high school webpage. For more information on weighted courses please see policy 214.

TESTING INFORMATION

Keystone Examinations

These state-mandated exams are issued each year to students in grades 9 through 11 that have completed a course in Algebra, Literature or Biology. Students in the Elizabethtown Area School District must demonstrate proficiency on these exams in order to be eligible for graduation. Students who do not reach proficiency will be provided with the opportunity to retest in non-proficient areas. If students do not reach proficiency on the retest they are expected to complete a remediation program before, during and/or after school to reach proficiency. Students MUST take these exams and should be in attendance on the identified testing days.

Preliminary Scholastic Aptitude Test (PSAT)

The PSAT is a two-hour standardized test administered in October every year. The PSAT is generally taken by 10th & 11th graders interested in attending college. While it has no direct influence on admissions, it is a reasonably accurate predictor of SAT scores and is helpful in the consideration of potential college applications. This test also serves as the National Merit Scholarship Qualifying Test (NMSAT). Juniors

and Sophomores may sign up for the test in early October in the Counseling Office. There is a small test fee.

Scholastic Aptitude Test (SAT)

The SAT is a 3½ hour standardized test used by college admissions offices. Students are advised to take the SAT in the spring of their junior year and again in the fall of their senior year. Students select the colleges to which SAT results will be sent. Applications for SAT's must be mailed 4 to 6 weeks in advance of the test date or students may apply to take the test online. Students need to carefully schedule when they wish to take this test. Applications and information booklets are available in the Counseling Office and on-line at www.collegeboard.org.

Advanced Placement Tests (AP)

These tests, generally taken only by highly achieving students, are administered in the spring. Students interested in taking Advanced Placement Tests should consult the teacher of the subject in which they wish to be tested. Earning superior scores on these tests may entitle a student to college credit prior to actual admission to college.

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 Jennifer Kenny, EASD Home & School Visitor, at (717) 367-1533, extension 21107, or jennifer_kenny@etownschools.org.

For more information about the district's attendance policy and practices, please see policy 204.

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/unexcused. 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) signing an excuse card.

EDUCATIONAL TRIPS

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 5 days prior to the scheduled trip. 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.

EXCUSE CARDS/DOCUMENTATION OF ABSENCES

If your student is absent from school, you will be contacted via an automated telephone messaging system. It is important that you complete an excuse card and submit it on the first day your student returns from an absence. Excuse cards or notes must be placed in the Excuse Card Box, located outside of the main office. Failure to submit an excuse card or medical documentation within THREE school days of an absence will result in the absence(s) being coded as illegal/unexcused. This can also impact a student being able to complete missed assignments. If a child is absent for three or more consecutive days, a medical excuse is required for these absences.

PENNSYLVANIA COMPULSORY SCHOOL ATTENDANCE LAWS

Upon accumulation of three illegal absences, Pennsylvania Compulsory School Attendance Laws require that a first official notice be mailed to the parent(s)/guardian(s). Letters are also sent when a student accumulates six and ten illegal absences. PA Compulsory School Attendance Laws classify a student as "truant" upon accumulation of six illegal absences, at which point an attendance meeting will be offered to the student and family. PA Compulsory School Attendance Laws classify a student as "habitually truant" upon accumulation of ten illegal absences, at which point a truancy citation can be filed and is subject to legal

penalties. For students over the age of 17 years, PA Compulsory School Attendance laws do not apply, yet attendance is a significant part of academic success. Upon the accumulation of six unexcused absences, a letter will be mailed and an attendance meeting will be offered to the student and family. Another letter will be sent upon accumulation of ten unexcused absences.

If you receive an attendance notification, please respond promptly. Please note that illegal or unexcused absences can result in academic decline or inability to makeup missed assignments.

DISCIPLINE AND ATTENDANCE

Regular school attendance is vital for school success. In order to promote satisfactory attendance, disciplinary action and consequences will be enforced for illegal/unexcused absences accumulated over the course of the school year:

3 Illegal Absences: Administrative Warning

6 Illegal/Unexcused Absences: Administrative Detention

10 Illegal/Unexcused Absences: One day of ISS

Additional Illegal/Unexcused Absences: Continued ISS following progressive discipline

EXCESSIVE EXCUSED ABSENCES

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(s)/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 or disenrollment from the Elizabethtown Area School District.

Please note that excessive excused absences can result in academic decline or inability to makeup missed assignments.

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 EASD Policy 117.

MAKE-UP WORK FOR ALL ABSENCES

It is the responsibility of the student/Parents(s)/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 3 days of the students return to school. 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. Class cuts are not permitted for any reason and will result in consequences as determined by the administration.

TARDIES

Absent students, or those who arrive to school after 8:30 a.m., are NOT permitted to participate in an athletic game/practice, or school-related activity (i.e. plays, musical, field trips, etc.). Exceptions are made if the absence is due to a legal or medical appointment, etc., with appropriate documentation. The coach/advisor of the activity shall obtain approval for participation from the administration. Each time a student is tardy to school, he/she will report to the office for an admittance slip. Students will receive warnings for tardy/half-day absences #1, #2 and #3. Further tardies or half-day absences will result in the following discipline, unless medical or legal documentation is provided, even if a parent note is submitted.

Tardy/Half-day Absence #4	Lunch Detention
Tardy/Half-day Absence #5 and #6	Admin. Det.(s)
Tardy/Half-day Absence #7 and beyond	ISS & Parent/ Guardian Conf.

Dental, doctor, legal or other legitimate appointments will not be counted towards the above tardy policy only if appropriate supporting documentation is submitted. Parent notes will not be accepted after the third tardy/half-day absence. Oversleeping or missing the bus is NOT considered as acceptable excuses for tardiness. Tardy/Half-day tracking is marking period based, and therefore restarts at the onset of each new marking period. Late to class – A student is tardy for class if he/she is not in the room when the bell rings and can result in the classroom teacher assigning a detention for the infraction.

