EAST LYCOMING SCHOOL DISTRICT

EAST LYCOMING SCHOOL DISTRICT

Hughesville Junior-Senior High School

Student / Parent Handbook

2026–27 School Year • Revised 8/13/26

Spartan STRONG

Spartan STRONG is our school-wide PBIS program. Character education is the process of helping students develop and practice the core ethical values that our diverse society shares and holds important: We show integrity. We are responsible. We empower. We are Spartan Strong!

Hughesville High School Alma Mater

We all love the Hughesville High School, it's the best we agree, and to our dear Alma Mater pledge our loyalty. Loyal e'er we'll be to Hughesville, keep her memory bright, for our dear old Alma Mater and the Green and White.

How to Use This Handbook

This handbook is organized into seven main sections so that families and students can quickly find the information they need:

- A. General Information
- B. Student Attendance Information
- C. Student / Academic Related Information
- D. Extra-Curricular Related Information
- E. Student Discipline Information
- F. School Related Information
- G. Policies

Within each section, topics are arranged alphabetically for easy reference. If a question arises during the school year that isn't answered here, please contact the high school administration.

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A. General Information

DISCLAIMER & BOARD AUTHORITY REGARDING HANDBOOK CONTENTS

The contents of this Student/Parent Handbook are developed to provide a general overview of the rules, policies, and procedures governing the school environment. This handbook is not an all-inclusive document, nor is it intended to create an express or implied contract.

In accordance with Section 510 of the Pennsylvania Public School Code of 1949 (24 P.S. § 5-510) and 22 Pa. Code § 12.3, the Board of School Directors maintains the authority to adopt and enforce reasonable rules and regulations governing student conduct, health, safety, and school operations.

Reservation of Rights & Administrative Authority:

Board Policy Primacy: School Board Policies supersede any provisions contained within this handbook. Should a conflict arise between this handbook and official Board Policy or applicable state/federal laws, official Board Policy and governing law shall control.

Authority to Amend: The Board of School Directors reserves the right, at its discretion or as directed by changes in local, state, or federal law, to make additions, modifications, or deletions to the provisions in this handbook at any time during the school year.

Superintendent Delegation: The Board of School Directors authorizes the Superintendent (and/or designated administrative staff) to implement, adjust, and enforce these guidelines, as well as establish supplemental administrative regulations necessary to maintain a safe, orderly, and effective educational environment consistent with Board Policy and the PA Public School Code.

Failure to read this handbook or sign the acknowledgment form does not relieve students or parents/guardians from the responsibility of complying with all applicable school policies, procedures, and rules of conduct.

Key Statutory Foundations in Pennsylvania

24 P.S. § 5-510 (PA Public School Code - Rules & Regulations): Grants the Board of School Directors explicit authority to adopt and enforce reasonable rules regarding pupil deportment, school property, and general conduct.

22 Pa. Code Chapter 12 (§ 12.3): Mandates that each governing school board adopt a code of student conduct and outlines required administrative procedures and due process rules.

Superintendent Administrative Authority (24 P.S. § 10-1081): Establishes the executive authority of the Superintendent to carry out board directives and manage daily school operations in accordance with law and policy.

Bell Schedules

Normal Schedule

Homerooms open: 7:50 AM • Students in homeroom: 8:07 AM • Late-to-school bell: 8:10 AM

Period	Time
1	8:10 – 8:59
2	9:02 – 9:46
3	9:49 – 10:33
6	12:43 – 1:27
7	1:30 – 2:14
8	2:16 – 2:56

Lunch / Periods 4 and 5 (rotating by lunch group):

	A Lunch	B Lunch	C Lunch
Lunch	10:36 – 11:06	11:23 – 11:53	12:10 – 12:40
Period 4	11:09 – 11:53	10:36 – 11:20	10:36 – 11:20
Period 5	11:56 – 12:40	11:56 – 12:40	11:23 – 12:07

Two-Hour Delay Schedule

Homerooms open: 9:50 AM • Students in homeroom: 10:07 AM • Late-to-school bell: 10:10 AM

Period	Time
1	10:10 – 10:43
2	10:46 – 11:15
3	11:18 – 11:47
6	1:27 – 1:56
7	1:59 – 2:28
8	2:30 – 2:56

	A Lunch	B Lunch	C Lunch
Lunch	11:50 – 12:20	12:22 – 12:52	12:54 – 1:24
Period 4	12:23 – 12:52	11:50 – 12:19	11:50 – 12:19
Period 5	12:55 – 1:24	12:55 – 1:24	12:23 – 12:52

ELSD Calendar

The full district calendar is available on the ELSD website (www.elsd.org) and is distributed at the start of the school year.

EAST LYCOMING SCHOOL DISTRICT
2026/2027 SCHOOL CALENDAR

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	**28**	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	**19**	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	**31**			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jan 1: Schools Closed
Jan 4-8: Firefly
Jan 4-15: Acadience
Jan 18: Professional Day 8
Jan 19: MP2

Student 19/98
Teacher 20/106

Feb 12: Weather Day (1)
Feb 15: Professional Day 9

Student 18/116
Teacher 19/125

Mar 15-19: Firefly
Mar 25: Weather Day (2)
Mar 26-29: Schools Closed
Mar 30: Weather Day (3)
Mar 31: MP3

Student 19/135
Teacher 19/144

Apr 26-30: PSSA
Apr 26-30: Acadience

Student 22/157
Teacher 22/166

May 1-15: Acadience
May 3-7: PSSA Testing
May 10-14: PSSA Make-ups
May 28: Weather Day (4)
May 31: Schools Closed

Student 19/176
Teacher 19/185

June 4: Student Half Day / MP4
June 4: Commencement Class of 2027
(Rain Date - June 5)

Student 4/180
Teacher 4/189

Aug 19: Professional Day 1 (Remote)
Aug 20-24: Professional Days 2-4
Aug 25: First Student Day

Student 5/5
Teacher 9/9

Sept 7: Schools Closed
Sept 8-18: Acadience

Student 21/26
Teacher 21/30

Oct 5-9: Firefly
Oct 12: Professional Day 5
Oct 28: MP1

Student 21/47
Teacher 22/52

Nov 12: Professional Day 6
(11:45AM - 7:15PM)
Nov 13: Professional Day 7
(7:45AM - 3:15PM)
Nov 25-30: Schools Closed

Student 15/62
Teacher 17/69

Dec 23: Student Half Day
Dec 24-31: Schools Closed

Student 17/79
Teacher 17/86

Total Days

180 Student Days
189 Teacher Days
9 Professional Days
4 Weather Days

Instructional Hours 900 / 990

Rev: 1/21/26

Student Day
Professional Day - No Students
Student Half-Day - 11 AM
Weather Day
Schools Closed

Board Approval: 1st Reading
January 20, 2026

Board Approval: 2nd Reading
February 17, 2026

B. Student Attendance Information

Attendance Policy

When a student has been absent for 3 days without an excuse, the student is considered truant. At that point, the district will:

- Notify the parent/guardian in writing, within 10 school days of the unlawful absences, and
- Notify the school district's caseworker of the unlawful absence notification.

This notification may include an offer of a Student Attendance Improvement Conference. The purpose of this conference is to identify the reason(s) for a student's truancy and develop a Student Attendance Improvement Plan (SAIP) to improve future attendance. The SAIP is kept in the student's file, with copies given to the parent/guardian, the student, and appropriate school personnel.

