

2018-2019
ELEMENTARY STUDENT AND PARENT
HANDBOOK



Elizabethtown Area School District

Elizabethtown Area School District
600 East High Street, Elizabethtown, PA 17022
717-367-1521

<http://www.ETownSchools.org>



Welcome Students and Parents of the Elizabethtown Area School District!

Elementary school is a wonderful place to learn, grow, and discover talents and interests. On behalf of the Board of School Directors, administration, faculty and staff, I would like to welcome you to our schools and the 2018-2019 school year! We are truly committed to *every student graduating ready to live, learn and thrive in a global community*.

This new school year brings along many exciting opportunities for our elementary students. This handbook is intended to share valuable information and be a guide for our elementary school families. Inside you will find information regarding practices, policies, procedures and programs common to our elementary schools within the district. In addition, I invite you to visit our district's website at www.etownschools.org. Here you will find updates and additional news and information about the current happenings in our district.

Parent involvement is very important for student success. We hope to see you at many of the events listed not only in our calendar of events, but also on our website. We are excited about working together for the benefit of your child. We truly value the communication between home and school so please contact your child's teacher and/or school if you have any questions.

Again, welcome to our elementary schools! We are looking forward to a fabulous school year!

Sincerely,

Michele M. Balliet, Ed.D.
Superintendent

Elizabethtown Area School District

Our Goal:

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

Our Vision:

Motivating all students to their highest potential through parental and community support, exemplary staff and a commitment to excellence.

Essential Building Blocks:

- High Expectations for All
- Safe Climate for Learning and Work
- Results-focused Continuous Learning
- Data-driven Continuous Improvement
- Standards-aligned, Consistent Instruction
- Strong Relationships with Family and Community

Shared Values:

- Stewardship of Taxpayers' Investment
- Continuous Learning for Teachers, Leaders and Staff
- Partnership with Parents/Guardians and Community
- Accountability for Performance
- Student-centered Decisions
- Responsible Governance



DISTRICT ORGANIZATION

District Administration

Dr. Michele Balliet, Superintendent
Mr. Richard Schwarzman, Asst. to the Superintendent for Support Services and Compliance
Mr. Daniel Serfass, Asst. to the Superintendent for Learning
Mr. George Longridge, Business Manager
Mr. Walter Smith, Supervisor of Special Education
Mr. Troy Portser, Director of School and Community Information
Mr. Brian Lownsbery, Director of Technology

Elementary Division

Bear Creek School **Phone: (717) 367-0210**

Dr. Annette Spagnolo, Principal
Mr. Jason Kingsborough, Assistant Principal

Bainbridge Elementary School **Phone: (717) 426-4203**

Ms. Amanda Baxter, Principal
Ms. Kari Druckenmiller, Assistant Principal

East High Street Elementary School **Phone: (717) 361-0099**

Mrs. Amy Balsbaugh, Principal
Ms. Crystal Pond, Assistant Principal

Mill Road Elementary School **Phone: (717) 361-7424**

Ms. Amanda Baxter, Principal
Ms. Kari Druckenmiller, Assistant Principal

Rheems Elementary School **Phone: (717) 367-9121**

Mr. Jacques Viau, Principal

Board of School Directors

| | <u>Term Ends</u> |
|--|---------------------|
| Terry Seiders, President | 2019 |
| Caroline Lalvani, Vice President | 2019 |
| Erin Grosh | 2021 |
| Craig Hummer | 2019 |
| Michael Martin | 2021 |
| Michelle Perna | 2021 |
| James Read | 2021 |
| Menno Riggleman | 2021 |
| Karen R. Sweigart | 2019 |
| George Longridge, Treasurer | (non-voting member) |
| Rebecca Maxwell, Secretary | (non-voting member) |
| Board Solicitor: Kegel, Kelin, Almy & Lord | |

The EASD Board of School Directors meets the second and fourth Tuesdays of each month. Meetings are open to the public and locations are printed in the district calendar and on our website.