STUDENT EARLY DISMISSALS

A student may be excused early from school for urgent or appropriate reasons. Requests of this nature are to be signed by the parent/guardian and presented in advance to the main office for evaluation. For verification purposes, a telephone call may be made to the parent/guardian. Students should then submit medical or legal documentation upon return to school. If a student accumulates more than three early dismissals without appropriate documentation, students/families will be contacted by the attendance office.

ATTENDANCE TRACKING

Attendance is tracked by the district Home and School Visitor. This position is part of the district Support Services. The Home and School Visitor focuses on eliminating barriers to the academic success of each EASD student. Please contact Jennifer Kenny at (717) 367-1533, extension 21107 or jennifer_kenny@etownschools.org, with any questions.

GENERAL PROCEDURES/EXPECTATIONS

ALL HAZARDS PLAN

Weather Related Closings and Delays

When it becomes necessary to close school due to inclement weather or other circumstances, provisions are made for airing such announcements on the following radio stations: AM 580, AM 910, AM 1490, FM 89.5, FM 92.1, FM 93.5, FM 94.9, FM 96.9, FM 97.3, FM 99.3, FM101.3, FM 103.3, FM 104.1 FM 105.7, FM 106.7 and television stations; WGAL NBC 8, WHP CBS 21, WHTM ABC 27, WPMT FOX 43. School closings will also be posted on the high school website (www.etownschools.org.) If school is closed due to inclement weather, scheduled interscholastic sports activities and/or other school programs, practices and/or games will be postponed/canceled.

Emergency Response Plan for Nuclear Emergency

The Elizabethtown Area School District has an Emergency Response Plan filed in Harrisburg. The District must verify that it has emergency procedures in place in the event there is a nuclear accident at Three Mile Island Nuclear Station. As part of the plan, the District is required to notify all parent(s)/guardian(s) of the procedures to follow in the unfortunate circumstance of an accident.

In the event of an incident at the Three Mile Island Nuclear Station requiring evacuation of the Elizabethtown Area School District, all students will be bused directly to Donegal High School in Mt. Joy, PA. Parent(s)/guardian(s) or authorized persons are to meet their children there. Parent(s)/guardian(s) are urged not to directly contact students to make different arrangements. This will only create confusion. Parent(s)/guardian(s) or other persons authorized to pick up a student will be required to provide identification at the pick-up point and sign a register prior to release of a student to their custody.

Parent(s)/guardian(s) who reside in the Elizabethtown Area School District, but whose children are attending schools other than Elizabethtown Area School District schools, will be responsible for picking up their children as advised by the school authorities of the schools attended.

Should an emergency occur, in order to ensure the safety of the children in our district, the cooperation of all parents is requested and appreciated. For more information on the district's emergency preparedness policy please see policy 805.

ASSEMBLIES/SCHOOL ACTIVITIES

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

Parent(s)/guardian(s) should read school publications so they are aware of upcoming events which may not have been listed on the activities calendar. In addition, announcements are made to the student body in advance of the program.

Since these activities are intended for students during the instructional day, we ask that parent(s)/guardian(s) secure administrative approval a week before the activity if they wish to attend. Administration reserves the right to deny attendance.

BULLYING PREVENTION PROGRAM

The Elizabethtown Area School District has implemented the Olweus Bullying Prevention Program 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.

CAFETERIA – BREAKFAST & LUNCH

Breakfast Program

The Cafeteria offers a breakfast program. The program runs every weekday morning from 7:25-7:40 a.m. No advanced registration is necessary; students can attend every day or only occasionally. Students who are eligible for a free or reduced lunch are automatically eligible for a free or reduced breakfast. Students choosing to eat breakfast in the morning are not permitted to take food or drink with them and must arrive for attendance by the start of homeroom.

Lunch Period

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

1. Students must stay in line and not move ahead of others.
2. Students in the cafeteria are to use the lavatories located in the cafeteria during lunch periods.
3. A student who creates a discipline problem in the cafeteria may be assigned a special table location. Depending on the infraction, the student may also be subject to disciplinary action, including lunch restriction.
4. Students are expected to be in the cafeteria during the lunch period to which they are assigned. Any student violating this procedure is subject to disciplinary action.
5. Food purchased or delivered from an outside vendor may not be consumed in the cafeteria unless part of a student's packed lunch.
6. Students must remain in the cafeteria during their assigned lunch unless they have a valid pass.

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

CARE OF SCHOOL PROPERTY

Permission and arrangements for placing and removing materials on bulletin boards and tack strips must be obtained from the high school administration. **All signage must be approved and**

signed by administration prior to placement. Failure to secure approval will result in the removal of those materials on display. Any destruction of school property will result in the student(s) being billed for all materials (replacement value) and labor in addition to disciplinary action and/or criminal charges. For more information please see district policies 220 & 224.

CHANGE OF ADDRESS

The district attempts to provide information to parent(s)/guardian(s) regularly through the mail. In order to insure prompt delivery, parent(s)/guardian(s) are responsible for notifying the school office of address changes. When a student's family moves, but the student remains in the school district, parent(s)/guardian(s) must promptly report the change to the Student Records and Registration office.

CAREER TECHNICAL CENTER (CTC)

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

All underclass half-day CTC students must ride on the buses provided by the district: Regular bus departure times are 7:35 a.m. & 11:20 a.m.

Students missing the bus will spend that part of their day, which is normally CTC time, in study hall. Students driving or riding in a car without a permit will be suspended from CTC.

