EPHRATA AREA SCHOOL DISTRICT

Ephrata High School
803 Oak Boulevard
Ephrata, PA 17522-1998

Phone (717) 721-1478
FAX (717) 721-1129 (HS Office)
(717) 721-1479 (Attendance/Athletic Office)
www.easdpa.org

HIGH SCHOOL ADMINISTRATION

Dr. Scott Galen, Principal
Mrs. Amanda Calhoun, Assistant Principal
Mr. Nathan Upham, Assistant Principal
Mr. Steve Sweigart, Director of Student Activities/Athletics, Facilities

2019-2020
STUDENT/PARENT/GUARDIAN HANDBOOK
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**EPHRATA HIGH SCHOOL**

**BELL SCHEDULES**

**REGULAR CLASS SCHEDULE**

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**ONE HOUR DELAY MOUNTAINEER BLOCK SCHEDULE**

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**TWO HOUR DELAY CLASS SCHEDULE**

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ATTENDANCE PROCEDURES

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 and driver’s license tests 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 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 form 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.
• Nonschool-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. 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. 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 EASD Policy 204, Attendance.

UNLAWFUL/UNEXCUSED ABSENCE
Non-attendance without lawful excuse is a violation of compulsory attendance law of this Commonwealth; therefore, absences from school for students under 17 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 17 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:
  - Loss of privileges
  - Possible referral to the County Office of Children and Youth
  - Possible referral to a truancy diversion program (See section on this below)
  - 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 17 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 17 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.

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.

Truancy Diversion Plan
The district works with the County District Attorney’s office to provide support for families struggling with truancy. After a student has accumulated a certain number of unlawful days, the district may refer the family to an intervention with the District Attorney’s office. The intention of the program is not punitive, but instead aimed at helping improve student school attendance.
TARDINESS TO SCHOOL
Students have the responsibility to get to school on time and be ready to start the day. If a student is tardy because of a medical/dental appointment, the student must bring a written note from a medical/dental office when reporting to school late otherwise a parent note with a valid excuse is needed. Students without proper excuses will be unlawful/unexcused for the periods they miss.

- Arrival between 7:30 and 7:40AM – report directly to Homeroom where the teacher marks the student TARDY
- Arrival after 7:40AM - report directly to the attendance office before entering class. Students provide the teacher with the slip from Attendance Office as they enter.

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 17, 420 minutes accumulated will be considered an unlawful absence which could result in possible citation issued by the District Justice. Students 17 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 removal from senior café homeroom and senior flex. If applicable, after review by administration, students may earn back these 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).

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 may come into school to sign their student out OR a note with the signature of either a parent 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 high school building without proper authorization from the high school office or from the high school 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.

- Leaving before the start of 4th period = Full day unlawful/unexcused absence.
- Leaving after the start of 4th period = Half day unlawful/unexcused absence.
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.

“One 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
DISCIPLINE PROCEDURES

CODE OF CONDUCT

Developed by Student Council 2003-2004 School Year
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 for Ephrata High School
ABOVE ALL, DO 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 AND OTHER 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 when 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.

**CUTTING CLASS**
Students who cut class will not participate in any extracurricular events that school day.

**Consequences for students who violate this policy 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

**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 GUIDELINES
See the Ephrata Area School District School Board Policy 221 or pg. 6 of the Code of Conduct for details.

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. Shirts/blouses/dresses must cover midriff, back, and sides at all times 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.

Students May Not Wear
- Clothing that is not properly fastened. This includes carrying or covering oneself with blankets throughout the school day.
- 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. This includes the Confederate Flag or its image.
- 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.
- Clothes that reveals private body area(s) or undergarments
- Clothes and accessories that are dangerous to health or safety and are distracting or disruptive

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 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 choose 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.

INTERNET USE
See the Ephrata Area School District Code of Conduct

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. 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

TEACHER PROCEDURES FOR LATE TO CLASS
Classroom lateness is first addressed by the classroom teacher. When students receive a 3rd unexcused late to class, the classroom teacher notifies parents/guardians to explain the concern and to notify them that on the next late the student will be issued an administrative referral. The teacher will also assign a teacher detention. Upon the 4th unexcused late to class, the teacher will issue an administrative referral.

