

Elizabeth Forward Middle School



Student Handbook
2020-2021

Table of Contents

Our School – General Information.....	3
Message to Students.....	4
District Mission.....	5
Core Values.....	5
Administration and Contact Information.....	6
Bell Schedules.....	7
6 th Grade.....	7
7 th Grade.....	8
8 th Grade.....	9
General Student Information	10
Anti-Bullying	10
Arrival.....	10
Athletics.....	10
Attendance and Absences.....	10-11
Bus.....	12
Cafeteria Procedures.....	12-13
Cell Phones.....	13
Computer Use.....	13
COVID-19.....	14
Delays/Cancellations.....	14
Discipline.....	14
Dismissal.....	15
Dress Code.....	15
Drug/Alcohol Policy.....	16
Drills.....	16
E-Cigarette/Possession.....	16
Field Trips.....	16
Food Service.....	16-17
Grading Guidelines.....	17
Guidance Services.....	18
Gum.....	18
Gym.....	18
Hallways/Hall Pass.....	18
Head Phones.....	19
Health Services.....	19
Homebound.....	19
Honor Roll.....	19
ID Badges.....	20
iCreate Studio.....	20
iPads.....	20
Lockers.....	20
Lost and Found.....	21
Make-Up Work.....	21

Open Containers.....	21
Organization/Study Skills.....	21
PBIS.....	21
PowerSchool.....	22
PTO.....	22
Public Display of Affection.....	22
Report Cards.....	22
Student Assistance Program.....	22-23
Social Suspension.....	23
Teams.....	23
Visitors.....	23
Weapons Policy.....	24
 Middle School Code of Conduct.....	 25
Level I.....	25
Level II.....	26
Level III.....	27
Level IV.....	28

Elizabeth Forward Middle School



August 20, 2020

Dear Student and Parent/Guardian:

Welcome back! We hope your summer has been enjoyable. We wish you and your child the very best as we begin this 2020-2021 school year at Elizabeth Forward Middle School. A new year brings great appreciation for students, parents, and teachers and the promise of outstanding opportunities for all.

Should questions/concerns arise throughout the year, a network of support is available. The administration, guidance counselors, teachers, and staff may all assist you. Maintaining open lines of communication with families and community members is of utmost importance in nourishing an effective educational environment.

We set high expectations for students at Elizabeth Forward Middle School. These expectations are outlined in the Elizabeth Forward Middle School Handbook. Please review this necessary information with your child and sign and return this page to your child's homeroom teacher by **Friday, September 11, 2020**.

*Note - some parts of the 2020-2021 student handbook have been adapted to meet the Public Health Guidance for School Communities Phased Reopening of Pre-K to 12 Schools During COVID-19. Certain areas are subject to change per the state's school health and safety plans and guidelines.

Best wishes for a successful school year!

Sincerely,

Dr. Trisha Martell
Principal

Ms. Nancy Stanich
Assistant Principal

My child, _____ and I have reviewed the
(Print Student's First and Last Name/Grade)
Elizabeth Forward Middle School Handbook for 2020-2021 school year.

(Parent/Guardian Signature)

(Student Signature)

(Date)

Elizabeth Forward School District

District Mission

The mission of the Elizabeth Forward School District is to establish a collaborative working relationship with its families and communities to create learning environments for all students that nurture the academic, social, and emotional skills of each student through high expectations of excellence that produce lifelong learners, world-ready leaders, and citizens who are prepared to meet the ever-changing challenges of a global society.

Elizabeth Forward Core Values

The following are the values and beliefs that serve as a foundation for learning in the Elizabeth Forward School District. The Elizabeth Forward School District believes that:

- All can learn.
- All students have the opportunity to maximize their potential.
- A caring, safe, and trusting environment is essential.
- All students have value and worth and are entitled to meaningful relationships with caring adults.
- The family provides the foundation for and instills the attitudes needed to ensure successful education and learning.
- All students have a right to high quality curriculum and instruction that focuses on rigor and relevance.
- All teachers and administrators share an unrelenting commitment to excellence for all students.
- Literacy is the foundation for all student success.
- Excellence in education is worth the commitments of time, effort, and money.
- All students will be prepared for a diverse, ever-changing, global society.
- Education is the responsibility of the entire community, and all benefit when people work together through open and honest lines of communication.