EMPLOYMENT OF MINORS

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

FIELD TRIPS

School-sponsored field trips are scheduled to provide students with educational experiences outside of school. Field trips

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

FIRE DRILLS

The school periodically conducts fire drills so that the students, staff, and administration have the opportunity to practice leaving the building safely in the event of a fire. Each student is responsible for becoming familiar with the fire drill instructions posted in the rooms to which he/she is assigned. A student is expected to remain with the classroom teacher during the fire drill, follow instructions, and return promptly to his/her classroom following the drill. Students should exercise courtesy while effectively and quietly moving out of and into the building during fire drills. For more information about the district's emergency preparedness please see policy 805.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

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

HUMAN SEXUALITY INSTRUCTION

The District provides a program of health education in grades K through 12. Human sexuality instruction will be included in the health education program at the appropriate levels of the

students' development. The District will inform parents and guardians of the Human Sexuality Instruction at the beginning of the school year. The letter shall include a response form giving the opportunity to opt out of instruction. Students will be excused from any or all of the instruction upon receipt of "opt-out" form or written request from a parent or guardian. Students not participating in the instruction will be provided an alternate educational activity in such a way that attention will not be drawn to their absence from the instruction. Upon request, the district will provide information about the curriculum. For more information about the district's policy on exemption from instruction please see policy 105.2.

LOCKERS AND LOCKS

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

LOST AND FOUND

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

MILITARY RECRUITERS

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

PROM / DANCES

Dances, including the prom, homecoming, and holiday dance, are extra-curricular activities that are planned throughout the year to provide students with an opportunity to enjoy an evening of dancing, music, and socializing. Although most attendees are Elizabethtown Area High School students, a request may be made to bring a former student or student from another district as a guest. Students **MUST** complete a pre-approval form, on time, for non-Elizabethtown students that **MUST** be signed by that individual’s high school principal or former principal in order to secure a ticket. **THE MINIMUM GRADE LEVEL FOR ATTENDEES AT THESE EVENTS IS 9TH GRADE. THE MAXIMUM AGE FOR ATTENDEES AT THESE EVENTS IS 20 YEARS OLD.** Since attendance is a privilege, administration reserves the right to use discretion in allowing any individual to attend these events. **Students who are NOT in good standing due to disciplinary matters, obligations, and/or attendance, may be prohibited from attending these events.** For more information about the district’s policy on social events please see policy 231.

SENIOR OPEN CAMPUS

Senior Open Campus (SOC) is a special program for seniors designed to develop a sense of responsibility and maturity. Parent(s)/guardian(s) approval is required for students to become involved in the program and indicates that the parent(s)/guardian(s) will be responsible for the student when he/she is not in attendance at school. Participation in the “Senior Open Campus Program” (SOC) will be granted provided the student meets the following criteria: no suspensions during their junior year (in school or out-of-school), no final grades of failing

during their junior year, graduation project completed and on file, proficiency on Keystone Exams in Algebra, Literature, and Biology tests by May of their junior year, and cleared of all outstanding student obligations. **Students must exit from the main entrance of the high school, signing in/out at the Student Support Center. High school administration reserves the right to revoke SOC privileges at any time for reasons related to attendance, behavior, obligations, or failing grades.**

TEXT-A-TIP/ANONYMOUS ALERTS

EAHS has adopted an anonymous alert hotline. This hotline allows students to text the school resource office about situations that may threaten the safety or well-being of the high school or its students. To send a tip, utilize the Anonymous Alerts smart phone app and include the keyword “etown” at the beginning of the message. If emergencies occur after school hours, please call 911.

TEXTBOOKS

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

TRANSPORTATION

Automobiles

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

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

All vehicles parked on school grounds must be registered and a parking permit/tag must be displayed on the rearview mirror. The parking permit application is available in the high school office and the fee is NON-REFUNDABLE. On the morning of permit distribution, the students will be given a number. Numbers will then be selected in a random order until all spaces have been assigned. Each parking permit is numbered to correspond with a space in the student parking lots. All spaces are reserved. There is no student parking in the faculty/administration or visitor parking lots.

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

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

For more information about the district's policy on the use of motor vehicles please see policy 223.

School Bus

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

STUDENT CONDUCT

It is the belief of the Elizabethtown Area School District that an effective instructional program requires a safe and orderly school environment. The efficacy of the educational program is, in part, reflected in student behavior. The District supports the parent(s)/guardian(s), teachers, students and administration in their efforts to maintain a proper learning environment while abiding by the parameters established by the Commonwealth of Pennsylvania and described within the "Student Rights and Responsibilities" Chapter 12. It is our goal to promote positive, responsible behavior through 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 situation behavior. For more information about the district's policy on student conduct please see policy 218.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Student Responsibilities:

- a) Student responsibilities include regular school attendance, a conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty in a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- c) Students need to express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform to the following:
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with those rules and regulations. Students should assume that, until a rule or regulation is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom to meet fair standards of safety and health, and not cause disruption to the educational process.
 - Assist the school staff in operating a safe school for all students enrolled therein.
 - Comply with Commonwealth and local laws relating to: weapons, tobacco, substance abuse, theft, assault, harassment, and attendance.
 - Exercise proper care when using public facilities and equipment.

- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school/missing classes.
- Pursue and attempt to satisfactorily complete the course of study prescribed by the Commonwealth and local school authorities.
- Report information accurately and not use indecent or obscene language in conversation, student newspapers or publications.

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

GUIDING PRINCIPLES STATEMENT

The Elizabethtown Area School District is committed to promoting an atmosphere of cooperation regarding the management of student behavior.

The Guiding Principles are the basis for each school's Code of Conduct. By the time each student has completed his/her education in the Elizabethtown Area School District, he/she will have experienced some type of educational component that teaches students about each of the guiding principles. Educational programs such as class meetings, bullying prevention, and cooperative and positive discipline are based on a proactive philosophy of problem solving and conflict resolution. Aside from special programs that target behavior management, instruction within the classroom strives to be meaningful and purposeful in order for students to be fully engaged and interested in learning.