- 1st late: Teacher warning
- 2nd late: Teacher warning
- 3rd late: Contact parents and assign teacher detention
- 4th late and additional: Administrative referral

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.
PLAGIARISM/CHEATING
Plagiarism is a form of cheating; it is submitting someone else’s words and/or ideas as if they were one’s own. Most often, but not exclusively, plagiarism/cheating occurs in one of the following ways:
- Copying a paper, parts of a paper, or sentences word for word; usually by downloading from the Internet.
- Paraphrasing one or more articles without crediting sources in a Works Cited or Bibliography.
- Copying someone else’s work, such as homework, research papers, or lab reports.
- Completion of assignment by another student.
- Cheating on tests and assignments and/or giving an assignment to someone else for the purpose of submitting it as his/her own is strictly prohibited.

**Consequences for students who violate this policy:**
- First Offense
  - Student will receive a zero for the assignment and will be permitted to redo assignment. That grade will be averaged with the zero.
  - Teacher will notify parents and complete a discipline referral to record the offense.
- Subsequent Offenses
  - Student will receive a zero for the assignment without an option to redo the assignment.
  - The teacher will notify parent(s) and administrator.

NOTE: Plagiarism offenses are cumulative from Grades 9-12.

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. Random canine “sniffs” of the area surrounding student lockers and the parking lot are to be expected at any time throughout the school year.

SMOKING AND VAPEING. See the [EASD Code of Conduct](#) and [Board Policy 222](#)

Smoking or possession of tobacco/smoking products, in any form, within sight of school property and on any buses, vans and vehicles that are owned, leased or controlled by the school district will not be tolerated. For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other smoking products; and smokeless form of tobacco in any form (this includes e-cigarettes, vaporizers, Juuls, lighters, and chemical based products). Smoking offenses are cumulative from grades 9 – 12. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

**Consequences for students who violate this smoking and vaping policy:**
- Out of school suspension
- Prosecution and fine by the District Justice

WEAPONS (See [Board Policy 218.1](#) or pg 8 of EASD Code of Conduct)

Weapons shall include but not be limited to any of the following: knife, cutting instrument or tool, firearm or gun, rifle, replica of a weapon, or any object intended to inflict bodily injury. A student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

**Consequences for students who violate this policy:**
- Expulsion for a period of not less than one year.
- The Superintendent may recommend modifications of such expulsion on a case-by-case basis.
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 TAPING (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.

BACKPACKS AND BOOKBAGS
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, starting in the 2017-2018 school year, 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.

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.

BUILDING SECURITY
All entrances to the building will be locked during school hours. Access to the building will be through an intercom system at the door on Oak Boulevard. Visitors must register at the attendance office. Students may not exit the building to pass between classes.

BULLYING
See the Ephrata Area School District Code of Conduct and Board Policy 249.

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 need 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.

CAFETERIA PROCEDURES
For further information, please refer to Board Policy 808.

Enter cafeteria through designated doors. Students will have their ID scanned to make purchases through the student account. Clear table when finished eating. Wait to be dismissed. Food and beverages are not to be taken out of the cafeteria during lunches. Packed lunches are to be eaten in the cafeteria.
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.

Food Services utilizes Meals Plus, a computerized system that allows students to use ID cards for purchases. Use of the ID cards will help you monitor your child’s account. For the 2019-2020 school year, all lunches will be $3.00 for full price students. Reduced pricing for all lunches is 40¢. Breakfast for full price students is $1.55. Milk will be 60¢. We suggest a deposit of $45.50 in order to cover ten (10) breakfasts and ten (10) lunches. Students place their sealed envelope with a check or cash deposit in the locked drop box located by the HS Kitchen door across from the FCS classrooms by 9:00 AM to be guaranteed to be entered into their account for the same day lunch period. Parents may also deposit money via credit card or debit card for a nominal fee by creating an account/username on www.k12paymentcenter. In addition, parents may view their student’s purchases free of charge at www.k12paymentcenter.

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. All checks are to made payable to EASD FSF.

