Mission Statement
In order to accomplish our vision, it is the mission of the Ephrata Area School District to provide all students a secure learning environment and exemplary academic programs that inspire all students to reach their full potential.

Vision Statement
Achieving Success One Student at a Time

Belief Statements
We believe...

- all students can learn.
- our students are always at the center of our thoughts and actions.
- literacy and math are key components of learning in all curricular areas.
- education is the shared responsibility of student, family, school, and community.
- data from many sources provide vital information for decision-making.
- a highly qualified and dedicated staff is essential to the learning process.
- facilities should be designed and maintained to support teaching and learning.
- consistent use of research-based instructional practices increases student achievement.
- in the on-going development of a professional learning community.
- technology is an integral part of the organization, communication, teaching, and learning.
## Ephrata Area School District Administration

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<th>Fax</th>
<th>Email Address</th>
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<tr>
<td><strong>District Office</strong></td>
<td>(717) 721-1400 • Fax (717) 721-1514</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Brian M. Troop, Superintendent</td>
<td></td>
<td></td>
<td><a href="mailto:b_troop@easdpa.org">b_troop@easdpa.org</a></td>
</tr>
<tr>
<td>Dr. Richard S. Hornberger, Assistant Superintendent for Secondary</td>
<td></td>
<td></td>
<td><a href="mailto:richard_hornberger@easdpa.org">richard_hornberger@easdpa.org</a></td>
</tr>
<tr>
<td>Dr. Jacy Clugston Hess, Assistant Superintendent for Elementary</td>
<td></td>
<td></td>
<td><a href="mailto:jacy_hess@easdpa.org">jacy_hess@easdpa.org</a></td>
</tr>
<tr>
<td>Kristee Reichard, Business Manager</td>
<td></td>
<td></td>
<td><a href="mailto:K_reichard@easdpa.org">K_reichard@easdpa.org</a></td>
</tr>
<tr>
<td>Dr. Timothy McCormick, Director of Technology</td>
<td></td>
<td></td>
<td><a href="mailto:Timothy_McCormick@easdpa.org">Timothy_McCormick@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Akron Elementary School</strong></td>
<td>(717) 859-0400 • Fax (717) 859-2908</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Sheri Horner, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:s_horner@easdpa.org">s_horner@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Clay Elementary School</strong></td>
<td>(717) 721-1100 • Fax (717) 721-7082</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Christopher Montagna, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:christopher_montagna@easdpa.org">christopher_montagna@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Fulton Elementary School</strong></td>
<td>(717) 721-1130 • Fax (717) 721-7063</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Josh McCracken, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:josh_mccracken@easdpa.org">josh_mccracken@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Highland Elementary School</strong></td>
<td>(717) 721-1160 • Fax (717) 721-1167</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Brett Esbenshade, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:brett_esbenshade@easdpa.org">brett_esbenshade@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Ephrata Intermediate School</strong></td>
<td>(717) 721-1405 • Fax (717) 721-1406</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Kevin Deemer, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:k_deemer@easdpa.org">k_deemer@easdpa.org</a></td>
</tr>
<tr>
<td>Mrs. Jennifer Barnabei, Assistant Principal</td>
<td></td>
<td></td>
<td><a href="mailto:jennifer_barnabei@easdpa.org">jennifer_barnabei@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Ephrata Middle School</strong></td>
<td>(717) 721-1468 • Fax (717) 721-1469</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Peter Kishpaugh, Assistant Principal</td>
<td></td>
<td></td>
<td><a href="mailto:peter_kishpaugh@easdpa.org">peter_kishpaugh@easdpa.org</a></td>
</tr>
<tr>
<td>Mr. Russ Garman, Assistant Principal</td>
<td></td>
<td></td>
<td><a href="mailto:r_garman@easdpa.org">r_garman@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Ephrata High School</strong></td>
<td>(717) 721-1478 • Fax (717) 721-1129</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Scott Galen, Principal</td>
<td></td>
<td></td>
<td><a href="mailto:scott_galen@easdpa.org">scott_galen@easdpa.org</a></td>
</tr>
<tr>
<td>Mrs. Amanda Calhoun, Assistant Principal</td>
<td></td>
<td></td>
<td><a href="mailto:amanda_calhoun@easdpa.org">amanda_calhoun@easdpa.org</a></td>
</tr>
<tr>
<td>Mr. Nathan Upham, Assistant Principal</td>
<td></td>
<td></td>
<td><a href="mailto:nathan_upham@easdpa.org">nathan_upham@easdpa.org</a></td>
</tr>
<tr>
<td>Mr. Steve Sweigart, Athletic Director</td>
<td></td>
<td></td>
<td><a href="mailto:s_sweigart@easdpa.org">s_sweigart@easdpa.org</a></td>
</tr>
<tr>
<td><strong>Ephrata High School at Washington</strong></td>
<td>(717) 721-1150 • Fax (717) 721-7097</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Ronald Wales, Coordinator of Instructional Programs</td>
<td></td>
<td></td>
<td><a href="mailto:ronald_wales@easdpa.org">ronald_wales@easdpa.org</a>. @easdpa.org</td>
</tr>
<tr>
<td><strong>Student Support Services</strong></td>
<td>(717) 721-1751 • Fax (717) 721-7097</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Sue Summers-Steffy, Coordinator of Student Support Services</td>
<td></td>
<td></td>
<td><a href="mailto:s_steffy@easdpa.org">s_steffy@easdpa.org</a></td>
</tr>
<tr>
<td>Mrs. Laura Jordan, Assistant Coordinator of Student Support Services</td>
<td></td>
<td></td>
<td><a href="mailto:laura_jordan@easdpa.org">laura_jordan@easdpa.org</a></td>
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Every effort is made to include in the Student & Parent/Guardian Handbook all policies and procedures pertaining to the 2020-21 school year. Any changes made during the school year will be communicated to students at school and to parents via e-mail and the school district website. Once formally announced, changes made will be considered a part of this document. Visit the School Board Policy Section of the EASD website for more detailed information about policies. Ephrata Area School District - School Board Policies

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*Please note that many school procedures have been adjusted this year in response to the COVID 19 pandemic. These adjustments will override some material contained in this handbook. Please refer to the district website for school information regarding these changes and the Center for Disease Control website for the most updated COVID information.
District-Wide Information
DISTRICT WIDE INFORMATION

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ATTENDANCE

OVERVIEW
The Ephrata Area School District attendance procedures support the correlation between regular classroom attendance and academic achievement. Students who attend school regularly have a notably better chance of achieving their highest potential and achieving required levels of proficiency according to PA State Standards. Please work to schedule medical appointments during non-school hours. The district cannot educate students or provide them with support and assistance when they are not in attendance at school. It is a shared responsibility of the school and home to assist students to develop habits of punctuality and attendance.

STUDENT ATTENDANCE RESPONSIBILITY
- Attend school regularly and arrive to school on time.
- Obtain and make-up assignments and tests which have been missed.

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITY
- Make certain that students attend school regularly and on time.
- Notify the school in advance of any anticipated absences.
- Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
- Make certain that all requests for an early dismissal are for a legitimate and necessary reason.
- Make certain all educational travel forms are completed and received in timeframe requested.
- Avoid scheduling appointments and educational trips during important testing windows.
- Keep all contact information updated on student verification forms.

AUTHORITY
- Pennsylvania Public School Code, 24 PA Codes 13
- State Board of Education Regulations Pupil Attendance, 22 PA 11

ATTENDANCE PROCESS
All students who have been absent from school are required to bring a written excuse to school signed by a parent/guardian no later than three (3) school days following the absence. ALL ABSENCES ARE CONSIDERED UNLAWFUL/UNEXCUSED UNTIL A WRITTEN EXCUSE NOTE IS RECEIVED (District supplied notes are strongly encouraged).

The following information must be included on excuse notes:
- Date/dates of absence
- Reason for absence
- Parent/guardian signature – emails are not valid, a signature is required

EXCUSED ABSENCES
- Not all absences are excused - as per school board policy, the following will be excused:
  - Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. Obtaining professional health care or therapy service rendered by a licensed medical practitioner in any state, commonwealth, or territory.
  - Quarantine.
  - Recovery from accident.
  - Required court attendance.
  - Death in family.
• Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
• Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
• Non-school sponsored educational tours or trips, with prior written approval.
• College or postsecondary institution visit, with prior written approval.
• Other urgent reasons. Urgent reasons, including family emergencies, shall be strictly construed and do not permit irregular attendance.

Notes for dates provided beyond the 3-day return window, leaving school without permission, and transportation issues will not be excused. The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful.

A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification are permitted during a school year. All cumulative lawful absences verified by parent/guardian note beyond ten (10) days will require an excuse from a physician.

MEDICAL APPOINTMENTS
Families should attempt to schedule medical appointments before and after school when possible. When an appointment must occur during the school day, a written request outlining the appointment, time, and provider should be brought to school prior to the appointment. Upon return to school, a note from the medical provider should be supplied. The absence will not be excused without a note from the provider.

EDUCATIONAL TRIP/VACATION
All vacations must be preapproved using the District Educational Trip form. Failure to obtain pre-approval will result in the absence being classified as unlawful/unexcused. Forms are available in the school office and on the district website located in the parent resources. Students are permitted up to 8 educational trip days per year.

Educational trips during the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams, final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student’s school office.

COLLEGE VISITS, MILITARY, OR CAREER EXPERIENCE
Any student who wishes to visit a College, Military, or Career Experience must complete a Pre-Approval Form found in the High School Guidance office. This form must be submitted at least (2) school days before the visit, or the absence will be considered unexcused. Students should inform their teachers of the upcoming absence and make up all class work missed during the absence. This absence will count toward the eight absences permitted in School Board Policy 204, Attendance.

UNLAWFUL/UNEXCUSED ABSENCES
Non-attendance without lawful excuse is a violation of compulsory attendance law of this Commonwealth; therefore, absences from school for students under 18 years old will result in an unlawful absence if

• The absence is for a reason other than those considered excusable as defined in the Excused Absence section
• A physician excuse is required because ten cumulative lawful absences have been verified by parent/guardian
• The excuse is not received within three (3) school days after student returns to school
• The student leaves school without permission
• There is failure to obtain required pre-approvals for absences
• The student misses the bus or has car trouble

Absences from school for students 18 years old and older will result in an unexcused absence for the same reasons listed above.

UNLAWFUL ABSENCE PROCEDURE
• 1st unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes.
• 3rd unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes. A School Attendance Improvement Conference with the parent/guardian and a school official will be scheduled to complete a School Attendance Improvement Plan (SAIP). See the section on SAIP below.
• 6th unlawful absence – Considered habitually truant according to PA School Code and Ephrata Area School District policy. SAIP has been broken and further attendance issues could result in the following consequences:
  o Loss of privileges
  o Possible referral to the County Office of Children and Youth
  o Possible referral to a truancy diversion program (See section on this below)
  o Prosecution of additional unlawful absences for students age 16 and under

Sample letters are included in this document.

UNEXCUSED ABSENCE PROCEDURE (for students at the age of 18 and up only)
• 1st unexcused absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes.
• 3rd unexcused absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes. A School Attendance Improvement Conference with the parent/guardian and a school official will be scheduled to complete a School Attendance Improvement Plan (SAIP).
• 6th unexcused absence – SAIP has been broken and further attendance issues could result in the consequences mentioned below.

Students who are 18 and older who accumulate unexcused days or tardy time will be assigned obligation make up time. This time will be required to be made up prior to graduation and will be held as an obligation that prohibits participation in school dances/prom, senior activities/privileges, and graduation ceremonies. Refunds for graduation and student activities will not be given. Students will not be eligible or may lose cafeteria homeroom or senior flex for accruing excessive unexcused absences and/or tardies. See senior cafeteria homeroom/senior flex guidelines online for more information.

EARLY DISMISSALS
Early dismissals are excused for the same reasons as full day absences. Students are required to turn in a note at the beginning of the school day when an early dismissal is anticipated. For emergency situations, parents/guardians may come into school to sign their student out OR a note with the signature of either a parent/guardian or a doctor/dentist can be faxed indicating that the student has permission to leave. Emails and phone calls alone are not accepted for excused dismissals for those students leaving independently.
Students may also be excused by school personnel for illness. Regardless of the reason, an early dismissal may impact a student’s ability to participate in extra-curricular activities later that day.

LEAVING SCHOOL DURING THE DAY
Students should never leave the school building without proper authorization from the office or from the nurse. Students sent home by the nurse may not participate in extra-curricular activities that day. Students are not permitted to leave the building during the day to go to their car without permission from the office. Once they arrive at school, students are not permitted to leave school property for any reason without verbal or written permission from their parent/guardian and confirmation with a school official. Students should use the phone in the main office or work with office staff to obtain permission to go home and not use their personal cell phone.

TARDINESS TO SCHOOL
Students have the responsibility to get to school on time and be ready to start the day. Unexcused/unlawful tardies can accumulate into unexcused/unlawful days. 420 tardy minutes will be considered an unexcused/unlawful absence and can be subject to a citation. If a student is tardy because of a medical/dental appoint, the student must bring a written note from a parent/guardian or medical/dental office when reporting to school late.

DISCIPLINE FOR TARDIES NOT EXCUSED
Tardy minutes will be cumulative and can equate to half and full day unlawful/unexcused absences. For students under the age of 18, 420 minutes accumulated will be considered an unlawful absence which could result in possible citation issued by the District Justice. Students 18 years old and older are subject to the following:

- 3rd Tardy occurrence – student meets with administrator for clarification and possible consequences for accumulated occurrences and minutes.
- 6+ tardy occurrences and/or 60 minutes of accumulated unexcused tardy time will result in an assigned “obligation time.” Obligation time is time that must be made up in order to participate in extracurricular events (i.e. athletics, clubs, dances, prom).
- At a total 12 tardy occurrences or 7 unexcused absences, students are subject to assigned detentions, removal from senior café homeroom and senior flex. If applicable, after review by administration, students may earn back senior café homeroom and senior flex privileges (Note: Juniors are required to make up their outstanding obligation prior to being award senior café homeroom and/or senior flex privileges during their senior year).

School Attendance Improvement Plan (SAIP)
The School Attendance Improvement Plan (SAIP) is a collaborative team meeting including school staff, family, and if appropriate, the student. This process intends to bring all those involved in a student’s life together to brainstorm and explore possible solutions to improve the student’s attendance. The team discusses causes of truancy and develops a plan for regular school attendance.

The school will make attempts to include the family in the process. If the parent/guardian does not respond or refuses to attend, the school will develop a SAIP and provide a copy to the family via mail.
First Unlawful Absence

“Date”

Dear Parent/Guardian of “First & Last Name”:

The Pennsylvania Public School Code and Ephrata Area School District Policy require regular school attendance for all school-aged children. This requirement applies to all children enrolled as students in school, regardless of their age. This letter is to make you aware of the potential consequences of unlawful school absences and to prevent a pattern of truancy from developing. Regular school attendance is an important part of each student’s success and is critical to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers.

“First Name” had an unlawful absence on “Date”.

All absences are counted as unlawful unless the Ephrata Area School District receives a timely written excuse explaining the reason for the absence. If a written excuse is not provided within three (3) days from the absence date, the absence will be permanently marked as being unlawful for the student.

Additional unlawful days may result in any or all of the following consequences:

- A parent conference to write a School Attendance Improvement Plan
- The filing of a citation with the local magisterial court for alleged violations of compulsory attendance laws. Penalties for any conviction may include fines of up to $750.00 for each offense
- Referral to the County Office of Children and Youth
- Referral to a truancy diversion program

This letter serves as our first communication regarding an unlawful absence(s) for “First Name”. If you have any questions, please call my office so that we may work together to ensure educational success for “First Name”.

Sincerely,

Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor
Third Unlawful Absence

“Date”

Dear Parent/Guardian of “First & Last Name”:

Your child has three (3) unlawful absences from school during this current school year. Unlawful absences will have a negative effect on your child’s educational progress and could result in your prosecution for violations of compulsory attendance laws. Penalties for conviction may include fines of up to $750.00 for each offense. Habitual truancy may also lead to referral of this matter to the County Office of Children and Youth, which could determine that your child is “dependent” under applicable child welfare laws.

Our primary goal is not to punish and pursue dependency status, but rather to ensure that your child attends school regularly. We are therefore requesting you and your child attend a School Attendance Improvement Conference (SAIP). The purpose of this conference is to develop a plan that will identify supports and strategies to improve your child’s school attendance. You may bring to this conference any person you believe might serve as a resource in the design of these supports and strategies. If you intend to invite such a person, you must notify us at least three days before the date of the conference.

The School Attendance Improvement Conference will occur on “Date” in the school office of “School” at “Time”. Please advise us by the end of the school day on “Date” whether you and your child will attend this conference. If we do not hear from you, we will proceed with the scheduled conference without you and will develop a School Attendance Improvement Plan without your involvement.

Please confirm your attendance and address any questions concerning this notice by calling the Principal at “Phone Number” or by email to “Principal Email Address”.

Sincerely,
Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor
Sixth Unlawful Absence

“Date”

Dear Parent/Guardian of “First & Last Name”:

This letter is sent to alert you that “First Name” has accumulated six (6) or more unlawful absence days on “List Dates” and is now considered to be ‘Habitually Truant’ for purposes of the Public School Code and Ephrata Area School District policy.

We have already completed a Student Attendance Improvement Plan (SAIP) for your child to provide support to improve school attendance. Please note that further unlawful absences may result in the following consequences:

- You or child being prosecuted before the local magisterial court for violations of compulsory attendance laws. Penalties for conviction may include fines of up to $750.00 for each offense.
- Referral to the County Office of Children and Youth.
- Referral to the Lancaster County District Attorney’s Office Truancy Diversion Program.

Ephrata Area School District shares the common goal with you to ensure that your child reaches their full potential. Your child’s regular school attendance is an improvement to ensure that happens. If you need support in this area, please contact your child’s school counselor for assistance. If you have any questions or would like to discuss these unlawful absences, please contact me so that we may work together to ensure your child’s educational success.

Sincerely,
Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor
**Excessive Absence Notice**

“Date”

Dear Parent/Guardian of “First & Last Name”:

This letter is notification that “First & Last Name” has missed ten (10) days of school since the start of the current school year. We will now require a physician’s excuse for any additional days of absence. This request is in compliance with Ephrata Area School District Attendance Policy and will begin on the fifth school day following the date of this letter.

To avoid increased medical costs, we suggest you send your student to school with minor complaints. The school nurse is always available for all students during the entire school day.

In almost all cases, improved daily attendance leads to better student progress and increases the probability of a successful educational process. Thank you for your cooperation. If you have any questions on this action, please call me.

“First Name” was recorded absent on the following dates:

“List Dates”

Sincerely,

Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor
COMMUNICATION WITH STUDENTS & STAFF

CHANGE OF ADDRESS
Any change of address must be requested through the district office. Changes are completed through the District Office's Central Enrollment Specialist. A parent signature is required to authorize any changes.

Proof of residency must accompany the Student Verification Form when submitted to the District Office. Examples are water bill, landline phone bill, cable bill, something that has Parent/Guardian name and the new address.

WEATHER EMERGENCIES
School closings or delays will be announced over local radio and television stations. Delays/closures are also posted on the district website www.easdpa.org and will be sent through our automated messaging system.

KINDERGARTEN SESSIONS ON TWO-HOUR DELAY OR EARLY DISMISSAL
When there is a two-hour delay, Kindergarten sessions WILL BE modified with the morning session from 11:00 -12:55 and the afternoon session from 1:40-3:40. Weather conditions may force changes in bus stops. Please give emergency instructions to your children in the event their bus is unable to get to the regular bus stop. Any child who is absent because his/her parent does not send him/her to school due to transportation problems on a two-hour delay may receive an excused absence depending on the circumstances. Occasionally, it becomes necessary for the District to cancel the kindergarten bus runs and to keep morning kindergarten students at the schools for their safety due to inclement weather conditions. Kindergarten students who do NOT ride a bus will be dismissed at their normal 11:55 AM time. Those who normally ride a bus will be transported home with the other elementary students at the announced dismissal time to their regularly assigned morning pickup bus stop. Should you have a morning kindergarten student who is normally transported from school to a babysitter on that day, this student will be transported to the nearest designated PM bus stop closest to his/her caregiver’s address. (NOTE: This designated PM bus stop may be the same or different than the student’s regularly assigned kindergarten run bus stop. Should you have a question regarding this location, contact your child’s school office.)

EMAILING STAFF
Please remember the following when corresponding via e-mail with teachers….

- **Do not expect an immediate response.** A teacher’s first responsibility is to the students, and they may not have time to check e-mail during the student day.
- **Never e-mail a change of pick-up or a message to relay to your child.** Again, teachers may not see your message until after the student leaves.
- **Keep e-mail messages brief.** If you have many concerns, we recommend requesting a conference.

TELEPHONE CALLS TO STUDENTS
Calls will not be transferred to students. Emergency messages will be delivered to your child.
LIVESTREAMING
The district recognizes that livestream video may be helpful in fulfilling both its educational mission and expanding its reach. The school board has established guidelines to help facilitate this process.

- Student-initiated use of livestream video during the school day and at any non-public school event is prohibited unless authorized in writing by the building principal.
- Students will be notified prior to the use of livestream in the school building where they may be captured on the livestream.
- Livestream set-ups may unintentionally capture other students attending the same instruction in-person.
- Distance-learning livestreams are the property of the district and students prohibited from reposting, reproduction, removing from the classroom management system, or sharing them with other individuals.
- The District media release forms do not prohibit a student’s voice or likeness from appearing in a video of classroom instruction.
- Students participating in a livestream must abide by the district code of conduct and shall be held accountable for violations.
- Students participating in a livestream must be dressed in proper attire consistent with the District Dress Code.
- All elements of the Acceptable Use of Technology apply.
- There is no expectation of privacy from livestreaming at school events open to the public.

DELIVERIES
Due to the increasing number of deliveries and safety concerns, special deliveries to students, such as flowers and balloons, will NOT be accepted.

MAIL
- Mail addressed to students will be returned to sender.
- An administrator or guidance counselor may approve exceptions to this rule.

NEWS MEDIA RELATIONS
Students and staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's official spokesperson. School Board Policy 911

RAPID COMMUNICATION TELEPHONE AND EMAIL MESSAGES
The Ephrata Area School District uses a rapid communication system to deliver telephone and email messages to parents and guardians. The District uses the service to notify parents/guardians of daily absences. Calls will be delivered mid-morning daily. If you change the telephone numbers or email addresses the District has on file for your child, please complete the form that is found in the Parent section of the District website at www.easdpa.org. Completed forms should be returned to your child’s teacher / homeroom teacher / school office.

Your cooperation is asked in any emergency:
- Please do not telephone the school.
- Telephone lines will be needed for emergency communications.
- Please do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles.
- Listen to your radio or television (See CLOSINGS/DELAYS) for information and instructions for transporting students during or after an emergency.
FOOD & NUTRITION SERVICES

ELEMENTARY PARENT/GUARDIAN CAFETERIA VISITS
Elementary parents/guardians are welcome to join their child occasionally for lunch. Please call your school’s office in advance, so seating arrangements can be made. If interested in purchasing an adult school lunch, please notify the kitchen manager by 10 AM, cash or check will be accepted, parents/guardians cannot use a student account.