Administration and Contact Information

Elizabeth Forward Middle School
401 Rock Run Road, Elizabeth, PA 15037

Elizabeth Forward Middle School is specifically designed to allow students to transition from childhood to adolescence. During these three years, students will be given the opportunities to engage in multi-disciplinary experiences taught by a strong core of teachers who work together to integrate their courses. The administrators, teachers, and counselors will constructively guide and reinforce each student as he/she explores a changing world and self.

This program of studies provides an overview of Elizabeth Forward Middle School curriculum with brief descriptions of the planned courses for each grade. Please review the following guide. If you have questions, please feel free to contact any of the following people.

Building Administration/Staff

Principal

Dr. Trisha Martell
tmartell@efsd.net
412-896-2332

Assistant Principal

Ms. Nancy Stanich
nstanich@efsd.net
412-896-2333

Secretary

Mrs. Kathi Kern
kkern@efsd.net
412-896-2335

Secretary

Mrs. Jackie West
jwest@efsd.net
412-896-2336

School Counselor

Mrs. Natalie Bowers
nbowers@efsd.net
412-896-2393

Middle/High Counselor

Ms. Crista Scalfari
cscalfari@efsd.net
412-896-2334

School Nurse

Mrs. Bethany Kilinsky
bkilinsky@efsd.net
412-896-2338

6th Grade Bell Schedule

Grade 6	
Regular Bell Schedule	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-9:01am
Period 2	9:04-9:47am
Period 3	9:50-10:33am
Lunch	10:36-11:06am
Period 4	11:09-11:52am
Period 5	11:55-12:38pm
Period 6	12:41-1:24pm
Period 7	1:27-2:10pm
Period 8	2:13-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 6	
2 Hour Delay Schedule	
Student Arrival	9:55am
Tardy Bell	10:09am
Homeroom	10:09-10:15am
Period 1	10:18-10:46am
Period 2	10:49-11:17am
Period 3	11:20-11:48am
Lunch	11:51-12:21pm
Period 4	12:24-12:52pm
Period 5	12:55-1:23pm
Period 6	1:26-1:54pm
Period 7	1:57-2:25pm
Period 8	2:28-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 6	
Morning Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Power Block	8:18-8:55am
Period 1	8:58-9:36am
Period 2	9:39-10:17am
Period 3	10:20-10:58am
Lunch	11:01-11:31am
Period 4	11:34-12:12pm
Period 5	12:15-12:53pm
Period 6	12:56-1:34pm
Period 7	1:37-2:15pm
Period 8	2:18-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 6	
Afternoon Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-8:56am
Period 2	8:59-9:37am
Period 3	9:40-10:18am
Lunch	10:21-10:51am
Period 4	10:54-11:32am
Period 5	11:35-12:13pm
Period 6	12:16-12:54pm
Period 7	12:57-1:35pm
Period 8	1:38-2:16pm
Power Block	2:19-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