Student behavior is dependent upon the willing cooperation of all stakeholders. Students, parent(s)/guardian(s), and school personnel need to work in harmony toward the common goal of a safe, productive, educational environment for all. The Code of Discipline is based on the District's commitment to working in partnership for the maintenance of a safe and educational environment for all.

CONSEQUENCE OPTIONS AND INFRACTIONS

- The purpose of the Code of Discipline is to provide an environment that is conducive to learning and to help students develop a sense of citizenship and social responsibility.
- The infractions listed are meant only as examples, not exhaustive listings. It is understood that at no time will these guidelines replace a student's right to due process. **Disciplinary action can vary and will be determined based on administrative judgment and the facts of a given situation.**
- Reasonable force may be used by teachers and school personnel under the following circumstances: to quell a disturbance; to obtain possession of weapons or other dangerous objects; for the purpose of self-defense; and for the protection of persons or property.
- The Administration reserves the right to involve the SRO/police with any level offense.
- It is noted that EASD complies with the Individuals with Disabilities Act (IDEA) '06, Chapter 12 and 14 of the Pennsylvania School Code regarding the discipline of special education students.

SEARCHES

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.

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.

For more information about the district's policy on searches, please see policy 226.

DISCIPLINARY INFRACTIONS

Assault/Terroristic Threat

A threat, an attempt to do physical harm to another individual, and/or the carrying out of threats or physical harm toward another individual

- Includes: Verbal and/or physical aggression toward another individual(s)
- Consequences: ISS or OSS to expulsion and possible SRO/police involvement.

For more information about the district's policy on assault and terroristic threats please see policies 218 and 218.2.

Bicycles, Rollerblades, and Skateboards

All bicycles of high school students shall be placed in the racks located in front of the high school. Bicycles should be locked and left in racks until school dismissal. Bicycle riding privileges may be taken away from students who do not obey the safe riding rules and/or violate bicycle regulations.

The Board is not responsible for bicycles which are lost, stolen or damaged while on school property.

The use of skateboards, rollerblades, “heelies”, scooters or in-line skates is forbidden on school property outside of PE classes. Violators are subject to fines.

For more information about the district’s policy on the use of bicycles, rollerblades, and skateboards please see policy 223.

Bullying

Bullying is the intentional electronic, written, verbal or physical act, or a series of acts directed at another student or staff member that interfere with the educational process.

- Consequences: Conferences, detention, ISS, or OSS
- Possible SRO/police involvement

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

Bus Misconduct

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

For more information about the district’s policy on transportation please see policy 810.

Civil Rights Violation / Harassment (Ethnic Intimidations)

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

Sexual Harassment is a form of discrimination that will not be tolerated at Elizabethtown Area High School according to

School Board Policy No. 248. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Examples of sexual harassment include, but are not limited to: the display of sexually suggestive objects or pictures; sexual innuendoes; jokes or suggestive comments; offensive gestures; and/or touching. All infractions should be reported to a faculty member or the administration immediately. Sexual harassment falls into a civil rights violation (Ethnic Intimidation) and is dealt with in a similar manner. For more information about the district's sexual harassment policy please see policy 248. In general, the guidelines for the student engaging in an act of harassment directed toward another student or staff member will be the following:

First Offense: If both parties are agreeable and neither has a similar previous incident, the parties involved may agree to settle the dispute in mediation. If one or both parties fail to agree to the mediation or if one or both have been involved in a similar incident, the guilty party or parties will be assigned consequences.

Second Offense: The guilty party or parties receive an automatic out-of-school suspension and the local authorities are requested to pursue disorderly conduct charges against the students.

Third Offense: The guilty party or parties receive an automatic 10 day out-of-school suspension and the local authorities are requested to pursue disorderly conduct and harassment charges against the students.

Fourth Offense: The guilty party or parties receive an out-of-school suspension pending the outcome of a school board hearing for expulsion.

For more information about the district's harassment policy please see policy 248.

Class Cut

Class cuts are considered being absent from or leaving class or school without teacher or administrative permission for any length of time.

- Consequences: ISS or OSS

For more information about the district's policy on student discipline and class attendance please see policies 204 and 218.

Creating a Dangerous Situation

When a student creates a situation that threatens the health, safety, and/or welfare on his/her(self) or others.

- Consequences: ISS or OSS

Disrespectful Behavior

- Disobeying the school rules as they relate to staff and/or the directions of a staff member including verbal and/or physical abuse.
- Consequences:
 - *Verbal* - Up to ISS or OSS
 - *Physical* - ISS or OSS to recommendation for expulsion and SRO/police involvement.

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

Dress Code

Interpretation of proper dress resides with administration.

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

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

Blouses and shirts must cover the entire torso and undergarments. Muscle shirts, low-cut tops, tank tops, see-through shirts/blouses, halter tops, tube tops, and spaghetti-strap apparel are not appropriate school attire. Pajama pants and low-riding pants that show underwear or bare skin are not permitted. Shorts and skirts may be worn at any time throughout the school year, but when standing, need to be the length of the end of the students finger tips when placed naturally at their sides. For safety reasons, shorts are not permitted in some areas, such as technology education. Students must abide by the instructor's policy in these designated areas. For safety reasons, students may not wear bedroom slippers to school. Additionally, students must wear shoes or other appropriate foot apparel during the school day and at all school sponsored events. Clothing, jewelry or other attire containing sharp objects, metal spikes, or chains, which could be used to harm others, are prohibited. Blankets or jackets, meant for outdoor wear, are not permitted during the school day. Hats, hoods, bandannas, or other head coverings (except for religious observance) must be removed at the start of the school day prior to entering the school building. Gang apparel, colors, symbols, and other gang identification items are strictly prohibited. Violations of this policy will result in referral to the administration for disciplinary action.