Illegal Absences – Truancy: Key Numbers

- Students are permitted only 3 unexcused days for the entire school year. All other absences must be accompanied by an excuse from a parent/guardian or medical professional, submitted within 3 days of the absence — otherwise the absence becomes unexcused.
- Parental excuses may not exceed 10 days. After 10 days of parental excuses, all additional absences require a medical professional's excuse.
- Parents are notified in writing after 3 unexcused absences.
- Parents are notified in writing and contacted by phone by the district's caseworker after 4 unexcused absences.
- After a student's 10th total absence (excused or unexcused), parents are notified in writing and a medical excuse is required for all further absences.
- If additional absences occur after the SAIP meeting, the district may file charges with the district magistrate, subjecting the parent and/or student to fines and penalties at the judge's discretion.

Habitually Truant

A student is habitually truant after accumulating 6 or more unexcused absences.

Students Under 15 Years of Age

- Referral to a school- or community-based attendance improvement program.
- Possible referral to the local children and youth agency.
- The district may file a citation with the local district magistrate against the parent/guardian only.

Students 15 Years of Age and Older

- Referral to a school- or community-based attendance improvement program.
- The district may file a citation against the parent/guardian and the student.
- Referral to the local children and youth agency if additional absences occur or if the family refuses to participate in the SAIP.

Absences and Excuses

The high school office provides absentee excuse forms. A written excuse signed by a parent/guardian must be submitted within three (3) school days of the student's return to school, clearly stating the reason for the absence. The excuse may be submitted in writing or by email, provided the email is sent from the parent/guardians registered email address on file in the student information system (SIS). Excuses not submitted

within that window are automatically unexcused/unlawful. The office should be notified for extended absences; random phone calls may be made to homes of absent students. (See Board Policy #204.)

Part-Day Absences

Students will not be excused to leave during school hours unless a properly signed excuse — including the date, time of dismissal, and reason — is presented to the office before Period 1. Parents calling for an early dismissal may be required to pick their child up in the office. The student must sign out at the office before leaving and sign back in upon return. Early dismissal forms need an authorized return signature (e.g., doctor, lawyer) to be considered legal. Students arriving after 9:00 AM or leaving before 2:00 PM are marked absent for a half day.

> *Students involved in extracurricular activities must also follow the attendance requirements in the Extra-Curricular Handbook for Students and Parents.*

Tardy

Students arriving after the late bell but before 9:00 AM are tardy. A student leaving after 2:00 PM is considered an early dismissal. Excessive tardiness may result in disciplinary action. Excessive tardiness will be defined as 220 minutes. After 220 minutes have accumulated, students will meet with the building principal or designee and be assigned an after school detention. Each further accumulation of 220 minutes, will equate to another after school detention.

College Visitations

College visitations during school time should be arranged through the guidance office prior to the visit. A note on the college or postsecondary institution's letterhead certifying attendance must be returned to the guidance office.

Family Excursions

The district considers an extended family excursion or vacation a lawful absence if it meets the criteria in the Family Excursion or Vacation Request Form, which must be submitted and approved in advance. The student is responsible for obtaining assignments prior to the absence and submitting all missed work within three (3) days of returning. Any student with 6 or more unexcused absences or 10 excused absences will not be approved for a family excursion per review on a case by case basis by the principal.

Arrival Procedures

Homerooms open at 7:50 AM. Students arriving earlier must report to the cafeteria (breakfast service begins at 7:30 AM); students not eating breakfast should not arrive before 7:45 AM. Students are not permitted to walk the halls before homeroom. Anyone arriving after 8:10 AM must sign in at the office before attending homeroom or classes and will be considered late.

C. Student / Academic Related Information

Academic Integrity / Cheating

A student found cheating or plagiarizing will:

- Be informed of the seriousness of the violation.
- Have parents/guardians notified.
- Be subject to discipline as outlined in the Discipline section.
- Receive a zero or failing grade for the assignment.
- Have the National Honor Society advisor notified, if applicable.

Class Make-Up Work

Teachers ensure that students absent from class have the opportunity to make up missed work. Students who cut class or skip school must complete make-up work, but not for full credit. For any excused absence, students receive one school day per excused day absent (up to 4 days) to make up assignments.

Class Rank

Class rank is reported for grade 9 at year-end, grade 10 at the end of each semester, and grades 11–12 at the end of each quarter, using numerical grades. The school will attempt to obtain numerical grades for transfer students; ultimate responsibility rests with the student and family. Satisfactory/Unsatisfactory and Pass/Fail grades are not used in class-rank computations. Valedictorian and salutatorian status requires three completed academic years at Hughesville High School.

Dual Enrollment Courses

Dual enrollment courses are offered through several colleges and universities. The school provides enrollment information, but families are responsible for following the college's procedures, confirming course transferability, and covering all associated costs. See the Program of Studies for details.

High School Progressions / Graduation Requirements

Grade	Requirement to Advance
8th	May not fail 2 or more core courses for the year (English, Math, Social Studies, Science).
9th	Must not fail 2 or more core courses for the year, or the same course in both 7th and 8th grade.
10th	By end of 9th grade: at least 6 credits earned, deficient by no more than ½ credit in any major graduation subject.
11th	By end of 10th grade: at least 12 credits earned, deficient by no more than 1 credit in any major graduation subject.
12th	By end of 11th grade: at least 18 credits earned, deficient by no more than 2 credits in any major graduation subject.

The building principal has final responsibility for determining promotion or retention of each student.

Credits Required for Graduation — Minimum 25 Credits

- English: 4 credits (at least 1 each year, grades 9–12)
- Mathematics: 4 credits (at least 1 each year, grades 9–12)
- Science: 4 credits (at least 1 each year, grades 9–12)
- Social Studies: 4 credits (at least 1 each year, grades 9–12)
- Health and Physical Education: 1.5 credits (CTE students: at least 0.5 credits)
- Elective courses to reach 25 total credits

Every senior must schedule at least one of each core course during senior year.

Spartan Academy – Academic Pathway

Students in the Academic Pathway must meet the same graduation requirements as students physically attending HHS.

Spartan Academy – Workforce Preparation Pathway

This streamlined online program focuses on essential work and life skills. Students enrolling before the first day of the second semester of junior year must complete at least 21 total credits, as follows (all other state requirements still apply):

- English: 4 credits
- Science, Math, and Social Studies: 3 credits each
- Arts / Humanities: 2 credits
- Physical Education: 1 credit
- Elective Courses / CTE: 5 credits

Honor Roll

The Honor Roll is reported at the end of each grading period. Criteria:

- No subject mark lower than 80%.
- An overall average of 90% (unweighted) in all subjects graded by percent.
- A “P” (Pass) in all classes graded Pass/Fail.

PA System of School Assessment (PSSA) / Keystone Exams

The PSSA and Keystone Exams provide information about school quality to parents, districts, and the public. Junior-senior high students may participate throughout the year; Keystone results are tied to graduation requirements.

Report Cards

Grades reflect a student's academic effort, not behavior. Numerical grade scale:

Range	Rating
95–100	Excellent

85–94	Above Average
75–84	Average
70–74	Below Average
0–69	Failing

Physical Education / Junior High “Specials” are graded P (Pass) or F (Fail).

Report cards are posted to the Parent/Student Portal four times a year (every nine weeks): October ; January; April ; and June. The final grade reflects the average of semester or quarterly grades plus final exam averages. Paper copies are available on request from the high school office.

Schedule Changes

Summer-mailed schedules are considered final and binding. In limited situations, students may request a course change or drop within the first week of school; not all requests are granted. Requests after the first six days that result in a dropped course may be noted as a “W” (Withdrew) on the transcript. No course drops are permitted between the end of the fourth marking period and finals. All changes are subject to review by the counselor, faculty member, parent, and administration. No student may be scheduled for more than eight (8) class periods per day.