BEVERAGES AND FOOD
Drinking water shall be available and accessible to students throughout the day. Students shall have access to handwashing or sanitizing before meals and snacks. With the exception of water in clear containers, all food and beverages are to be consumed in the cafeteria or in designated areas.

STUDENT FOOD ALLERGIES
Please work with your child’s school nurse, cafeteria manager, and teachers to develop a plan for any food allergy concerns. Please see School Board Policy 209.1 for more information.

HIGH SCHOOL CAFÉ
Food and beverages will be available for purchase throughout the day in the café outside of the high school media center. Food and beverages purchased from the café may be eaten in the café, student lounge, media center tiled area, or cafeteria.

Students should not bring food or beverages into classrooms or other parts of the high school building. Purchasing items between classes is not an acceptable excuse for being late to class and visiting the café during class should be done with the permission of the teacher.

CAFETERIA PROCEDURES
Eating in the cafeteria is a privilege and not a right. Students will be removed from the cafeteria if they fail to follow all rules, procedures and expectations.

- Enter cafeteria through designated doors.
- Use of student ID cards will greatly speed up the lunch process. Have your card ready to swipe.
- Follow all established procedures. Respectfully cooperate with the cafeteria monitors.
- Clear table when finished eating.
- Food and beverages are not to be taken out of the cafeteria. Carried lunches are to be eaten in the cafeteria. Students may not bring soda or highly caffeinated power drinks.
- Outside food orders are not allowed to be delivered to school.
- For further information, please refer to School Board Policy 808.

PATIO AREA - HIGH SCHOOL ONLY
The patio area may be used during lunch periods when approved by the administration. No food or drink outside on patio area. Outside food orders are not allowed to be delivered to school. A microwave oven is available for student use in the cafeteria. At the discretion of cafeteria monitors and/or administration, students may be assigned seating in the cafeteria.

SCHOOL BREAKFAST/LUNCH
The Ephrata Area School District Food Service Department uses a computerized debit card system. Parents will receive a letter explaining the operation of the debit system. The bottom portion of the letter may be completed and mailed to or dropped off at the child’s building along with a check or cash to be deposited into their account (Check made payable to EASD Food Service Fund). Cash/check deposits should be placed into the buildings designated food service
mailbox. Student deposits need to be received by the individual building Kitchen Manager by 9:00 AM for same day lunch or for the next day breakfast purchase.

Parents may also deposit money online as well as view their student’s purchases via www.K12paymentcenter.com at any time. It is free to set up the account and view purchases as well as set an email reminder for low balances through K12paymentcenter; there is a fee to deposit money online.

By making a prepayment, you will no longer need to supply your child with cash each morning and you can be sure that the money in their account will be used to purchase food. All students are encouraged to make prepayments for meals and/or a la carte items. However, if you prefer that your child pay for their purchases in the cafeteria on a daily basis, cash will still be accepted.

Milk is also available for purchase for $0.60 by students who pack their lunch or desire to purchase extra milk with their lunch. This extra amount will need to be factored into the deposit for each account.

Additional information can be found on the district website under Food & Nutrition Services as well as School Board Policy 808.

### 2020-2021 – Meal Costs

<table>
<thead>
<tr>
<th></th>
<th>Elementary (Grades 1-4)</th>
<th>Intermediate &amp; Middle School (Grades 5-8)</th>
<th>High School (Grades 9-12)</th>
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<td>$1.55</td>
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<td>$0</td>
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<tr>
<td>Lunch – Reduced</td>
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<td>40¢</td>
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</tbody>
</table>

### FREE/REDUCED PRICE SCHOOL MEALS

The district shall provide free and reduced-price school meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program. When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student’s parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians when applying for free/reduced price school meal benefits.

To apply for free or reduced priced breakfast & lunch meals for your child, apply online at www.schoolcafe.com. Only one application needs to be completed for all children in your household and everyone in your household must be listed. If your circumstances change throughout the school year or you were denied, you may apply or reapply at any time and as many times as you choose. If you qualify, your children are eligible to receive BOTH BREAKFAST AND LUNCH.

### CHARGE POLICY / NEGATIVE ACCOUNT BALANCE

Students who go into the negative (owe money) will not be able to purchase any a la carte items using their account, which includes milk, until their account has a positive balance. Emails and phone calls to negative balance accounts will be sent twice/week (Tuesdays & Thursdays) for all accounts in the negative. When funds are received, the lunches owed will be immediately deducted. As a courtesy, emails and phone calls will also be sent once/week (Tuesdays) when
accounts fall below $10.00. **HIGH SCHOOL ONLY** - Any student with negative balance will be placed on the obligation list.

Additional information can be found on the district website under Food & Nutrition Services.

**FUNDRAISING**

All fundraising events must be approved by the administration.

**HEALTH SERVICES**

All Ephrata Area School District building have the services of a Certified School Nurse and/or Health Room Nurse, available during school hours to handle illness and injury that occur while the student is in school and to support student learning by coordinating state mandated health programs. The Health Room is not a clinic but does provide basic first aid, and acetaminophen, ibuprofen, antacids, cough drops and Benadryl per standing orders and only with parent permission. Students may not carry medication in school.

Students must have signed permission from the teacher before going to the Health Room. All students must sign into the Health Room on arrival. Students sent home by the nurse will sign out in the nurse’s office. **No student is permitted to use her/his cell phone to contact parents/guardians when sick. All contact will be made by the nurse.**

**STANDING ORDERS FROM SCHOOL PHYSICIANS**

The following medications are permitted to be used per school doctors’ orders. Parents/Guardians provide permission for standing order medications at the beginning of the school year when completing the annual health update form.

1. Benadryl for allergic reaction
2. Acetaminophen (Tylenol) under these guidelines: child is not allergic, no medical contraindications.
3. Caladryl Clear for poison ivy/itchy bug bites
4. Bacitracin ointment for use on wounds that occur under dirty conditions (i.e. abrasions from fall on macadam) with no medical contraindications.
5. Cough drops
6. Antacid tablets for upset stomachs
7. Ibuprofen (Advil) for pain – ONLY given 5-12th grade

**FIRST AID**

In case of accidents on school grounds, first-aid will be administered by school personnel. If further treatment is necessary, parents/guardians will be notified. If the parent/guardian cannot be notified, the child will be taken to the WellSpan Ephrata Community Hospital. **The school may only treat injuries that happen at school or on the way to school.**

**HEAD LICE INFORMATION**

At different times of the year, head lice are found among our student population. Anyone can get lice. Having lice is not a disgrace but informing the school that lice have been found is an important step in helping to control the problem. Lice are grayish-white insects that crawl on or near the scalp. They are one-eighth to one-fourth inch in length. The eggs or nits are teardrop-shaped and are firmly attached to the hairs, usually within one-half inch of the scalp. They do not flick off, and therefore, can be distinguished from dandruff. **Notify the Health Room if you find lice or nits, and we will be able to advise you on how to treat it. If you choose, you may notify your doctor.**
MEDICATION – OVER THE COUNTER & PRESCRIBED MEDICATION
Students should take prescribed medication at home. If this is not possible, the following guidelines should be used regarding students taking medication while at school. This also includes all over-the-counter medicines (cough drops, Advil, lozenges, and over-the-counter cough syrup).

1. All over-the-counter medication and prescription medication must be brought to the nurse. These medications must be accompanied by the doctor’s order and signed parental permission.
2. Parents or guardians should notify the nurse in writing that the student is to receive the prescribed medication and give their written permission for the student to take the medication.
3. Parents or guardians should provide a copy of written orders from the physician that includes identification of the medication and directions for giving it. Students will not be allowed to take medication during the school day unless the school has a copy of the written order or the appropriate prescription bottle with orders on it.
4. The parent/guardian or student will be responsible for informing the nurse or teacher and the student will be responsible for taking the medication.
5. The Permission form for Prescription and Over-The-Counter Medications can be found in the health services section of the district website.
6. All medication must be in the original labeled container. Medications in plastic bags or containers other than their original container are NOT acceptable.
7. **Elementary & Intermediate Students - Medication must be brought to the health room by a parent/guardian or responsible adult.** If this is not possible, please instruct your child to bring medication directly to the school office. Remind your child that under no circumstances should he/she show or pass around medication to other students.
8. **Middle School & High School Students - Medication must be brought to the health room by the student.** Remind your child that under no circumstances should he/she show or pass around medication to other students.
9. Special arrangements may be made with the school health services staff to keep a small supply of prescribed medication at school which the student needs to take on a long-term basis or needs to take only occasionally (medications for migraines, certain allergies, bee stings, etc.)
10. Naloxone (Narcan) nasal spray will be available for administration by trained nurses to secondary students who are presenting symptoms of suspected opioid drug overdose. When administered during an overdose, naloxone blocks the effects of opioids on the brain and restores breathing within two to eight minutes. Students are encouraged to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided.
11. Epinephrine will be administered to students exhibiting symptoms of an anaphylactic reaction to an unknown allergen. Students with known severe allergic reactions requiring the use of epinephrine must provide their own epinephrine to the nurse. Contact the school nurse if you have questions concerning these emergency medications.

The nurse will assist the student in establishing a routine to meet his/her needs.

MEDICATION – INHALERS, DIABETES SUPPLIES & LIFE-THREATENING MEDICATION
Families of students who need to self-administer life-saving medications and possess the medications during the school day (i.e. asthma inhaler, epinephrine auto-injector) should work with the school nurse and refer to School Board Policy 210.1 for more information.

**Inhalers, Diabetes supplies and life-threatening allergy medication (Epi-pens) may be carried by a student only if the following conditions are met:**
1. A written statement from the physician stating the name of the drug prescribed, dose, times medication is to be taken, reason medication is needed, side effects of the medication and emergency response. The physician must also state that the child can properly self-administer the medication and the child can carry the medication in school.

2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. The student shall notify the school nurse immediately following each use of the medication.

The Permission to Carry Inhalers, Diabetes Supplies and Emergency Medication form can be found in the health services section of the district website.

**IMMUNIZATIONS**

All students in any grade must show proof of immunization before they can attend school. Immunizations must be completed by the first day of school. If the immunization cannot be completed, the parent/guardian must provide a completed medical certificate signed by their health care provider within the first 5 days of school. Students without a completed medical certificate will be excluded from school on the 6th day of school. A complete list of the required immunizations and a list of immunization clinics can be located on the health services section of the district website. Please contact the school nurse servicing your building with any questions.

**PUPIL’S PERSONAL HEALTH**

If your family physician has placed limited activities on your child because of physical disability, he/she must send a written notice to the school stating the limits of your child’s participation.

School law mandates that children who have Impetigo, Pinkeye, Scabies and Ringworm be excluded from school. Students must have a doctor’s excuse to be readmitted to school after completing 24 hours of treatment. No child shall be readmitted until the nurse is satisfied that the condition is not communicable or until the child presents a physician note that the student has been treated or cleared to return to school.

To protect your child’s health and that of other classmates, we ask that your child be kept home if he/she has any of the following symptoms:

- Fever (temperature over 100 degrees) in past 48 hours
- An acute cold/persistent cough
- Pink eye
- Swollen glands or sore throat
- Skin rashes or sores
- General signs of illness, such as vomiting or diarrhea in past 24 hours, earache, or headache.

**SEVERE ALLERGIC GUIDELINES**

A student known to have severe allergic reactions requiring the use of epinephrine must provide their own their epinephrine, with the doctor's orders, at school for prompt administration. Special arrangements for students known to have a severe allergic reaction must be made with the school nurse prior to field trips. All other students will be given diphenhydramine (Benadryl) according to the District doctor’s "standing orders". Any parent/guardian who does NOT want his/her child to receive diphenhydramine (Benadryl) must send that request in writing to the nurse. Epinephrine will be administered to students exhibiting symptoms of an anaphylactic
reaction to an unknown allergen. Parents/Guardians with students who require any other treatments should contact the nurse servicing their child’s school.

SCREENINGS / EXAMINATIONS

1. DENTAL
Dental Examinations are required for every child, upon first entry into school at kindergarten or first grade, again in third grade and again in seventh grade. This exam is offered free of charge by the school dentist. You have the option of having your family dentist complete the examination at your expense and submit the results to the school nurse on the school form. A dental form can be obtained from the health services section of the district website. Students who do not return a completed dental form by October 30th will be scheduled with the school dentist when their services are provided in each building. Dental Health Education Programs are presented to students in kindergarten and first grade during the school year.

2. MEDICAL
Medical Examinations are mandated for every child upon first entry into school at kindergarten or first grade, again in sixth grade and again in eleventh grade. This examination may be completed by your family physician at your own expense and the results returned to the school nurse on a form provided by the school. Those students who do not return a completed physical exam form by October 30th will be scheduled with the school physician when their services are provided in each building. This applies to all kindergarten, first grade, and transfer students without a recorded physical. Parents will be informed of the scheduled time of their child's examination and you are welcome to be present during the school examination. Forms for physical exams can be found on the District Website under Health Services.

3. OTHER SCREENINGS / EXAMINATIONS
Each child will be screened annually for height, weight, and vision. An audiometric hearing screening is performed on all students in kindergarten through grade three in the fall.

SUNSCREEN POLICY
In October of 2018, the PA School Code was amended to include sun protection measures for students. Section 1414.10 (2) of the PA School Code allows for the use of a non-aerosol topical sunscreen product by students in school if:
1. The product is approved by the Food and Drug Administration,
2. The parent/guardian must submit a form allowing the student to use the topical sunscreen, and
3. The student must submit a form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

Sunscreens are not permitted to be carried or applied by students at school without parent permission. If you would like to grant your child permission to carry and apply non-aerosol topical sunscreen at school, for this school year, please complete and sign the form. Your child should also sign the form, acknowledging that they are able to self-apply and may not share their sunscreen with other students. The form will be kept in the School Nurse’s Office for the current school year.

The school may rescind or restrict the use of the sunscreen if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product
guarded from another students’ use. The school provides written notice to the parent/guardian if they rescind or restrict the use of the sunscreen.

The sunscreen permission form can be found here.

INSURANCE FOR STUDENTS
Each year pupils have an opportunity to participate in a student insurance program. This insurance covers all accidents incurred while attending school or traveling to and from school. This program is voluntary and enrollment is only open during the second week of school.

NON-SCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS
The EASD prohibits the use of students and staff members for advertising, promoting, and fundraising for non-school organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to non-school organizations, groups or individuals.

OPERATIONS

REGULAR SCHOOL HOURS
Elementary School:
- The instructional day is
  - 9:00 AM – 3:40 PM for Grades 1-4
  - 9:00 AM – 11:55 AM for AM Kindergarten
  - 12:40 PM – 3:40 PM for PM Kindergarten
- All building doors open at 8:45 AM.
- PM Kindergarten doors open at 12:40 PM.

Intermediate School:
- The instructional day is 8:55 AM – 3:45 PM.
- All building doors open at 8:45 AM.

Middle School:
- The instructional day is 8:05 AM – 2:55 PM.
- All building doors open at 7:50 AM.

High School:
- The instructional day is 8:10 AM – 3:00 PM.
- All building doors open at 7:55 AM.

EARLY DISMISSAL HOURS
- On scheduled early dismissal days, lunch will be served to students before dismissal (except kindergarten).
- Afterschool care will not be provided by the district.
  - High School 8:10 – 12:00
  - Middle School 8:05 – 11:55
  - Intermediate School 8:55 – 12:45
  - Elementary School 9:00 – 12:40
  - AM Kindergarten Session 9:00 – 10:25
  - PM Kindergarten Session 11:10 – 12:40
2-HOUR DELAY SCHEDULE FOR INCLIMENT WEATHER

- Late Start times are as follows
  - High School: 10:10 – 3:00
  - Middle School: 10:05 – 2:55
  - Intermediate School: 10:55 – 3:45
  - Elementary School: 11:00 – 3:40
  - AM Kindergarten Session: 11:00 – 12:55
  - PM Kindergarten Session: 1:40 – 3:40

BEFORE AND AFTER SCHOOL PROCEDURES
There is no outside supervision of students prior to the doors opening. Children are expected to walk directly home from school at dismissal, if they do not ride a bus. Take time to review with him/her where you intend to park if you are picking up your child. Do not park in bus or yellow zones. Parents/Guardians are responsible to direct notes to the school about changes in after school arrangements. Phone calls cannot be received in this regard except in weather related or exceptional circumstances.

STUDENT SUPPORT SERVICES

GUIDANCE SERVICES
Every building is staffed with a certified guidance counselor and/or school psychologist. These professionals are available to consult with students, teachers, and parents about social, emotional, and academic needs. The EASD guidance department operates under a comprehensive model, utilizing a proactive approach. Referrals can be initiated by contacting your school.

STUDENT SERVICES
Each building maintains a team to support and assist teachers to address academic, behavior, and attendance concerns. This process is available for teacher/parent recommendations if you feel your child is having difficulty with his/her academic or behavior processes.

HOMEBOUND INSTRUCTION
Instruction by a qualified teacher may be provided by the school district for pupils who are sick or injured and will be absent for an extended period. This teacher will come into the child's home or hospital room and provide the same work as was done in the classroom. When this service is needed, please contact the building principal.

HOME AND SCHOOL VISITORS
The Ephrata Area School District employs home and school visitors who work with families and the school to provide assistance in accessing various community services. They are also involved in the monitoring of attendance and the development of a School Attendance Improvement Plan (SAIP) to improve school attendance.

LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS
The district shall provide an appropriate planned instruction program for identified students whose dominant language is not English. Students who have limited English proficiency (LEP) will be identified, assessed, and provided instruction, and shall be provided an equal opportunity to achieve their maximum potential in educational programs and extracurricular activities. Please see School Board Policy 138 for more information.
PSYCHOLOGICAL SERVICES
School psychologist services are available in the Ephrata Area School District. The services include consultation with school personnel, parents, and students; evaluation of individual students, which requires written parental permission; and appropriate referral for counseling or additional evaluation when necessary. Conferences with a psychologist or requests for psychological evaluation may be arranged through the building principals.

SPECIAL EDUCATION
The district shall offer each student with a disability education programs and services that appropriately meet the student’s needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district’s general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities. Specialized Services are available for all students through Intermediate Unit #13. Information can be obtained through the school counselor.

STUDENT ASSISTANCE PROGRAM
The Student Assistance Program (SAP) is a multi-disciplinary team composed of school personnel who have been specially trained to help identify student issues including alcohol, drug, mental health, and behavioral concerns that could pose a barrier to a student’s learning and school success. The primary goal of SAP is to help students overcome these barriers in order for them to achieve, remain in school, and advance.

SAP Participation
Parent/guardian involvement in all phases of the SAP process strengthens the parent’s role and responsibility in the decision-making process. Students’ participation in the SAP process is voluntary. All information regarding a student’s involvement in the program is confidential and maintained in the best interest of the student.

Who is referred to SAP?
Students can be referred to SAP for many reasons including:
- Violating the district’s controlled substance policy
- Exhibiting signs of emotional problems (including risk of suicide)
- Behavioral concerns
- A drop-in school performance

Student Assistance Program Team Members
The EASD SAP team is comprised of a consultant from PA Counseling Services, a Home School Visitor, School Psychologist, Teachers, School Nurse, School Counselors and a Principal/Assistant Principal.

STUDENTS EXPERIENCING HOMELESSNESS
Tough Times Affect Everyone
Homelessness, high mobility, and extreme poverty place children at even greater risk for educational challenges. If your family lives in any of the following situations, your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.
- Doubled up with friends or relatives because you cannot find or afford housing due to economic hardship or a similar reason
- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations

Your children have the right to go to school, no matter where you live or how long you have lived there. They may continue in the school they attended before you became homeless if that is feasible, or they may attend school in the district in which you are temporarily staying if that is your choice. Your children also have other rights that can be explained to you by contacting the Ephrata Area School District Homeless Liaison, Dr. Jacy Clugston Hess at (717) 721-1513. You may also contact the National Center for Homeless Education toll-free at (800) 308-2145 for more information.

**SAFETY**

**THREAT ASSESSMENT TEAM**

*Based on the PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY SCHOOL SAFETY AND SECURITY COMMITTEE*

*Model K-12 Threat Assessment Procedures and Guidelines (Issued December 2019)*

Ephrata Area School District wants to assure parents and guardians our dedication to safety of its students. The district will always take any type of threat seriously. The district and local police departments work in together with full cooperation. The Threat Assessment Team was created to assist parents, guardians, students, and staff to better understand how EASD responds to threats.

EASD finds out about potential concerns/threats through multiple methods. Our Safety/Security Reporting Systems include:

a. Students, Parents, the Community and Staff are encouraged to report concerning information to building principals or school counselors
b. Anonymous tips to Tip 411 – Safe Schools @ easdpa.org
c. Anonymous text Ephrata or 847411 (tip411)
d. SAF2SAY website or phone (1-844-723-2720)
e. Through Gaggle: EASD technology monitoring system

The team is comprised of staff members throughout the district (K-12) specifically: School Counselors, Principals, School Resource Officer, School Nurse, Coordinator of Student Services, Home and School Visitors, and EASD Behavior Specialist.

The purpose of the Threat Assessment Team is to

1. Meet on a regular basis (minimum of 4 times a year)
2. Create and Promote a Positive and a Safe School Climate
   f. Website
g. Yearly Outreach to Students, Staff, and Parents
3. Create and update a process to analyze individual threats/risks of potential violence, gathering information, assess and manage situation
4. Inquire/Ask Questions and gather additional relevant information about the person and situation.
5. Assess the person/situation who is at risk, based on the totality of information that is reasonably available to determine whether the person or situation poses a threat of violence or harm to others and/or self.
6. Manage the threat by implementing an intervention, supervision, and/or monitoring plan to prevent harm where possible and to reduce/mitigate impact of the situation.
7. Consider/Discuss/Understand School Board policies and procedures related to safety and security.
8. Promote Equity, Continuous Improvement, and Sustainability

SAFETY DRILLS
The Ephrata Area School District has plans in effect for major emergency situations. In addition to regular monthly evacuation drills, we will hold a tornado/severe weather drill, and periodic lock down drills as a part of our emergency and safety plans. Additionally, each building has identified evacuation sites for emergency use. These drills are designed to better prepare us for many different emergency situations. Please know that our staff will speak to your children in a reassuring manner about all such emergencies and the procedures to be taken. It is very important that we let our children know that school is a safe place for them to learn. Students are expected to actively participate in drills and there may be disciplinary consequences for refusals.

Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedures. Your cooperation is asked in any emergency:
- Please do not telephone the school. Telephone lines will be needed for emergency communications.
- Please do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles.
- Listen to your radio or television (See CLOSINGS/DELAYS) for information and instructions for transporting students during or after an emergency.
- SchoolMessenger will be used in case of emergencies to provide information to all families. Your telephone numbers on the Student Verification Form will be used for the SchoolMessenger messages, unless you request a different number.