If in doubt, ask before wearing the item in question or bring along a change of clothing – students wearing unacceptable clothing will not be permitted in the halls or classrooms. Parent(s)/guardian(s) will be contacted and a change of clothing will need to be brought to school before the student is permitted to attend classes. Any subsequent infractions involving inappropriate dress may result in a parent/guardian conference and/or further disciplinary action.

For more information about the district's dress code please see policy 221.

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

Possession and/or use of beverage containing alcohol on school property or any school sponsored event.

The possession and/or use of dangerous controlled substances prohibited by law on school property or any school sponsored event.

Look-alike: Non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

- Consequences:
 - FIRST OFFENSE- Ten (10) days OSS, mandatory S.A.P. referral, and SRO/police involvement.
 - SECOND AND SUBSEQUENT OFFENSES- Ten days OSS, mandatory S.A.P. referral, SRO/police involvement, and recommendation for expulsion.

Drug and Alcohol Violations – Distribution/Manufacturing

The transfer and/or sale of beverage containing alcohol on school property or any school sponsored event.

The transfer and/or sale of dangerous controlled substances prohibited by law on school property or any school sponsored event.

Look-alike: Non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

- Consequences:
 - FIRST AND SUBSEQUENT OFFENSES- Ten days OSS, Mandatory S.A.P. referral, SRO/police involvement, and recommendation for expulsion.

For more information about the district's policy on drugs and alcohol please see policies 227.

Fighting

Mutual physical altercation

- Consequences:
 - ISS, OSS and possible recommendation for expulsion

- SAP and SRO involvement

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

Hazing

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

- Consequences
 - ISS or OSS
 - Possible removal from team/group/activity

For more information about the district's policy on hazing please see policy 247.

Insubordination

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

- Consequences:
 - Verbal warning, detention, ISS, or OSS
 - Possible SRO/police involvement

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

Internet Misuse

The unfortunate fact is that no matter how many rules and restrictions the district enforces, or how much technology it puts into place, students do (whether deliberately or not) access inappropriate information via the Internet. Students are prohibited from accessing sites blocked by the schools filter by use of a proxy site or personal electronic device.

If a student violates the Internet Policy and/or Procedures, that student will be held accountable.

Minor Internet misuse:

- 1st offense – loss of privilege for 1 month
- 2nd offense – loss of privilege for marking period

- 3rd offense – loss of privilege for a year

Severe Internet misuse:

- Loss of Internet privilege for a minimum of one year, in addition to other consequences associated with Level IV of the Elizabethtown Area High School disciplinary code.

For more information about the district’s acceptable use policy please see policy 815.

Lying/Forgery

Lying and forgery include but are not limited to filing a false report, forging parents(s)/guardian(s) signatures, and providing false or intentional information to a staff member.

- Consequences:
 - Detention, ISS, or OSS
 - Possible SRO/police involvement

For more information about the district’s policy on student discipline please see policy 218.

Personal Electronic Devices

Students are not permitted to use personal electronic devices within the classroom, including cell phones, unless authorized by a faculty/staff member for instructional purposes. Any device that is audible, out, or being looked at is considered “in use.”

Students using a device without authorization from a faculty/staff member, or in any way, which violates Policy 237 – Student Personal Electronic Devices, may be required to surrender the device. Failure to surrender the device to a staff member when asked to do so is considered insubordination and the student will be suspended.

First referral to office – The student’s cell phone is confiscated and taken to administration. The student receives a warning from administration and is advised of penalty for second offense.

Second referral to office – The student’s cell phone is confiscated and the student’s parent/guardian can pick up the

phone in the assistant principal's office at the end of the school day. The student will also serve a detention.

Third referral to office – The student's cell phone is confiscated and the student faces discipline that could include detention or suspension. The phone will not be returned until a building administrator has a face-to-face meeting the student and parent.

Fourth referral to office – The student's cell phone is confiscated and the student faces discipline including suspension. A parent/guardian conference is required before the student can return to school.

The school district is not liable for any lost or stolen items of this nature. If brought to school it will be at the students own risk.

For more information about the district's policy on personal electronic devices please see policy 237.

Plagiarism/Academic Dishonesty

The faculty and administration of Elizabethtown Area High School put forth the following policy on academic honesty based on the belief that instances of academic dishonesty corrupt the integrity of our institution.

Each student is expected to produce original material and ideas in response to academic challenges. When a student's work is influenced by the ideas of others, including previously published or disseminated works or ideas, he or she is expected to give credit to the others' as the source(s) of the influence(s).

Examples of academic DISHONESTY may include but are not limited to the following: sharing answers on assignments or assessments, except when instructors have specified to do so; using unauthorized materials (crib sheet, hidden notes page) during an assessment; submitting someone else's work as your own, including having someone else research, write, and/or create work and then putting your name on it; submitting work (or large portions thereof) from a previous/concurrent course for credit in a current course; allowing other students access to your current or past coursework or exam answers; stealing materials from a classroom, such as an answer document, for use or

sharing; submitting requests to instructors for extra time or special considerations based on inaccurate or false circumstances.

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

Students who violate this policy are subject to school discipline in the form of detention, suspension, or greater dependent upon severity. Further, the instructor will choose to either mark the assignment(s) in question as a zero, or require the student to redo the assignment with the resulting work being penalized according to the individual instructor's late work policy.

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

Profanity

Profanity includes inappropriate, obscene, and/or vulgar language or gestures.

- Consequences:
 - Detention, ISS, OSS
 - Possible SRO/police involvement

For more information about the district's policy on student discipline and student expression please see policies 218 and 220.