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

2018-2019 SCHOOL CALENDAR

| | |
|------------------|--|
| August 23 | Open House - Bear Creek - 2:00 - 3:30 PM |
| August 23 | Open House – BB, EH, MR, RH – 2:15 - 3:45 PM |
| August 20-23 | K-12 Staff Development |
| August 27 | First Day for Students – Grades 1-12 |
| August 27 - 28 | Kindergarten Conferences – BB, EH, MR, RH |
| August 29 | First Day for Kindergarten Students |
| August 29 | Grade 4 Parent Night – Bear Creek – 6:30 PM |
| August 30 | Grade 5 Parent Night – Bear Creek – 6:30 PM |
| September 3 | No School – Labor Day |
| September 5 | Grade 6 BTS (Back-to-School) Night – Bear Creek – 6:30 PM |
| September 12 | 1-3 Elementary BTS (Back-to-School) Night – MR – 7:00 PM |
| September 13 | 1-3 Elementary BTS (Back-to-School) Night – BB, EH, RH – 7:00 PM |
| October 3 | School Pictures – BC (retakes Nov. 13) |
| October 4 | Early Dismissal – 9-12 Conferences/K-12 Staff Development |
| October 5 | No School - 9-12 Conferences/K-12 Staff Development |
| October 8 | No School - K-12 Staff Development |
| October 11 | School Pictures – MR (retakes Nov. 30) |
| October 11 | School Pictures – EH (retakes Nov. 29) |
| October 12 | School Pictures - BB (retakes Nov. 14) |
| October 18 | School Pictures – RH (retakes Nov. 30) |
| November 21 | Early Dismissal - K-12 Staff Development |
| November 22-27 | No School K-12 - Fall Break |
| November 27 | No School - K-12 Staff Development |
| December 3 | BC Winter Orchestra Concert |
| December 6 | Early Dismissal - K-8 Conferences (Afternoon & Evening) |
| December 7 | No School – K-8 Conferences/ 9-12 Staff Development |
| December 19 | BC Winter Band Concert |
| December 24-31 | No School K-12 - Winter Recess |
| January 1 | No School K-12 – Winter Recess |
| January 18 | No School – K-12 Staff Development |
| January 21 | No School – Weather Makeup Day |
| February 14 | Early Dismissal – K-12 Staff Development |
| February 15 | No School – February Recess |
| February 18 | No School - Weather Makeup Day |
| March 7 | Early Dismissal – K-12 Conferences |
| March 8 | No School – K-12 Conferences |
| April 15 - 30 | PSSA - ELA/Math - Grades 3-8 |
| April 18 | No School – Weather Makeup Day |
| April 19 | No School – Spring Recess |
| April 22 | No School – Spring Recess |
| April 25 | BC Spring Orchestra Concert |
| April 30 - May 3 | PSSA – Science – Grades 4 & 8 |
| May 8 | 3rd Grade Parent Night @ BC |
| May 9 | BC Spring Choral Concert |
| May 16 | BC Spring Band Concert |
| May 24 | Early Dismissal – K-12 Staff Development |
| May 27 | No School – Memorial Day |
| May 30 | EAHS Commencement |
| May 31 | Last Day for Students - Early Dismissal K-12 - Staff Development |

SCHOOL DAY/HOURS

The school day for elementary students begins at 8:50 a.m. and ends at 3:35 p.m. Morning Kindergarten begins at 8:50 a.m. and ends at 11:35 a.m. Afternoon Kindergarten begins at 12:50 p.m. and ends at 3:35 p.m. Please note that the district does not provide mid-day transportation. Walkers and car riders are encouraged to arrive at school between 8:30 am - 8:45 am. **Students should not arrive before 8:30 a.m. (grades AM Kdg-6) and 12:45 p.m. (for afternoon kindergarten students). Supervision of your child is not available before this time.**

ATTENDANCE INFORMATION

Regular school attendance is critical to a quality education. The Elizabethtown Area School District attendance practices support the academic success of your child. Please read over the following guidelines thoroughly. EASD attendance information is written in accordance with Pennsylvania Compulsory School Attendance Laws. For information related to attendance, please contact 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) medical/dental 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 principal. All other absences are considered to be illegal or 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 principal, an absence to attend educational trip experiences, for a maximum of 5 days per school year. An "Educational Field Trip Request" form must be completed and submitted **to the principal at least 5 school days PRIOR** to the scheduled trip. These forms are available through the school's office. The determination of each request will be made on the following basis: prior attendance, previous educational trip requests and frequency, and the educational value of the requested experience. Parents/guardians are discouraged from taking children out of school during PSSAs. Please note that students may be required to complete an educational project regarding their experiences, at the principal's discretion. "Take Your Son/Daughter to Work Day" is considered an educational field trip.

EXCUSE CARDS/DOCUMENTATION OF ABSENCES

If your student is absent from school, please call the appropriate school building to report the absence. It is also required that you complete an excuse card and submit it on the first day your student returns from an absence. 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. 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. If you receive an attendance notification, please respond promptly. Please note that illegal or unexcused absences can result in academic decline or inability to make up missed assignments.

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.

ATTENDANCE TRACKING

TARDIES

Arriving to school on time every day is essential to student success. Students arriving to school after 10:30 a.m. will be considered tardy. Oversleeping or missing the bus is not considered as acceptable excused for tardiness. You are encouraged to submit medical, legal or other appropriate documentation for legitimate tardy reasons. Excessive tardy minutes can be calculated into the illegal absences of a student, and therefore can result in the filing of truancy citations.

STUDENT EARLY DISMISSALS

A student may be excused early from school for urgent or appropriate reasons. Students are encouraged to submit medical, legal or other appropriate documentation upon return to school. If a student accumulates excessive early dismissals without appropriate medical, legal, or other documentation, you 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.

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.

KINDERGARTEN ATTENDANCE

Please note: if attendance of a kindergarten student becomes a concern and the matter cannot be resolved, EASD has the authority to withdraw the student from enrollment. Prior to this occurring, the school will complete a School Attendance Improvement Plan, and work with the family to identify contributing factors. Families of kindergarten students are encouraged to contact the school for assistance if needed. EASD is committed to helping students succeed at all levels.