BUILDING SECURITY
Once the school day has begun, all doors will be secured. All parents, guardians and visitors must use the designated main entrance and report to the main office for each building. Parents who pick-up their student after school must remain in the area designated at each building site. All visitors will be asked to show a drivers' license or acceptable photo identification must obtain and wear an identification badge. The badge must be returned to the office upon departure.
- All entrances to the building will be locked during school hours.
- Access to the building will be through an intercom system at the door near the main office.
- Visitors must register at the school office.
- Students may not exit the building to pass between classes.

BACKPACKS, DRAWSTRING BAGS, and/or BOOK BAGS
- Use of backpacks, drawstring bags, and/or book bags during the school day is not permitted.
- Backpacks may be used to bring books to school but must be placed in student’s assigned locker prior to homeroom or assigned place in the classroom.
- Students who do not cooperate with this procedure may be subject to disciplinary action.
- The administration has the final decision on what is considered a backpack/drawstring bag/book bag.
- Ephrata High School recognizes the need for some students (seniors, CTC, etc.) to carry backpacks/bookbags during the school day. While “cinch-sack” bags are highly encouraged due to space in the classroom, students are allowed to carry backpacks/bookbags. (exception: Bookbags/backpacks are not allowed in the food court) The use of backpacks/bookbags are subject to all district and school policies. Teachers may have conversations with their classes regarding the functionality of having too many backpacks/bookbags in their classroom.
SECURITY AND SAFETY SEARCH
- School administrators have the authority to require students or other persons under their jurisdiction to submit to a thorough search of shoes, clothing, handbags, wallets, lockers, backpacks and vehicles.
- School administrators shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities or disposal.
- Searches shall be conducted with an appropriate witness, which may be the student’s parent, staff member, or police representative.
- While not routine, random canine “sniffs” of the area surrounding student lockers are possible at any time throughout the school year.

INTEGRATED PEST MANAGEMENT
For information about the Ephrata Area School District’s pesticide policy and procedure, please see School Board Policy 716, or contact the Director of Maintenance during normal business hours.

STUDENT CODE OF CONDUCT/DISCIPLINE

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES
The policy of the EASD is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. All district programs and practices are free from discrimination against all qualified students with disabilities. The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education. School Board Policies 103 and 103.1.

BULLYING
Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in the school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of substantially interfering with a student’s education, creates a threatening environment, or substantially disrupts the orderly operation of the school. This includes cyberbullying.

Students are encouraged to report any and all possible bullying situations to a teacher, counselor, or administrator immediately. Students reporting bullying will be asked to fill out a confidential incident report (In the instances of electronic bullying students are encouraged to take a screen shot and/or print out all important information). All complaints of bullying will be promptly and thoroughly investigated. All students will be afforded due process in all bullying matters.
*See the Ephrata Area School District Code of Conduct and School Board Policy 249.

HARASSMENT
Harassment of a staff member or another student with the intent to annoy or alarm that person will not be tolerated. Violations will result in administrative action and/or police involvement.

Sexual harassment is unwelcome sexual attention in the school, which has a negative impact on the victim’s work environment or sexual orientation. Sexual harassment as defined in the Ephrata Area School District Policy shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
Any student who wishes to lodge a harassment complaint should contact the appropriate principal, assistant principal or guidance counselor immediately following the alleged incident. Do not wait to report an incident. All harassment complaints will be thoroughly investigated. The right of confidentiality of all parties will be respected consistent with the ability to investigate the allegation of misconduct. The filing of false accusations of harassment is also a very serious offense and could result in suspension or recommendation for expulsion.

STUDENT DISCIPLINE
All schools in the district use a School Wide Positive Behavior System to develop good citizens, teach behavior expectations, and model the positive dispositions of the Life Ready Graduate Profile. The District Student Code of Conduct serves as a guideline of behavioral expectations and consequences for students. The district applies their expectations and dispositions in a developmentally appropriate manner depending on the age level of the student. The building administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as they consider necessary. For more specific information on student discipline, please refer to the Student Code of Conduct and the individual grade level sections of this handbook.

See the Ephrata Area School Student District Code of Conduct.

TECHNOLOGY

Technology Use
The EASD declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive, or display on or over the district's Internet, computers, or network resources, including personal files or any use of the district's Internet, computers, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor files server space utilization by District users; or deny access to prevent unauthorized, inappropriate, or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. School Board Policy 815.

Internet access for EASD students is for curricular and school-related uses. All students must follow the acceptable use policy adopted by the Board of Education. Students will sign a Student Network Acceptable Use Agreement form for their compliance with all acceptable use policy guidelines at the start of each school year, or upon enrollment in the District. While the school has taken precautions to ensure the educational use of the Internet, it is impossible to control access to all materials and a user with devious intentions may locate inappropriate materials. Each student is assigned a unique ID number to access the Internet. Students may not share this number with another student and the use of VPN software is prohibited.

Consequences for students who violate this policy may include but not limited to:
- Changing the student’s password
- Confiscation of the student’s computer to remove any banned programs
- Detention, Saturday Detention, In-School Suspension
- Internet privileges revoked for a period of time

See the Ephrata Area School Student District Code of Conduct.
ELECTRONIC DEVICES
Electronic devices are permitted for student use according to School Board Policy 237. Laser pointers, telephone paging devices/beepers are prohibited. Please see School Board Policy 237 for medical exceptions. The EASD is not liable for loss or theft of personal devices.

TRANSPORTATION

BUS STOP GUIDELINES
- Be on time at the designated bus stop at least 5 minutes prior to assigned time.
- Respect the property rights of people who reside at or near your bus stop.
- Respect the school bus danger zone, a 10-foot wide area surrounding the bus on all sides.
- When waiting to board, remain far enough away from the bus that you can clearly see the driver’s face.
- When you are sure the driver has seen you, and the bus has come to a complete stop, approach the bus in a single line without running or pushing.
- When it is necessary to cross the street to board the bus, wait for the driver to signal that it is safe for you to cross and walk far enough away from the bus so that you can see the driver’s face (minimum of 10 feet).

BOARDING THE SCHOOL BUS
- Enter the bus in an orderly manner and take your seat. Bus drivers will assign seats. Do not get into private vehicles with strangers. SPECIAL NOTE:
  - High School and Middle School students are required to board their assigned bus home at their school building.
  - Middle school students are NOT permitted to walk to the high school and high school students are NOT permitted to walk to the middle school to get their buses home without obtaining written administrative permission.

HOW LONG SHOULD I WAIT FOR THE SCHOOL BUS TO ARRIVE?
Students must be at the bus stop at least five (5) minutes before the scheduled bus arrival time. If the school bus does not arrive at the bus stop on time due to mechanical failure, road or weather conditions; the pupil is expected to wait a reasonable length of time (at least ½ hour in inclement weather) before returning to his or her home.
- Whether the school bus is on time or late, students are to be visible to the driver and are to be prepared to board the bus.

WHO IS AUTHORIZED TO RIDE THE SCHOOL BUS?
- Eligible students are permitted on the school bus
- Walkers may NOT ride the school buses.
- Teachers, school officials, or a parent may be permitted to ride with prior approval from the Transportation Office

EXITING THE SCHOOL BUS
- Exit only at your school or designated bus stop.
- When leaving the bus, immediately step far enough away from the school bus “danger zone” (a 10-foot wide are surrounding the bus on all sides) so the bus driver can see you. All students departing from the bus that live on the opposite side of the road are to cross the road at least 10 feet in front of the bus, and only when the driver signals that it is all clear. The red lights on the school bus should be flashing.
• Never chase a bus after it has pulled away from the bus stop. The bus driver cannot see you. After exiting the bus, do not return to the vehicle to pick up anything you left behind. Go directly home.

IN CASE OF SCHOOL BUS ACCIDENT
• In the event of an accident involving a bus traveling to or from school, injured students will be transported to a medical facility based on recognized emergency medical services protocol.
• Arrangements will be made to transport the uninjured students to their appropriate school buildings.
• As confirmed information is received, parents will be notified immediately. Parents will be asked to contact the individual buildings to leave their name and the telephone number where they can be reached.

WHAT IF I MISS MY SCHOOL BUS TO GO HOME?
• If you miss your designated school bus to go home, DO NOT try to catch up with the school bus.
• Return to your building and make arrangements with the building administrator to obtain written permission from the office to board their bus at another building.

WHERE DO I DIRECT MY CONCERNS ABOUT TRANSPORTATION?
• Parent(s) are directed to contact the school building administrator if problems should arise concerning behavior or discipline of students being transported by Ephrata Area School District.
• Parent(s) are NOT to confront the bus driver regarding the problem or attempt to board a vehicle while it is transporting district students. Building administration will work cooperatively with the parent(s), student(s), bus driver, bus contractor, and the district transportation representative in an attempt to resolve the problem.
• The building administrator will decide in each case whether punishment is necessary and, when it is necessary, and administer the appropriate punishment.

HOW DO I GET PERMISSION TO RIDE ANOTHER SCHOOL BUS?
• Walkers may NOT ride the school bus without written permission from an administrator. Parents must provide a handwritten note for student to ride a different school bus.
• Permission will be granted on case-by-case basis

VIDEO CAMERAS ON SCHOOL BUS
• All school buses contracted or operated by the Ephrata Area School District will be monitored for student behavior by means of video cameras that will be activated whenever the bus is in operation. The use of the surveillance system, visual and audio on school buses, is intended to promote safety and to discourage student misconduct while they are being transported.

SCHOOL BUS DISCIPLINE
The administration considers the school bus an extension of the school classroom, and maintains the objective of securing the desirable behavior on the part of all students riding the school bus.
• Although the prime responsibility for dealing with student conduct rests with the administrator of the school, the school bus driver is responsible for the health, safety and welfare of each passenger while in transit.
• The school bus driver has the same type of responsibility as the classroom teacher and has full authority over the occupants on the bus.
SCHOOL BUS RULES
1. Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.
2. The school bus is an extension of the school; all school rules apply. Observe regular classroom conduct and follow the bus driver’s instructions.
3. Remain in your assigned seat at times and face forward.
4. Do not change seats at bus stops.
5. Keep your hands, head and feet inside the bus at all times.
6. Loud talking, laughter and other similar conduct can distract the driver’s attention and may result in a serious accident.
7. Keep the aisle clear.
8. Do not throw anything in the bus or out of the bus window.
9. Be courteous to fellow students and the bus driver. When the bus driver gives you directions, follow them.
10. Treat bus equipment with respect. Damage to seats, windows, etc. will result in disciplinary actions. Students/parents will be held financially responsible for damage caused by students.
11. Parents will be informed of their child’s misbehavior when they are referred to the school for discipline.

SCHOOL BUS BEHAVIOR AND CONSEQUENCES
Level I Infractions
- Profane language
- Insulting the bus driver
- Eating or drinking
- Opening windows against the driver’s orders
- Arms or heads out of the windows
- Refusing to identify him or herself to the driver
- Yelling/screaming/shouting
- Littering on the bus
- Not following the bus driver’s directions
- Other offenses deemed by the principal to merit the following consequences:
  - First Offense – Warning and/or administrative consequences and/or suspension of riding privilege.
  - Second Offense – Suspension of riding privilege from 1 (min) to 5 (max) days
  - Third Offense – Suspension of riding privilege from 5 (min) to 15 (max) days

Level II Infractions
- Repeated Level I infractions
- Fighting
- Pushing, shoving, or tripping another student
- Smoking/Vaping
- Damaging the bus
- Throwing objects in the bus
- Throwing objects out of windows
- Opening exit doors
- Other offenses deemed by the principal to merit the following consequences. Consequences:
  - First Offense – Suspension of riding privilege for minimum of three (3) days
  - Second Offense – Suspension of riding privilege for minimum of thirty (30) days and case will be reviewed after ten (10) days
Third Offense – Suspension of riding privilege for remainder of the year and review of case after thirty (30) school days

Level III Infractions
- Repeated Level I or Level II infractions
- Hitting or pushing the bus driver
- Throwing objects at the bus driver when he or she is on or off the bus
- Other offenses deemed by the principal to merit the following consequences.
  Consequences:
  - Immediate suspension of riding privilege and review of case after thirty (30) days

VALUABLES

- Students assume responsibility for all valuables brought to school so it is better to leave them at home.
- The school is not responsible for the loss of personal property or school property assigned to students.
- Lost and found items will be kept in the office. Unclaimed items are donated to a local clothing bank periodically.

LOCKERS

Lockers (hall and gym) are the property of the school and are loaned to the students. Thus, school officials may search student lockers if the building administrator(s) has a reasonable belief that a student’s locker contains an article which is in violation of federal, state, or local law, school policies or regulations, or for sanitary/housekeeping reasons. These searches may include the use of canine units. Any illegal materials found as a result of a search may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

- Students are required to use their assigned locker. Do not share lockers.
- Students should not use the shelves throughout the building or other areas for personal items.
- Students are responsible for keeping their lockers clean and orderly. Do not store food/drink in your locker. This could lead to problems with bugs/insects.
- NO adhesive tape of any kind may be used on lockers. Students may not put stickers/bumper stickers on their lockers. All items on lockers must be teacher/administrator approved.
- All lockers are school property and are subject to search by administrators at any time.
- The school is not responsible for lost or stolen property. Lock your locker. Do not pre-set your locker.
- Any deliberate tampering or damaging of school lockers requiring repair will result in a maintenance service charge to the student, possible suspension, and/or police involvement.
- Students are not permitted to secure their locker with a lock they bring from home.

VOLUNTEER INFORMATION

School volunteers make valuable contributions to the educational program. The use of school volunteers is endorsed by the School Board (School Board Policy 916), subject to legal requirements and administrative procedures. Please consult the Volunteers section of the Community Resource tab on the EASD website.
VISITORS

Our schools welcome and encourage visitors to participate and enhance our buildings and programs. Prior to making a visit, please make sure you work with your child’s teacher and principal to make arrangements. Please see School Board Policy 907 for more information.
Student Code of Conduct
Student Code of Conduct

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INTRODUCTION

This Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the school District regarding student behavior. The School Board also has other policies governing students, and those policies are available in each school office and on the District website at www.easdpa.org.

This Code applies to every student who is under the authority of the Ephrata Area School District.

The Code is in effect on school property, at school-sponsored events, at school bus stops, and on school buses. Students may also be subject to discipline for violation of the Code if their misconduct is connected to activities, incidents, and all field trips that have occurred on property owned or controlled by the Ephrata Area School District (EASD), or if their misconduct is directed at a school official or employee or the property of such official or employee. The principal or designee may take administrative action if student misconduct on the way to or from school has a harmful effect on the health, safety, or welfare of other students.

It is the policy of the EASD that misbehavior of any kind will not be tolerated. In order for instruction to occur in a safe environment, there must be a cooperative relationship between students, parents/guardians, and the school system.

STUDENTS are expected to assume responsibility for their own behavior; be in school and on time every day, if well, and be ready to learn; respect individuals and property; use appropriate, responsible behavior at all times; and help maintain a safe, alcohol-, drug-, and weapon-free environment.

PARENTS/GUARDIANS have a responsibility to encourage their child's career in school by: supporting the schools in requiring their child(ren) to follow all school rules and regulations and to accept responsibility for their willful in-school behavior; sending their children to school clean, appropriately dressed, and in good health; having an active interest in their child's school work and making it possible to complete assigned homework by providing a quiet place and suitable conditions for study; reading all communications from the school, signing, and returning documents promptly when requested; and cooperating with the school in attending conferences and sharing information with school personnel.

The SCHOOL SYSTEM is expected to provide and maintain a safe atmosphere, which will encourage positive behavior and high achievement; provide courses of study, programs, and activities to meet the needs of all students; show respect for all individuals by treating them fairly and impartially; encourage open communication among students, parents/guardians, community agencies, and school personnel; discipline any student under its supervision, subject to limitations of the law and District policies; and treat parents and other members of the public with courtesy and respect.

STUDENTS WITH DISABILITIES

For discipline procedures for students with disabilities, please refer to the Summary of Procedural Safeguards for Parents of Students with Disabilities.

SECTION ONE

RIGHTS AND RESPONSIBILITIES

Effective learning takes place in an atmosphere where students, parents/guardians, teachers, support staff, and school administrators know the rules for all students and the consequences for students who violate the Code of Student Conduct. This section summarizes the rights of students. With each right comes a responsibility.
Administrators and teachers may develop specific rules and disciplinary practices which supplement this Code but do not conflict with it. If a principal or designee needs to deviate from the range of consequences shown, he/she will write the rationale and place it in the discipline folder.

**Responsibilities**
- To know and observe school rules and procedures which govern student conduct.
- To become familiar with the Code of Student Conduct, school rules, classroom rules, and bus rules.

**Rights**
- To receive a copy and explanation of the rules of student conduct.
- To expect the rules to be enforced fairly and without discrimination.

**PARTICIPATE**
Students have the right to be involved in their education. Age, grade, and maturity are factors which determine the level of involvement. Participation in school activities is part of learning.

**Responsibilities**
- To request participation in academic programs and activities that match with student abilities.
- To cooperate with the teacher and help create a safe environment.
- To cooperate fully and strive to achieve mastery of the basic skills.
- To treat others equitably and fairly.
- To act in a way as to not harass others and to report harassment or discriminatory incidents to school administrators.

**Rights**
- To attend school in a learning environment where all students and adults are treated equitably, without regard to race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, or gender identity. This list is not all inclusive.
- To receive instruction under competent teachers.
- To be safe in public and private are important safeguards.

**COOPERATE**
Students, parents, and school staff should work together to see that these rights are preserved. Students are expected to respect other persons and their property.

**Responsibilities**
- To treat other students, school personnel, and campus visitors with respect.
- To respect others’ property by not damaging or taking it.
- To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.
- To avoid conflict and to report and seek adult help first when conflict arises. Protect him/herself from harm if no other options are available.

**Rights**
- To be treated with respect by other students, school personnel, and campus visitors.
- To expect that student property will be respected by other students and school personnel.
- To have a safe and orderly school.
- To protect yourself and your property against some injury attempted by another.
ATTENDANCE
Achievement is directly attributed to regular school attendance. Parents are responsible for student attendance as defined by Pennsylvania Compulsory School Attendance laws. [PA School Code 1302, 1327, 1329; Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1]

Responsibilities
➢ To attend and be on time to school and classes daily.
➢ To provide the school with an adequate explanation of absences.
➢ To request and complete make-up assignments as required by the school.
➢ To complete make-up work with honesty and integrity.

Rights
➢ To be informed of School Board policies and individual school rules about absences and tardies.
➢ To appeal a decision pertaining to an absence.
➢ To make up work and tests missed due to excused absences within the time required by the school.

Students must be in school unless they have an excused absence for one of the reasons listed below. It is the responsibility of parents/guardians to explain the absence from school in a way acceptable to the principal. When a student returns to school, an excuse card/note or a doctor’s excuse is required. An absence will be unexcused if a completed excuse note is not returned within 3 days of the student’s return to school.

EXCUSED ABSENCES:
➢ Documented appointments with health care professionals.
➢ Documented absence for religious instruction or for religious holidays.
➢ Participation in an academic class or a school-sponsored activity approved by the principal.
➢ Court appearances (a copy of the subpoena is required).

➢ Absences due to other individual circumstances may be excused at the discretion of the principal.
➢ Trips and vacations must be approved in advance. The absence(s) will be excused for a maximum of 8 days per school year.
➢ Additional reasons for excused absences include: Sickness, injury, death in the family, or some other insurmountable condition.
➢ All other absences are considered unexcused.

Excessive absences and/or tardiness will be referred to the school home and school visitor. Together the principal, home and school visitor, and parents/guardians will develop a plan to improve attendance. The principal may require a doctor’s excuse if the child has a record of excessive absences (10 or more absences are considered to be excessive – whether they are lawful or unlawful). If a child is required to have a doctor’s excuse and does not comply, the absence will be considered unlawful. A child who has been unlawfully absent will be sent a First Offense Notice. A child who has been unlawfully absent for 3 days will be sent a Second Offense Notice. A Child who has been unlawfully absent for 6 days will be sent a Third Offense Notice. If another unlawful absence occurs, the parent/guardian is subject to prosecution.

EXPRESSION
Citizens are guaranteed self-expression under the First and Fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare you for responsible self-expression and the free exchange of ideas.

Responsibilities
➢ To recognize the rights of others by expressing oneself in a manner which does not disrupt the process of education, violate school rules, or interfere with the rights, safety, and/or welfare of others.
➢ To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.

Rights
➢ To express one’s viewpoints responsibly without jeopardizing relations with teachers or school.
➢ To print and distribute publications only under the supervision of the principal/designee.

SCHOOL DRESS
Students are expected to dress for school and school activities in a way that contributes to your health and safety, promotes a positive school learning environment, and does not disrupt the events and activities of the school. The principal or designee has the authority to decide if clothing complies with these guidelines.

Clothing must be the appropriate size, not oversized or undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Baggy/saggy pants are not permitted.

Shirts/blouses/dresses must cover midriff, back, and sides at all times, must have straps and/or sleeves, and should be fastened with no visible cleavage or undergarments.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than the student’s extended fingertips when the student’s arms are extended downward naturally at his or her sides. Shoes must be safe and appropriate. Bedroom slippers or shoes with wheels are not permitted.

Outer Garments such as coats, jackets, sweatshirts, sweaters, or other appropriate outer garments may be worn when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size and shall not be overly baggy or violate any other provisions of the dress code.

Students May Not Wear
➢ Clothing that is not properly fastened;
➢ Visible undergarments, sleepwear, or outer garments traditionally designed as undergarments such as boxer shorts or bras;
➢ Garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or, denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion, or gender;
➢ Hats, headgear, or other head coverings inside the school building, except when approved by the principal/designee;
➢ Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry, or arm bands;
➢ Sunglasses inside the school building. Students may wear sunglasses, hats, and other sun-protective wear while outdoors during school hours.
➢ Dress in a way that reveals private body area(s) or undergarments; and
➢ Clothes and accessories that are dangerous to health or safety and are distracting or disruptive.

PRIVACY
Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school need to protect the health, safety, and welfare of all.

Responsibilities
➢ Not to carry or conceal any prohibited material.
➢ To learn how information is gathered, used, and what it means in your school records.
Rights
➢ To have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student has an object or material which is prohibited by law or the School Board.
➢ To expect that schools will keep records safe and private.

STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) is a federal law pertaining to maintenance and disclosure of student records. These requirements and an explanation of parental and guardian rights under this law are addressed in School Board Policy 216.

VIDEOTAPING/PHOTOGRAPHY
Throughout the school year, there are times that students may be videotaped or photographed while participating in a classroom or school event. This will not be used for financial gain or to exploit students in any way.

Cameras are also used in some building corridors and public areas as a means of monitoring student behavior. See School Board Policy - Livestream Video 815.3.

SECTION TWO
PROHIBITIONS AND NOTICES

MISBEHAVIOR
Students are expected to behave appropriately at school. Misbehavior that violates the rights of others, disrupts the school, or interferes with learning is not acceptable.