Public Displays of Affection

Displays of affection are a personal matter and have no place in or around a public institution. Therefore, upon entering school property, any physical contact other than handholding will be judged and dealt with at the discretion of the teacher/administrator. The teacher and/or administration may assign detention and/or have letters sent to the

parent(s)/guardian(s) of both students. Any subsequent infractions may result in a parent(s)/guardian(s) conference and/or further disciplinary action.

- Consequences:
 - Parent conference, detention, ISS, or OSS

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

Tardies

Each time a student is tardy to school, he/she will report to the office for an admittance slip. Students will receive a warning after accumulating three tardies per marking period. Subsequent tardies will result in discipline as follows:

- Tardy #4 - Lunch restriction
- Tardy #5 and #6 - Administrative detention
- Tardy #7 and beyond - ISS and/or other disciplinary consequence including loss of SOC, loss of the privilege to attend after school activities (athletic events, dances, field trips, and any activities deemed a privilege to attend by the administration)

The significant accumulation of tardies will result in a parent(s)/guardian(s) conference being requested and suspensions or greater consequences.

Late to class - A student is tardy for class if he/she is not in the room when the late bell rings. Late to class arrivals may result in the classroom teacher assigning detention for the infraction.

For more information about the district's policy on attendance and student discipline please see policies 204 and 218.

Theft

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

- Consequences:
 - ISS or OSS
 - Possible SRO involvement

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

Tobacco Violations

The Board prohibits students from **possessing or using tobacco at any time** on school property, including all District buildings, grounds, athletic facilities, vehicles and at all school 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. Students possessing or using tobacco on school property will face suspension. For more information about the district's tobacco policy please see policy 222.

Unlawful Absences

Students will receive a warning after accumulating three unlawful absences from school. Subsequent unlawful absences will result in discipline as follows:

- Unlawful Absence #3 - Administrative warning
- Unlawful Absence #6 - Administrative detention
- Unlawful Absence #10 - ISS
- Unlawful Absence #15 and beyond - ISS and/or other disciplinary consequence including loss of privilege to attend after school activities (athletic events, dances, field trips, and any activities deemed a privilege to attend by the administration)

The significant accumulation of unlawful absences will result in a parent(s)/guardian(s) conference being requested and suspensions or greater consequences.

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

For more information about the district's policy on student discipline and class attendance please see policies 204 and 218.

Vandalism

Willful damage to school property.

- Consequences:
 - ISS or OSS
 - Restitution
 - Possible SRO/police involvement

For more information about the district's policy on vandalism please see policy 224.

Weapons

Possession and/or use of an object designed for fighting (as defined by Act 26 PA School Code). The weapons policy includes the possession/use of a weapon or dangerous object look-alike. Look-alike weapons are defined as replica weapons which are not necessarily operable

- Consequences:
 - OSS
 - SRO/police involvement
 - Recommendation for expulsion

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

SUSPENSION/EXPULSION POLICY

When students accumulate multiple disciplinary infractions which merit suspension, the High School Administration will apply a model of progressive discipline. This model is a linear model that tracks disciplinary infractions that merit suspension over a student's entire high school career. As students accumulate offenses, they will progress with the appropriate recommendations of the disciplinary model. **The listed actions**

and responses are minimum consequences as more severe disciplinary consequences may occur dependent upon the infraction.

Suspension, a function of the school administration; and expulsion, a function of the Board of School Directors; are disciplinary sanctions which may be imposed upon students under procedures conforming with regulations set forth by the Pennsylvania State Board of Education.

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

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

Suspension (**in-school or out-of-school**) shall mean exclusion from regular school program(s) for a period of up to ten (10) consecutive school days. A student may be suspended by the administration if there is reasonable cause to believe that:

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

In-School Suspension: If a student is suspended in-school he/she will be removed from regular classes and placed in the in-school suspension room for the duration of the suspension. All in-school suspensions will be scheduled after a 24-hour period of time passes to allow sufficient time for teachers to gather work for the student. Students must report directly to the in-school suspension room for homeroom and leave school property

immediately following dismissal. Students are expected to complete all classroom work for the date assigned to ISS that will be provided by his/her teachers. Students failing to complete the work provided by his/her teacher will result in further disciplinary action being taken. Lunch will be eaten in the in-school suspension room. If a student causes a disruption in the in-school suspension room or willfully neglects to follow the rules of the in-school suspension room, the following consequences may occur:

- additional days of suspension
- out-of-school suspension

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

Out-of-School Suspension: A student can be suspended out of school for a period of one (1) to ten (10) consecutive school days. When an out-of-school suspension occurs, parent(s)/guardian(s) are encouraged to restrict their child to the home during school hours. Parents/Guardians can arrange to pick up any work that their child may miss during their suspension in the high school counseling office. Students may not be on school property or in any school building. All violators will be charged with trespass and/or fined in accordance with provisions of the law.

The administration may recommend expulsion if a student persistently violates the provisions of the suspension section, or if a single offense is of sufficient magnitude to warrant a recommendation for expulsion. Expulsion shall mean exclusion from school for a period exceeding ten (10) school days and may result in permanent exclusion from school.

When the out-of-school suspension exceeds three (3) school days, the student and parents/guardians will be given the opportunity for an informal hearing with a building administrator. Such a hearing shall take place as soon as possible after the suspension. A student may be suspended out-

of-school up to ten (10) school days following an informal hearing.

For more information about the district's suspension/expulsion policy please see policy 233.

INFORMAL HEARINGS

Students suspended for a period of time longer than three (3) days shall be afforded an informal hearing with a building administrator within the first five (5) days of the suspension. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardians to meet with the principal to discuss ways by which future offenses can be avoided.