“ABSENTEE CALL-IN” PROGRAM

Safety is a common concern and a shared responsibility. The elementary Absentee Call-In program is for grades K-3. This program strives to ensure the safe arrival of students to school each morning. This successful system is a cooperative effort between the school and the home and is **mandatory**. In addition, an excuse card **MUST** be submitted when the student returns to school.

Please use the following procedure if your student will be absent or tardy:

- Call your child's school:
 - Bainbridge Elementary School – (717) 426-4203
 - East High Elementary School – (717) 361-0099
 - Mill Road Elementary School – (717) 361-7424
 - Rheems Elementary School – (717) 367-9121
- Please leave your brief message with the following information:



- Your name
- Student name
- Your relationship to the student
- Student grade and teacher name
- Date of absence (and date of return if known)
- Reason for absence
- Homework request
- If tardy – is student buying regular or alternate lunch

The Absentee Call-In program is a voicemail system. Calls can be placed anytime after 4:00 pm through 8:45 am on the day of the absence. If a student is absent and no call has been received, a representative from the school will attempt to contact the family using the emergency contact numbers provided by the parents/guardians.

In grades 4-6, parent(s)/guardian(s) will receive a telephone call notifying them when their child is absent. An excuse card **MUST** be submitted when the student returns to school.

WITHDRAWAL OF STUDENTS

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

SCHOOL VISITATION

The District welcomes and encourages interest in District educational programs and other school-related activities. As such, the District welcomes parents and other guests to visit any of its schools. Persons wishing to visit a school should make arrangements in advance with the individual with whom you have a specific reason to meet. Requests to visit your child's classroom must be approved by the classroom teacher prior to the visit. Since we are concerned about the safety and welfare of our students, **ALL** visitors to our school must enter the main door of the school, **sign in at the school office, state the purpose of your visit with the secretary, and receive a badge before** visiting any class or teacher. Please return to the office to sign out and return your badge before leaving the school.

For the safety and security of our students, starting with the 2018-2019 school year, parents/guardians will not be permitted to have lunch with their children during the school day in the school building. An exception to this policy may be made if the building principal elects to establish special event luncheons. Should this occur, the building principal will establish and share the specific guidelines for parents/guardians.

Parents/guardians are required to report to the office to pick up their child for dismissal during school hours for an appointment. Parents/guardians must sign their child out of school and all children will be dismissed from the office, including when parents/guardians are in the school for special events. For more information on the district's visitor policy please review Policy 907.

FIELD TRIPS

School-sponsored field trips are scheduled to provide students with educational experiences outside of school. Students and their parents/guardians should review the following School Board information from Policy #121 (Field Trips) and understand that these rules apply to **all** field trips:

1. Student behavior can affect a student's attendance on a field trip. A student serving a suspension on the date of a field trip will not be permitted to go. Other infractions may result in loss of field trip privileges in accordance with pre-established criteria.

2. The District may cancel or postpone a field trip when necessary to ensure students' safety and well-being. The District will attempt to reschedule or obtain refunds for cancelled or postponed field trips. However, the District will not be liable to refund costs paid by students or their parents/guardians for cancelled or postponed field trips.
3. A student's parents/guardians may decline to send their child on field trips. Alternative educational arrangements will be made for students declining to attend such field trips. Students are required to attend school.
4. Parents/guardians that are not chaperones but are planning to meet their child at the field trip can do so if:
 - a. they have notified the teacher ahead of time;
 - b. And they are on the district volunteer list.

VOLUNTEERS

We recognize and value the unique contributions made by the parent/guardian and community volunteers to the educational programs of the Elizabethtown Area School District. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to legal requirements and administrative procedures. The basic requirement of any volunteer service shall be an interest in the educational program, enjoyment in helping children, and a sincere belief that volunteers contribute to the learning process. Volunteers for after hours/off campus must comply with additional district rules and regulations. (Please see Policy #916 for more information). Please check the district website for required paperwork if you are interested in volunteering in our schools.

SCHOOL CLOSINGS

If the school is forced to close, delay starting, or dismiss early due to inclement weather, please refer to the district website for the most current updates www.etownschools.org. Parents/guardians may also receive a call from our district's automated phone messaging system regarding the situation. The following radio and television stations will also broadcast the announcement at regular intervals. Students and parents/guardians are urged to listen to the stations for information regarding the closing of school. Please refrain from calling the school. If school were dismissed early, it would be wise to have a telephone number or a place for children to go in case you are not home when they arrive.