These include, but are not limited to the following:

- Abusive Language
- Battery
- Cheating
- Computer Misuse
- Disorderly Conduct
- Forgery
- Harassment
- Skipping Class
- Theft
- Unsafe Actions
- Violence
- Robbery
- Tardiness
- Trespassing
- Vandalism

(See Appendix A for discipline guidelines).

Battery or assault against any school personnel by a student is a Level III violation of this Code. If students deliberately and knowingly use force or violence against school personnel, they will be suspended from school, and the principal will recommend that they be expelled.

The school has no tolerance for crimes, violence, weapons, and drugs. Students should report acts that pose a serious threat to school safety whenever and wherever they are under the authority of the Ephrata Area School District. If a student is a victim of a crime at school, he/she has the right to press charges against the offender.

WEAPONS
School Board Policy 218.1
The possession and/or use of weapons or replicas, as defined by board policy, is prohibited on school property, including buses, at school-sponsored activities, and in any vehicle brought onto school property or to a school-sponsored activity. Violation of this prohibition is a serious breach of conduct.

- Firearms/Explosives – Students may not have in their possession, sell, distribute, display, transfer, or use any firearm or explosive, whether operable or inoperable. The penalty is a ten (10) day suspension, and the principal will recommend expulsion.
- If students bring or are in possession of a firearm at school, they may be expelled from school for not less than one year and referred for criminal prosecution.
- Other Weapons - If students possess, sell, distribute, display, or transfer a weapon of any type, other than a firearm or explosive, they will be suspended from school for five (5) to ten (10) days and the principal may
recommend expulsion. Firecrackers, fireworks, and M80s are included in this category.

➢ If students bring a weapon, as defined, into school, they will be expelled from school for not less than one year and referred for criminal prosecution.
➢ If students use a weapon of any type, including pointed or sharp instruments such as ice picks, penknives, or razor blades, they will be suspended from school for ten (10) days, and the principal will recommend expulsion.
➢ If students use as a weapon any article or substance not normally considered a weapon (like rocks, pens, pencils), they will be suspended for ten (10) days, and the principal will recommend expulsion.

ALCOHOL AND DRUGS

School Board Policy 210
The use of Illegal drugs, including synthetic and look-a-like drugs, and the unlawful possession and use of alcohol are wrong and harmful and are violations of this Code. Legal medications, both prescriptions and over the counter, must be handled in compliance with School Board Policy 210.

Students may not possess, sell, transfer, distribute, or use any alcoholic beverage, controlled drugs, hallucinogens, or similar substances on school property, including buses, and at school-sponsored activities. Medication that is specifically prescribed by a licensed physician must be handled in compliance with medication procedures as outlined by the school. Violation of this prohibition is a serious breach of conduct. The school will notify law enforcement officials and the student’s parent(s) or guardian(s).
➢ If students possess, use, or are under the influence of any item listed above, except under the direction of a licensed physician, they will be suspended from school for a period of five (5) to ten (10) days for the first offense, and the principal may recommend that the student be reassigned to an alternative placement or be expelled.
➢ For a second offense, the student will be suspended for ten (10) days, and the principal will consider alternative placement or expulsion. The principal may consider the student’s previous record in other schools and school districts.
➢ If students sell any item listed above or that they represent to be any item listed above, they will be suspended from school for ten (10) days for the first offense, and the principal will recommend expulsion.
➢ If students solicit a sale, transfer, or distribute other than selling, they will be suspended from school for five (5) to ten (10) days, and the principal may recommend expulsion. For a second transfer or distribution offense, the student will be suspended for ten (10) days, and the principal will recommend expulsion.
➢ Students may not use any legal substance to attain a mood-altering effect, and they may not possess any equipment or device for preparing or taking drugs.

If a student has a doctor’s order to take prescription medicine at school, it is important to first notify the school principal or designee so that the proper procedures can be followed.

Definition of Terms:
Alcohol or Alcoholic Beverage:
• All alcoholic and malt beverages as defined in the Act of April 12, 1951 (P.L. 90, No. 21), known as the Pennsylvania Liquor Code, as amended:
• Ethyl alcohol of any degree of proof originally produced by the distillation of any fermented liquid, including synthetic ethyl alcohol, but not ethyl alcohol, whether or not diluted, that has been denatured or otherwise rendered unfit for beverage purposes;
• Any alcoholic, spirituous, vinous, fermented, or other alcoholic beverage, or combination of liquors and mixed liquor a part of which is spirituous, vinous, fermented, or otherwise alcoholic, including all drinks or drinkable liquids, preparations or mixtures.
• Any beer, lager beer, ale, porter or similar
fermented malt beverage containing one-half of one per centum or more alcohol by volume, by whatever name such beverage may be called.

**Drug:**

- Any controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) or further defined by regulation at 21 CFR 1300.11 through 1300.15, including opiates (e.g., heroin, morphine, codeine, methadone), cocaine and “crack”, cannabinoids (e.g., marijuana, hashish), amphetamines, barbiturates, benzodiazepines, (e.g., Valium and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD);
- Any substance which is misused for the purpose of affecting a person’s emotional, mental or physical facilities (e.g., aerosols, glue, solvents, etc.);
- Any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician's prescription;
- Any over-the-counter medication unless possessed and used in accordance with the manufacturer’s recommendations;
- Anabolic steroids;
- Any substance which is represented as being, or which is thought to be by the person who possesses or uses or distributes the substance, a drug, e.g. "look-alike-drugs."

The term “use” includes possession, use, sale, transfer, or distribution of the substances and related paraphernalia mentioned above. It is also important to note that any possession, use, sale, transfer or distribution of any of these substances on school grounds or at a school sponsored activity will result in additional serious disciplinary consequences, as outlined in the student handbook.

For the purpose of this information, the term “verification” is defined as any of the following:

- Self-admitted involvement by the student.
- Witnessed student involvement by a coach, EASD staff member, other students, community member, or other persons.
- Parent admission of their student’s involvement.
- Verified by an official police report given to the school district.

**TOBACCO, SMOKING, & VAPING**

**School Board Policy 222**

Students may not use, possess, distribute, or sell tobacco products or smoking paraphernalia/products (this includes but is not limited to papers used to roll cigarettes, smokeless cigarettes, e-cigarettes, vaporizers, or other chemical-based products) on school property, at school-sponsored events, at school bus stops, or on school buses. Any student seen in the vicinity of school property in possession of tobacco products or smoking paraphernalia/products can be subjected to a search once on school property. In addition, it is unlawful for any person under 18 years of age to knowingly possess any tobacco product. Consequences for students who violate this smoking and vaping policy could include Out of school suspension or Prosecution and fine by the District Justice. **Smoking offenses are cumulative from grades 9 – 12**

**TRANSPORTATION SERVICES / RIDING THE SCHOOL BUS**

**School Board Policy 810 - excerpts**

Pupil transportation in the State of Pennsylvania is not a required mandate and is considered a privilege. Transportation will be provided for resident students, public and non-public, who live more than 2 miles from the assigned secondary school – Grades 9 through 12; or more than 1 ½ miles – Grades 6 through 8; or more than 1-1/4 miles –
Kindergarten through Grade 5 from the assigned school. Additionally, transportation service may be provided to students who live on roads that have been certified as hazardous by the PA Department of Transportation.

While the law permits the school district to furnish transportation if it elects to do so, it does not relieve parents from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

Only eligible students (current riders) are permitted on the buses at any time. (Students who are walkers are not eligible for riding on the bus.)

**Bus Accident Procedures**

In the event of an accident involving a bus en-route to or en-route from school, injured students may be transported to a medical facility based on recognized emergency medical services protocol. Arrangements will be made to transport the uninjured students to their appropriate school building. As confirmed information is received, parents will be notified accordingly. Parents will be asked to contact the District Office to leave their name and the telephone number where they can be reached.

**Video Cameras on School Buses**

All school buses contracted or operated by the Ephrata Area School District may be monitoring student behavior by means of a video camera that will be activated to record video, and maybe expanded to include audio, whenever the bus is in operation. The use of surveillance systems on school buses is intended to promote safety and to discourage student misconduct while they are being transported.

**TRANSPORTATION GUIDELINES/DISCIPLINE**

The school bus is an extension of the school classroom, and all school rules apply. The school bus driver has the same type of responsibility as the classroom teacher and has full authority over the occupants on the bus. The following guidelines will enable drivers to practice safe driving habits with a minimum of distraction from student passengers. Students and parents will be held responsible for knowing and abiding by the following provisions.

Parent(s) are directed to contact the school building administrator if problems should arise concerning the behavior or discipline of students being transported by the Ephrata Area School District. **Parent(s) are not to confront a bus driver regarding the problem or attempt to board a vehicle while it is transporting District students.** The building administrator will work cooperatively with the parent(s), student(s), bus driver, bus contractor, and the District transportation representative (if necessary) in an attempt to resolve the concern(s).

**Procedures Prior to Boarding the Bus**

- Arrive at the designated bus stop **five (5) minutes before the bus is due.**
- Wait for the bus at a **safe place**, well off the highway, on the side of the street on which the student lives.
- Respect the property rights of people who reside at or near the bus stop.
- Respect the school bus danger zone, a 10-foot wide area surrounding the bus on all sides. When waiting to board, remain far enough away from the bus to clearly see the driver’s face. When students are sure the driver has seen them and the bus has come to a complete stop, approach the bus in a single line without running or pushing.
- When it is necessary to cross the street to board the bus, wait for the driver to signal that it is safe to cross, and walk far enough away from the bus so that the driver’s face can be seen (approximately 10 feet).
- Enter the bus in an orderly manner and take one’s seat.
- Do not get into private vehicles with strangers.
Procedures While Waiting for the Bus
Pupils must be at the bus stop **no less than five minutes before the scheduled bus arrival time.** If the school bus does not arrive at the bus stop on time because of mechanical failure, road, or weather conditions, the pupil is expected to wait a reasonable length of time before returning to his or her home. Whether the school bus is on time or late, **students are to be visible to the driver and are to be prepared to board the bus.**

Procedures for Riding the Bus or Van
- Students are to abide by rules of good conduct. Parents will be informed of their child's misbehavior when the student is referred to the school for discipline.
- Remain seated at all times facing forward. Do not change seats at bus stops.
- Keep hands, head, and feet inside the bus at all times.
- Loud talking, laughter, and other similar conduct can distract the driver's attention and may result in a serious accident.
- Treat bus equipment as valuable furniture. Students damaging seats, windows, etc. will receive disciplinary action. Students and parents will be held responsible for damage caused by students.
- Keep the aisle clear.
- Do not throw anything inside the bus or out of the bus window.
- Scuffling, fighting, eating, drinking, the use of tobacco, and the use of profane language are **strictly** forbidden.
- Live animals, water guns, fireworks, and similar items that may distract the driver's attention are **not permitted** on the bus.
- Be courteous to fellow pupils and the bus driver. When the bus driver gives directions, follow them.

Procedures for Exiting the Bus
- A student should only exit at his/her bus stop.

- When leaving the bus, immediately step far enough away from the school bus danger zone, a 10-foot wide area surrounding the bus on all sides, so that the bus driver can be seen.
- All students departing from the bus that live on the opposite side of the road are to **cross the road at least 10 feet in front of the bus, and only when the driver signals that it is all clear and when the red lights are flashing.**
- Students should never chase a bus after it has pulled away from the bus stop. The bus driver can't necessarily see them.
- After disembarking from the school bus, do not return to the vehicle to pick up anything you left behind.
- Go directly home!

**Bus Disciplinary Guidelines and Consequences**
Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, refusing to identify himself/herself to the bus driver, or other similar offenses are inappropriate on the bus and may incur consequences. The principal may impose any of the following consequences in place of or in addition to other school consequences.
- **First Offense:** Warning and parent notified.
- **Second Offense:** Second warning to parents.
- **Third Offense:** Suspension of riding privileges for one (1) to three (3) days.

Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses are inappropriate on the bus and may incur consequences. The principal may impose any of the following consequences in place of or in addition to other school consequences.
- **First Offense:** Suspension of riding privileges for one (1) day.
➢ **Second Offense:** Suspension of riding privileges for three (3) to five (5) days.

➢ **Third Offense:** Suspension of riding privileges for the remainder of the year. (Case to be reviewed after thirty school days.)

Hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses are inappropriate on the bus and may incur consequences. The principal may impose any of the following consequences in place of or in addition to other school consequences.

➢ **First Offense:** Immediate suspension of riding privileges. (Case to be reviewed after thirty school days.)

The building principal is responsible for administering all discipline from actions on the bus and at school. Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to administer appropriate discipline within a twenty-four (24) hour period. However, a student brought to school by a school bus shall be returned home in the afternoon by the bus prior to the beginning of any suspension of his riding privileges provided the parents cannot be contacted and other arrangements made.

**Riding the School Bus**

Disruptive behavior on a school bus or at a school bus stop is a violation of the Code of Student Conduct. Students may have their bus-riding privileges suspended and may also be suspended from school if they misbehave on the bus.

**BULLYING/CYBER-BULLYING**

School Board Policy 249

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying created an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

➢ Substantial interference with a student’s education

➢ Creation of a threatening environment.

➢ Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. School setting means in the school; on school grounds; in school vehicles; at a designated bus stop; or at any activity sponsored, supervised, or sanctioned by the school.

The Board prohibits all forms of bullying by District students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every
three (3) years and recommend necessary revision to the Board.

District administration shall annually provide the following information with the Safe School Report:

➢ Board’s Bullying Policy.
➢ Report of bullying incidents.
➢ Information on the development and implementation of any bullying prevention, intervention, or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

➢ Counseling within the school.
➢ Parental conference.
➢ Loss of school privileges.
➢ Transfer to another school building, classroom, or school bus.
➢ Exclusion from school-sponsored activities.
➢ Detention.
➢ Suspension.
➢ Expulsion.
➢ Counseling/therapy outside of school.
➢ Referral to law enforcement officials.

The School District will not tolerate bullying or harassment of any type, including sexual harassment during any school education program or activity; during any school-related or school-sponsored program or activity or on a school bus or at a school bus stop; or through the use of computers, cell phones, or any other electronic means.

If students are found to have committed an act of bullying or harassment, including sexual harassment, or found to have falsely accused another as a means of bullying or harassment, they may receive positive behavioral interventions or be disciplined up to and including suspension or expulsion.

If students or their parent/guardian believes the student has been the victim of bullying or harassment, immediately report the situation to a teacher, school counselor, school principal, or other school staff.

Filing of a complaint or otherwise reporting sexual harassment will not affect a student’s status, participation in activities, future grades, or work assignments.

HAZING

School Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces, or forces a student to do any of the following: violate federal or state criminal law; consume any food, liquid, alcoholic liquid, drug, or other substance, which subjects the student to a risk of emotional or physical harm; endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements; endure brutality of a mental nature, including an activity adversely affecting the mental health or dignity of the
individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment; endure brutality of a sexual nature; and endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and the person acts with reckless indifference to the health and safety of the student or the person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity as described above, shall be deemed a violation of this policy regardless of whether the consent of the student was sought or obtained or the conduct was sanctioned or approved by the school or organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain. For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any body member of organ.

The Board prohibits hazing. In connection with student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall engage in, condone, or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee. Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

In addition to posting this policy on the district’s publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers, and district employees of the district’s policy prohibiting hazing including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, and posting of notice/signs.

**DATING VIOLENCE**

**School Board Policy 252**

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

**Dating Partner** shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.

**Dating Violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person’s dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.
Guidelines Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher. The principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.

If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

If a possible violation of the district’s harassment policy is implicated, the principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations. The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program. At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.

MAKING FALSE STATEMENTS

It is a Level III violation to intentionally make false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other school staff.

Students and staff are prohibited from knowingly making false statements or knowingly submitting false information during the Title IX grievance process.

REMOVAL FROM CLASS

Students may be removed from class by an Administrator for chronic misbehavior, which interferes with the teacher's ability to communicate effectively with the class or interferes with the ability of other students to learn.

ACCEPTABLE USE OF INTERNET ACCESS, E-MAIL, AND NETWORK RESOURCES

School Board Policy 815

The Board supports use of the Internet and other computer networks in the District’s instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the School District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Internet access, electronic mail (e-mail), and network resources are available to District employees and students in the District solely for educational and instructional purposes.
consistent with the educational mission of the Ephrata Area School District. This policy provides expectations for the use of technology as it affects our District and educational community.

Use of the Internet and e-mail network is a privilege. This policy establishes guidelines for such use.

Our computers, Internet access, and e-mail belong to the District and shall only be used for the purposes stated above. No privacy right is granted, warranted, or represented by the District to employees and students, and employees and students should not assume that any privacy right exists. Users should be aware, and expect, that the content of messages (whether in e-mail or other documentation) will be reviewed by appropriate personnel and will be available for third party review as necessary. All employees and students are subject to access to and disclosure of email and internet use by the District, and waive any claims with respect to such actions.

The District may periodically, on an unannounced basis, monitor computers, Internet access, and e-mail to ensure that the system is working properly, that no viruses have been introduced, and that all users are following this policy. Monitoring may include, but is not limited to, information, Internet access, and e-mail messages that the user deletes but that are retained in some manner.

The electronic information available to users does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District is not responsible for any damages, inquiries, or claims resulting from violations of responsible use of technology. The District reserves the right to log network use and to monitor fileserver space utilization by District users and outside users. The District reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school.

District and network administrators may review student and District employees’ files and communications to maintain system integrity and ensure that students and District employees are using the system for appropriate purposes. The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors. This is not an exhaustive list, and can be revised, updated, and reviewed as deemed necessary. The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

**Delegation of Responsibility**

The District shall make every effort to ensure that this resource is used responsibly by students and District employees. Administrators, teachers, and District employees have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their ages and developmental levels, and to evaluate and use the information to meet their educational goals. Students and District employees have the responsibility to respect and protect the rights of every other user in the District and on the Internet. The building
administrator shall have the authority to determine what is an inappropriate use.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

- Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
- Maintaining and securing a usage log.
- Monitoring online activities of minors.

**Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed by the user to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. Users must log off when they are finished using a school computer. Failure to log off may allow others to use your account: users are responsible for any activity that occurs through their personal account.

Upon graduation or withdrawal from the District, access will no longer be provided to the school network, files stored on the network, or a user’s school e-mail account. Upon termination of employment, access will be provided at the discretion of District administration for a limited time only. It is recommended that users save all personal data stored on school technology to a removable storage device prior to leaving the District.

**Prohibitions**

Students and District employees are expected to act in a responsible, ethical, and legal manner in accordance with District policy, professional code of conduct, accepted rules of network etiquette, and federal and state law. Students and District employees bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Specifically, the following uses are prohibited:

- Facilitating illegal activity.
- Commercial or for-profit purposes that do not directly/indirectly support the District’s educational programming.
- Non-work or non-school related work.
- Product advertisement or political lobbying.
- Bullying/Cyber-bullying.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Access to obscene or pornographic materials or child pornography.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
- Inappropriate language or profanity.
- Transmission of material likely to be offensive or objectionable to recipients.
- Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Fraudulent copying, communication, or modification of materials in violation of copyright laws.
- Loading or using of unauthorized games, programs, files, or other electronic media.
- Disruption of the work of other users.
➢ Destruction, modification, abuse, or unauthorized access to network hardware, software, and files.
➢ Quoting of personal communications in a public forum without the original author’s prior consent.
➢ Posting of someone else’s intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.
➢ Attempt to circumvent any security system or filter employed by the District, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the District network or Internet to circumvent any school policy.
➢ Unauthorized access to the District wireless network.
➢ Non-instructional access to social networking profiles or accounts.

Security
System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:
➢ Employees and students shall not reveal their passwords to another individual.
➢ Users are not to use a computer that has been logged in under another student’s or employee’s name.
➢ Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences for Inappropriate Use
The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, and theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges and may be reported to the appropriate legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy the physical components of the computer and the data of another user, Internet, or network; this includes but is not limited to uploading or creating computer viruses.

The District cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally owned technological devices that are in violation or are used in violation of school policies.

The illegal use of copyrighted software by students and District employees is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Our District adheres to the requirements set forth by the United States Congress in the Children’s Internet Protection Act (CIPA). Any District computer/server utilized by students and District employees shall be equipped with Internet blocking/filtering software. The District cannot monitor every activity but retains the right to monitor activities that utilize technology on the District network. By filtering Internet
access, we intend to block offensive, obscene, and inappropriate content, including pornography. The filter may not be disabled for use by students or other minors for any reason.

Internet safety measures shall effectively address the following:

➢ Control of access by minors to inappropriate matter on the Internet and World Wide Web.
➢ Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
➢ Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
➢ Unauthorized disclosure, use, and dissemination of personal information regarding minors.
➢ Restriction of minors’ access to materials harmful to them.

NONDISTRICT-OWNED ELECTRONIC DEVICES

School Board Policy 815.2

The School Board believes that the educational environment should be free from unnecessary disruptions, distractions, and threats. The School Board has determined that the presence of electronic devices in schools has the potential to distract from the primary purpose of education and otherwise disrupt the educational environment.

Therefore, the School Board adopts this policy to establish reasonable rules and regulations to authorize possession of electronic devices in school while still ensuring the presence of these devices does not disrupt the educational environment or distract, harass, or threaten others.

Electronic devices are non-district-owned devices that shall include wireless or portable equipment that can take photographs; record audio or video data; or store, transmit, or receive messages or images. Electronic devices include, but shall not be limited to, laser pointers, radios, CD players, iPods, MP3 players, tablet computers, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, laptop computers, digital cameras, digital readers, as well as any new technology developed with similar capabilities.

Use of electronic devices is permitted only according to the terms outlined in this policy. The Board permits the use of electronic devices in line with the expectations set forth in the Acceptable Use Policy. The Board authorizes the building principal, district administration, or designated professional staff member to define the educational value and permit or place restrictions on the possession or use of any electronic device.

Electronic devices shall not be used in any way that disrupts or detracts from the education and work environment. The Board permits the use of electronic devices for educational and operational purposes. The Board further permits electronic devices for non-disruptive use during non-instructional and non-operational times in locations designated by the administration. The use of electronic devices during school-related activities may be permitted in accordance with guidelines established by the district.

Non-district-owned electronic devices may not be connected to the school district’s wired network.

The district shall not be liable for the loss, theft, damage, or misuse of any electronic device brought to school, possessed/used during the school day, in/on district buildings, district property, district vehicles, or contracted vehicles, during transport to/from school, while attending school-sponsored activities during the school day, and/or any/all school-sponsored activities generally. The district will provide no technical support, troubleshooting, or repair for electronic devices.
The district shall not assume any cost incurred for the use of electronic devices.

Electronic devices shall not be used in locker rooms, in bathrooms, in health suites, and in other changing areas at any time for purposes of video, imaging, or audio recording. Use of electronic devices for photography and/or recording may only occur when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing or obscene, pornographic, lewd, or otherwise illegal materials, whether by electronic data transfer or other means, including but not limited to, texting and emailing. Recording anyone without their knowledge and permission is prohibited and may be punishable under federal, state, and local laws. Because such violations may constitute a crime under local, state, and/or federal law, the district may report such conduct to local, state, and/or federal law enforcement agencies.