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

FORMAL HEARINGS

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

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

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

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

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

DETENTION POLICIES

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

Administrative detentions are held in the high school ISS room twice a week from 2:45-3:25 p.m. It is the student's responsibility to bring work to do. Students will be given at least 24 hours notice to make necessary transportation arrangements. If a student is unable to attend a scheduled detention, it is the responsibility of the student to see an administrator prior to the scheduled detention to reschedule. Acceptable reasons to reschedule include doctor appointments, court hearings, and family emergencies. **Please Note:** Detention time is held as an obligation.

STUDENT SERVICES

CAREER AND COLLEGE PLANNING

The school counseling department has a number of career and college planning resources, which are available in the high school counseling office. Computer based programs, careercruising.com and collegeboard.com, provide up-to-date career and college information. One stop shopping for career and college planning can also be found on the internet at www.educationplanner.org. A wide selection of college videotapes and catalogs are available in the Pathways Career Center.

COLLEGE VISITATIONS

As a segment of the student services department's career/educational planning service, the counselors invite numerous college/university representatives to meet with students who have an interest in the visiting school. Sessions are scheduled throughout any given school term, although most colleges visit the district during the first semester. Notification of a visitation occurs via the morning announcements, publication of the counselors' newsletter, and posting of the visitation dates on the counselors' bulletin board. To attend a session, students should sign up with the counseling secretary. On the day of the visitation, the student obtains a pass from the counseling secretary and presents this pass to the teacher whose class the student will miss.

COUNSELING PROGRAM

Individual counseling is available to all students through the school counseling office. Students should feel free to consult with a school counselor regarding any concerns they may have, either educational or personal. Any student wishing to see a school counselor should make an appointment with the counseling secretary.

FINANCIAL AID

The high school counseling department offers assistance to students who seek financial aid for attendance at post-secondary schools. The counseling department advertises, through

newsletters, bulletin boards, and announcements, the availability of college and community scholarships. All necessary paperwork, both state and federal, is available in the school counseling office. School counselors attend financial aid workshops annually to keep up-to-date on procedural and other changes. They advise students on the completion of the application process.

INSTRUCTIONAL MATERIALS CENTER (IMC)

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

Students must sign in upon arrival at the IMC and sign out when leaving. Any student may go to the IMC without a pass between 7:25a.m. and 7:41 a.m. and also between 2:40 p.m. and 3:25p.m. Throughout the rest of the day, students are admitted to the IMC when accompanied by a teacher or with a pass signed by their teacher.

Books are regularly circulated for a two-week period, with the exception of those specifically limited to one week, overnight, or other designated time periods. In extreme emergencies, the library staff reserves the right to reduce the time limit for a source even after it has been checked out so that others may use it. Magazines circulate for one week.

No fines are charged for overdue library sources; however, the student who habitually abuses circulation regulations risks the loss of his/her library privileges. The student receives a notice when sources are one week overdue. The student is then expected to return, renew, or pay for the materials. If the materials are still delinquent after four weeks, a detention is assigned. If the matter remains unresolved, additional disciplinary measures may be taken and a Student Obligation Form will be submitted by the library staff to the high school office. This will result in the student's loss of privilege to attend after school activities (athletic events, dances, field trips and any activities deemed a privilege to attend by the administration) until the missing materials are returned or paid. When a student pays for a library source, a receipt is issued. Should the material

be found, the student's money is refunded upon presentation of the receipt. Misbehavior in the IMC may result in the temporary or permanent loss of a student's library privileges. The chewing of gum is NOT permitted in the IMC.

NURSING SERVICES

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

School Medication Policy

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, or another responsible adult, and given directly to the nurse.
3. All medication must be delivered in the original container.
4. No medication will be given without a written 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 school. 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(s)/guardian(s).

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

Annual Screenings

Vision, height/weight and BMI (Body Mass Index) screenings occur annually, 9-12. Hearing screenings are performed in 11th grade and for any student with a history of hearing loss. A physical examination is required by the PA Department of Education sometime within a year prior to the start of 11th grade.

STUDENT ASSISTANCE PROGRAM (SAP)

The high school Student Assistance Program (SAP) is a confidential service which provides help for students who have drug/alcohol and/or other problems which interfere with school activities. To refer yourself or someone you care about, pick up a confidential referral form from any of the SAP team members, counseling office, nurse's office, or the high school office.

STUDENT RECORDS

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

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

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

For more information about the district's student records policy please see policy 216.

SCHOOL RESOURCE OFFICER (SRO)

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

SUPPORT GROUPS

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

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

STUDENT ACTIVITIES & ATHLETICS

ACTIVITIES AND ORGANIZATIONS

The activities at Elizabethtown Area High School appeal to a variety of interests. Students can request information regarding specific clubs and organizations in the main office. Specific times/dates for activity meetings will be given in the daily morning announcements.

In addition to the rules and regulations listed in the Student Handbook, the School Board Policies, the Extracurricular Participation Code of Conduct and individual activity rules will also govern all students who participate in extracurricular activities. Students and the student's parent(s)/guardian(s) must sign and return the Extracurricular Participation Code of

Conduct Contract prior to participating in extracurricular activities.

Any student interested in forming a new activity and who has an advisor on the faculty interested in sponsoring the activity should contact the administration or have the faculty member make the contact. The programs or activities tentatively being offered for the school year will be listed on the Elizabethtown Area High School website.

For more information about the district's clubs and organizations please see policy 122 and 227.

NATIONAL HONOR SOCIETY

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

STUDENT COUNCIL

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

For more information on the district's student council policy please see policy 228.

INTERSCHOLASTIC ATHLETIC PROGRAMS

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

For more information on the district's interscholastic athletic programs please see policy 122.