Senior End-of-School Term

Any senior with an estimated average of 75% or lower receives a progress report and a phone call to parents mid-way through the fourth marking period. At year's end, failing seniors are notified by phone and registered letter. Graduating seniors who are enrolled and regularly attending may participate in Baccalaureate, Commencement, and related events if eligible; graduation requirements must have been attempted. (See Board Policy 217.)

> *Commencement Dress Code: business casual attire is required — dress pants, collared shirts, blouses, dresses, skirts, and dress shoes. Jeans, shorts, flip-flops, and work boots are not permitted. Violations may result in exclusion from the ceremony.*

Student Evaluations / Progress Reports

Grades are accessible through the online grading system. Parents may contact the guidance office for additional progress reports.

Withdrawal from School

- No student of compulsory school age may withdraw without the written consent of a parent/guardian and supporting justification.
- For transfers to another school district, all student obligations must be settled before signing out; records are forwarded upon request from the new school.

D. Extra-Curricular Related Information

Academic Requirements for Athletes

- Must pursue a full-time curriculum approved by the principal.
- Grades are reported to the athletic director weekly during the season.
- Coaches are notified weekly of students averaging 70% or lower (ineligible) and those averaging 75% or lower in any course.
- Failing two or more courses, or one course worth 2.0+ credits, results in one week of game ineligibility (Sunday–Saturday), giving students time to improve grades.
- Students averaging 75% or lower may face athletic discipline from coaches; those on the Academic Attention list may also face coach-imposed discipline.
- Failing two or more courses (or one 2.0+ credit course) at the end of a marking period results in 20 school days of ineligibility, beginning the day report cards are distributed; the same applies at year-end, beginning the first day of the next school year. Passing summer school may restore eligibility at the start of the new year.

Sports Programs

Senior High varsity programs: football, boys'/girls' soccer, boys'/girls' basketball, boys'/girls' wrestling, boys'/girls' track, boys'/girls' cross country, boys'/girls' tennis, baseball, softball, volleyball, golf and cheerleading (grades 9–12). Junior High programs: softball, cheerleading, football, boys'/girls' basketball, volleyball, boys'/girls' cross country, boys'/girls' soccer, and boys'/girls' wrestling.

A student must be in school the entire day to practice or participate in a sporting event. If a student misses part of a day, they may still participate the same day only with a doctor's excuse presented that day; parents may request an exception from the Athletic Director and/or Principal.

> *Student-athletes must follow all requirements in the Extra-Curricular Handbook for Students and Parents.*

Band and Chorus Lessons

Students pulled from class for band and/or chorus lessons must maintain at least a 75% average in that class to attend. Band students must also follow the attendance requirements in the Extra-Curricular Handbook.

Athletic Spirit Groups

Good sportsmanship, ethical behavior, and integrity are expected of our student body at athletic events. Students should:

- Lead positive cheers, signs, and praise without demeaning opponents or opposing fans.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest to cheer at appropriate times.
- Recognize outstanding play by both teams.

- Maintain enthusiasm and composure as a role model of positive behavior.
- Remember that a ticket is a privilege to observe and support, not a license to verbally assault others.
- Respect officials, other fans, coaches, and participants.

Attendance at Athletic Events

General admission prices are set annually by the Board on the Athletic Director's recommendation. ELSD students are admitted free with a current student ID or pass. Unsportsmanlike conduct will not be tolerated from players or spectators; students directed to leave an event are disciplined under the discipline code.

E. Student Discipline Information

The East Lycoming School District Board of Education has the authority, under Section 1317 of the Pennsylvania School Code, to make reasonable and necessary rules governing student conduct. Every teacher and principal may exercise the same authority over student conduct and behavior that a parent or guardian may exercise, during the time students are in attendance, including travel to and from school. This authority exists to build a school community that is safe, pleasant, well-organized, and conducive to teaching, learning, and living.

Expected Faculty Behaviors

- Clearly communicate class rules and expectations.
- Expect and reinforce appropriate behavior.
- Enforce rules and expectations consistently and fairly.
- Communicate with parents about inappropriate behavior as needed.

Video & Audio Monitoring / Student Discipline Records

Students may be subject to video/audio monitoring in classrooms, the cafeteria, on school property, and on school buses.

A discipline record is maintained from grade 7 through graduation, in compliance with Act 26, Section 1304-A:

- Prior to admission, a parent/guardian must provide a sworn statement disclosing whether the student was previously suspended or expelled from any school for an offense involving weapons, alcohol, drugs, willful injury to another person, or any act of violence on school property. This becomes part of the student's disciplinary record.
- A willful false statement under this section is a third-degree misdemeanor. When a student transfers, a certified copy of the disciplinary record is sent to the receiving school entity (Section 1305-B).

Purpose of Discipline

Discipline is not punishment for its own sake. It is used to teach self-control and healthy interaction with others, reducing disruption and increasing each child's learning time.

Time-Out Room

When a student's behavior disrupts the learning environment to the point the teacher cannot continue class, the student may be sent to a Time-Out room (the office or a neighboring classroom) for the remainder of the period. The student is then addressed through the discipline code.

Discipline Code

Discipline has three objectives:

- Provide the optimum environment for delivering instructional services.
- Respond to disruptive students with firm, consistent corrective measures while continuing their education.

- Remove, as a last resort, the disruptive student so the majority may pursue their education in a peaceful environment.

Offense Levels

The following are examples of how offenses are categorized. This list is illustrative, not exhaustive.

Level I

- Late to school (tardy) or class
- Minor horseplay or disruptive behavior in class
- Loud, boisterous noise; running or misbehavior in halls, cafeteria, locker rooms
- Throwing objects (pencils, erasers, etc.)
- Public display of affection
- Violation of classroom or school-wide procedures
- Minor disrespectful language or gesture
- Wearing/carrying hats in the building; being in an unassigned area

Response will include, but not limited to one of the following (depending on severity):

- Private teacher conference with the student, and/or
- Teacher contact with parent by phone or email, and/or
- Conference with the principal, student, and parents, and/or
- Detention(s), in school suspension(s) or out-of-school suspension(s)

Level II

- Repeated Level I infractions
- Cheating or lying; cutting class; minor truancy/skipping
- Gambling; minor defacing of school property
- Insubordination; aggressive behavior toward a student
- Failure to complete assigned detention
- Falsification of records, excuses, or passes
- Leaving school grounds without permission
- Obscene language or gestures; littering

Response will include, but not limited to two of the following (depending on severity):

- Parent/guardian notification by staff, and
- Long-term time-out assigned by administration, and/or
- Detention(s), in school suspension(s) or out-of-school suspension(s)

Level III

- Repeated Level I and/or II infractions
- Possession of tobacco, vaping products, or alcohol; fighting

- Disrespect or defiance toward staff or visitors
- Assault and/or battery on a student or school personnel
- Profanity, aggression, or defiance toward staff; extortion; indecent exposure
- Intimidation or threats to students or personnel; threatening school safety
- Theft, possession, or sale of others' property; vandalism
- Violation of the vehicle code; arson or false alarms; bomb threats
- Possession/use of firecrackers or explosives; possessing deadly or offensive weapons
- Possession/use of a controlled or illegal substance (including look-alike drugs)
- Harassment; possession or distribution of pornographic materials
- Major forgery or truancy; any act punishable under the PA Crimes Code

Response will include, but not limited to two of the following (depending on severity):

- Parent/guardian notification by administration
- Referral to the SAP team for alcohol/controlled substance offenses
- Notification of law enforcement; referral to the SRO for tobacco possession
- Out-of-school suspension; expulsion hearing

Detention

Detention applies to certain rule infractions. Bus students and working students are not excused. Parents/guardians must arrange transportation home; failure to do so may result in suspension instead. Regulations:

- Detention runs from 3:00 to no later than 4:00 PM.
- No eating or phone use is permitted during detention.
- Students may not talk or study together during detention.
- Students receive at least one day's advance notice of a detention assignment.
- A student who fails to report for detention, or is barred from it for a rule violation, may face additional action and possible suspension the next morning.
- A student who serves ten or more nights of detention in a school year will be called to the office for additional action and possible suspension.