Any and all use of electronic devices is subject to the restrictions, monitoring, guidelines, and prohibitions of the Acceptable Use Policy. Violations of this policy shall result in disciplinary action and may result in confiscation of the electronic device.

Use of electronic devices pursuant to this policy is a privilege, not a right, unless otherwise required by legal exception stated below. Abuse of this policy will result in discontinuation of electronic device privileges as determined by the administration.

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

- Health, safety, or emergency reasons.
- An Individualized education program (IEP), a gifted individualized education plan (GIEP), or a Chapter 15 Service Agreement Plan (504 Plan).
- Individual is a member of a volunteer fire company, ambulance, or rescue squad.
- Individual has a need due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building administrator.

**USE & RETURN OF DISTRICT-OWNED DEVICES**

Students and Parent/Guardians are responsible for the return of any district owned devices on loan to students. Failure to return any device in working order at the agreed upon time, will result in a billing to the student and parent/guardian for the replacement of the borrowed device. Intentional misuse resulting in damage to a borrowed device will be repaired and a bill for restitution will be forwarded to the student.

**PLAGIARISM/CHEATING**

Academic integrity is critical to maintaining an ethical climate that values respect and honesty in school. Adherence to academic honesty does not mean students may not help one another. Collaborative learning is constructive and a valuable instructional practice. However, it is understood that any academic work students complete as required in any course must be their own work. While there can be a variety of pressures and temptations for students, none of these pressures or temptations justify committing any of the unethical behaviors listed below.

- **Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgement.
- **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work.
- **Fabrication:** Submitting false or altered information in any academic exercise.
• Multiple submission: Submitting, without prior permission, any work submitted to fulfill another assignment.
• Misrepresentation of academic records: Misrepresenting, tampering with or attempting to tamper with any portion of a student’s grades/academic records.

Plagiarism/Cheating Consequences:
Teacher may use their discretion in the first case of an unintentional academic integrity violation.
• 1st Offense: Student will receive a zero for the assignment.
• If student is permitted and chooses to redo assignment, that grade will be averaged with the zero.
• Teacher will notify parent/guardian and complete a discipline referral to record the offense.
• Subsequent Offenses
  o Student will receive a zero for the assignment without an option for redoing the assignment.
  o The teacher will notify the parent/guardian and an administrator.

Parent/Teacher/Administrator conference will be held. Plagiarism offenses may be cumulative from year to year.

SECTION THREE

DISCIPLINE PROCEDURES
Students may be temporarily detained and questioned about possible violations of school rules. The principal or designee may search a student’s locker or other storage areas upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area. In addition, metal detectors and trained dogs may be used to screen for prohibited weapons and substances.

SUSPENSION
The principal or administrative designee has the right to suspend students from school for a serious act of misconduct (Level II or III offense under the Code). The procedure for suspension from school is as follows:

A student will receive oral and written notice of the charges and an explanation of the evidence against him/her. In a conference, the student will have an opportunity to respond to the charges and to explain his/her behavior.

If the principal or designee determines that there are sufficient grounds for suspension, then the student will be informed of his/her suspension from school and the length of time. A student will normally be suspended effective at the end of the school day.

The principal or designee will make a good faith effort immediately to contact the student’s parent/guardian by telephone and will also send written notice to the same. The notice will state the length of the suspension and the reasons. If suspended, a student will be released to the parent/guardians with specific homework assignments to complete.

A student or his/her parent/guardian may appeal a suspension decision through the Student Grievance procedure (Section Four of this Code).

In an emergency, the principal may temporarily suspend a student prior to a conference when the safety or health of students, staff, or other persons in the school may be threatened by the student’s continued presence. When temporary suspension is necessary, the principal will inform the parent or guardian by the most rapid means (including telephone).

As soon as feasible under the circumstances, the principal will hold a conference with the student and his/her
parent/guardian. Following the conference, the principal may formally suspend the student; however, in no case shall the principal’s temporary and formal suspensions exceed ten (10) days for the same offense.

EXPULSION

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct (Level III offense under the Code). The following procedure shall be used:

➢ The student will receive oral and written notice of the charges and an explanation of the evidence. In a conference, the student will have an opportunity to respond to the charges and to explain his/her behavior. He/she may give the principal the names of witnesses to the incident, so that they may be questioned.

➢ The student will be informed that he/she is being suspended from school for ten (10) days and that a recommendation for expulsion is being forwarded to the Superintendent. The student will normally be suspended effective at the end of the school day.

➢ The principal or designee will make a good faith effort to immediately contact the student’s parent/guardian by telephone and will also send written notice. The notice will state that the student has been suspended for ten (10) school days, that a recommendation for expulsion has been forwarded to the Superintendent, and the reasons for the action taken.

➢ Upon request, a student’s parent or guardian will be given an opportunity to attend a conference with the principal to discuss the reasons for suspension and the recommendation for expulsion. This opportunity will be provided within 48 hours of the request (excluding Saturday, Sunday, and school holidays).

➢ The Superintendent or designee will investigate the incident. Alternatives to expulsion shall be considered.

If the Superintendent finds a sufficient basis for an expulsion recommendation to the Board, a notice of charges will be sent to the student’s parent/guardian. A parent/guardian may request a hearing on the charges before the Board-designated hearing agent within ten (10) calendar days from receipt of the Superintendent’s notice. Failure to timely request a hearing or failure to appear at a hearing after notice of the date of hearing shall be deemed a waiver of any hearing on the matter.

When Board action on a recommendation for expulsion is pending, the Superintendent may extend the suspension beyond ten (10) school days until the next regular or special meeting of the Board. The student’s parent/guardian will be informed in writing of any extension. The Superintendent will notify the student and his/her parent/guardian of the Board’s action.

SECTION FOUR

GRIEVANCE PROCEDURES
FOR STUDENTS AND PARENTS/GUARDIANS

Student Right

A student has a right to file a complaint if he/she feels that he/she has been treated in an unfair way.

Student Responsibility

A student has a responsibility to learn about and follow procedures for filing a complaint.

A grievance procedure is used when a student believes there has been a violation of the procedures in the Code of Student Conduct. Unless otherwise provided, a student grievance may be pursued in order through three levels:

A student or parent/guardian should discuss the complaint with the person responsible for what he/she believes to be unfair treatment under the Code of Student Conduct. A meeting and discussion should occur within five (5) school days after the time of the alleged unfair treatment. No grievance will be processed until after such informal discussions have taken place.
If the grievance has not been resolved at Level I (the informal level) the student and/or parent/guardian may submit a completed Student Grievance Form to the principal within five (5) school days after the Level I discussion. The principal will have five (5) school days after the receipt of the grievance in which to hold a conference and provide a written decision.

If the grievance has not been resolved at Level II, the student and/or your parent/guardian may, within five (5) school days after receipt of the principal's decision, submit the Student Grievance Form to the Superintendent's designee, who will review the grievance and will respond in writing to all parties within ten (10) school days after receipt of the grievance form. Student grievance forms are available in each school’s office and at the District website www.easdp.org.
Appendix A

SCHOOL DISCIPLINE GUIDELINES

KINDERGARTEN – GRADE 6

The violations and the action plan outlined on these charts are to inform students and parents of the procedures to be used by school officials as a guide for equal disciplinary enforcement of observed and/or admitted behaviors in light of developmental appropriateness.

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<th>PROCEDURES</th>
<th>CONSEQUENCES (not all inclusive or sequential)</th>
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<td><strong>LEVEL I (Teacher/Supervising Staff Member)</strong></td>
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<td></td>
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<tr>
<td>Minor unacceptable classroom behavior</td>
<td>Immediate and consistent intervention by staff.</td>
<td>Verbal reprimand</td>
</tr>
<tr>
<td>- Acting disrespectfully</td>
<td>Incidents documented and anecdotal records kept by staff.</td>
<td>Contact parent</td>
</tr>
<tr>
<td>- Being non-compliant</td>
<td>Parent notification at teacher discretion.</td>
<td>Privilege denial</td>
</tr>
<tr>
<td>- Cheating</td>
<td>No administrative involvement at this level.</td>
<td>Supervised time-out</td>
</tr>
<tr>
<td>Unauthorized use of locker</td>
<td></td>
<td>Teacher detention</td>
</tr>
<tr>
<td>Unauthorized use of school telephone</td>
<td></td>
<td>Logical consequences</td>
</tr>
<tr>
<td>Cheating</td>
<td></td>
<td>After 3rd offense, treated as Level II Violation</td>
</tr>
<tr>
<td>Running/kicking/hitting/pushing/shoving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spitting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate language/gestures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate displays of affection (1st offense)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Littering/throwing of food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making fun of others/name calling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **LEVEL II (Administrative)** | | |
| Repeated/Unmodified Level I misbehavior | A discipline referral form is completed and sent to the office for administrative intervention. | Student conference and/or warning |
| Leaving school without authorization | All staff must include a copy of the Level I documentation with the discipline referral. | Parent contact |
| Cutting class | Administrator will meet with student and notify parents | Loss of privilege |
| Reckless horseplay/rough-housing | | Behavior contract |
| Inappropriate displays of affection | | Removal from class |
| Use of cell phone | | In-school suspension |
| Inappropriate behavior during an emergency drill | | Out of school suspension |
| Minor property damage | | |
| Petty theft | | |
| Insubordination/inappropriate language | | |
| Direct refusal to follow given directions | | |
| Medication policy violation | | |

| **LEVEL III (Administrative)** | | *
| Repeated misbehavior from Level II | Immediate administrative action. | Parent conference |
| Intentional bullying/intimidating others | Administrator contacts parents immediately. | In-school suspension |
| Leaving school grounds without permission | | Out of school suspension |
| Physical assault or fighting * | | Possible expulsion |
| Vandalism of school property * | | |
| Theft * | | |
| Possession or use of tobacco products, smoking * | | |
| Possession or use of weapons, fireworks, etc. * | | |
| Drug and/or alcohol violation | | |
| Verbal or written assault/threat toward any individual * | | |
| Arson or false alarms * | | |
| Harassment * | | |
| Hazing | | |
| Terroristic threats or acts * | | |

* Police may be contacted
The violations and the action plan outlined on these charts are to inform students and parents of the procedures to be used by school officials as a guide for equal disciplinary enforcement of observed and/or admitted behaviors in light of developmental appropriateness.

<table>
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<tr>
<td>Minor unacceptable classroom behavior</td>
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<tr>
<td>Inappropriate displays of affection (1st offense)</td>
<td></td>
<td>After 3rd offense, treated as Level II Violation</td>
</tr>
<tr>
<td>Unauthorized use of locker</td>
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<td></td>
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<tr>
<td>Failure to report for teacher detention</td>
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<td></td>
</tr>
<tr>
<td>Unauthorized use of school telephone</td>
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<td></td>
</tr>
<tr>
<td><strong>LEVEL II (ADMINISTRATIVE)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeated acts from Level I</td>
<td>A discipline referral form is completed and sent to the office for</td>
<td>Student conference and/or warning</td>
</tr>
<tr>
<td>Leaving school without authorization</td>
<td>administrative intervention.</td>
<td>Parent phone call</td>
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<td>Cutting class</td>
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<td>Insubordination/inappropriate language</td>
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<td>Reckless horseplay</td>
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<td>Bus violation</td>
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<td>Parking or driving violation</td>
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<td>Inappropriate displays of affection (2nd offense)</td>
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<td><strong>LEVEL III (ADMINISTRATIVE)</strong></td>
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<td></td>
</tr>
<tr>
<td>Repeated acts from Level II</td>
<td>Immediate administrative action.</td>
<td>Parent conference</td>
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<tr>
<td>Failure to serve teacher/administrative detentions</td>
<td>Administrator contacts parents immediately.</td>
<td>Out of school suspension</td>
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<td>Possible student removal from class with a failing grade</td>
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<td>Vandalism of school property***</td>
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<tr>
<td>Possession or use of weapons, fireworks, etc.***</td>
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<td>Arson or false alarms***</td>
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<td>Verbal or written assault or threat toward any individual***</td>
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<td>Harassment***</td>
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<td>Terroristic threats or acts***</td>
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<tr>
<td><strong>Police may be contacted</strong></td>
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Appendix B

Ephrata Area School District
Code of Conduct Student Grievance Form

A student or parent/guardian may submit this completed form to the Principal within five (5) days after the Level I discussion. The Principal will have five (5) days after the receipt of the grievance to hold a conference and provide a written decision.

Name of Student _____________________________________________________________

School _______________________ Grade ________

Teacher(s) _________________________________________________________________

Which student right(s) are in question?

Describe the specific circumstances regarding this grievance, please include the date(s) and time(s).

What evidence do you have to support this grievance (please attach any supporting documents)?

If there are witnesses to support this grievance, please provide name(s), address(s), and telephone number(s).
What resolution are you hoping to seek for this grievance?

Printed Name of Person Completing This Form

Date

Signature

Phone Number

Email Address

Administrator Notes / Action Taken / Required Steps

Date Form Received
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GENERAL INFORMATION

CYCLE DAY SCHEDULE
Special classes will occur according to a six-day cycle (A-F). If school is missed because of vacation/weather, the cycle will resume the day students return to school. Kindergarten classes will receive music and guidance lessons one time each cycle and physical education two times a cycle. Art and library will be on a half-year schedule for kindergarten. The current cycle day will be posted on the calendar of your school’s website.

PARENT TEACHER GROUPS
Every school has an active PTO organization. We urge you to join and take an active part in the operation of your PTO by attending the meetings and supporting PTO sponsored events. This active group plans and provides many worthwhile and interesting projects. Please click the appropriate link below or visit your child’s building website for a link to their PTO page.

Akron Elementary PTO
Fulton Elementary PTO
Clay Elementary PTO
Highland Elementary PTO

RECESS
Students are required to go outside at lunch/recess, weather permitting. Please dress your child appropriately for the weather and safety purposes, as every attempt will be made to go outside for recess. Students are not excused from activities, such as recess, because of their clothing choices. Only students who are working with a teacher, or those bringing a note from home, may remain inside. A parent/guardian note must accompany the child each day he/she is to stay inside. A doctor’s note should address how long a child may stay in for recess. Due to safety concerns, parents/guardians and siblings are not permitted to participate in school recess with their child. Students should not bring toys, collectibles, trading cards, or personal items to school.

TEACHER REQUESTS
If you interested in requesting a teacher or kindergarten session (AM/PM) for the upcoming school year, please contact the office of your child’s school to attain a form. Parent requests are taken into consideration but never guaranteed. Completed forms are due by May 1st for the upcoming school year.

CURRICULUM

STUDENT ACADEMIC PROGRESS
The District uses a formal system to report academic progress and provide feedback on student growth to parents/guardians. Report Cards are designed to evaluate individual achievement and are issued quarterly for grades 1-4 and three times per year for kindergarten. Teachers are encouraged to use Interim Progress Reports at mid-marking period intervals to report student progress. Conferences for all grade K – 4 students are held at the end of the first marking period. Parents/guardians will be contacted about scheduling this conference. Parents/guardians are encouraged to have open communication with teachers throughout the school year about their child’s progress. If a student has been in class less than twenty school days in any report period, no marks will be made on the report card. Classroom teachers will provide comments during each of the marking periods where report cards are not given out at parent/guardian conferences. Parents/guardians may keep the report card, but the envelope should be returned with parent/guardian signature. Report cards will be given only to the student and/or the parent/guardian. Upon request report cards can be copied and mailed for a parent/guardian not living with the child.
ASSESSMENTS
It is important to determine how well students are performing in relation to state academic standards. Students are periodically assessed using a variety of tools, including both formal and informal means. Required Pennsylvania Assessments (PSSA) for third and fourth grade students are scheduled April-May of 2021. Please avoid planning vacations during this time of the year.

- April 19-23 PSSA English Language Arts (Grades 3 and 4)
- April 26-30 PSSA Math (Grades 3 and 4) and PSSA Science (Grade 4 Only)

COMMUNICATION ARTS
The communication arts are emphasized in all grades. Instructional purposes focus on reading, writing, speaking, and listening skills. A literature-based approach is used to teach students the strategies and skills needed to become successful independent readers and writers. Formal instruction in phonics, grammar, usage, punctuation, and spelling is incorporated into reading and writing instruction throughout the grades. These skills are introduced at developmentally appropriate times and are integrated into other subject areas.

MATHEMATICS
The elementary mathematics program is based on a curriculum generated from the Pennsylvania Core Standards for Mathematics. It is designed to develop proficient problem solvers and thinkers capable of explaining and justifying their strategies, procedures, and answers. Students are expected to become competent users of computation skills.

INTERVENTION SUPPORT
Supportive reading and math services are provided by district and Title I intervention specialists. The intervention specialists work with staff regarding effective instructional practices. They also work with students individually, in small groups, and in large groups. The instruction is based on needs as diagnosed by the specialist in conjunction with the classroom teacher.

SCIENCE
Science curriculum materials are sequentially developed to introduce students to scientific discovery and the basic principles and concepts of science. Students will experience a hands-on approach to learning science principles and concepts.

SOCIAL STUDIES
The social studies program will help students acquire a body of basic knowledge of self, citizenship, neighborhood, community, Pennsylvania, the United States, and the world. The interdisciplinary approach includes facts, concepts, skills, and dispositions to provide a strong base necessary for coping with the demands of a changing world.

LIBRARY
Each building has a library with computers to provide all types of print and audiovisual media to extend and enrich classroom curriculum. Library media specialists teach a sequential information skills curriculum while promoting an appreciation of reading and literature. Care and location of materials is taught, as well as an introduction to various genres of literature. Students in kindergarten have library classes scheduled for half of the school year but will have access to book exchanges for the entire school year. Students in grades one through four have scheduled book exchanges and direct instruction in research and media skills. Teachers and the library media specialist work cooperatively. This integrated program provides students with an understanding of available information, the skills needed to locate desired materials, and the ability to intelligently select, evaluate, and interpret information in order to become life-long learners. School library media specialists will instruct students on the use of technology resources.
ART
Art teachers employ painting, drawing, printing, manipulation, construction, and art history to guide students in expanding their world through art. Four key elements drive this curriculum are: growth in aesthetic awareness, acquisition of art skills, creative and critical thinking, and individual expression.

MUSIC
Vocal Program – Music classes are taught by a music specialist who meets with students in kindergarten through fourth grade. The objectives are: to develop understanding of basic musical concepts; to understand, interpret and use a music score to expedite the making of music; to develop understanding and listening skills; and to use instrumental music as a common experience within the classroom and as a special experience for those desiring to play a musical instrument as a solo or ensemble venture.

String Program – Students may begin string instruction in the third grade. String students perform in one or two concerts each year. Instrumental lessons are taught during the school day. String students may be required to participate in after-school orchestra rehearsals.

Band Program – Students may begin instruction on brass, woodwind, and percussion instruments in grade four. In the spring, grade three students are given a musical aptitude test and see a demonstration on the various instruments. Information is sent to parents. Band students perform at one or two concerts each year. Instrumental lessons are taught during the school day. Instrumental students may be required to participate in after-school rehearsals.

PHYSICAL EDUCATION
Students in kindergarten through grade four will participate in physical education class with a certified physical education teacher. The physical education program is comprised of basic skills, movement exploration, and self-testing activities, along with some team-oriented sports strategies. The program promotes physical fitness, neuromuscular development, and the acquisition of socially desirable traits that contribute to the overall fitness of the child. Students are expected to wear clothing and athletic shoes suited to physical activity on the days they have gym class, as there is not a time for students to change clothing for physical education class. Students will participate in both indoor and outdoor activities. Students should dress appropriately for outdoor weather. If a child is experiencing a physical challenge or illness that may impact class, a written note from the parent/guardian to the PE teacher is requested so that proper classroom accommodations can be made. A doctor’s note is necessary to excuse a child from class for more than a week.

COMPUTER SCIENCE/STEAM
The aim of the Computer Science/STEAM program is to help students develop skills and dispositions to be confident when solving complex problems while using technology. Students will learn basic coding vocabulary and skills, Computational Thinking skills and apply the 4C’s (Communication, Collaboration, Creativity and Critical Thinking). The class uses a variety of coding applications, group projects as well as an assortment of robots and other hands on manipulatives to provide as many off the screen learning experiences as possible. A part of the class is also dedicated to teaching basic computer navigation, troubleshooting and keyboarding skills.

MAKERBUS
The Maker Movement is an initiative sweeping schools and educational institutions nationwide. The movement inspires students to create without limits, often using multiple skills that closely align with the EASD Life Ready Graduate profile. The Ephrata Area School District values learning opportunities for our youngest learners to work with their hands and experience new and different skills at the elementary level. The MakerBus travels to each of the four District elementary schools for students to experience hands-on, project-based learning. The MakerBus offers lessons and experiences beyond the classroom and encourage students to “be a maker” while working collaboratively with others.
HUMAN GROWTH AND DEVELOPMENT
As part of our Human Growth and Development curriculum, females in grade four, and all students in grades five, eight, and eleven will receive age-appropriate instruction during the school year about human sexuality and reproduction. Units are designed and presented by health and physical education teachers and the District nursing staff. Information about HIV/AIDS is included in the instruction, as mandated by the Commonwealth of Pennsylvania. Parents/guardians are invited to review curriculum materials and supplementary resources used in the instruction of these topics. If you desire to discuss or review any curricula, please contact your building principal. Parents/guardians may exclude their child from the instruction in either of these topics. To request for your student to be excluded, please inform your building principal in writing. Parent/Guardian Preview Nights for this program are scheduled in April, and the program is presented to fourth grade students in May.

FIELD TRIPS
Periodically, students take field trips designed to support the educational program and/or extend learning opportunities. Many of these field trips are made possible through your support of the building PTOs. Though field trips are an extension of the curriculum, attending a field trip is a privilege, and students may have this privilege revoked. The final determination for a student to attend any field trip rests with the building principal. All school rules apply for field trips.

CELEBRATIONS

CLASSROOM CELEBRATIONS/SNACKS
As per our District Wellness Policy, nutrition standards require that fewer (up to 3) high-sugar foods (such as cupcakes) be served at classroom parties and celebrations. Also, parties and celebrations must include fruits and vegetables and healthy drinks such as water, milk or 100% juice. Your child’s teacher will contact you if there is a need to donate for a celebration. Please refer to School Board Policy 246 for more information.

BIRTHDAY CELEBRATIONS
In our efforts to meet nutrition guidelines, we have implemented non-food ideas for birthday celebrations. Food will not be permitted for birthday celebrations due to the high number of student allergy concerns. In lieu of providing food, we are encouraging you to consider providing the following items: pencils, bookmarks, stickers, or donating a book to your child’s classroom.

INVITATIONS
Invitations for birthday parties held outside of school will not be distributed by teachers or students during the school day. Please do not ask teachers or secretaries for student phone numbers or addresses due to privacy rights. Your child’s PTO may distribute a directory with student information for those families who wish to participate.

SAFETY

APPROPRIATE FOOTWEAR
Due to the amount of movement and physical activity throughout the school day students should wear shoes with backing to secure to their feet. Flip flops, shoes with platforms, and heels are deemed to be unsafe in the elementary school environment. Shoes with wheels should not be worn to school.