HIGH SCHOOL CHARGE POLICY: Students who go into the negative (owe money) will not be able to purchase any a la carte 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 per week (Tuesday and Thursday) for all accounts in the negative. When funds are received, any monies owed will be immediately deducted. As a courtesy, emails and phone calls will also be send once a week on Tuesdays when accounts fall below $10.00. In addition, any student with negative balance will be placed on the obligation list.

Café
Food and beverages will be available for purchase throughout the day in the café outside of the 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 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.

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.

CHANGE OF ADDRESS
Any change of address must be requested through the district office. As of 2017, changes are completed through the District Office’s Central Enrollment Secretary, Pam Sensenig. The high school office will print a Student Verification Form for the student to take home to the parent to start the process. The change must be recorded on the Student Verification Form. 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.
DELIVERIES
Due to the increasing number of deliveries and safety concerns, special deliveries to students, such as flowers and balloons, will NOT be accepted.

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.

ELASTIC CLAUSE
The Principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The Principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

EMERGENCY PROCEDURES
The Ephrata Area School District has plans in effect for major emergency situations. Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedures. A series of emergency preparedness drills are practiced during the school year for safety and security purposes. Students must follow the instruction of the school staff during these drills. Failure to do so will result in disciplinary action and/or a fine from the local authorities.
Building Evacuation Drills

- **Fire Drills** – Fire Drills at regular intervals are required by law and will be conducted monthly at Ephrata High School. Maps for exiting the building are posted in each room. Students must follow the instructions of staff members and report to their designated location outside the building. Any student who fails to leave the building immediately during a fire drill is subject to disciplinary action and/or a fine by local authorities.
- **Severe Weather Drills** – Severe weather drills include procedures to protect students from extreme weather conditions such as tornados.
- **Lockdown Drills** – Lockdown drills require all students to be in secured classrooms where they are not visible or heard from exposed areas.
- **Bus Evacuation Drills** – Bus Drills occur twice a year – typically in the fall and spring for students that take the bus to and from school.

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 the High 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.

FUNDRAISING

All fundraising events must be approved by the administration.

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.

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 school counselor immediately following the alleged 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.
HEALTH SERVICES
A Certified School Nurse and Health Tech are available during school hours to support student learning by coordinating state mandated health programs and by handling illness and injury that occur while the student is in school. The Health Room is not a clinic, but does provide basic first aid. Acetaminophen, ibuprofen, chewable antacids, Benadryl, cough drops and Bacitracin ointment are available if signed parental permission is on file.

Students may not carry medications except inhalers, epinephrine pens, and diabetes supplies. A signed order from the student’s doctor must be on file in the Health Room giving permission to carry any of these types of medications. All other medication, over-the-counter and prescription, must be brought to the nurse. These medications must be accompanied by the doctor’s order and signed parental permission. The nurse will assist the student in establishing a routine to meet his/her needs.

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 must visit the Health Room before going home ill or contacting his/her parent. The school nurse will contact the parent if sending the student home is necessary.

Eleventh grade students are required by the state of Pennsylvania to have a physical exam. This exam may be done privately (the form can be downloaded from the EASD website, health services section) or by the school doctor.

HOMELESS STUDENTS
Tough Times Affect Everyone
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 Home and School Visitor, H. Francie Wiker at (717) 721-1139. You may also contact the National Center for Homeless Education toll-free at (800) 308-2145 for more information.

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. Students should not share their locker with a friend. NO adhesive tape of any kind may be used on lockers. The school is not responsible for lost or stolen property. LOCK 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.

MAIL
Mail addressed to students will be returned to sender. An administrator or school counselor may approve exceptions to this rule.
SUNSCREEN
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 nonaerosol 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.

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 nonaerosol 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.

Each year, the parent/guardian must sign a form indicating permission for the student to carry and use nonaerosol topical sunscreen. This form will be provided at the beginning of each school year.

VALUABLES
Students assume responsibility for all valuables brought to school. The school is not responsible for loss of personal property or school property assigned to students.

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:
http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/7508
COUNSELING DEPARTMENT

COUNSELOR/STUDENT ASSIGNMENTS FOR 2017-2018 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 Rio-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 web site 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.