ELIZABETHTOWN AREA SCHOOL DISTRICT EXTRACURRICULAR PARTICIPATION CONTRACT

Scope of Code of Conduct

This document applies to all students participating in extracurricular activities enrolled in grades 7 through 12. The term “extracurricular “ shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation. This code of conduct applies throughout the calendar year whether the conduct occurs on or off school property. Violations of the Code of Conduct are cumulative throughout a student’s career. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations, which are specific to their extracurricular activity.

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

I. Standards of Conduct

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

1. State, Federal, Civil and Criminal Laws
2. EASD Code of Conduct
3. Team or Activity Rules
4. P.I.A.A Rules
5. Player/Parent/Coach/Athletic Director Guidelines

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

II. Suspension and Disciplinary Process

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

III. Specific Violations of Code of Conduct

1. ***Students charged with Violation of Criminal Law***-When a student has engaged in conduct that is in violation of criminal law, he/she will be place on immediate suspension. Violation of criminal law will include, but not be limited to, conduct that constitutes a misdemeanor, felony, or any other class of criminal conduct. During the suspension, the student will not have any involvement with the team or team related activities pending further investigation. Only the Secondary Administration may lift the suspension.
2. ***Drugs and Alcohol***-Pennsylvania law prohibits individuals under 21 years of age from possessing, distributing or consuming alcoholic beverages. Additionally, the Pennsylvania Controlled Substance, Device and Cosmetics

Act likewise prohibits all individuals from possessing, using or distributing:

- a. Illegal drugs, including steroids.
 - b. Look alike drugs.
 - c. Any other mood altering substance.
 - d. Prescription drugs in a manner inconsistent with the directives of the licensed prescriber.
 - e. Drug paraphernalia.
3. **Tobacco**-Pennsylvania law prohibits students from possessing or using tobacco products on all school district property, including all school buildings, school vehicles and school grounds. Students in violation of this will be subject to disciplinary action.
4. **Hazing**-The Board encourages students who have been subjected to hazing, bullying, cyber bullying and/or harassment to promptly report such incidents to the building administrator. Secondary administration shall investigate promptly all complaints and administer appropriate discipline to any individual(s) who violate any of these policies. Discipline could include dismissal from activity. *For more information on the district's policies, see policies 247, 248 and 249 on the EASD website.*

Students are also in violation of the Extracurricular Participation Code of Conduct if they are present at any gathering where the student knows, or reasonably should know, that other individuals are in possession of, using or distributing alcohol or any other controlled substances as identified above.

It is the expectation that a student should immediately exit the area or premises where these behaviors or products are evident. Students who do not immediately exit the premises will be in violation of the Code of Conduct for Students.

Extracurricular activities will be defined as those who meet on a daily or weekly basis.

Violations of criminal law or possession, use or distribution of alcohol or a controlled substance will not be tolerated by the EASD. Any student that violates this school policy will be subject to the following disciplinary consequences:

First Offense: Suspension from participating in extracurricular activities for thirty (30) calendar days and/or one quarter of the athletic season, and a mandatory SAP referral with completed assessment. If a student is not currently involved in an extracurricular activity or athletic team, the suspension will begin at the start of the next extracurricular activity or sport season in which the student is involved. If a student's athletic season or extracurricular activity ends before the thirty (30) day suspension is completed, the balance of the suspension will carry over to the next season or extracurricular activity in which the student participates. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

Second Offense: Suspension from participating in extracurricular activities for sixty (60) calendar days and/or one quarter of the athletic season, and a

mandatory SAP referral with completed assessment and proof of compliance with recommendations. If a student is not currently involved in an extracurricular activity or athletic team, the suspension will begin at the start of the next extracurricular activity or sport season in which the student is involved. If a student's athletic season or extracurricular activity ends before the sixty (60) day suspension is completed, the balance of the suspension will carry over to the next season or extracurricular activity in which the student participates. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

Third Offense: Suspension from all extracurricular activities for one (1) calendar year from the date the incident is verified and a mandatory SAP referral with completed assessment and proof of compliance with recommendations.

Fourth Offense: Total prohibition from all extracurricular activities for the remainder of the student's years in the school district.

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

IV. Academic Eligibility – Athletes Only-All students participating on athletic teams are required to make their best effort with their academic work. Students who are failing a course(courses) will NOT be permitted to participate on athletic teams per PIAA and EASD policy.

1. 7th-8th Grade Students

Students must be passing all of their courses to be eligible to participate in extracurricular activities.

Weekly-If at the end of any school week a student has a failing grade in a course, the student will be suspended from participating on their team one (1) week. The student will be reinstated after the suspension if she/he is passing all courses.

Marking Period-If at the end of any marking period a student fails a course the student will be suspended from participating on their team for fifteen (15) school days. The suspension shall begin on the first day of the next marking period. At the end of that suspension, the student's eligibility will be reinstated if the student is passing all courses.

School Year-If at the end of any school year a student fails a course the student will be suspended from participating on fall athletic teams for fifteen (15) school days at the start of the next school year. If the student successfully makes up that course/subject in summer school, the student will be eligible to participate on fall athletic teams for the start of the school year.

2. 9th-12th Grade Students

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

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

Marking Period-If at the end of any marking period a student isn't passing at least three credits, the student will be suspended from participating on their team for fifteen (15) school days. The suspension shall begin on the first day of the next marking period. At the end of that suspension, the student's eligibility will be reinstated if the student is passing all but one (1) course on a weekly basis. This will apply to the first, second and third marking periods only.

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

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

V. Attendance

Absent students, or those who arrive tardy after **8:30am** are NOT permitted to participate in an athletic game/practice or school related activities. Exceptions are made if the absence is due to a legal or medical appointment. The student must present an official note to the athletic department from the provider. Regardless of the arrival time, if tardiness continues the student may be removed from the athletic team and/or activity.