In-School Suspension (ISS)

In-School Suspension (ISS) removes a student from their regular classes for a set number of school days while keeping the student in the building, in a supervised setting, under the direct authority of the administration. ISS is intended to hold a student accountable and allow them to keep working toward assignments and credit, while addressing a behavior that is too serious for a Time-Out or detention but does not yet require removal from school.

When ISS May Be Assigned

The principal or designee may assign ISS, at their discretion, for Level II or Level III offenses, for repeated Level I infractions, or as an alternative to out-of-school suspension when appropriate. ISS may also be used in place of the remaining days of an out-of-school suspension under the Alternate Method of Serving Suspension described below.

Length of Assignment

ISS is typically assigned for one (1) to five (5) school days, depending on the nature and severity of the offense and the student's discipline history. As with out-of-school suspension, a student who accumulates multiple ISS assignments may be referred for further administrative or Board action, including an expulsion hearing.

Notification

The school will notify the student's parent or guardian of the ISS assignment, the reason for the disciplinary action, the dates of the assignment and any reporting instructions.

ISS Room Procedures

- Students report directly to the ISS room at the start of the school day and remain there for the full instructional day, including lunch, unless directed otherwise by the supervising staff member.
- Students bring all books, chromebooks, and materials needed to complete classwork and homework for every period they would otherwise be attending.
- Classroom teachers are responsible for supplying instructional materials and assignments. The ISS supervisor will return finished assignments to the teacher for evaluation
- Students are expected to remain engaged in academic work throughout the day. Conversation, sleeping, and the use of personal electronic devices is prohibited.
- Students may not eat or drink in the ISS room except at an assigned time.
- Restroom breaks and movement within the building are limited and must be supervised.
- Students in ISS may not participate in or attend extracurricular activities, practices, or school events on the day(s) they are assigned.
- Disruptive behavior, refusal to work, or failure to follow ISS room rules may result in removal to out-of-school suspension for the balance of the assignment, plus additional discipline.

Academic Work During ISS

Students are expected to complete all assigned classwork, tests, and homework while in ISS and will receive credit for work completed satisfactorily, consistent with the Class Make-Up Work policy in Section C. ISS days count as days of attendance; students are not marked absent.

Out-of-School Suspension (OSS)

A student may be suspended from school for any conduct not approved by the faculty and administration. A suspended student must correct the inappropriate behavior upon re-entry; if corrective behavior does not follow, the case may go to the School Board, which may permanently expel the student. Students are required to make up all work missed during a disciplinary suspension and are responsible for completing and submitting the missed assignments within the designated timeframe. Suspended students may not be on school property during the suspension period.

> *The principal has discretion to assign up to 10 days of suspension for a first offense (see "Exclusion from School" below). Students with multiple suspensions may be referred to the Board for an expulsion hearing and may be denied participation in extracurricular activities, interscholastic or school-sponsored events, school trips, dances, class celebrations, and commencement.*

Infractions That May Result in 1–10 Days OSS

- Possession of tobacco or vaping products (per Board policy)
- Misuse of the internet (loss of internet privileges)
- Profanity or aggressive behavior toward a staff member
- Aggressive physical behavior; fighting; substantiated threats; assault; extortion
- Chronic behavior that threatens school safety or disrupts the educational process
- Theft, possession, or sale of stolen property
- Sexual harassment; indecent exposure

Infractions That May Result in 10 Days OSS and Possible Expulsion

- Assault on school personnel
- School vandalism
- Possession of alcohol, drugs, or look-alike drugs
- Possession of a weapon or look-alike weapon as defined by PA and federal law
- Arson; bomb threat; setting off a false fire alarm

Alternate Method of Serving Out-of-School Suspension

A student suspended out of school may serve the suspension in the regular classroom setting if a parent accompanies the student; administration may deny this request.

Bus Misbehavior

Because of the serious safety issues involved with misconduct on buses, referrals from bus drivers may lead to suspension from school transportation. The administration may modify bus discipline as needed to maintain safety and welfare, and may request video review.

Extracurricular Activity Misbehavior

Student fans are held to the same high standards as athletes. A student asked to leave an athletic event for misbehavior or swearing is suspended from attending athletic events for a minimum of one event and is subject to the school's discipline policy. A second removal results in suspension from events for the rest of that season; a third results in suspension from all athletic events for 180 school days.

Exclusion from School: Suspension and Expulsion

- Suspension is exclusion from school for 1 to 10 consecutive school days, given by the principal or person in charge.
- No student is suspended until informed of the reasons and given an opportunity to respond — except when the health, safety, or welfare of the school community is clearly threatened, in which case prior notice is not required.

- Parents and the district superintendent are notified immediately in writing. Suspensions exceeding three (3) school days entitle the student and parent to an informal hearing.
- Suspensions may not run consecutively beyond 10 school days.
- Students may make up exams and work missed during a suspension within guidelines set by the Board.
- Expulsion is exclusion from school by the Board of Education for more than 10 school days, and may be permanent; it always requires a prior formal hearing.
- Pending an expulsion hearing, the student remains in their assigned class unless it is determined that their presence would threaten health, safety, morals, or welfare, or disrupt the educational process — in which case the student may be excluded for more than 10 days if the formal hearing is not unreasonably delayed, and must be provided alternative education, which may include home study.
- Students under 17 remain subject to compulsory attendance law even if expelled and must be provided an education.
- The initial responsibility for that education rests with the parent/guardian (placement in another school, tutorial/correspondence study, or another district-approved program).
- If parents cannot provide for it, they must submit written evidence within 30 days; the district then assumes responsibility for making a provision for the student's education.
- If the approved program does not comply with district policy, the district may act under Chapter 63 of the Juvenile Act (42 Pa. C.S. §6301–6308).

Exclusion from Classes / Due Process (§12.8)

Education is a statutory right, and students must be afforded appropriate due process before exclusion from school.

Formal Hearing (Required for All Expulsions)

Held before the Board of School Directors, a Board committee, or a qualified hearing examiner; a majority vote of the full Board is required to expel a student. Due process requirements include:

- Notice of charges sent to the parent/guardian by certified mail, with sufficient notice of the hearing's time and place.
- The hearing is private unless the student requests it be public.
- The student may be represented by counsel and is entitled to the names of witnesses and copies of written statements/affidavits against them.
- The student may request that witnesses appear in person, answer questions, and be cross-examined.
- The student may testify and present witnesses on their own behalf.
- A record of the hearing is kept (stenographer or recording); the student may obtain a transcript at their own expense.
- The proceeding must be held with all reasonable speed. A student who disagrees with the outcome may seek recourse in the appropriate Commonwealth court, or, for a constitutional issue, in federal district court.

Informal Hearing

The purpose of the informal hearing is to let the student meet with the appropriate school official to explain the circumstances of a suspension, or to show why they should not be suspended, and to encourage the parent/guardian to discuss with the principal how to avoid future offenses. Requirements include:

- Written notice of the reasons for suspension to the parent/guardian and student.
- Sufficient notice of the time and place of the hearing.
- The right to question witnesses present, and to speak and produce witnesses on the student's own behalf.
- The district must offer the informal hearing within the first five (5) days of the suspension.