RIDING BIKES TO SCHOOL
Due to safety/security purposes, students are not permitted to ride bikes, scooters, skateboards or other wheeled modes of transportation to school.
TITLE I PROGRAM

OVERVIEW
Family engagement is a vital part of our EASD Elementary Title I program. It is the school's expectation that parents/guardians have an opportunity to be involved in the development of the Title I Plan and in the school's review process for the purpose of school improvement. Recognizing that family engagement is the key to academic achievement, we seek to involve parents/guardians in an effective home-school partnership that will provide the best possible education for our students. The school provides coordination, technical assistance, and other necessary support in the planning and implementation of family engagement activities. The school encourages family engagement and supports partnerships between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents/guardians to help their children and to involve other parents/guardians; educating school personnel about involving parents/guardians and the value of parental/guardian contributions; and developing meaningful roles for community organizations and businesses to work with parents/guardians and schools.

Ephrata Area School District's family engagement policy is jointly developed by a committee made up of teachers, parents/guardians, and administration at each elementary building. This policy is distributed to parents/guardians near the beginning of the school year and is available on the district website.

At EASD, our goal is to provide a quality education to all students. It is of highest importance that families, students, and educators work together to provide this opportunity for all of our students.

TITLE I SCHOOL – PARENT – STUDENT COMPACT
The EASD family which includes teachers, parents/guardians, and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

THE SCHOOL WILL:
• Treat each child with dignity and respect.
• Strive to address the individual needs of the student.
• Acknowledge that parents/guardians are vital to the success of child and school.
• Provide a safe, positive and healthy learning environment.
• Assure every student access to quality learning experiences.
• Assure that the school staff communicates clear expectations for performance to both students and parents/guardians.
• Provide strategies to families to help their children at home.

THE PARENT/GUARDIAN WILL:
• Create a home atmosphere that supports learning.
• Send the student to school on time, well-fed, and well-rested on a regular basis.
• Monitor school assignments and give support where needed.
• Attend school functions and conferences.
• Encourage their child to show respect for all members of the school community and school property.
• Review all school communications and respond promptly.

THE STUDENT WILL:
• Get to school on time every day.
• Develop a positive attitude toward school.
• Be responsible for completing homework on time.
• Be cooperative by carrying out the teacher’s instructions and ask for help when needed.
• Do daily work that is neat and reflects the student’s best effort.
• Be respectful to all school members and to school property.

TITLE I PARENT RIGHT TO KNOW LETTER
Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends an Ephrata Area School District Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child’s education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Ephrata, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time, you may ask:

• Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
• Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
• What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents/guardians and family members can request:

• Information on policies regarding student participation in assessments and procedures for opting out, and
• Information on required assessments that include o subject matter tested,
• purpose of the test,
• source of the requirement (if applicable),
• amount of time it takes students to complete the test, and
• time and format of disseminating results.
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Grades 5-6
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GENERAL INFORMATION

CYCLE DAY
Special classes will occur according to a six-day cycle (1-6). If school is missed because of vacation/weather, the day students return to school, the cycle will resume. The current cycle day will be posted on the calendar of your school’s website.

RECESS / REC
A recreational period is offered during the lunch period. Students will have the opportunity of physical activity with the option of going outside (when weather permits) or in a gymnasium. Students should not bring toys, collectibles, or personal items to school.

CELEBRATIONS

BIRTHDAY CELEBRATIONS
In our efforts to meet nutrition guidelines, we have implemented non-food ideas for birthday celebrations. Food will not be permitted for birthday celebrations because of the high number of student allergy concerns. In lieu of providing food, we are encouraging you to consider providing the following items: pencils, bookmarks, stickers, or donating a book to your child’s classroom.

INVITATIONS
Invitations for birthday parties held outside of school will not be distributed by teachers or students during the school day. Please do not ask the teacher or administrative assistant for student phone numbers or addresses due to privacy rights.

SAFETY

RIDING BIKES / SCOOTERS TO SCHOOL
Prior to riding bicycles to school, students are asked to attend a safety seminar at EIS with the EASD resource officer. When riding to and from school, students are expected to follow normal safety procedures (wearing helmets, walking across intersections, directions from crossing guards, etc.). Upon arrival on campus, students are expected to walk with their bicycle/scooter/skateboard to the building entrance. Bikes should be locked at the bike racks. Scooters should be folded and stored in the student’s locker until dismissal as should skateboards.

APPROPRIATE FOOTWEAR
Due to the amount of movement and physical activity throughout the school day, flip flops and shoes with platforms and heels are deemed to be unsafe in the school environment. Wearing these are discouraged.
Middle School Students
Grades 7-8
VISION STATEMENT

Ephrata Middle School strives to create meaningful and authentic experiences that inspire a love of continual learning. We aspire to instill a sense of self-worth and develop the problem-solving skills that will empower all learners to be successful global citizens.

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GENERAL INFORMATION

ANNOUNCEMENTS
- Only fliers (posters, signs, etc.) authorized by an administrator may be displayed in any part of the building including the halls. Fliers of any kind must include the name of the contact person for that organization at the bottom right corner.
- An administrator must approve all morning announcements.

AUDIO/VIDEO TAPEING
There is to be NO audio or video recording in any classroom without the specific permission of the classroom teacher.

HALL PASSES
- For security concerns, and for a positive learning environment, students should not be out of classes wandering through the building.
- Students are not to leave class unless there is a specific reason and they have a signed Hall Pass by their teacher.

HOMEWORK REQUESTS
Homework is a part of your daily class work needed for practice, reinforcement, or preparation for the next day. Parents are encouraged to provide a quiet place at home where the student can spend uninterrupted study time daily, and then review the assignments with the students.

When a student has missed three (3) consecutive days of school due to illness or suspension, homework will be collected if requested by the parent. Please call the Guidance Office early in the morning and allow 24 hours for materials and assignments to be collected from the teachers.
If the student was absent less than 3 days, parents are encouraged to email the teachers directly to obtain assignments. Students need to take some responsibility for work missed when absent.
The Guidance Office will not accept homework requests for vacation days. If you are approved for a vacation, it is the student’s responsibility to gather homework from their teachers prior to the scheduled vacation.

HONOR ROLL
Honor Roll will be calculated four times a year at the end of each reporting period.

REPORT CARDS & PROGRESS REPORTS
Report cards will be mailed home to parents at the end of the first marking period. All other report cards will be posted online to the parent portal unless a request is made in writing for the remainder of the student’s report cards to be mailed home. Marking period dates are located on the district calendar.

Progress reports will be sent home at the midway point in each marking period at teacher’s discretion.

Parents are encouraged to contact their student’s teacher with any academic concerns about the report. You can find teacher e-mail addresses in the staff directory on the district website.
DISCIPLINE

DISCIPLINE PROCEDURES

CODE OF CONDUCT

• DO follow the school policy for Public Display of Affection
• DO dress appropriately for school
• DO use considerate language in the building
• DO report to all classes promptly
• DO accept responsibility for your actions and assignments
• DO demonstrate PRIDE in the Ephrata Middle School
• ABOVE ALL, RESPECT YOURSELV AND THOSE AROUND YOU!

DETENTION

• Teacher Detention:
  o This consequence is held Monday through Friday.
  o A teacher may keep a student after school (up to 30 minutes per day) for disciplinary reasons. Students and parents/guardians will receive at least one day notice of the detention.

• Administrative Detention:
  o Lunch detentions are held during a student’s assigned lunch period are approximately 30 minutes long.
  o Afterschool detentions are held Tuesday and Thursday, as needed, from 2:50 - 4:00.
  o Saturday detentions are held on selected Saturdays throughout the school year from 8:00 am to 11:00 am. Students should report to the front of Ephrata High School by 7:55 am.
  o Students and parents/guardians will receive at least one day notice of the detention.
  o Students are required to bring work/reading material to the detention.
  o Riding the bus, athletics, or other extra-curricular activities are not legitimate reasons to miss detention.
  o Failure to serve will result in an assignment of detention...you will owe two sessions.
## DISCIPLINE LEVEL GUIDELINES/LEVELS OF DISCIPLINE

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<tr>
<td>Unexcused lateness to class</td>
<td>Immediate and consistent intervention by staff. Incidents documented and anecdotal records kept by staff. Parent notification at teacher discretion. No administrative involvement at this level.</td>
<td>Student conference and/or warning Parent phone call Teacher detention After 3rd offense, treated as Level II Violation</td>
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<tr>
<td>Minor unacceptable classroom behavior Inappropriate language Inappropriate displays of affection (1st offense) Unauthorized use of locker Failure to report for teacher detention Unauthorized use of school telephone</td>
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<tr>
<td><strong>LEVEL II (ADMINISTRATIVE)</strong></td>
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<tr>
<td>Repeated acts from Level I Leaving school without authorization Cutting class Insubordination/inappropriate language Reckless horseplay Bus violation Parking or driving violation Inappropriate displays of affection (2nd offense) Use of cell phone Inappropriate/unacceptable attire Inappropriate behavior during an emergency drill Inappropriate/unauthorized use of Internet and/or student computer file account* Medication policy violation</td>
<td>A discipline referral form is completed and sent to the office for administrative intervention. All staff must include a copy of the Level I documentation with the discipline referral. Administrator will meet with student and notify parents.</td>
<td>Student conference and/or warning Parent phone call Administrative detention Saturday detention Out of school suspension * Internet Restriction</td>
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<tr>
<td><strong>LEVEL III (ADMINISTRATIVE)</strong></td>
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<tr>
<td>Repeated acts from Level II Failure to serve teacher/administrative detentions Theft*** Physical assault or fighting*** Possession or use of tobacco products, smoking*** Drug and/or alcohol violation Vandalism of school property*** Possession or use of weapons, fireworks, etc.*** Arson or false alarms*** Verbal or written assault or threat toward any individual*** Harassment*** Terroristic threats or acts***</td>
<td>Immediate administrative action. Administrator contacts parents immediately.</td>
<td>Parent conference Out of school suspension Possible student removal from class with a failing grade Most Level III Violations involve criminal charges with the police Possible expulsion ***</td>
</tr>
</tbody>
</table>
CELL PHONES/ELECTRONIC DEVICES

Cell phones, iPods, smart watches, electronic games, cameras, radios, CD players, MP3 players, laser pointers, headphones, beepers/pagers and other personal electronic devices not distributed by the school district are not be used, heard, or seen during the school day. Upon entering homeroom, these devices should be turned off and remain off until students exit the building. Devices should be stored in lockers or kept in the student’s possession. The school will not be held responsible for lost or stolen devices. Parents are encouraged to not call/text their children as cell phones will be inactive for the day.

- If student is caught using a personal electronic device, it will be taken and turned in to the office.
- Failure to surrender a cell phone/ electronic device to a staff member will result in immediate office contact, confiscation of the device, and administrative consequences.
- Consequences:
  - 1st Offense – Student may pick up cell phone/device at the end of the school day.
  - 2nd Offense – Parent/guardian must pick up cell phone/device at the end of the school day.
  - 3rd Offense – Parent/guardian must pick up cell phone/device at the end of the school day. (Possible administrative consequences)

*Picture taking or video recording is not permitted in any location of the school. Taking pictures/recording of any kind is a severe violation and will be addressed as such.

No students are permitted to be in possession of laser lights/pens in school at any time. These items are considered dangerous to other individuals in the building due to the intensity of the laser beams. If students are caught with these items, they will be confiscated and turned into the office.

CUTTING CLASS

- Students who cut class will not be permitted to make up work they missed during that class period.
- Administrative consequences will be issued.
- Students will not be permitted to participate in any extracurricular events that school day.
- Consequences (if students leave school property):
  - Leaving school property is considered an unlawful absence.

EARBUDS / HEADPHONES

At the discretion of the classroom teacher, students may use earbuds/headphones, for educational purposes, with his/her school issued device. Earbuds / Headphones are not permitted to be worn during transitions between classes or in the cafeteria. Additionally, earbuds/ headphones are not allowed to be used with cell phones or other personal devices at any time. If students are caught using these items inappropriately, they will be confiscated and turned into the office. Consequences will follow the same procedures as cellphones/electronic devices.

DISPLAYS OF AFFECTION

All physical contact, other than holding hands, is discouraged, as displays of affection are not necessary in a learning environment. Consequences:

- 1st Offense – Teacher warning to students
- 2nd Offense – Teacher refers student name(s) to administrator for administrator/student conference.
- 3rd Offense – Parent conference and potential administrative consequences.
DRESS AND APPEARANCE
One of the most essential roles of the leadership of the middle school is to maintain an atmosphere in which learning can take place. Therefore, a student’s manner of dress and appearance must not be disruptive to the teaching or learning process. It is our policy that student dress should convey a sense of respect for self and others.

- A student’s clothing should be clean and in accord with the health and safety regulations of the Commonwealth of Pennsylvania.
- All dress should be in accordance with the Ephrata Area School District’s Code of Conduct.

Consequences
- **1st Offense**
  - Student will be asked to make an immediate change of clothing.
  - T-shirts and other clothing will be available at the school.
  - Parent notification will occur, if necessary, to obtain a change of clothing.
- **2nd Offense**
  - Student will be asked to follow procedures from first offense.
  - Student may be assigned an administrative detention with parent contact.
- **Repeated offenses**
  - Parent conference and/or administrative detention.

LEAVE DURING THE SCHOOL DAY
Students should never leave the middle school building without proper authorization from the administration or from the middle school nurse. Students sent home by the nurse may not participate in extra-curricular activities that day. A student leaving school without permission will be subject to disciplinary action.

OBLIGATIONS
Examples: Media Center fines/books, lab fees, laptop fines, uniforms/sports equipment, class textbooks, calculators, Internet Usage Permission Forms, or anything carried over from a previous year.

- Obligations will be carried over from 7th to 8th grade and from 8th grade to EHS.
- Students are expected to settle all obligations by the end of the current school year.
- Students with obligations may be exempt from off-school hour activities.
  - Student Council sponsored activities (Mini-Thon, Spring Formal Dance, etc.)
  - Assemblies
  - Team activities
  - School-wide activities
  - Other eligibility events
GRADING PROCEDURES

Overview
Consistent re-teaching/reassessment, late work and weighting procedures will ensure grading continues to be accurate, consistent, meaningful and supportive of student learning (Guskey, 2007; Marzano, 2007; O'Connor, 2007). With this in mind, 7th and 8th grade students will be given opportunities for re-teaching and reassessment when they are not demonstrating proficiency in all content areas.

Reassessment
The following reassessment procedures will be followed:
- Teachers will assess student learning in a variety of ways across a grading period.
- Teachers will determine the method, schedule and scope of learning activities for re-teaching that must be completed by the student prior to reassessment.
- Students wishing to retest should make a reassessment plan with his/her teacher within two weeks of the graded assessment being returned. The student will be able to use the reassessment to make up at minimum, half of the missed points on the original assessment. Teachers can use professional judgment to allow more than half of the points to be made up on a reassessment.
- Students wishing to retest should complete all prior-related assignments, as outlined in the reassessment plan.
- Assessments may be reassessed partially, entirely, or in a different format as determined by the teacher/department (CUA reassessment methods must be consistent within the department).
- Re-teaching and reassessment opportunities will be provided for every assessment.

Late work
Students will make every effort to complete missing work. Due to the dramatic impact a zero has on an overall grade (quarter or semester), a zero will be used as a last resort if the student chooses to make no effort to complete an assignment or assessment.
- Assignments that have not been submitted by the due date should be recorded as a zero numerically and flagged with the “late mark” in the Gradebook. The zero will count as a zero until the work is handed in. At the end of a marking period, any remaining “late marked” zeroes will remain at zero unless changed by the teacher.
- Zeros may be given but only with documentation to support efforts made to avoid the zero.

For clarification on specific assignments, please see the building principal.
- Students are strongly encouraged to work with their teachers during enrichment/pass periods and afterschool to complete missing work. Any late work will receive up to a 10% reduction for being 1-5 school days late. Work that is over 5 school days late or submitted more than 5 days following the end of a unit may receive up to a 30% reduction.
- Work that has been reviewed/corrected in class may still be made up by a student, but up to a 30% reduction may be applied to such work. An alternate assignment is encouraged for work that has already been reviewed/corrected.
Gradebook Guidelines
In order for consistent gradebooks across the building, the follow guidelines should be followed by all staff members. These guidelines are in place to ensure that each student has an up-to-date understanding of where he/she stands in his/her demonstration of learning.

- Assignments should be graded and returned to students in a timely fashion.
- Gradebooks should be updated weekly.
- There should be at least 9 grades per marking period (approximately 1 per week)

Vacations, Holidays, and Homework
- There should be no assignments given over holiday or vacation breaks.
- The amount of homework given on any night should be limited to a reasonable workload and/or not assigned.
- Teams of teachers should work together to plan homework assignments so that students are not overloaded on any single night.
- Homework should be a direct extension of the classroom activities and NOT busy work or excessive. Any work worth assigning is worth checking and returning to the student.

*All exceptions to these guidelines should be approved by building administration.

GUIDANCE DEPARTMENT
Counselors address the needs of middle school students in various ways. They deliver classroom presentations, facilitate small groups and meet with students individually. The counselor is the true child advocate who helps guide and nurture the students with the development of career exploration skills, coping, social and personal skills. The middle school student is a very unique person who is experiencing many, many changes in all areas of their lives. The counselor is available to all students who want help or guidance in any issues or concerns they may be dealing with at that time. The students are assured an empathetic understanding and the use of all school resources available to them, if needed. The subject and nature of our interactions may deem necessary for parental involvement, but in general confidentiality is maintained between counselor and student.

Counselors are also always available to talk with parents with their concerns or questions may have. Please do not hesitate to contact your child’s counselor, they will be happy to assist you in any way they can.

Jay Crow, Grade 7 – 721-1468 (ext. 18106) j_crow@easdpa.org
Alane Mowbray, Grade 8 – 721-1468 (ext. 18107) a_mowbray@easdpa.org
Stephen Habowski, Supervisor – 721-1478 (ext. 19030) stephen_habowski@easdpa.org
MEDIA CENTER

Regular hours are 8:05 AM to 3:40 PM. Extended hours are posted in the media center. Students will be allowed to use the Media Center for research, completion of class assignments and pleasure reading.

CHECK OUT OF MATERIALS
Books
Circulation Period: 2 weeks  Maximum Number: Unlimited
Renewing: Allowed

LOSS OF MATERIALS
Students may be charged the replacement cost for school issued material that is lost or destroyed. In the event lost material is found, the replacement cost of the material will be refunded to the student.

THEFT OR DEFACEMENT OF MATERIALS
Students will be held responsible for the full replacement cost of defaced or stolen materials. In addition, they will lose their access to the Media Center during certain times of the school day. Wilful destruction of school property will be treated according to district policy.

STUDENT ACTIVITIES & ATHLETICS

ACADEMIC ELIGIBILITY
Students involved in any extra-curricular activity ARE NOT eligible if they are not passing four subjects OR failing two subjects that meet five (5) times a week.

- Students who do not meet the above criteria on a weekly basis are ineligible for competitions/performances the following SUNDAY through SUNDAY. Practices are permitted during this time.
- At the end of a marking period, students who did not pass four subjects or failed two (2) subjects that meet five (5) times per week are ineligible for participation in contests/performances for fifteen (15) school days beginning with the date report cards are issued. Practices are permitted during this time.
- Athletes who fail two or more subjects for the year are ineligible for fifteen (15) school days the following school year. Students may obtain eligibility status by successfully completing summer school. Practices are permitted at this time.
- Dropping a course with a “WF” grade counts as a failed course for each marking period the course is offered as well as a final grade. Therefore, students who choose to drop a course cannot be eligible to participate if failing a second course meeting five (5) times per week.
- Eligibility is restored at the end of the prescribed period of ineligibility only if the student is passing four subjects and no longer failing two subjects that meet five (5) times per week.

See the Athletic Handbook for more detail.

EASD ATHLETE/ACTIVITY ATTENDANCE PARTICIPATION POLICY

- Students involved in any extracurricular or co-curricular activity must be in school from the beginning of school the day of games/performance. Students must arrive to school prior to 8:05 a.m. in order to participate in practice/competition that day. Administration will determine eligibility in unusual circumstances.
• Students that are suspended in or out of school are not eligible to participate.
• If school is dismissed early as result of conditions that threaten the health and safety of students, all practices are cancelled. Contests/performances will be postponed.
• On days when school is cancelled, practices may be held on approval of the AD/Administration. These practice sessions are not compulsory. Students who are unable to attend will not be penalized for their absence in these situations.
• School-sponsored activities include but are not limited to athletic events, dances, plays, concerts, award ceremonies, graduation, and/or special activities as determined by the Administration.
• Any student sent home during school by the nurse for illness may not participate in the activity/sports that afternoon/evening unless a doctor’s note is provided stating that the student is healthy enough to participate
High School Students
Grades 9-12
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STUDENT LIFE

ANNOUNCEMENTS
Only fliers (posters, signs, etc.) authorized by the Principal may be displayed in any part of the building including the halls. Fliers of any kind must include the name of the contact person for that organization at the bottom right corner.

An administrator must approve all Ephrata AM (TV) announcements.

AUDIO/VIDEO TAPEING
See School Board Policy 237 for details
There is to be NO audio or video taping in any classroom without the specific permission of the classroom teacher.

BEVERAGES AND FOOD
With the exception of water in clear containers, all food and beverages are to be consumed in the cafeteria or within the limits of the café lounge area as indicated by the tile floor. We understand the importance of coffee/tea to some individuals, but morning beverages and breakfast items should be consumed prior to homeroom (seniors in cafeteria homeroom should consume items before going to class). Consequences will be assigned for violations. There are times when medical exceptions will be made.

CAFÉ LOUNGE
The café lounge is a privilege for students that are academically and behaviorally in good standing to use at appropriate times during the day. Students may use the café lounge if

- Their teacher gives permission
- The student has a signed pass
- The student is passing all their classes

Students are not permitted to use the café lounge when scheduled to be at lunch and not reporting to the cafeteria could be considered a class cut. The lounge is reserved for students in study halls.

While in the café lounge, students are expected to remain in the area, keep their passes visible, and maintain a quiet, study hall environment so not to disrupt the educational environment of the building. Failure to do so could result in the loss the lounge privilege and/or other discipline.

DRIVING REGULATIONS
Students who wish to park on school property are required to have a parking permit, which are available in the Main Office. Students must fill out an application form before receiving the permit. Once a permit is issued, it must be placed visibly inside the vehicle and is the student’s responsibility to return the permit tag before graduation. Lost/unreturned permits cost $5. Sharing permits with another students is prohibited and could result in disciplinary action.

The PA motor Vehicle Code applies. This means 5 mph on school property. At all times, drivers are expected to drive safely, showing consideration for the safety of others. Excessive speed, "laying rubber", excessive noise, and reckless driving will not be tolerated (Level III violation)

The BUS LANE and the parking lots are not to be used as turn-around areas by those who are just driving around the school before and after classes. If you drive onto the parking lots, it will be expected...
that you will park your vehicle and enter the building immediately. Once the school day has begun, students are not to be on the parking lot without administrator approval.