VIRTUAL LEARNING-ELAB
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 Connect 5 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 HS web page.

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.

GRADE POINT AVERAGES
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.
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<th>Grade</th>
<th>Percent</th>
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<th>Level 2</th>
<th>Level 3</th>
</tr>
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<td>A</td>
<td>93-100</td>
<td>4.00</td>
<td>4.50</td>
<td>5.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
<td>4.17</td>
<td>4.67</td>
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<tr>
<td>B+</td>
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<td>3.33</td>
<td>3.83</td>
<td>4.33</td>
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<tr>
<td>B</td>
<td>83-87</td>
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</tr>
<tr>
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<td>80-82</td>
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<td>C+</td>
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<td>73-77</td>
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<td>3.00</td>
</tr>
<tr>
<td>C-</td>
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</tr>
<tr>
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<tr>
<td>D-</td>
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**GRADUATION REQUIREMENTS FOR EPHRATA HIGH SCHOOL STUDENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Language Arts</td>
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<tr>
<td>Mathematics</td>
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<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 OF 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 Web site 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.

STUDENT ASSISTANCE PROGRAM (SAP)
The Student Assistance Program 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 EHS SAP team is comprised of a consultant from PA Counseling Services, a Home School Visitor, School Psychologist, Teachers, School Nurse, School Counselors and an Assistant Principal.
MEDIA CENTER

Regular hours are 7:00 AM to 3:30 PM. Extended hours are offered Tuesday and Thursday afternoons until 4:30 PM.

CHECK OUT OF MATERIALS

Print Material (Books, Magazines, etc.)
Circulation Period ................. 2 weeks
Maximum Number .................. Unlimited
Fines .................................. $.10 per school day
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 web site (https://www.powerlibrary.org/catalog/#.XTTGGXt7IPY) 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.

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.

EPHRATA HIGH SCHOOL 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 Mr. Steve Sweigart, Director. EXTRA-CURRICULAR ACTIVITIES use the same guidelines as written in the ATHLETIC DEPARTMENT HANDBOOK
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](http://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 GOVERNORING 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 Risk of Injury Acknowledgement and Athletic Responsibility acknowledgement 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 8:30 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 8:30 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 8:30 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 8:30 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 liter 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 regards 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/STEROIDS/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 below)
## Drug and Alcohol (non-tobacco)

### A. First Offense:
- 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.
- Suspension may be reduced to **40 calendar days** upon proof of successful completion of the SAP or continued participation in an underage drinking and substance abuse program recommended by the SAP assessor.
- 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.
- 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.

### B. Second Offense:
- Exclusion and suspension from all school extra-curricular and co-curricular activities for the next **365 calendar days**.
- 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.