Radio Stations

WITF FM 89.5
 WDAC FM 94.5
 WRVV FM 97.3
 WROZ FM 101.3
 WARM FM 103

Radio Stations

WQXA FM 105.7
 WRKZ FM 106.7
 WHP AM 580
 WSBA AM 910
 WPDC AM 1600

Television Stations

WHTM TV 27
 WHP CBS21
 WLYH TV15
 WGAL TV8
 WITF TV33
 WPMT FOX43

MODIFIED SCHEDULES (Early Dismissals)

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

| | |
|------------------------|----------------------------|
| AM Kindergarten | 8:50 am - 10:25 am |
| PM Kindergarten | 10:55 am - 12:35 pm |
| Grades 1-6 | 8:50 am - 12:35 pm |

Pre-Planned Early Dismissal Dates - October 4, November 21, December 6, February 14, March 7, May 24, May 31

(2-Hour Delays)

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

| | |
|------------------------|----------------------------|
| AM Kindergarten | 10:50 am - 12:45 pm |
| PM Kindergarten | 1:40 pm - 3:35 pm |
| Grades 1-6 | 10:50 am - 3:35 pm |

ELEMENTARY CURRICULUM

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



Math, science, health and social studies are also an important part of the basic curriculum. Similar to communication arts, these subjects are presented in an integrated manner when applicable. A hands-on approach is utilized which focuses on basic concepts, processes, and application. Music, art, physical education, library and technology classes are offered to all students in grades 1 through 6. Health education classes are offered to students in grades 4-6. CUBS (Children Understanding and Building Skills) classes are offered to students in grades 1-3. Library classes are also offered to students in kindergarten.

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

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

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

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

DIFFERENTIATED INSTRUCTION

Teachers in our district have been working on developing a more "differentiated" approach to instruction in their classrooms to meet the needs of all children. Children are individuals thus each child develops and learns in his/her own way and at his/her own rate. Development occurs not only in the cognitive or academic area but also in the social, physical, emotional and aesthetics/or creative realms. Therefore, we cannot treat all students as if they were variants of the same individual teaching them the same subjects in the same ways within the same time frame. The challenge for today's classroom teacher then becomes knowing what and when to teach an average of twenty-plus children, all together, for a confined period of six hours per day for approximately 180 days per year. Within our traditional structure the key response to this challenge is to differentiate instruction based on individual and common strengths and needs.

The implementation of this approach is based on basic principles that guide instruction. These include:

1. A focus on the essentials of the district's curriculum. We know no one can learn all there is to know about a particular subject or all that is in a textbook. However, our curriculum lists the main concepts, principles, and skills we want each child to firmly grasp and be able to use before moving on to the Middle School. In a differentiated classroom, some children will learn the essentials quickly and move on to more complex tasks using the essentials while others may need support to achieve mastery. The key is that all students learn the essentials.
2. Student differences are celebrated and addressed. Teachers plan instructional tasks and activities based on student needs which could be based on interests, learning style, life experiences, health issues, academic background, etc. Consequently, the teacher modifies or adapts curricular content (what is to be learned) and/or processes (how it is to be learned), and/or products (evidence of what is learned) to help each student achieve success to the best of his/her ability.
3. The teacher balances group and individual norms by working with students flexibly. Instruction varies- involving at times, whole class, small groups, or individual students. Sometimes everyone uses the same materials with the same goals but often it is more effective to use varying materials with individualized goals. The teacher's goal is to help students to master skills and knowledge as rapidly as possible while ensuring genuine understanding and application of those skills.

PROGRESS REPORTS

The Elizabethtown Area School District operates on a trimester schedule for students in grades K-6. Under this setup, the school year is divided into three terms. Trimesters have proven effective in allowing teachers more time between assessments for a deeper understanding of each students' knowledge base, more time to work with students on areas of concern and more quality information for our students' parents and guardians as to their child's progress.

END OF TRIMESTERS: November 20, 2018; March 5, 2019; May 31, 2019

HOMEWORK

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

- reinforce what is taught in the classroom
- improve student performance
- foster independent study skills and habits
- provide an important link between home and school
- provide an opportunity to involve parents/guardians in their child's education

A minimum of homework will be assigned in the primary grades with increased amounts, as necessary, in the intermediate grades. No homework will be assigned without a definite reason or need for its assignment.

Parents/guardians can do their part to improve homework when they:

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

PARENT CONFERENCES

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

December 6 (Early Dismissal) & December 7 and March 7 (Early Dismissal) & March 8

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

BEFORE THE CONFERENCE

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

DURING THE CONFERENCE

1. Be on time and conclude the conference on time. The teacher is on a set schedule.
2. Relax. Teachers and parents are both striving for the same results.
3. Take notes.
4. Ask questions.
5. Enter the conference with an open-mind.

6. Be a good listener.
7. Deal with facts, not rumors.

AFTER THE CONFERENCE

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

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

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| INSTRUCTIONAL SUPPORT SERVICES (IST) |
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Students in grades K-3 that experience difficulty in school may receive help through the Instructional Support Team. This team gives students who experience school difficulties access to instructional support in the regular classroom.

The Instructional Support Team (IST) process assists classroom teachers in planning and implementing strategies that are designed to produce success for the identified students. Each IST is aided by an Instructional Support Teacher who is specially trained to assist other teachers in meeting the goals set by the team.

Students may be referred to the Instructional Support Team by school personnel or parents. If school personnel refer your child, you will be contacted by the Instructional Support Teacher. Parents/guardians are an important part of the planning process and are encouraged to attend team meetings. If you would like additional information on the Instructional Support Team process or would like to refer your child for consideration by the Instructional Support Team, contact the IST teacher at your child's school.