Any vehicle brought on to school property cannot have flags or items that bear the resemblance of symbols that denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion, or gender.

Any students found in violation of these regulations could lose their parking privilege.

The school assumes no responsibility for damages and/or property loss while vehicles are parked on property; therefore, all vehicles should be locked.

Vehicles parked on school property are subject to search. These searches may include the use of canine units.

Vehicles not in compliance with the school regulations may be subject to removal by towing at owner’s expense. In addition, in the event of a traffic infraction, which is a violation of state and/or local traffic laws, the student will be prosecuted through the Ephrata Police Department.

Areas in which student parking is prohibited:
- Gym Parking Lot (Teachers’ Parking Lot).
- Any area marked RESERVED.
- Any area marked VISITORS.
- Bus ramp in front of the school.
- Rally-style parking is prohibited.

EHS ACTIVITIES / CLUBS / ORGANIZATIONS
A list of all Activities and Advisors can be picked up in the Athletic/Activity Office or questions may be directed to the Athletic Director. EXTRA-CURRICULAR ACTIVITIES use the same guidelines as written in the ATHLETIC DEPARTMENT HANDBOOK

HALL PASSES
For security concerns, and for a positive learning environment, students should not be out of classes wandering through the building. Students are not to leave class unless there is a specific reason and they have a signed HallPass.

WELLNESS CENTER RULES
No one is ever to be in the Wellness Center without adult supervision. Proper exercise attire must be worn – exercise pants, tops and tennis shoes must be worn at all times. All personal items, such as books, backpacks, or loose clothing are not permitted in the Wellness Center. Please use the locker room facilities that are available and securely LOCK your valuables in a locker.

No cell phones are permitted in the Wellness Center. Food, chewing gum, glass containers, and liquid other than water are not permitted in the Wellness Center. All water containers must be covered with a cap or lid. Excessive noise and the use of profanity are prohibited in the Wellness Center. Horseplay is not tolerated in the Wellness Center.
Improper use of equipment can cause injury as well as damage to the machines. This behavior will not be tolerated. Weight collars must be used at all times when using free weights. Return all weights to the proper spots when finished. Use cleaning towels and spray after the use of each machine. The Wellness Center supervisors have the right and authority to ask anyone to leave for inappropriate behavior.

WORKING PERMITS
Parents are no longer required to come in to sign the application form. A student can take the application home for a parent signature and return it with documentation showing proof of age. (Birth Certificate, Passport, Permit/License). There is only one work permit now – ages 14-17. Employers must still abide by Child Labor Laws concerning the jobs they can do and the hours they can work.

If you have any questions, check out the PDE webpage on Child Labor Law:
https://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx

DISCIPLINE

DISCIPLINE PROCEDURES

CODE OF CONDUCT
- DO follow the school policy for Public Display of Affection
- DO dress appropriately for school
- DO use considerate language in the building
- DO report to all classes promptly
- DO accept responsibility for your actions and assignments
- DO demonstrate PRIDE in the Ephrata Middle School
- ABOVE ALL, RESPECT YOURSELF AND THOSE AROUND YOU!

DISCIPLINE LEVEL GUIDELINES/LEVELS OF DISCIPLINE
See the Ephrata Area School District Code of Conduct

DETENTIONS
- Teacher Detention – Handled with individual teacher. If student fails to serve detention, he/she will be assigned administrative detention.
- Administrative Detention – Times and locations to be determined.
- Saturday Detention – Held selected Saturdays from 8:00 – 11:00 AM
  Always enter through the front doors of the high school. Students must report by 7:55 a.m.
- Detention Obligation – Detentions remaining at the end of the school year will be made up the following school year.

IN-SCHOOL SUSPENSION
ISS will be monitored by the Ephrata High School Administration during educational hours.

OUT-OF-SCHOOL SUSPENSION
OSS students are not permitted on school property for the duration of their suspension. This includes all after school activities for the dates of the suspension.
School Property Boundaries – Both sides of the street from Cocalico Creek, Ephrata Cloister, Oak Boulevard, and Old Mill Road.
CELL PHONES / ELECTRONIC DEVICES
See School Board Policy 237 for details

Personal electronic devices (e.g. cell phones, handheld gaming devices, music/video players) are not permitted to be used in the building unless it is at a time or location where they are permitted.

Student may use cell phones in the cafeteria during student lunch periods and during transitions between classes, but students are NOT permitted to make phone calls on their cell phones. Texting is acceptable. If a student needs to make a phone call, they may do so in the school office.

Students using cell phones/iPods/MP3 Players in the hallway must use only one ear bud. This is a safety reason so that one is still able to hear directions given in case of emergency.

Taking pictures or video recording of any kind on cell phones or other personal electronics is not permitted, particularly in bathrooms and locker rooms. Actions such as these are a severe violation and will be addressed as such.

The use of electronic devices in the Health Room is not permitted to ensure the rights to privacy. In the classroom (Media Center, Wellness/Fitness Center, Gym, and study halls are considered classrooms), devices must be silenced and out of sight during class time. The only exception is if a teacher requests or grants permission for students to use cellphones for educational purposes. This is at the teacher’s discretion. Failure to follow these guidelines may result in detention, ISS, and/or confiscation of the device.

Disciplinary Guidelines

- Teacher issues a warning and requests the student put the cell phone/device away. If the student either uses the device at another time or does not comply, the student could be asked to have a conference with the teacher, serve a teacher detention, or hand over the device for the remainder of the period. Refusal to comply with a teacher’s request could result in an administrative referral.
- Multiple cellphone infractions result in a referral. Consequences could include but are not limited to administrative conference, after school detention, Saturday detention, ISS, confiscation of the device for the day, or confiscation until the parent can pick up the device. Administration reserves the right to determine the severity of cell phone use infractions and assign levels of disciplinary action as appropriate.

No students are permitted to be in possession of laser lights/pens in school at any time. These items are considered dangerous to other individuals in the building due to the intensity of the laser beams. If students are caught with these items, they will be confiscated and turned into the office.

SPECIAL NOTE: Any student who is using an electronic device in an unacceptable manner may have his/her device confiscated. Unapproved picture taking, videotaping, or messaging, etc., may result in disciplinary action. The school will not assume responsibility for the recovery of student electronic devices that are lost, stolen, or confiscated.
DANCE REGULATIONS
Dances are for Ephrata High School students with proper ID. Students with obligations, including time owed, are not permitted to attend dances. Middle school students are not permitted to attend. Maximum age limit for dance guests: 19 years (exception for Prom). All school rules are in effect. Any inappropriate dancing (moshing, grinding, etc.) will be cause for immediate removal from the dance without a refund. No admittance to dance after 9 PM, unless administration has authorized permission. If you leave the dance, you may not return.

DISPLAYS OF AFFECTION
Public displays of affection by students are not acceptable in an educational environment. Physical contact other than holding hands is prohibited.

Consequences for students who violate this policy:
- First Offense – Warning to students with documentation
- Second Offense – Referral for administrator-student conference
- Third Offense – Administrative Discipline

DRESS AND APPEARANCE
See the Ephrata Area School District School Board Policy 221 or the Student Code of Conduct for details.

The homeroom teachers will watch for inappropriate dress and appearance each morning before homeroom. The teacher will record if there is any inappropriate dress. If the student is inappropriately dressed, the homeroom teacher will speak with the student and ask them to change. If the student refuses, the student will be referred to administration. If students are inappropriately dressed later in the day they will be referred to administration.

Consequences for students who violate this policy:
- First Offense
  - Student will be given an opportunity to make a change of clothing.
  - T-shirts and other clothing will be available in the High School Office.
  - Parent notification will occur, if necessary, to obtain a change of clothing.
  - Student may not be permitted to return to classes until appropriate changes have been made.
  - If the student fails to comply, the teacher will contact Administration.
- Second Offense
  - Student will be asked to follow procedures from first offense.
  - Student will be assigned an administrative detention and parent contact.
- Third and Repeated Offenses
  - Administrative Discipline

ELIGIBILITY: ATHLETICS AND STUDENT ACTIVITIES
See the Athletic Handbook for more detail

Students involved in any extra-curricular activity ARE NOT eligible if they are not passing four subjects OR failing two subjects. Students who do not meet the above criteria on a weekly basis are ineligible for competitions/performances the following SUNDAY to SUNDAY. Practices are permitted during this time.
At the end of a marking period, students who did not pass four subjects or failed two (2) subjects are ineligible for participation in contests/performances for fifteen (15) school days beginning with the date report cards are issued. Practices are permitted during this time. Athletes who fail two or more subjects for the year are ineligible for fifteen (15) school days the following school year. Students may obtain eligibility status by successfully completing summer school. Practices are permitted during this time.

If a student is ineligible, he/she is encouraged to make arrangements to stay after school with one of the classes he/she is failing to receive extra help from the teacher. Dropping a course with a “WF” grade counts as a failed course for each marking period the course is offered as well as a final grade. Therefore, a student who chooses to drop a course (WF) cannot be eligible to participate if he/she is failing a second course.

Eligibility is restored at the end of the prescribed period of ineligibility only if the student is passing four subjects and no longer failing two subjects. Monitoring will begin the second week of the first marking period. Students assigned in-school suspension or out-of-school suspension are ineligible to participate in athletics for the duration of the suspension.

**NOTE: Please review the Athletic Student-Parent Handbook carefully.**

**LATE TO CLASS, OUT OF ASSIGNED AREA, AND CLASS CUTS**

Students are to physically be in their assigned classrooms before the start of the class period, often designated by the bell. Students who are late to class without a pass will be marked as such in their period attendance. The teacher will let the student know that (s)he was marked late to class, as well as notify parents if the lateness becomes excessive. The building principals will be conducting frequent checks of period attendance records to review late to class markings. When a student reaches three lates to class, (s)he will receive an administrative warning. At six lates, the student is subject to an administrative detention. For each third late to class, the student is subject to subsequent administrative detentions.

Students who are more than a few minutes late to class with a pass are considered to be Out of Assigned Area. Students who are Out of Assigned Area are subject to Administrative Referral from the classroom teacher and will be assigned a detention. If a student misses more than half or up to the entire class period without a valid pass, they are considered to have cut class. Students who cut class will not participate in any extracurricular events that school day.

**Consequences for students who cut class may include but are not limited to:**

- Cutting Class and Staying on Property:
  - First Offense - Saturday detention
  - Second Offense - In-School Suspension
- Cutting Class and Leaving School Property:
  - An unlawful/unexcused absence (details found in attendance section)
  - Obligation Time (details found in attendance section)
  - In-School Suspension
OBLIGATIONS
Obligations are items, whether material or time, that a student owes to the school because of a prior action. Some examples include but are not limited to Media Center fines/books, lab fees, uniforms/sports equipment, missing class textbooks, calculators, detentions, unlawful truancy days, tardies, required student forms, 11th grade physicals or anything carried over from Ephrata Middle School. Obligation lists will be distributed monthly in homeroom to students.

Consequences for students who owe obligations:
• Inability to purchase dance tickets including prom
• Inability to attend student activities (such as prom, dances, and field trips) or participate in extracurricular programs (such as athletics, etc.).
• No participation in graduation exercises unless all obligations have been met.
• Withholding diploma until credit requirements are met.

COUNSELING DEPARTMENT

COUNSELOR/STUDENT ASSIGNMENTS FOR SCHOOL YEAR
Mr. Steve Habowski ....... Gr 9-12 Last Names A-Di/Gifted
Ms. Kerri Batdorf .......... Gr 9-12 Last Names Dj-Ko/Emotional Support
Mrs. Theresa Davies ...... Gr 9-12 Last Names Kp-Rin
Ms. Jan Schober ...... Gr 9-12 Last Names R-O/Z/Life Skills

Counselors help students focus on academic, personal/social and career development so they can achieve success in school and are prepared to lead fulfilling lives as responsible members of society. Students who wish to make an appointment with their school counselor should see the Counseling Department secretary.

CLASS RANK
See the Ephrata Area School District Board Policy Number 214.

The Board acknowledges the necessity for a system of computing grade point averages for the purposes of determining class rank to inform secondary students, parents and others of each student’s relative academic placement among peers.

The Board authorizes a system of class rank that is determined by the student’s Weighted Grade Point Average.

Any students whose Weighted Grade Point Averages are identical at the end of the school year shall be granted the same class rank. The rank of the student or students who immediately follow a “tied” position will be determined by the total number of students that are in the preceding “tied” position. Example: If two students share a class rank of #5 in the class (they have the same weighed GPA), the next student would have a class rank of #7.

A student’s Weighted Grade Point Average and class rank shall be entered on the student’s transcripts and shall be subject to Board policy on release of student records.
The Superintendent or Designee shall develop procedures for computing of the Weighted Grade Point Averages and assigning class rank to implement this policy, which shall include a statement of the methods for computation and rank assignment for those to whom a student's Weighted Grade Point Average and class rank are released.

**EHS COUNSELING WEBSITE**
The Counseling Department maintains a very thorough and comprehensive website that contains useful information for all students. These resources include: College (postsecondary) information, Financial Aid information, EHS Counseling Department forms, Course Selection/Scheduling information, Class Profiles, and Career Planning information. [EHS Counseling Department Website](#)

**VIRTUAL LEARNING E-LAB**
This program provides an opportunity for students who have 1) previously failed a course, to recover credits by completing the course through independent study using an electronic platform, or 2) who select to take a course that is not provided at EHS through an online option. Space is limited to the lab size. If you are interested, please discuss with your counselor.

**NAVIANCE FAMILY CONNECTION**
Naviance Family Connection is utilized in the Counseling office and is made available to students and families. Naviance Family Connection allows students to:

- Research colleges and careers
- Naviance includes a powerful college search engine that can jumpstart the process for students
- Naviance also includes different assessments that can recommend career fields for your student based on skills and interest.
- Naviance provides multitudes of information regarding different careers: average wages based on location/city, required schooling/degrees, lists of required skills and assets typically needed in order to be successful within the career field, etc.
- Students can search for colleges that may interest them based on a number of criteria (location, major, size, sport, programs, religious affiliation, etc.)
- In the near future students will be able to compare GPA, SAT/ACT scores to historical data from our school for students who have been admitted to a specific college.
- Keep track of the college search and application process
- Keep track of prospective colleges and your level of interest in each
- Senior year, you can check on the status of your transcript request(s) online
- Schedule appointments with College Representatives.
- Find and apply for local scholarships as well as complete a National Scholarship Search.
- Create a resume and complete a Game Plan.
- Stay updated with communication from the Counselors via direct email.

In order to access the site, you must log in with your EASD network username and password. [Naviance Family Connection website](#)
GRADING INFORMATION
Report cards will be posted to the students/parent community portal at the end of each grading period. Progress reports will be posted to the student/parent portal account at the middle of each marking period. A message will go out each time progress report grades have been fully updated in order that parents might view the most recent, complete, update through their parent portal account. If anyone does not have internet access and, therefore, needs to continue to receive these reports via the regular mail, please contact the EHS Office at (717) 721-1478 to request mailings to continue.

Parents are encouraged to contact their student’s teacher with any academic concerns about the report. You can find teacher e-mail addresses on the district website in the staff directory.

COMMUNITY PORTAL (NOW POWERSCHOOL)
PowerSchool provides an opportunity for parents to stay connected and up to date with their child’s grades and attendance. Parents have the ability to view the accounts of all their children in the district, which can be accessed from the EASD homepage. All students have a personal account created for them at the beginning of the school year. For instructions and to access PowerSchool/Parent Portal, please visit the parent resources on our district website.

GRADE POINT AVERAGE (GPA)
Official Grade Point Averages (GPAs) are calculated at the end of the first semester and the end of the academic year. All courses with the exception of any special marks (P,M,I,NM) are used in GPA calculations. Students will have both the Academic (weighted) and Standard (unweighted) GPA calculated at the times listed above. A student’s GPA and Class Rank are considered confidential information and will only be released to academic institutions, scholarship, National Honor Society organizations, or as requested by the student/parent.

GRADING SCALE GUIDELINES
Ephrata High School uses a weighted and plus/minus graded scale system. This weighted system rewards students who choose to take level 2 and 3 courses by assigning a higher grade point value for that mark. A complete list of level 2 and 3 courses can be found in the Educational Planning and Course Selection Guide booklet which is distributed to students in February during course selection time. This resource can also be found on the Counseling Department web page. The details of this scale can be found on the following chart.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
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<td>4.00</td>
<td>4.50</td>
<td>5.00</td>
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<td>88-89</td>
<td>3.33</td>
<td>3.83</td>
<td>4.33</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
<td>3.00</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
<td>3.17</td>
<td>3.67</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.33</td>
<td>2.83</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
<td>2.00</td>
<td>2.50</td>
<td>3.00</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
<td>2.17</td>
<td>2.67</td>
</tr>
<tr>
<td>D+</td>
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<td>1.83</td>
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<tr>
<td>D</td>
<td>63-67</td>
<td>1.00</td>
<td>1.50</td>
<td>2.00</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
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<td>1.17</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
GRADUATION REQUIREMENTS FOR EPHRATA HIGH SCHOOL STUDENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4.0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>Arts and Humanities/Electives</td>
<td>8.5</td>
</tr>
<tr>
<td>Wellness/Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

All students must meet the above local credit requirements.

Students must score proficient or advanced on all three Keystone Exams – Algebra I, Biology, and Literature.

If students do not score proficient or advanced on a Keystone Exam after two attempts, they are eligible to complete a state assigned online Project Based Assessment (PBA). Students can continue to take any Keystone Exam as many times as needed after participating in assigned remediation. The highest score on each module is banked and the sum of the two best scores (regardless of when the test was taken) is used to determine proficiency. If proficiency is not met, students must demonstrate proficiency by completing the online Project Based Assessment. The projects are scored by an arbitrary state panel who will determine if proficiency was met.

**MAKE-UP WORK**

It is suggested that students/parents and/or guardians contact teachers directly, via email or Schoology messaging, to obtain missed work. Within three **(3) days** of a student returning to school with an excused absence, plans for missed work will be made with the appropriate teacher. Once the student and teacher establish a plan for the work to be made up, the teacher will work with the student to allow for a reasonable time frame for the work to be accomplished. **Suspension from school is considered as “Excused Absences”** and students will be afforded the opportunity to make all missed work. The Counseling Office is not the first step for homework requests for absences or vacation day requests; it is the student’s responsibility to gather homework from their teachers prior to the scheduled vacation.

**HONOR ROLL**

The Ephrata High School Honor Roll will be determined after the 1st, 2nd, 3rd, 4th and final (cumulative) report periods. A student may not have a grade lower than a C-, or incomplete as well as a minimum 3.0 unweighted grade point average in order to be included in the Honor Roll.

**INDEPENDENT STUDY**

The opportunity exists for students to complete a course for credit through independent study. The availability of this option will be dependent upon faculty schedules and availability. Students who desire to complete a course through independent study should make their request, in writing, to the appropriate department chair one semester in advance. The department chair(s) and the appropriate teacher will meet with the student to design the requirements for the independent study course. This syllabus must be presented to and approved in writing by the student’s parents and faculty committee appointed by the building principal. Upon recommendation of the faculty committee to the principal, the Board will make the final determination as to whether the credit will be granted upon successful completion of the planned and approved course of independent study.
COLLEGE VISITS, MILITARY OR CAREER EXPERIENCE
Any student who wishes to visit a College, Military, or Career Experience must complete a Pre-Approval Form. This form must be submitted at least (2) school days before the visit, or the absence will be considered unexcused and the student will not be permitted to make up any work. Students should inform their teachers of the upcoming absence and make up all class work missed during the absence. This absence will count toward the eight absences permitted in EASD policy 204: Attendance.

NCAA SPORTS ELIGIBILITY
Any student who is considering playing sports at a Division I or II College or university must meet eligibility requirements with the NCAA Clearinghouse. It is important that you review these requirements each year to determine if you meet the requirements. Not all classes are NCAA approved so it is important that you check with your school counselor to review your class if you have questions.

Juniors should register with the NCAA Clearinghouse after completing the junior year. Please see the NCAA Website at www.ncaaclearinghouse.net to complete this application.

REPEATING A COURSE
If a student repeats and passes a major subject area course that they did not fail the first time, they will receive credit for both classes- one will be an elective credit, while the other will count as a major subject areas credit after the course is passed for the second time. Both grades will be factored into the student’s GPA.

SCHEDULE CHANGES
A student is expected to remain in a selected course for its full term. Withdrawal from a course after the 8th class meeting will result in the student receiving a withdrawal failing (WF) grade on the current report period as well as the student’s permanent transcript. See Student Activity/Sports eligibility.

SCHOLARSHIPS
Ephrata High School is very fortunate to have a very large number of scholarships awarded each year. Scholarships will be advertised to students through Schoology and Naviance. It is the student’s responsibility to have all necessary materials copied and submitted to the Counseling Office on/before the due date indicated on the application. Late applications will not be accepted.

SENIOR GRADUATION HONORS
The below are grade point average criteria for determining senior honors for graduation:
- Summa Cum Laude - 4.0 GPA Unweighted
- Cum Laude - 3.75 GPA Weighted
- Academic Excellence - 3.5 GPA Weighted
- Honors - 3.0 GPA Weighted

The class Valedictorian is determined by the student’s weighted grade point average. If two (or more) students are tied, the student’s unweighted grade point average will be the next criteria utilized.

STUDENT TRANSCRIPTS
A student’s transcript is a record of academic final grades for coursework completed starting with grade 9. In addition to academic grades, transcripts also include cumulative and yearly grade point average (weighted and unweighted), current class rank, SAT, ACT and AP scores, Keystone exam scores, most recent report grades, current schedule, a listing of school activities, as well as a student’s attendance record.
Unofficial student transcripts are available on each student's PowerSchool account. Official transcripts can be ordered through the Naviance system. Students should allow up to 7 days for processing of transcripts. If requesting a letter of recommendation from your school counselor, you must provide 10 days advanced notice to insure meeting a specific deadline.

Only items sent directly from the Counseling Office may be faxed. The high school fax machine is not available to parents and students to send their applications to colleges/universities.

SUMMER SCHOOL
The Ephrata Area School District sponsors a self-supporting, fully accredited, remedial, secondary summer school for students in grades 7-12. It is the student's responsibility to confirm with his/her School Counselor that an offered course will meet the criteria for credit. Students may take up to a maximum of two one-credit courses.

MEDIA CENTER

CHECK OUT OF MATERIALS
Print Material (Books, Magazines, etc.)
Circulation Period .................. 2 weeks Fines ........................................ $ .10 per school day
Maximum Number .................. Unlimited Renewing .......................... Allowed

Reference materials and DVDs may circulate overnight, subject to librarian approval. A fine of $.50 per day is charged for overdue reference.