### C. Third Offense:
- Permanent suspension from extra-curricular and co-curricular activities.

## Steroid

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

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<tbody>
<tr>
<td><strong>A. First Offense:</strong></td>
<td>Suspension from the team or activity for the remainder of the season.</td>
</tr>
<tr>
<td><strong>B. Second Offense:</strong></td>
<td>Suspension from the team or activity for the remainder of the season AND next season.</td>
</tr>
<tr>
<td><strong>C. Third Offense:</strong></td>
<td>Permanent suspension from school athletics. 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. 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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<tbody>
<tr>
<td><strong>A. First Offense:</strong></td>
<td>Suspension from all extra-curricular and/or co-curricular activities for <strong>7 calendar days</strong> and required completion of 3 tobacco education lessons.</td>
</tr>
<tr>
<td><strong>B. Second Offense:</strong></td>
<td>Suspension from all extra-curricular and/or co-curricular activities for remainder of season.</td>
</tr>
<tr>
<td><strong>C. Third Offense:</strong></td>
<td>Suspension from all extra-curricular and/or co-curricular activities for remainder of school year.</td>
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</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Football:</td>
<td>War Memorial Field</td>
</tr>
<tr>
<td>JV Football:</td>
<td>War Memorial Field</td>
</tr>
<tr>
<td>JH Football:</td>
<td>War Memorial Stadium</td>
</tr>
<tr>
<td>Varsity &amp; JV Boys Soccer:</td>
<td>WellSpan Mountaineer Field</td>
</tr>
<tr>
<td>JH Boys Soccer:</td>
<td>Middle School Fields</td>
</tr>
<tr>
<td>Varsity &amp; JV Field Hockey:</td>
<td>WellSpan Mountaineer Field</td>
</tr>
<tr>
<td>JH Field Hockey:</td>
<td>Middle School Field</td>
</tr>
<tr>
<td>Tennis (Boys and Girls) :</td>
<td>Middle School Main Tennis Courts</td>
</tr>
<tr>
<td>Volleyball (Boys and Girls):</td>
<td>Middle School Main Gym</td>
</tr>
<tr>
<td>Cross Country:</td>
<td>Middle School Fields</td>
</tr>
<tr>
<td>Golf:</td>
<td>Fox Chase Golf Course</td>
</tr>
<tr>
<td>Basketball (Boys and Girls):</td>
<td>Middle School Main Gym</td>
</tr>
<tr>
<td>JH Basketball (Boys and Girls):</td>
<td>Middle School Old Gym</td>
</tr>
</tbody>
</table>
Bowling: Dutch Lanes
Rifle: High School Rifle Range
Swimming: Ephrata Recreation Center
Wrestling (Varsity, JV, JH): Middle School Main 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, hand held towels, whistles, portable stereos, or noisemakers will be permitted at games. Hand held 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 at http://www.easdpa.org/ehs/Athletics/default.html
- 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 - http://www.easdpa.org/ehs/Athletics/PDF/2012-2013/PIAA%20return%20from%20injury%20form.pdf

**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>
<thead>
<tr>
<th>COED SPORTS</th>
<th>FEMALE SPORTS</th>
<th>MALE SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling</td>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Cross Country</td>
<td>Basketball</td>
</tr>
<tr>
<td>Football</td>
<td>Field Hockey</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf</td>
<td>Lacrosse</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Rifle</td>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td></td>
<td>Softball</td>
<td>Swimming</td>
</tr>
<tr>
<td></td>
<td>Swimming</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td></td>
<td>Track &amp; Field</td>
<td>Volleyball</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>Winter Track</td>
</tr>
<tr>
<td></td>
<td>Winter Track</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

**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.
APPENDIX

Student Assistance Program (SAP)

- For general information please refer to School Board Policy #236.
- SAP - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

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 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.
| 1. Purpose | 249. BULLYING/CYBERBULLYING  
The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates 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. |
| 2., Definitions SC 1303.1-A | Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting 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 cyberbullying. |
| SC 1303.1-A | 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. |
No. 247

SECTION: PUPILS

EPHARATA AREA

TITLE: HAZING

SCHOOL DISTRICT

ADOPTED: April 25, 2005

REVISED: January 25, 2016

<table>
<thead>
<tr>
<th></th>
<th>247. HAZING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Purpose</td>
</tr>
<tr>
<td>2.</td>
<td>Definitions</td>
</tr>
</tbody>
</table>

   Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

   Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

   Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

| 3. | Authority SC 510, 511, Pol. 122, 123 | The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

   The Board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone, or tolerate any form of hazing. |
## EPHARATA AREA
### SCHOOL DISTRICT

<table>
<thead>
<tr>
<th>Section</th>
<th>Title: Possession/Use of Emergency Medications Asthma, Inhalers, and/or Epinephrine Auto-Injections</th>
</tr>
</thead>
<tbody>
<tr>
<td>210.1</td>
<td>The Board shall permit students in district schools to possess asthma inhalers and/or epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.</td>
</tr>
</tbody>
</table>

### Definitions SC 1414
- **Asthma inhaler** shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.
- **Epinephrine auto-injector** shall mean a prescribed device containing medication used for the self-administration in treating a life-threatening allergy.
- **Self-administration** shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

### Guidelines SC 1414
- Before a student may possess or use an asthma inhaler and/or epinephrine auto-injector in the school setting, the Board shall require the following:
  - A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
  - A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
  - A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
    - Name of the drug
    - Prescribed dosage
Links to Other Board Polices

Link to all Board Polices
https://easdpa.org/school-board/school-board-policy/

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904 Public Attendance at School Events
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