While Bear Creek does not have a formal IST process, we do utilize a Student Support Services Team to assist students and their families as needs arise. Please contact your child's school counselor for more information.

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| ACCEPTABLE USE POLICY |
|------------------------------|

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

DRESS GUIDELINES

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

Students are requested not to wear clothing that will mark the furniture or floors. Clothing advertising alcoholic beverages, tobacco products, and/or containing language that is either inappropriate, creates a disruption, and/or promotes violence should not be worn. In addition, none of the following is acceptable as school attire: muscle shirts, spaghetti strapped tops, tops revealing the midriff, mini skirts, tight shorts, biker pants or biker shorts. The appropriate length of skirts, shorts, and dresses is defined as extending beyond the fingertips of the child's arms hanging at his/her sides. In the interest of safety, flip flops or thongs, clogs, open-toed shoes, "wheelies", sneakers or shoes with untied laces, chains, and/or long necklaces should not be worn. Parents/guardians should see that their child is properly dressed during inclement weather.

The administration retains the right to interpret proper dress. Parents/guardians will be called for a change of clothing should inappropriate clothing be worn to school. We encourage parents to review the attire to be worn each morning with their child in order to avoid potential problems. For more information on the district's dress and grooming policy please see Policy 221.

PARENT-TEACHER ORGANIZATION INFORMATION

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



CAFETERIA INFORMATION

Tracking Cafeteria Balances/Purchases/Making Payments/Email Low Balance Alerts

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

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

There are two ways to make pre-payments:

1. Online Payments via EZSchoolPay

The Elizabethtown Area School District is pleased to offer EZSchoolPay, an online service, to help parents/guardians better manage their child's school meal account. To use this convenient online system, parents/guardians need to establish an EZSchoolPay account by visiting www.EZSchoolPay.com.

Once an account is established, parents/guardians will be able to:

- Prepay for student meals safely and securely using a major credit card (\$2.50 convenience fee per deposit – fee not paid to school district)

- View account balance (no purchase necessary and **no convenience fee**)
- Track student purchase history (no purchase necessary and **no convenience fee**)
- Receive email notices when account balance is low (reminders will no longer be mailed by the school district regardless of whether you establish an account or not)(no purchase necessary and **no convenience fee**)

How to Register

Visit www.EZSchoolPay.com and click on the “Register” button on the EZSchoolPay homepage. Please note you will need your child’s student ID. Once registered, you can link all school-aged children under one account. In addition, iPhone, iPad and Android users can download the EZSchoolPay app from the devices app store.

Families who do not wish to establish an EZSchoolPay account can still pay for school meals using cash at the point of sale or depositing a check into their child’s account by sending it in with the student. Please note, if you establish a free EZSchoolPay account to track your child’s meal purchases only, point of sale cash purchases cannot be tracked.

The district’s food services department strives to provide a balanced nutritional program for all students, and to provide support and options for parents/guardians. If you have any questions about EZSchoolPay, please contact the food services office at 367-1521 x21060.

2. Payment via Check

- Make check payable to: EASD CAFETERIA FUND.** Put the check or money in the provided cafeteria envelope, seal it and fill in the blanks.
- Your child may bring payment envelope to school or payment may be mailed to: **EASD Cafeteria, 600 East High St., Elizabethtown, PA 17022.** Payment will be credited to your child/ren’s account by the following school day.
- Using the information on the envelope (Student’s Name, School, Teacher’s Name/Homeroom, Grade), the cafeteria personnel will credit your child/ren’s account.
- When your child purchases lunch, the cashier will scan your child’s unique bar code (which will be on a homeroom roster at the register) and the amount of their purchase will be deducted from their account.** If your child brings a meal or is absent or for some reason does not eat a meal, the account is not charged for that day, and the money remains in the account for future use.
- Money remaining in the account at the end of the school year will be carried over for the next school year or refunded at your request. When a student withdraws from school, money remaining in the account will be refunded.
- This system is not mandatory (**BUT THE MORE STUDENTS THAT USE THIS SYSTEM, THE FASTER THE LUNCH LINE WILL MOVE**). Cash will be accepted if you choose not to use the system.
- To view student account balances, track student purchase history and receive email notification of low balances must be done through EZSchoolPay (no purchase necessary and no convenience fee) (see EZSchoolPay above).

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

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

FREE & REDUCED PRICE MEALS

Free and reduced price meals are offered to every family who meets the guidelines as set forth by the National School Lunch Program. If you feel that you qualify, we invite you to fill out an application at www.paschoolmeals.com. The information you provide to us is completely confidential and will be used to determine your eligibility for free or reduced price meals.

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

ICE CREAM

Ice cream is offered one day a week at each of the K-3 elementary schools and every day at Bear Creek School. The food service department does not permit borrowing for ice cream (or any a la carte items that may be offered).