F. School Related Information

Assemblies

Teachers escort students to the auditorium or gymnasium in a quiet, orderly fashion and remain with their students, who sit in the proper area. No bags, food, or drinks are allowed. Attending assemblies is a privilege; disruptive behavior is not tolerated. A student removed from an assembly is detained in the office for its remainder. A second removal revokes the privilege of attending assemblies, and the student spends future assembly times in the Time-Out Room; detention or suspension may also be assigned.

Backpacks / Book Bags

Students may bring backpacks to school and store them in the homeroom. Use during the school day may be restricted by administration. Oversized bags or pull bags are not permitted during the school day.

Breakfast

The cafeteria serves breakfast from 7:30 to 8:05 AM daily as a District service to ensure a healthy start to the day. Breakfast is free for all students for the 2026-2027 school year.

Bus Transportation

Bus riding is a privilege. Students may be refused transportation for reasons including:

- Distracting the driver's attention
- Fighting or annoying another student
- Refusing to remain seated; throwing objects; extending arms/hands from the bus
- Willfully destroying part of the bus; damaging emergency equipment
- Using tobacco or vaping products; eating or drinking; persistent littering
- Using obscene language; failing to respect the driver's authority

When a student has been refused bus transportation, the parent is responsible for arranging transportation. Students must return home on the bus that brought them to school.

Transportation-Video/Audio recording (See Board Policy 810.2 for video/audio recording.)

Bus Policy Addendum

Permission for a student to get off her/his assigned bus at any stop other than her/his assigned stop shall require a written request from a parent or guardian. This written request must be given to the office in advance of dismissal and must be presented in person. EXCEPTIONS MAY BE GRANTED BY SCHOOL ADMINISTRATORS ONLY. No student may leave a bus to ride with another driver. Students may leave the bus to ride with a parent or family member if permission is granted by a school administrator, or if the bus is en route, by the bus driver. Exceptions may be granted by school administrators. Requests to ride with parent(s) should be submitted twenty-four (24) hours in advance, when possible, and presented in person.

Building Usage

All in-school activities (clubs, athletic teams, rehearsals, etc.) require approval of the grade-level principal and direct faculty supervision, and should be scheduled well in advance by the responsible teacher. Students are never permitted in the building without supervision.

Cafeteria / ELSD Lunch Charge Policy

Breakfast and lunch service is provided; cost varies with food and preparation costs year to year. Students report to the cafeteria during their assigned period under teacher supervision unless excused, and remain for the duration of the period. Cutting in line is not permitted; students are responsible for cleanliness and may be assigned cleanup duty if this responsibility is not met. Continued disruption results in loss of cafeteria privileges. Non-gambling card games are permitted.

Basic Cafeteria Rules

- Show respect at all times.
- Walk.
- Clean up after yourself.
- All food and beverages stay in the cafeteria unless cleared by a staff member for a special event.

Low / Negative Meal Account Balances (Policy 808)

The district does not notify parents of low balances directly — SchoolCafe allows families to set their own low-balance notification threshold. Negative balances are communicated weekly (Thursdays at 5:00 PM) by automated message. Families can monitor purchases, add funds, and register for meal benefits and other assistance at www.schoolcafe.com.

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative $45.00. The notification will state they have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service department. After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of $25.00 or more will be submitted to a collection agency on June 30. Negative balances less than $25.00 will be rolled forward to the next school term. Revised 08292023

Graduating students with a positive balance should contact the Food Service Provider at 570-584-0194 or nutrition@elsd.org to process a refund or donate the funds.

Free and Reduced Meals

Applications for free and reduced status can be completed online at www.elsd.org/food-service/. Prior-year eligibility is honored for 30 days into the new year. All applications must be submitted before the end of September; students without a completed application by October 7, 2026 are placed on full-paid status, and charges incurred on full-paid status are the responsibility of the parent/guardian. For questions contact: District Office, 570-584-2131.

> *ELSD participates in the National School Lunch Program for free/reduced meals, but does not provide free or reduced-price snacks. Funds must be available in the student's account to purchase a snack.*

Meal Prices

- High School Breakfast: Free for all students
- High School Lunch: $2.15 for paid-status students; free for reduced- and free-status students

Funding and Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (833) 256-1665 or (202) 690-7442; 3) email: program.intake@usda.gov
This institution is an equal opportunity provider.

Care of Property

Students are expected to respect and properly care for all school property, including buildings, equipment, textbooks, supplies, technology, and other materials. Lost items should be reported to a teacher immediately. Items that are not recovered, as well as damaged school property or materials, must be paid for in accordance with District procedures. Any student who willfully damages, defaces, or misuses school property is subject to disciplinary action in accordance with the Student Code of Conduct. Students and parents/guardians may be held financially responsible for the repair or replacement of damaged property, and serious or repeated acts of vandalism may be referred to law enforcement or juvenile authorities as permitted by law.

Car Registration / Parking Regulations / Car Visits

Juniors and seniors may apply for a parking permit, which must be clearly displayed at all times on school property. Applicants agree to all permit terms and conditions; violations may result in disciplinary action and/or loss of parking privileges. The number of permits issued may be limited. Students may only park in designated student areas and may not access vehicles during the school day. Any vehicle on school property may be searched if deemed necessary by administration.

Cellular Phones and Other Personal Electronic Devices

Mobile phones and electronic devices are an integral part of daily life and culture for many students. However, the presence of these devices has the potential to distract students from their educational mission and to disrupt the school environment. This policy applies specifically to non-district owned equipment.

Definition

"Electronic devices" include any personal communication device, including mobile telephones and smartphones; any device that can capture still images or video; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the internet (wireless or wired); laptops and tablet computers; electronic gaming systems; pagers; e-readers; and laser pointers.

Authority

The use of electronic devices by students is prohibited during the school day in district buildings; on district property; on district buses and vehicles; and at any time students are under the supervision of the district.

Students are required to place their electronic devices in their locked, school-assigned locker for the duration of the school day.

The use of electronic devices is prohibited in locker rooms, bathrooms, health suites, and other changing areas at all times.

The district is not liable for the loss, theft, damage, or misuse of any electronic device brought into school buildings, onto school property, onto school vehicles/buses, or to school-sponsored activities.

Exceptions

The building principal may approve the possession and use of an electronic device by a student for the following reasons:

1. Health, safety, or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. The student is a member of a volunteer ambulance, fire, or rescue squad.

Photographs, Audio, and Video

Students may not use electronic devices to take photographs or to record or livestream audio or video at any time during the school day, or at any school-sponsored event that is not open to the general public, unless a building administrator has given written consent to do so or the use is authorized for educational purposes. "During the school day" includes time spent in remote instruction, even if a student is not physically in a district building.

Violations

A student who violates this policy is subject to disciplinary action and confiscation of the electronic device. Unless a more serious consequence is warranted by the circumstances, violations will generally follow this progression:

- **First Offense:** Staff confiscates the device and turns it in to the office. The student may pick up the device at the end of the school day. Parents/guardians will be notified of the offense.
- **Second Offense:** Staff confiscates the device and turns it in to the office. Parents/guardians are notified and must pick up the device from the office. The student will receive a lunch detention.
- **Third Offense:** Staff confiscates the device and turns it in to the office. Parents/guardians are notified and must pick up the device from the office. The student will receive an after-school detention.