INTERLIBRARY LOANS
Books, movies and more may be borrowed without charge through the statewide ACCESS PA catalog. The Books, Movies and More in a PA Library website is available from the EHS Media Center Library Destiny Homepage, linked under Power Library. Books may be kept for one month with no renewals. Fines are $.30 per day. Continuous overdue items will result in the loss of interlibrary loan privileges. https://www.powerlibrary.org/catalog/#.XTTGGXt7IPY

LOSS OF MATERIALS
Students will be charged the current Books in Print prices for lost books. If the title is out of print, a base rate of $5.00 (mass market) or $15.00 (trade edition) per paperback is charged. For out-of-print hardbound books, $20.00 will be charged. Students are charged the current issue or replacement issue price for all magazines, as charged by the publisher.

MEDIA CENTER PASSES
Students should see a librarian for a Media Center Pass prior to visiting the Media Center during study halls.

STUDENT ACCOUNT
Students use assigned 800-numbers to check out materials from the Media Center. A student should not check out materials for another student using their assigned 800-number because all students are individually responsible for any lost or damaged materials associated with their account.

THEFT OR DEFACEMENT OF MATERIALS
Students will be held responsible for the full replacement cost of defaced or stolen materials. In addition, they will lose their access to the Media Center from study halls. Willful destruction of school property will be treated according to district policy.
Athletic Students Handbook
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Many Ephrata Area School District students participate at the interscholastic levels after going through the various athletic organizations and club teams within the District, which serve as feeder programs for the middle and high school athletic teams. The athletic organizations and club teams provide the foundation for our interscholastic athletic teams.

Interscholastic athletics teach many valuable lessons including teamwork, sportsmanship, and leadership. Ephrata Area School District athletic programs strive to stress these core values while also focusing on the development of each individual student’s skills, commitment to hard work, and a sense of fair play.

JURISDICTION: GUIDELINES FOR STUDENT-ATHLETES

The “Guidelines for Student-Athletes” have been approved by the Ephrata Area School District and shall apply to any actions, on or off school premises, 24 hours, 7 days a week, in season and out of season. It also includes all preseason, training, and all team related activities. Failure to adhere to any school or team regulation may result in BOTH school and team penalties, which may include disciplinary actions including possible suspensions. All references within this handbook to extra-curricular and/or co-curricular activities include athletic activities. All situations are subject to review by the proper school district administrative levels. Students should note that participation in interscholastic athletics is not a guaranteed right, but a privilege that is earned in part thought good citizenship and good academics.

PIAA POLICIES

Ephrata High School and Ephrata Middle School are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribe to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum and seasonal rules will be followed. Copies of the PIAA policies can be found in the athletic office and at www.piaa.org.

ACADEMIC ELIGIBILITY

1. To be eligible for interscholastic athletics, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum.
2. Eligibility will be reported weekly beginning with the second week of the school year.
3. The academic reporting period will be from 8:00 am on Mondays to 3:15 pm on Thursdays.
4. If an athlete fails two (2) or more courses on a weekly report, he/she will be ineligible to participate in contests for a period of one week (Sunday to Sunday).
5. If the head coach consents, an ineligible student may practice provided he/she attends extra help sessions in one of the courses he/she is failing. The student must provide a signed note from the teacher each day to be eligible to practice.
6. If an athlete is failing two (2) or more subjects for a marking period, he/she will be ineligible to participate in contests for the first fifteen (15) school days of the next marking period. Ineligibility will begin the day the report cards are given out/sent home.
7. Athletes who drop a course and have an average grade of “F” will be required to carry that failure toward eligibility for the remainder of the school term.
8. Students who transfer into the Ephrata Area School District must comply with the requirements contained herein. Academic grades and attendance from last school will be checked prior to being eligible to participate in interscholastic athletics.
9. At the end of the school year, the student’s final grades shall be used to determine his/her eligibility for the next school year. A student who attends summer school and corrects deficiencies shall be eligible to participate in the fall sports season.
RULES GOVERNING SPORTS TRYOUTS/PRACTICES
1. Students must have a completed PIAA sports physical which is dated after June 1 of the participating year to be eligible to participate in any tryout or practice. This physical MUST be on the proper PIAA physical forms (CIPPE).
2. Student must also have completed an Acknowledgement of Risk form and Acknowledgement of Handbook form to be eligible to participate in any tryout or practice.
3. Athletes participating in any additional sports after the initial physical must complete and submit a PIAA RE-CERTIFICATION FORM (Section 7).
4. Students who owe obligations will NOT be permitted to begin practice until all obligations are satisfied.

NOTE: PRACTICE IS NOT PERMITTED UNTIL ALL FORMS ARE PROPERLY COMPLETED AND TURNED INTO THE ATHLETIC OFFICE!

ATTENDANCE
- Student-athletes must be in school by 9:50 am to be eligible to participate in that day’s activity (contest, practice, etc.). Athletes arriving late to school must provide a school sanctioned excuse in order to participate in a practice or a contest.
- Students who arrive to school after school begins but prior to 9:50 am are eligible to participate in extra-curricular activities but will be marked tardy for the time they missed.
- If a student is absent from school for the entire day, the student may not practice or participate in athletics that day.
- If a student leaves school before the end of the day (and does not return), the student may not practice or participate in athletics that day. If the student returns to school, a school sanctioned note must be provided to be eligible to participate in a practice or contest.
- If a student is absent from school for a pre-approved vacation day or college visit, the student is eligible to participate in a practice or contest that day.
- If a student is suspended from school, he/she is not eligible to participate in any practices or contests for the period of suspension.
- Team members are expected to be at all practices, team meetings, contests, and special occasions unless excused by the head coach.
- Any exception to the attendance rules must have pre-approval of the Athletic Director or building principal.
- Exception to the 9:50 am daily deadline exists for Senior Flex students, who must be in school no later than ½ hour beyond their report time.
- If teams arrive on school property after 10:45 pm, students must be in school by 9:50 am the next morning to be eligible to participate in a game or practice. *This is NOT an excused absence.

INSURANCE
The Ephrata Area School District provides a “Secondary” policy on student-athletes if injured at a practice or competition sponsored by an interscholastic sports team. Family insurance plans provide the primary coverage. All necessary forms required by the secondary policy are located with the athletic trainer.

HAZING
See School Board Policy #247

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of students for the purpose of initiation of membership in or affiliation with any organization recognized by the board. The EASD does not allow any acts of hazing or rights of initiation. Students found in violation of Hazing will be subject to removal from interscholastic athletics.
and face suspension and/or expulsion. If appropriate, the matter may be referred to the police and become a criminal situation.

**BULLYING**

*See School Board Policy #249*

The EASD prohibits Bullying of any type: electronic, written, verbal or physical act or acts directed at another student or students in our outside of school. Students found in violation of the Bullying Policy will be subject to removal from interscholastic athletics and face suspension and/or expulsion. If appropriate, the matter may be referred to law enforcement.

**TRANSPORTATION**

- All participants are required to use school district provided transportation to and from all away athletic competitions.
  - Only under unique circumstances will this regulation be waived.
  - A written note from the parent/guardian must be given to the head coach prior to a student being excused from school transportation.
- All school bus rules and regulation apply during transportation to or from an athletic contest.
- All buses or vans used for athletic must be cleaned of litter after each trip.

**ADDITIONAL PIAA ELIGIBILITY RULES**

- Senior High Sports:
  - Students are ineligible if they attain the age of 19 prior to July 1 of the school year they wish to participate.
- Junior High Sports:
  - Students are ineligible if they attain the age of 16 prior to the July 1 of the school year they wish to participate.
- If a student is absent from school for 20 or more days during a semester, he/she is ineligible to participate in any sport contests until the student has been in attendance for 60 days beyond the 20th day of absence.
- A student shall not represent his/her school in interscholastic athletics if he/she has:
  - Reached the end of the 6th year of school beyond 6th grade year without regard to period of attendance.
  - Played 6 seasons beyond 6th grade year or 4 seasons beyond 8th grade year in sports.
  - These two points are of key importance to any student who failed any grades between 6th grade and 12th grade.

**SUPER-FROSH RULE (9th GRADE PARTICIPATION)**

Any student in 9th grade, who will be participating on a JV or Varsity team where there is a Junior High team option, must provide written approval by the student, parent/guardians, head coach and HS principal. The paperwork must be completed prior to any 9th grader participating in any athletic contest. Once the student participates at the JV or Varsity level, the student may not return to the Junior High level (same for students looking to move up during the season).

**SPORTSMANSHIP**

Integrity, fairness and respect are lifetime values taught through athletics. Students at Ephrata are expected to display these principals of good sportsmanship at all times. Any student who is ejected from a PIAA contest will be suspended from the next contest (this carries over from one season to the next). If the student is ejected a second time during the season, he/she will be removed from the team for the remainder of the season. Some key principals to keep in mind in regard to sportsmanship: **respect**
officials, opponents and coaches, demonstrate self-control, refrain from using profanity, shake hands with opponents after contests and lead by example.

DRUG/ALCOHOL/STERIOIDS/TOBACCO POLICY FOR EXTRA-/CO-CURRICULAR ACTIVITIES

1. Please see appendix for definitions of programs and terms.
2. Important to emphasize: The drug/alcohol/tobacco policy shall apply to any actions, on or off school premises, 24 hours, 7 days a week, in season and out of season. It also includes all preseason, training and all team related activities.
3. The term “use” includes possession, use, sale, transfer or distribution of the substances and related paraphernalia mentioned above. It is also important to note that any possession, use, sale, transfer or distribution of any of these substances on school grounds or at a school sponsored activity will result in additional serious disciplinary consequences, as outlined in the student handbook.
4. For the purpose of this information, the term “verification” is defined as any of the following:
   a. Self-admitted involvement by the student.
   b. Witnessed student involvement by a coach, EASD staff member, other students, community member, or other persons.
   c. Parent admission of their student’s involvement.
   d. Verified by an official police report given to the school district.
   e. Violation of this policy will result in the disciplinary action outlines in school board policy #222 and #227 (see chart on next page)
**Drug and Alcohol (non-tobacco)**

<table>
<thead>
<tr>
<th></th>
<th><strong>A. First Offense:</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Suspension from all school extra-curricular and co-curricular activities for 60 calendar days from the date of infraction, required completion of SAP assessment through PA Counseling, and full compliance with assessor's recommendations.</td>
</tr>
<tr>
<td></td>
<td>• Suspension may be reduced to 40 calendar days upon proof of successful completion of the SAP or continued participation in an under age drinking and substance abuse program recommended by the SAP assessor.</td>
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<tr>
<td></td>
<td>• Prior to being reinstated to a team or activity there is a mandatory meeting with student, parents or guardians, coach or advisor, athletic or activities director and relevant others.</td>
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<tr>
<td></td>
<td>• If the school year concludes before the 60-day suspension has been completed, the suspension will continue at the beginning of the next school year or commencement of the school's activities for the next school year.</td>
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<th><strong>B. Second Offense:</strong></th>
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<tr>
<td></td>
<td>• Exclusion and suspension from all school extra-curricular and co-curricular activities for the next 365 calendar days.</td>
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<tr>
<td></td>
<td>• Referral to the SAP team for drug and/or alcohol assessment and follow-up. Acceptance and fulfillment of the SAP team's recommendations and the approval of the Administration are required for the student to be reinstated.</td>
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<th><strong>C. Third Offense:</strong></th>
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<tr>
<td></td>
<td>• Permanent suspension from extra-curricular and co-curricular activities.</td>
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**Steroid**

Pennsylvania Anabolic Steroid Law requires the following minimum penalties regarding Anabolic Steroids

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<th><strong>A. First Offense:</strong></th>
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<tr>
<td></td>
<td>• Suspension from the team or activity for the remainder of the season.</td>
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<tr>
<th></th>
<th><strong>B. Second Offense:</strong></th>
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<tr>
<td></td>
<td>• Suspension from the team or activity for the remainder of the season AND next season.</td>
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<tr>
<th></th>
<th><strong>C. Third Offense:</strong></th>
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<tr>
<td></td>
<td>• Permanent suspension from school athletics.</td>
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<tr>
<td></td>
<td>• Additionally, the Ephrata Area School District has determined that in order to resume participation, a medical determination must be made that no residual evidence of steroids exists.</td>
</tr>
<tr>
<td></td>
<td>• The District may require counseling, rehabilitation, testing, or other programs as a condition for reinstatement into a school athletic program. Only valid medical purposes exempt a student-athlete from the previous penalties.</td>
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**Tobacco and Vaping**

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<th><strong>A. First Offense:</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Suspension from all extra-curricular and/or co-curricular activities for 7 calendar days and required completion of 3 tobacco education lessons.</td>
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<th></th>
<th><strong>B. Second Offense:</strong></th>
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<tr>
<td></td>
<td>• Suspension from all extra-curricular and/or co-curricular activities for remainder of season.</td>
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<tr>
<th></th>
<th><strong>C. Third Offense:</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Suspension from all extra-curricular and/or co-curricular activities for remainder of school year.</td>
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**Out-of-Season/Summer/New Student Infraction**

|   | **A.** Any suspension resulting from drug or alcohol usage that occurs outside the normally defined playing season will be enforced using 60 consecutive, calendar days, including summer months. |
|   | **B.** Required completion of SAP assessment through PA Counseling, and full compliance with assessor’s recommendations is required prior to becoming eligible to return to team or activity. |
|   | **C.** Prior to being reinstated to a team or activity there is a mandatory meeting with student and athletic / activities director. |

The above disciplinary consequences may be reduced up to 10 days by the district upon approval of the Superintendent or Assistant Superintendent of Schools based upon the student’s full cooperation and honesty with the administration during the investigation of the matter.
For all drug, alcohol, and tobacco violations, whether students are permitted or required to participate in practice during the suspension will be at the discretion of the District Administration.

GENERAL REGULATIONS/INFORMATION

- Each coach/team will have specific team rules and consequences which will be provided to students at the start of the season. These rules and consequences may not be more severe than school rules and consequences.

- Vacations during the season are discouraged whenever possible. In the event an absence occurs due to a vacation, the student must notify the coach prior to the vacation and also accept the consequences related to the status on the team.

- No athlete may quit one sport and try out for another sport after the season has begun without mutual consent of both coaches.

- If a student is cut, removed or quits a team, the Head Coach will contact the parents/guardians as well as the athletic department to make them aware of the situation.

- Locker rooms are shared by multiple sports teams and PE classes. Students are encouraged not to bring valuables into the locker rooms because the security of these items cannot be guaranteed. If items are lost or stolen, this should be reported to the Head Coach immediately. The district is not responsible for lost or stolen articles. Also, a reminder that locker rooms are subject to search at all times.

- Any athlete who comes out for a team during the season must have 5 days of practice before they can compete in a contest.

- Student-athletes are encouraged to maintain their physical conditioning in the off-season by utilizing the school district Wellness Center.

- Any athlete who wishes to participate in two sports/activities simultaneously must discuss this intention with both coaches/advisors and work out a plan for which sport/activity will take priority when there is a conflict. A contest will always take priority over a practice and a student activity (curriculum related) will always take priority over an extra-curricular activity.

- Equipment and uniforms are issued to students on a loan basis. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the student for the replacement cost of the item(s). Until this obligation is resolved, the student will not be permitted to participate in any future extra-curricular or co-curricular teams or events.

- Any headbands or wristbands must match the team uniform colors and all jersey or tops must be tucked in at all times.

- The school district can only investigate what we know. If you hear of an “incident” or activity that does not sound like it is of good moral character (stealing, hazing, cheating, drinking, etc.) please call the athletic office and report it.

- If a student athlete is involved in a criminal act, he or she is subject to suspension or removal from the team.

- When there is inclement weather that results in an early dismissal, all contests and practices are canceled. If school is canceled due to inclement weather, all contests and practices are canceled. If a playoff contest is scheduled on a date when school is closed due to inclement weather, but the governing body does not postpone the playoff event, the school teams will participate in the contest if travel to the contest can be made in a safe manner.

- Athletes who meet the criteria set up by each team/coach will receive one cloth letter “E” for their first varsity letter. All other earned letters are represented by pins. Injured athletes and seniors may receive special consideration when determining who receives letters for each team. Any player who does not finish the season with the team or in good standing will not receive a letter. Junior High and JV players receive certificates.

- The most up-to-date sports schedules are found on the Athletics page on the EASD Website. Parents/Guardians may sign up for email alerts and updates directly from this site.
PENALTIES AND DUE PROCESS
A student-athlete may be suspended or removed from a team if he or she is found to be in violation of laws, policies, rules or regulations.

The following procedures apply regarding athletic discipline regarding Athletic Department violations, not necessarily specific team violations:
1. Alleged violations are reported to the administration and investigated to determine credibility.
2. If found creditable, Athletic Director will informally meet with student to explain the information, allow the student to respond and ultimately decide whether or not to discipline the student.
3. If the Athletic Director determines that the student committed the alleged violation, the Athletic Director will assign discipline and complete an Athletic Department Disciplinary Form which will be sent home with the student and requires a parent/guardian signature.
4. If the student/parent/guardian wishes to appeal the matter, they must notify the Athletic Director in writing within (5) days from the original informal meeting with the student.
5. In the event a student is removed from the team for disciplinary reasons, he or she forfeits any wards earned during the season and may not try out for another sport in the same season.

LOCATION OF EPHRATA ATHLETIC EVENTS
Varsity Football: War Memorial Field
JV Football: War Memorial Field
JH Football: War Memorial Stadium
Varsity & JV Boys Soccer: WellSpan Mountaineer Field
JH Boys Soccer: Middle School Fields
Varsity & JV Field Hockey: WellSpan Mountaineer Field
JH Field Hockey: Middle School Field
Tennis (Boys and Girls): Middle School Main Tennis Courts
Volleyball (Boys and Girls): Middle School Main Gym
Cross Country: Middle School Fields
Golf: Fox Chase Golf Course
Basketball (Boys and Girls): Middle School Main Gym
JH Basketball (Boys and Girls): Middle School Old Gym
Bowling: Dutch Lanes
Rifle: High School Rifle Range
Swimming: Ephrata Recreation Center
Wrestling (Varsity, JV, JH): High School Gym
Varsity Baseball: War Memorial Field
JV Baseball: War Memorial Field
Boys Lacrosse: WellSpan Mountaineer Field
Girls Lacrosse: WellSpan Mountaineer Field
Varsity & JV Girls Soccer: Cloister Mountaineer Field
JH Girls Soccer: Middle School Fields
Varsity Softball: Ephrata Rec. Department Fields
JV Softball: Ephrata Rec. Department Fields
Track & Field: Middle School Track Stadium
LANCASTER-LEBANON SECONDARY SCHOOL ATHLETIC ASSOCIATION

Participant and Spectator Behavior Policies

- LL League encourages spectators to cheer and support their respective teams in a positive manner, but not to cheer negatively against the opponent.
- Only team members in uniform and/or warm-ups under the coach’s supervision are permitted on the floor or field for warm-ups prior to and during halftime of games. Unauthorized personnel are not permitted on the playing field at the conclusion of a game.
- Only cheerleaders for the purpose of leading cheers or promoting school spirit and authorized personnel are permitted on the playing field at the conclusion of a game.
- Abusive language, negative gestures or taunting directed towards players, coaches, officials, cheerleaders, or spectators is prohibited.
- No sirens, handheld towels, whistles, portable stereos, or noisemakers will be permitted at games. Handheld banners or handheld signs, including spirit towels will not be permitted.
- The throwing of any foreign objects is prohibited.

Offenders of these policies will be escorted from the gymnasium or stadium and may be subject to disciplinary action.

SPORTS MEDICINE GUIDELINES

ATHLETIC TRAINER:

- Ephrata Area School District provides a certified Athletic Trainer to work with any student-athlete who is injured as a result of participation in interscholastic athletics.
- Athletic Trainer contact information available on the Athletic Webpage.
- If there are any changes in your medical information, please remember to update the emergency information card that is submitted during each athletic season. Updates can be made by contacting the Athletic Trainer.

REPORTING INJURIES:

- Athletes must report all injuries to the athletic trainer as soon as they occur.
- Any student participating in athletics has a chance of being injured. When injured, all student-athletes must immediately report the injury, no matter how insignificant, to their coach. Every injured athlete is then required to report the injury to the certified athletic trainer. In addition, all further issues or updates on the injury should be reported to the certified athletic trainer.
- All coaches receive and are aware of proper guidelines in handling and reporting injuries of their athletes.
- Referrals to physicians or physical therapy should be coordinated with the EASD athletic trainer. All outside medical decisions regarding participation status must be reported to the athletic trainer as soon as possible.

RETURNING TO PLAY AFTER AN INJURY:
Student-athletes requiring a visit to a physician or the emergency room for any injury or illness during their sports season must submit written clearances from their physician to the athletic trainer before they may return to participation. The form required is Section 8 of the Physical Packet on the Athletic Webpage. https://easdpa.org/athletics/piaa-physical-packet/
SCHOOL DISTRICT SPORT CLASSIFICATION
PIAA recognized sports in the Ephrata Area School District have been categorized as male only, female only, and coed sports. Listed below are sports available in each category.

<table>
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<tr>
<th>COED SPORTS</th>
<th>FEMALE SPORTS</th>
<th>MALE SPORTS</th>
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<tr>
<td>Cheerleading</td>
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<tr>
<td>Football</td>
<td>Field Hockey</td>
<td>Cross Country</td>
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<tr>
<td>Golf</td>
<td>Lacrosse</td>
<td>Lacrosse</td>
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<tr>
<td>Rifle</td>
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<td>Soccer</td>
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<td>Softball</td>
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<td>Swimming</td>
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<td>Tennis</td>
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<td>Volleyball</td>
<td>Winter Track</td>
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<td></td>
<td>Winter Track</td>
<td>Wrestling</td>
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PARENT/COACH COMMUNICATION PLAN
Parenting and coaching are extremely complex vocations. By establishing an understanding of each position, we are able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.

Communication from the Coaching Staff
- Philosophy of the coach
- Expectations the coach has for your child as well as all players on the squad
- Locations and times of practices and contests
- Team requirements: i.e. practices, special equipment, out-of-season conditioning
- Procedure followed should your child be injured during participation
- Discipline which may impact your child’s participation
- Eligibility requirements and concerns

Appropriate Concerns for Discussion
- The treatment of your child, mentally, and physically
- Ways to help your child improve or concerns about their behavior

It is sometimes very difficult to accept your child is not playing as much as you may hope. Coaches are the specialized authority. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child’s coach. Other things, such as those on the next list, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss with the Coach
- Playing time
- Team strategy
- Play calling
- Other student-athletes
There are situations, which may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern. For concerns regarding discussion with the coach, the following procedures should be followed:

1. Call to set up an appointment with the coach.
2. The Ephrata High School telephone number is (717) 721-1478.
3. If the coach cannot be reached, call the Athletic Director at extension 19020.
4. A meeting will be scheduled for you.

The Next Step: What a parent can do if the meeting with the coach did not provide a satisfactory resolution: Call and schedule an appointment with the Athletic Director.

PLEASE NOTE:
Please do not approach a coach before or after a contest or practice. These can be emotional times for both parents and the coaching staff. Meetings of this nature do not promote resolution.

Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided in this handout makes both your child’s and your experience with the Ephrata Area School District athletic programs less stressful and more enjoyable.