HEALTH CARE INFORMATION

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

On the first day of school your child will bring home a registration form, which includes emergency information. Please complete the form promptly and fully and return it to the school the next day. This information is very important because it is used to contact you in case an emergency arises concerning your child while at school. Please notify the school of any changes in the information on the card throughout the school year. **Remember, it is necessary that we know where to reach you at all times at home and at work.**

ILLNESS DURING SCHOOL HOURS

The school attempts to provide an environment, which will be safe from accidents. If an accident or illness occurs, first aid will be administered to the child and the parents will be notified. In case of an emergency, a physician will be called as specified on the student's emergency information.

IS YOUR CHILD WELL ENOUGH TO COME TO SCHOOL?

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

Conditions

1. **FEVER** - If your child's temperature is 100° or more - keep him/her home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours.
2. **COLD/SORE THROAT/COUGH** - If your child is very congested and/or has frequent coughing or sneezing, keep him/her home. With a sore throat; if there is a fever or white spots in the back of the throat, keep him/her home.
3. **STOMACH ACHE/VOMITING/DIARRHEA** - Keep your child home if his/her stomach ache limits normal activities; if there is vomiting within the last 24 hours or if he/she has diarrhea. A child should be able to tolerate a normal diet before returning to school.

Recommendation

ANTIBIOTICS - When a child is placed on an antibiotic, he/she may return to school after being fever free for 24 hours.

We want to try to have a "HEALTHY" school, so please keep your child home when he/she is ill. Children do not learn well if they do not feel well. THANK YOU for your cooperation!!!!

ADMINISTRATION OF MEDICATION

Medication brought from home.



1. Any medication, over-the-counter or prescription, brought from home must have a signed written physician order and signed parent consent, giving permission for the administration of the medication.
2. Students may not transport medication to school. Medication must be brought to school by a parent/guardian, or another responsible adult, and given directly to the nurse.
3. All 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/guardian.

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

SCHOOL HEALTH SERVICES

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

| | K | 1 | 2 | 3 | 4 | 5 | 6 |
|--|---|---|---|---|---|---|---|
| Dental Exam | x | | | x | | | |
| Measurement (height/weight) | x | x | x | x | x | x | x |
| Hearing Screening (Known hearing problems and special needs students only in grades 4 and 5) | x | x | x | x | | | |
| Vision Screening | x | x | x | x | x | x | x |
| Physical Exam | x | | | | | | x |
| Scoliosis | | | | | | | x |

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

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

MEDICAL APPOINTMENTS /OTHER APPOINTMENTS

Parents/guardians are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher providing the time and reason. **Parents/guardians must come into the office and sign the child**

out. Parents/guardians should not go to the classroom for their child. Students will only be dismissed from the office. Your cooperation is imperative for the safety of all students.

SCHOOL INSURANCE

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

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

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

EMERGENCY PLANS

Emergency Drills

Emergency drills are held at periodic intervals throughout the school year. All students are instructed on proper emergency procedures.

Emergency Response Plan

Each year the Elizabethtown Area School District is required to revise and update its Radiological Emergency Response Plan which is 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 parents and guardians of the procedures to follow in the unfortunate circumstance of an accident.

Please read the following information carefully:



The Elizabethtown Area School District takes a proactive approach to protect and keep safe our students, faculty, and staff. As such, crisis management plans are in place at all District facilities to help our administration, faculty, and staff coordinate and respond to various situations and emergencies including how we will respond to one of our most dreaded scenarios - an incident at the Three Mile Island nuclear power plant.

Because the EASD campus lies within the ten-mile emergency planning zone of the plant, it may be safer - in the event of an incident at Three Mile Island - to move our students and staff to a location away from our school campus than to remain in our schools. While not all emergencies at Three Mile Island would require evacuation, the District is prepared to safely and orderly evacuate our schools if it is ordered to do so by federal, state, and/or local officials.

If an evacuation is ordered do to events at Three Mile Island, the District will transport all students, faculty, and staff to Donegal High School. Per our plan developed, in consultation with Lancaster County Emergency Management, the District's transportation fleet would take our elementary students to Donegal High School first and return to the middle school/high school complex for our secondary students. The short travel distance to Donegal is advantageous to conducting an efficient and timely evacuation.

We strongly encourage parents/guardians NOT to come to the school campus during an emergency at Three Mile Island unless directed by EASD to do so before an evacuation has been officially ordered. Once an evacuation is ordered, parents/guardians will no longer be allowed to enter their child's school. While it is a natural instinct in an emergency to

go to your child's school, please understand that doing so may significantly reduce the District's ability to safely and efficiently evacuate our nearly 4,000 students (including your own son/daughter) and 500 employees in a timely manner.

All **ELEMENTARY, MIDDLE, and HIGH SCHOOL STUDENTS** will be transported to Donegal High School. Donegal High School is located at the following address.

Donegal High School
1025 Koser Road
Mount Joy, PA 17552
717-653-1871

Directions to Donegal High School are as follows:

- From Elizabethtown, take PA-230 East / South Market Street toward Mount Joy for roughly 4 miles. Turn right onto South Angle Street and go 0.5 miles. Continue onto Union School Road for 1.2 miles. Turn left onto PA-772 East. Travel 0.3 miles and turn right onto Koser Road. Donegal High School will be on the left.