- **Additional Offenses:** Further violations will result in progressive discipline and may result in the loss of additional privileges.

> *This is a summary for family and student reference. The complete policy, including all definitions and administrative guidelines, is available in Board Policy 237 – Electronic Devices on the district website.*

Classes and Clubs

Each club/class advisor is responsible for its funds, with a student treasurer managing money under the advisor's guidance. Money should be turned in to the high school secretary promptly for safekeeping and never left in a homeroom overnight. All fundraising activities — including dances and sales — require prior approval via a Request to Conduct Fundraising Activity form.

Computer Usage

See the ELSD Acceptable Use Policy #238 at www.elsd.org for the complete policy.

Dances

- School Dances are open to eligible Hughesville High School students and pre-approved guests when permitted. Attendance may be limited to designated grade levels for certain events.
- Once admitted, a student who leaves may not re-enter.
- Security assists sponsors in keeping the parking lot free of occupied cars and loitering.
- Students suspected of drinking are denied admission; no alcohol is permitted on campus, and violations are reported to police.
- Tobacco use at a school-sponsored dance, on or off school property, is prohibited.
- Adequate parent/teacher chaperones are provided for each dance.
- Violators of any of the above are asked to leave and are referred to the HHS Discipline Policies.

Dismissal from Classes / Hallway Procedures

Dismissal is the responsibility of the teacher in charge and should be orderly. During hall passage, students keep to the right, move at a normal pace, keep noise to a minimum, and are considerate of others. Three minutes are provided between classes. A student kept late by a teacher must obtain a class admission slip before going to the next class. A hall pass is required whenever a student is out of class, unless it is between classes or the student is with a teacher.

Distribution of Literature

No pamphlets, posters, flyers, or literature of any kind may be distributed or posted at Hughesville High School without direct administrative approval.

Dress and Appearance

(See Board Policy 221 at www.elsd.org for the complete policy.) Students are expected to be well-groomed and neatly dressed. Clothing or face coverings that are distracting or offensive will not be permitted; students will be

asked to cover up, turn a shirt inside out, change into available emergency clothing, or call home for a change. Students unwilling or unable to comply will be suspended from attending classes.

- Undergarments should not be seen; no clothing that exposes a bare midriff.
- No hats, bandanas, other head coverings, or sunglasses in the building (hats must be in the locker or backpack, not carried around).
- No cleated shoes in the building; coats generally should not be worn indoors.
- Shorts, dresses, and skirts must be an appropriate length that provides adequate coverage and is suitable for the school environment. Clothing that is excessively short, revealing, or does not provide appropriate coverage is not permitted. Shorts, dresses, and skirts must be no shorter than fingertip length when arms are relaxed at the student's sides.
- Halter tops, muscle shirts, tank tops, and spaghetti straps are not permitted; sleeveless tops/dresses need at least 3 inches of material across the shoulder, fully covering the top of the shoulder.
- Gang-related clothing, face coverings, accessories, and excessive jewelry or chains are prohibited.
- Clothing, costumes, or accessories that disrupt the educational process or pose a safety issue are prohibited.
- Clothing or face coverings with profanity, or advertising drugs or alcohol, are prohibited.

Specific attire may be required for PE, shop classes, extracurricular activities, or other situations to ensure student health and safety. Administration has final interpretation and enforcement authority and may establish additional rules.

Eating / Drinking in the School Building

Students may carry drinks in spill-proof containers with secure lids, or capped plastic bottles, throughout the day; teachers determine classroom drinking privileges. Food may be permitted in classrooms with teacher permission. All litter must go in appropriate containers.

Emergency School Closings

When school must close for weather or other emergencies, announcements are made via local radio/TV, automated phone and text messages, and the district's social media page, generally beginning by 5:30 AM or as soon as possible.

Field Trips

Field trips supplement classroom instruction. Office permission is required for all trips, and students must present a signed permission slip prior to the trip. Field trips are an extension of the classroom; all students are governed by the discipline code while on a trip and may be denied a trip per the discipline policy.

Fire Drills

Pennsylvania requires quiet, orderly, rapid evacuation procedures for fire or other emergencies:

- Upon hearing the fire bell, quiet should prevail so directions can be heard.
- All classroom windows and doors are closed.

- Students follow posted fire drill directions; if the stated exit is blocked, use the next closest exit.
- The teacher, last out of the room, closes the door securely.
- The first student to reach the main exit holds the door for all groups; once the last person exits, the door is closed and the student rejoins their group.
- Students evacuate at least 100 feet from the building, away from fire equipment and firefighters.
- No horseplay, talking, or running during evacuation or re-entry; groups stay together with their teacher.
- Each teacher takes roll and reports any missing student to the office at the drill's completion.
- Re-entry to the building is treated as a continuation of the drill.

Guidance (Counseling Services)

Guidance staff provide a range of services, including:

- Personal counseling to help students cope with individual, social, and educational concerns, held in strict confidence.
- Referral to outside professionals (psychologists, psychiatrists, social workers, juvenile probation) for difficult cases.
- Assessment through testing, interpreted for teachers, parents, and students to guide educational and career decisions.
- Maintenance of a cumulative student record folder from kindergarten through graduation, including transmission of records upon request.
- Educational and occupational placement assistance.
- An information service and Career Resource Center.
- Scheduled time for parents to meet with counselors and teachers.

Parents may call for conferences at any time (584-5113), not only when a problem arises.

Harassment

(See Board Policy 249 at www.elsd.org.) Unlawful harassment will not be tolerated due to its impact on students and the learning environment. Students are responsible for respecting classmates' rights and maintaining an environment free from harassment, and may report concerns to teachers, counselors, or administrators.

ID Cards

Student ID cards are issued early in the school year and may be required for admission to school-sponsored activities.

In the Building Before / After School Hours

- Students arriving before 7:50 AM must report to the cafeteria and may not be in the halls.
- After school, any student not under the direct supervision of a teacher or coach must leave the building at the end of the day.

Locker Keys / Locks and Gym Lockers

Lockable lockers will be provided to all students in grades 7-12. Students are responsible for keeping their lockers locked and securing their personal belongings at all times. The school does not assume responsibility for lost or stolen items but will assist in recovery when possible; valuables should be given to the teacher in charge.

Locker Search

(See Policy 226 at www.elsd.org) All lockers remain the property of the school district, and students have no expectation of privacy in a locker. Students are encouraged to keep lockers locked, but may not use them to store prohibited items or anything that threatens the safety of the building or its occupants. Administration may inspect a locker when there is reason to believe it holds contraband or a hazard.

Money / Student Debts

All indebtedness — library fines, lost or damaged books, cafeteria charges, or other materials — must be paid before final grades are posted at year's end. Cafeteria charges may be paid online.

Missing Classes

A class missed without the assigned teacher/supervisor's prior knowledge and approval is an unexcused absence, handled through the discipline code. Staff members are responsible to contact the parent when a student has an unexcused absence from class.

National Anthem and Pledge of Allegiance

The Hughesville High School begins each school day with the United States National Anthem and Pledge of Allegiance to the flag of the United States of America by every student and staff member. Students may decline to stand during the Salute to the Flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

Nursing Services

(See Policy #210 at www.elsd.org.) The School Health Program's primary goal is protecting, maintaining, and improving student health, primarily through preventive services (first aid, emergency care, counseling, early identification, referral, education, and follow-up); it is not a medical care service.

The district strongly recommends medication be given at home, but recognizes some students require medication during school hours. Medication may only be given on the direct written order of a licensed prescriber. A new order is required each school year. All medication must be brought by a parent/guardian along with the completed form(s) to the nurse's or high school office; it is kept in a locked area, and unused medication is returned or destroyed at the end of the designated period.

Required form information: student name; medication name; purpose; amount and time to be given; parent/guardian signature; and the prescription number/date and student name on the bottle label. Medication

must be in its original, unopened, properly labeled pharmacy container — not sent in Tupperware, envelopes, or plastic bags.

Additional Medication Guidelines

- Medication ordered 3x/day may be given before school, after school, and at bedtime unless the prescriber specifies a lunchtime dose.
- Narcotic pain relievers are not administered during the school day.
- In the nurse's absence, a substitute oversees medication administration.
- Prescription medication is kept locked in the nurse's office, with a log kept for each student receiving it.
- Medication may be given 30 minutes before or after the ordered time.
- Students in grades 7–12 are responsible for reporting to the nurse's office at the time medication is due.
- The first dose of any new prescription must be given at home to check for allergic reaction.
- If tablets must be cut, the parent/guardian is responsible for cutting and bringing the correct dosage.

Non-Prescription Medication

- Per State Board of Nursing rulings, the district cannot administer over-the-counter medication at parent request alone — a licensed prescriber's order is required.
- Acetaminophen (Tylenol) and Caladryl Clear/Aveeno are given only per the school's non-prescription medication protocol and with written parental consent on the emergency card; nursing discretion applies.

Inhalers

- Students requiring inhalers during school hours must follow all prescription medication guidelines.
- Only secondary (7–12) students may personally carry an inhaler, with a prescriber's written authorization and a completed self-administration protocol.

Unused / Expired Medication

- Parents/guardians are asked to pick up unused or expired medication.
- If not picked up by the last day of school, the nurse destroys it; a witness is required for controlled substances.

A student needing to be excused from any school activity, including PE, needs a licensed prescriber's written excuse presented to the nurse; otherwise, alternative PE activities (which may include walking) are required. The nurse may send a student home only if a parent/guardian can be reached to pick them up or grant permission for the student to drive/walk home; otherwise, only emergency-card-authorized persons are called. In an emergency, the student is transferred to the hospital and the parent/guardian is notified.

Immunizations and Screenings

Required immunizations for all grades:

- 4 doses tetanus/diphtheria/acellular pertussis (1 dose on/after the 4th birthday)
- 4 doses polio (4th dose on/after 4th birthday, ≥ 6 months after the previous dose)
- 2 doses measles/mumps/rubella

- 3 doses hepatitis B
- 2 doses varicella, or evidence of immunity
- Grade 7: 1 dose Tdap and 1 dose meningococcal conjugate vaccine (MCV), given at age 11+ but before the first day of school
- Grade 12: 1 dose MCV at age 16+, before the first day of school

All students must have at least one dose of each required immunization on the first day of school unless a medical or religious/philosophical exemption applies. If doses are still needed and the next dose is medically appropriate, it must be given within the first five days of school, along with a medical plan (reviewed every 30 days) if the series isn't complete. Non-compliance results in exclusion from school.

Required screenings: Grade 7 — scoliosis screening, plus dental exam and hearing test. Grade 11 — medical examination (recommended through the family provider) and hearing test. Grades 7–12 — vision, height, and weight screening, with BMI calculated and a letter sent home. Private physicals/dental exams are also offered at school in a private exam room by a licensed prescriber/dentist; no genital evaluation is performed. Parents may request a copy of the consent form; without a signed consent form, no school exam is administered.

The school nurse is on duty from 7:50 AM until dismissal (584-5901).

Pediculosis (Head Lice and/or Nits)

Any student suspected of head lice or nits is inspected by the school nurse; the parent/guardian is contacted if the student needs to go home, and given an exclusion letter with treatment instructions, which must be completed before the student returns. After treatment, the parent returns with the student for a nurse re-check before resuming school activities. There is no general classroom notification when lice are found. Absences beyond 48 hours after exclusion require a doctor's excuse. More information: www.elsd.org.

Recommendations from the School Nurse on Attendance

Based on American Academy of Pediatrics and PA Department of Health guidelines, keep a child home when they:

- Have a temperature of 100°F or higher before school, or a lower fever with cold-like symptoms — return only after being fever-free for 24 hours without fever-reducing medication.
- Vomited the evening or morning before school.
- Have persistent or uncontained diarrhea.
- Have red eye(s) with drainage or matting.
- Have been diagnosed with an infection (pink eye, strep throat, MRSA, impetigo) — return only after 24 hours on an antibiotic.

Passes

Leaving the classroom disrupts the learning atmosphere, so passes should be requested only when necessary, with just one student out of the room at a time. A student must sign out before leaving the room. If the nurse is not in the clinic when a student arrives with a pass, the student reports to the office or returns to class immediately.

Physical Education Requirements

All students scheduled for PE must participate; only a written excuse from a physician or the school nurse is accepted for non-participation. Proper dress is required. Students should supply their own gym locker lock; valuables should not be left in an unlocked locker and are at the student's own risk, or may be given to the PE teacher to hold during class.

Possession of Tobacco and Vaping Products

(See Board Policy 222 at www.elsd.org.) Tobacco and vaping products — including Juul and other e-cigarettes, regardless of nicotine content — may not be possessed, used, purchased, or sold by or to students at any time in a school building, on district vehicles or property, or at off-site school-sponsored activities. This also applies to products marketed as tobacco-cessation aids (except as authorized under the Medication policy), and to any form of medical marijuana. Prohibited products are confiscated and disposed of; incidents may be reported to school police, the SRO, or local law enforcement per state law and the district's law-enforcement agreement.

A student who violates this policy is subject to district-initiated prosecution and, if convicted, a fine plus court costs (or an adjudication alternative in lieu of a fine). For students with disabilities, or those with a pending evaluation, the district follows all applicable state and federal requirements.

Possession of Weapons

(Refer to Board Policy 218.1 for complete policy on the District's website, www.elsd.org.) The use or possession of any weapon, or look alike weapon, as defined in PA Code and/or Federal law, is prohibited. The term weapon shall be defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm (operative or not), shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tools, instrument or implement capable of inflicting serious bodily injury. Any student who provides or aids in providing a weapon to another student violates this regulation. Exceptions: Any student who has prior approval three (3) days before use in the classroom, administrative approval, may possess a weapon as part of a duly authorized classroom demonstration. Any weapon for classroom demonstration and for which the student has secured administration approval shall be left in the office except when part of the demonstration; Any student who possesses a weapon briefly as a consequence of having found it or taken it from an aggressor.

> *Under Act 26 of 1995, the district must expel, for not less than one year, any student found to have brought a weapon onto or possessed a weapon on any school property, at any school event, or on school transportation. The superintendent may recommend modifications to this requirement on a case-by-case basis.*

Prohibited Items

Our goal of the East Lycoming School District is to create and maintain a safe and effective learning environment.

The following items are **NOT** permitted for students to bring to school:
Cameras, toys, electronic games
Squirt guns
Glass containers

Items for sale
Skateboards, rollerblades or look alikes
Knives, sharp objects, weapons, or look alike weapons
Any item which interferes with instruction or causes a distraction

If a student is found in possession of any of the items listed above, appropriate disciplinary action will be taken. Prohibited items will be confiscated and will only be returned following a parent/guardian-student-principal conference. The school district assumes no responsibility for personal items brought to school by students.

Spartan Sips

Spartan Sips is a privilege for students to attend during the school day. Students not meeting expectations will be denied the opportunity to be excused to go to Spartan Sips if student grades, attendance, and/or behavior(s) are not adequate or appropriate.