Parent-Student Reunification

- Parent/Child reunification will take place at Donegal High School using a systematic process developed by EASD and the Donegal School District. The reunification procedure is necessary to ensure the personal safety and well-being of all students and staff. Parents/Guardians will need to bring personal identification to assist District personnel with the reunification process. Please note, students will only be dismissed to adults listed as an emergency contact.

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.

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| <u>BUS TRANSPORTATION</u> |
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Durham School Services has been contracted to provide transportation services for EASD. EASD has policies and procedures relating to transportation. Some of the major points are provided here but you may also obtain information from the district's website.

Contact Information -

- EASD Transportation Coordinator - Rick Farnsler (717) 367-1521 x10010
 - Alternate Transportation Requests, Non-Public School Families
- Elementary Building Offices - see phone numbers on page 4
 - Bus Stop Assignments, Behavior/Discipline concerns
- Durham School Services - (717) 361-0024
 - All other transportation matters



FROM THE BOARD OF SCHOOL DIRECTORS' POLICY (POLICY 810):

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

GENERAL TRANSPORTATION INFORMATION

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

Important Transportation Information:

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

BUS SAFETY INFORMATION

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

CONSEQUENCES

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

- 1st Offense:* Written bus conduct report and warning letter or phone call to parents/guardians
- 2nd Offense:* Written bus conduct report; one (1) day loss of riding privileges; warning letter to parents/guardians that next report will be three (3) days loss of riding privileges
- 3rd Offense:* Written bus conduct report; three (3) days loss of riding privileges; warning letter to parents/guardians that next report will be five (5) days loss of riding privileges
- 4th Offense:* Written bus conduct report; five (5) days loss of riding privileges; warning letter to parents/guardians that next report will be ten (10) days loss of riding privileges
- 5th Offense:* Written bus conduct report; ten (10) days loss of riding privileges; warning letter to parents/guardians that next report will be loss of riding privileges for the year
- 6th Offense:* Written bus conduct report; loss of riding privileges for the year

Serious Offense -A serious offense may result in immediate suspension of riding privileges for a period of time.

If your child is denied riding privileges, the responsibility of getting the student to and from school is that of the parents or guardians.

ITEMS ON BUSES

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

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

BICYCLES

Students may ride bicycles to and from school after parents/guardians have completed and returned the proper permission form. The forms are available in the school office.

Bicycles are to be parked in the bicycle racks provided for this use. They should be locked with padlocks when parked in the racks. The school **CANNOT BE RESPONSIBLE FOR ANY LOST OR DAMAGED BICYCLES.**

All students are expected to follow our bicycle safety procedures or lose this privilege. A list of our bicycle safety rules will be handed out when the permission form is handed in to the office.

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

SKATEBOARDS, ROLLER-BLADES/SKATES, SCOOTERS, ETC.

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

arising out of the use of authorized or unauthorized equipment or vehicles on school property. For more information please see district Policy 223.1.

LEADER IN ME

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. All students K-6 will receive instruction on the Leader in Me and the 7 Habits throughout the school year.

Habit 1-Be Proactive: You're in Charge

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

Habit 2-Begin with the End in Mind: Have a plan I plan ahead and set goals.

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

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

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

Habit 4- Think Win: Win Everyone Can Win

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

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

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

Habit 6- Synergize: Together Is Better

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

Habit 7- Sharpen the Saw: Balance Feels Best

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

ELEMENTARY SCHOOL DISCIPLINE

EASD Philosophy on Student Discipline

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

To guarantee a positive and safe social and emotional climate, it is important that students understand acceptable standards of behavior will be expected at all times. Conduct not consistent with these acceptable standards of behavior and/or interfering with the educational process will be addressed through a system of procedures which:

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

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

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

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

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

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

COOPERATIVE & POSITIVE DISCIPLINE

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

CODE OF CONDUCT

Students and teachers, together, create a code, or set of guiding principles, which encourages behaviors that help students learn and allows teachers to teach. Throughout the school year as needed, students and teachers discuss and review actions and behaviors that help them follow the established Code.

CLASS MEETINGS

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

BULLY PREVENTION PROGRAM



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

BULLY – FREE CODE

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

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

CONFLICT RESOLUTION - CITIZENSHIP



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

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

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

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

SCHOOL WIDE RULES

HALL

1. Walk Quietly
2. Keep hands, feet, and personal objects to self.
3. Go directly to destination.

BATHROOM

1. Use the bathroom facilities properly. Remember to flush the toilet and wash hands.
2. Use the bathroom for its intended purpose in a timely fashion.
3. Speak quietly while in the bathroom.

BUS LINE

1. Enter and exit the bus in an orderly manner.
2. Keep hands, feet, and personal objects to self.
3. Walk quietly to your homeroom upon arrival.
4. Follow the safety patrol's direction for dismissal.

CAFETERIA

1. Walk in all areas.
2. Talk quietly with neighbors at your table.
3. Show respect to cafeteria monitors and each other.
4. Dispose of all food properly.
5. Keep hands, feet, and objects to yourself.
6. Raise your hand if you need assistance.