Security Cameras

The East Lycoming School District campus and transportation fleet are under 24-hour video surveillance.

Special Services / Special Education

The district provides a wide spectrum of services to support students with special needs. Questions may be directed to Mrs. April Paulhamus, Director of Special Education Services, 584-5111.

Hughesville Junior/Senior High School has two supplemental learning support classrooms (one junior high, one senior high), two life skills classrooms (one junior high, one senior high), and four itinerant learning support teachers, plus itinerant gifted support services for students meeting district criteria. Additional supports include inclusion opportunities, supported vocational exploration, speech/language, physical and occupational therapy, adaptive physical education, computer equipment, specialized transportation, flexible scheduling, and extra counseling through the Guidance Office or a case manager.

The district also partners with agencies including the Student Assistance Program (SAP) team, a behavioral support referral agency, and the Lycoming/Clinton County Mental Health/Intellectual Disability Agency. High School Transition meetings, involving community agencies and the Office of Vocational Rehabilitation (OVR), are held four times per year to plan for life after graduation.

If You Have a Concern About Your Child's Education

- Call your child's classroom teacher at the earliest sign of difficulty — this communication is the most valuable resource for your child.
- Contact the building principal. Hughesville High School: Principals, 584-5111; Guidance Counselors, 584-5113; School Nurse, 584-5901.
- For further evaluation, request a Multidisciplinary Evaluation (MDE) through Mrs. April Paulhamus, Director of Special Education Services. A Permission to Evaluate (PTE) form and a Parents' Rights packet will be sent home; the evaluation and written report must be completed within 60 days of the signed PTE.

- A written Evaluation Report (ER) or Gifted Written Report (GWR) is shared with parents, teachers, and the principal within 60 school days of the signed PTE.
- An IEP/GIEP meeting follows within 30 days of the report, resulting in a team decision and a signed Notice of Recommended Educational Program (NOREP) or Notice of Recommended Assignment (NORA).
- Testing and evaluation results are confidential and shared only with written permission; parents have the right to their student's full records, and PDE special education regulations are available upon request at any building office.

Student Assistance Program (SAP)

The Student Assistance Program provides counseling and support for students experiencing problems with drugs, alcohol, other dangerous substances, or mental health issues. SAP is not a treatment program; it is a systematic process for mobilizing school resources to remove barriers to learning. When a need is beyond the school's scope, the student and family are connected with community resources. SAP team members do not diagnose, treat, or determine appropriate services, and the district encourages parent involvement throughout the process.

Emergency and Support Phone Numbers

Resource	Contact
Any Emergency	911
Helpline	1-800-326-9577
Center for Community Resources (CCR)	1-844-707-3224 · Text #63288 · www.ccrinfo.org
Lycoming Co. Children & Youth Crisis Intervention	570-326-7895
Mental Health & Intellectual Disabilities	1-800-525-7938
YWCA Wise Options (Abuse & Sexual Assault)	570-323-8167
Alcohol & Drug 24-Hour Helpline	1-800-562-1240
Alcoholics Anonymous / Alateen	570-327-2860 · 1-800-356-9996
Narcotics Anonymous	570-327-2678
Shepherd of the Streets	570-322-6538
Diakon Family Life Services	570-322-7873
Behavioral Health Center	570-320-7525
Childline (Abuse)	1-800-932-0313
West Branch Drug & Alcohol	570-323-8543
Safe-2-Say	1-844-SAF2SAY

Visitors

All visitors must report to the office and wear a visitor tag. Administration may restrict visitors for a specified period before a vacation, at the end of school, or during special occasions.

Telephone Messages

The office receives many calls requesting personal messages be delivered to students; only in an emergency will a student be called out of class. Calls regarding student illness must go through the nurse.

Textbooks

Students should guard textbooks carefully, keep them covered, and write their name and their teacher's name inside the cover. The student to whom a book was issued pays for damage or loss.

Working Papers

The PA Department of Labor and Industry requires all employed minors (under 18) to hold an employment certificate, issued at the high school office. A parent must apply and provide proof of the student's birth date; working before receiving the certificate is illegal.

G. Policies

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

Notification of Rights Under PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded

in whole or in part by a program of the U.S. Department of Education (ED)–

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

Receive notice and an opportunity to opt a student out of –

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

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

Non-Discrimination Policy

The East Lycoming School District does not discriminate on the basis of age, sex, handicap, race, religion, creed, national origin, veteran status, or political affiliation. Inquiries concerning Title VI, Title IX, Section 504, or ADA compliance should be directed to Mrs. Heather Burke, Business Manager, 349 Cemetery Street, Hughesville, PA 17737-1099, (570) 584-2131.

Title IX Sex Discrimination Policy

All institutions which receive Federal funds are required to comply with Title IX. This law sets up procedures to be followed by, in this case, public schools in order to avoid sex discrimination in the many facets of their operation (i.e. athletics, health, and physical education, subject selections, and hiring and firing of employees of the institution.) It likewise sets up a grievance procedure should a member feel aggrieved. Full information about this act and how to file a grievance can be found on the school districts web page at www.elsd.org. The Superintendent of the East Lycoming School District is the source person in the event more direct information is required.

Key Phone Numbers

Office	Phone
District Office	584-2131
High School Office	584-5111
Attendance Hot Line	584-2161
Senior High Principal	584-5111
Junior High Principal	584-5111
Counseling Office	584-5113
Business Manager	584-2131
Athletic Director	584-6384
School Nurse	584-5901

East Lycoming School District website: www.elsd.org

McKinney-Vento Homeless Education Program

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public pre-school education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be

separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725 (2); 42 U.S.C. 11435 (2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" – Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied Youth – Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

- Students who are in temporary, inadequate and homeless living situations have the following rights:
- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed.
- Advocate for and support students and families through school and home visits.
- Set clear expectations for student behavior, attendance and academic performance.
- Assist students/families access with community services.
- Assist students/families with access to tutoring, special education and English language learner resources.
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570-584-2131.

School Board Policies

The complete Board Policy Manual is available online at
https://policymain.org/east-lycoming-school-district/policies

Additional Required Notifications

The following Board policies are referenced throughout this handbook and can be viewed in full on the district's web site (https://policymain.org/east-lycoming-school-district/policies):

- 105.1 – Review of Instructional Materials by Parents/Guardians and Students
- 113 – Special Education
- 114 – Gifted Education
- 123 – Interscholastic Athletics
- 138 – Language Instruction Educational Program for English Learners
- 142 – Migrant Students
- 200 – Enrollment of Students
- 203 – Immunizations and Communicable Diseases
- 204 – Attendance
- 209 – Health Examinations/Screenings
- 210 – Medications
- 210.1 – Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 216 – Student Records
- 217 – Graduation
- 218 – Student Discipline
- 218.1 – Weapons
- 221 – Dress and Grooming
- 222 – Tobacco and Vaping Products
- 226 – Searches
- 227 – Controlled Substances/Paraphernalia
- 235 – Student Rights and Responsibilities
- 235.1 – Surveys
- 237 – Electronic Devices
- 238 – Student Acceptable Use of Computer Network System/Internet
- 247 – Hazing
- 249 – Bullying/Cyberbullying
- 250 – Student Recruitment
- 251 – Homeless Students
- 707 – Use of School Facilities
- 716 – Integrated Pest Management Notification
- 806 – Child Abuse
- 808 – Food Services

- 810.2 – Transportation – Video/Audio Recording
- 824 – Maintaining Professional Adult/Student Boundaries
- 904 – Public Attendance at School Events
- 906 – Public Complaint Procedures
- 918 – Title I Parent and Family Engagement