PLAYGROUND

1. Take turns, be kind and helpful, use "I statements" and other strategies to work out problems.
2. No fighting, pretend fighting, or rough housing.
3. Use equipment and playground areas appropriately.
4. Show respect to teachers, aides, volunteers, and each other.
5. You must have an aide's or teacher's permission to re-enter the school before the bell.
6. Line up promptly when the bell rings.

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| <u>SUSPENSION</u> |
|--------------------------|

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

The board defines a weapon as:

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

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

HARASSMENT

The term "harassment", according to our policy, "includes but is not limited to repeated, unwelcome and offensive slurs, jokes to an individual's race, color, religion, ancestry, which create an intimidating, hostile or offensive educational environment." There is a formal system for filing a complaint. For more information on the district's harassment policy please see Policy 248.

HAZING

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

SMOKING/TOBACCO



The Board recognizes that smoking presents a health hazard that can have serious consequences both for the smoker and nonsmoker. "Smoking" by Board definition shall mean all uses of tobacco, including cigars, cigarettes, pipes and chewing tobacco.

The Board prohibits students from possessing and using tobacco at any time upon school property, including all district buildings, grounds, athletic facilities and vehicles and at all school sponsored activities. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, any other lighted smoking product, smokeless tobacco in any form or any other smoking equipment and/or apparatus. The **carrying or possession of** tobacco products, vapor pens, matches, or lighters is considered as serious as the actual use and will result in suspension. In addition, the use and possession of tobacco shall be prohibited by students proceeding to and from school and/or any school related or sponsored activity. The school district shall initiate prosecution of a student who violates the tobacco use policy.

Because of the exemplary role played by the adult members of the school community, the Board prohibits smoking by staff members and visitors while on school grounds or while supervising students at any school function. For more information on the district's smoking policy please see Policy 222.

STUDENT ASSISTANCE PROGRAM (BEAR CREEK ONLY)

What is Student Assistance?

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

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

ITEMS NOT DIRECTLY RELATED TO SCHOOL

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

LOST AND FOUND

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

PERSONAL ELECTRONIC DEVICES (CELL PHONES)

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

GIFTS

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

CELEBRATIONS/TREATS

In addition, winter holiday and end of year parties may be held with permission of the teacher and principal. Students at the K-3 level are permitted to bring a treat for distribution at recess for special occasions, such as birthdays, etc., however, non-food items such as pencils, stickers, etc. are encouraged and preferred. These treats will be shared with classmates only. Students will not be permitted to carry treats to other people within the building (to avoid causing disruptions). Due to students switching between classes at Bear Creek, and the number of health related allergies relating to food, we are requesting that if you would like to send a birthday treat in celebration of your child's birthday, that you choose a non-food item such as a book or game for the classroom.

All treats should comply with the District Nutrition Guidelines. For more information about the district's policy about wellness please see Policy 246.

BEAR CREEK RETESTING/RETEACHING GUIDELINES

A student's grade should accurately reflect what he or she knows, understands, and is able to do. One of a teacher's responsibilities is to accurately assess and summarize a student's learning and provide feedback on that assessment in the form of an academic grade. Because all students do not learn at the same rate, affording them the opportunity to retake common, end-of-unit, summative assessments provides an alternate learning path for students to demonstrate proficiency with concepts that they failed to learn prior to the summative assessment. In addition, there are multiple reasons why a student may simply fail to show their accurate proficiency level on a given day at a given time. With that said, students are expected to take responsibility to study for the assessment the first time it is given.

Retests for Elementary School Students regarding Math

Students in Grades 4-6 who earn less than an 85% score on a common end-of-unit summative assessment may request and take a retest, after they have conferenced with the subject area teacher to determine what additional learning experiences may be necessary between the original assessment and the retest.

Retests for Elementary School Students regarding ELA

Students in Grades 4-6 who earn less than an 85% score on a common formative assessment may request and take a retest, after they have conferenced with the subject area teacher to determine what additional learning experiences may be necessary between the original assessment and the retest.

Elementary School Students (Grades 4-6)

- Students must request and complete the retest within 10 school days upon return of the initial assessment. When an assessment is given within 9 days of the end of a trimester, students who qualify and elect to take a retest may receive an Incomplete (I) on their progress report until the retest process is completed. Parents will be asked to sign a form, alerting them that their child is in need of being retaught/retested.
 - Exception: during Trimester 3, all retests and scoring must be completed by the final grade entry due date.
- The score earned on the retest (not to exceed 85%), will be the score entered into the gradebook – this is intended to help students understand that the retest experience is an opportunity to demonstrate continued learning beyond the original test experience and is not to be taken lightly or for granted.
- Teachers will still reteach and retest any student who scores a Basic (73% or below) score on the assessment, regardless of whether the student initiates the retesting process.

EXCUSE CARD

Room _____ Grade _____

Please excuse _____

Absence _____

Date of Tardiness _____

Reason _____

Signature of Parent or Guardian

Teachers are not permitted to excuse absences without a written excuse.

ELIZABETHTOWN AREA SCHOOL DISTRICT

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