7th Grade Bell Schedule

Grade 7	
Regular Bell Schedule	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-9:01am
Period 2	9:04-9:47am
Period 3	9:50-10:33am
Period 4	10:36-11:19am
Lunch	11:22-11:52am
Period 5	11:55-12:38pm
Period 6	12:41-1:24pm
Period 7	1:27-2:10pm
Period 8	2:13-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 7	
2 Hour Delay Schedule	
Student Arrival	9:55am
Tardy Bell	10:09am
Homeroom	10:09-10:15am
Period 1	10:18-10:46am
Period 2	10:49-11:17am
Period 3	11:20-11:48am
Period 4	11:51-12:19pm
Lunch	12:22-12:52pm
Period 5	12:55-1:23pm
Period 6	1:26-1:54pm
Period 7	1:57-2:25pm
Period 8	2:28-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 7	
Morning Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Power Block	8:18-8:55am
Period 1	8:58-9:36am
Period 2	9:39-10:17am
Period 3	10:20-10:58am
Period 4	11:01-11:39am
Lunch	11:42-12:12pm
Period 5	12:15-12:53pm
Period 6	12:56-1:34pm
Period 7	1:37-2:15pm
Period 8	2:18-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 7	
Afternoon Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-8:56am
Period 2	8:59-9:37am
Period 3	9:40-10:18am
Period 4	10:21-10:59am
Lunch	11:02-11:32am
Period 5	11:35-12:13pm
Period 6	12:16-12:54pm
Period 7	12:57-1:35pm
Period 8	1:38-2:16pm
Power Block	2:19-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

8th Grade Bell Schedule

Grade 8	
Regular Bell Schedule	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-9:01am
Period 2	9:04-9:47am
Period 3	9:50-10:33am
Period 4	10:36-11:19am
Period 5	11:22-12:05pm
Lunch	12:08-12:38pm
Period 6	12:41-1:24pm
Period 7	1:27-2:10pm
Period 8	2:13-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 8	
2 Hour Delay Schedule	
Student Arrival	9:55am
Tardy Bell	10:09am
Homeroom	10:09-10:15am
Period 1	10:18-10:46am
Period 2	10:49-11:17am
Period 3	11:20-11:48am
Period 4	11:51-12:19pm
Period 5	12:22-12:50pm
Lunch	12:53-1:23pm
Period 6	1:26-1:54pm
Period 7	1:57-2:25pm
Period 8	2:28-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 8	
Morning Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Power Block	8:18-8:55am
Period 1	8:58-9:36am
Period 2	9:39-10:17am
Period 3	10:20-10:58am
Period 4	11:01-11:39am
Period 5	11:42-12:20pm
Lunch	12:23-12:53pm
Period 6	12:56-1:34pm
Period 7	1:37-2:15pm
Period 8	2:18-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Grade 8	
Afternoon Power Block	
Student Arrival	7:55am
Tardy Bell	8:09am
Homeroom	8:09-8:15am
Period 1	8:18-8:56am
Period 2	8:59-9:37am
Period 3	9:40-10:18am
Period 4	10:21-10:59am
Period 5	11:02-11:40am
Lunch	11:43-12:13pm
Period 6	12:16-12:54pm
Period 7	12:57-1:35pm
Period 8	1:38-2:16pm
Power Block	2:19-2:56pm
Announcements	2:57pm
Student Dismissal	2:59pm

Anti-Bullying

- The Elizabeth Forward School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying, in accordance with state law and regulations. The district recognizes that bullying interferes with the learning process and may present an obstacle to the academic, vocational, and social/emotional development of students.
- The school district incorporates the Olweus Bullying Prevention Program and PBIS (Positive Behavioral Intervention and Supports). Please refer to the complete Elizabeth Forward School District Anti-Bullying Policy online at www.efsd.net.
- We've adopted 4 basic rules that we believe will make the Middle School a safe place for you to learn and grow as a student:
 1. **WE WILL NOT BULLY OTHERS.**
 2. **WE WILL TRY TO HELP STUDENTS WHO ARE BULLIED.**
 3. **WE WILL TRY TO INCLUDE STUDENTS WHO ARE LEFT OUT.**
 4. **IF WE KNOW THAT SOMEBODY IS BEING BULLIED, WE WILL TELL AN ADULT AT SCHOOL AND AT HOME.**

Arrival

- Students are permitted in the building beginning at 7:55 a.m. **Please do not drop off prior to 7:55 a.m.**
- After 7:55 a.m., students are expected to go to their locker to ready themselves for the school day. Students are not permitted to “hang out” in the halls or otherwise interfere with student arrival.
- **After 8:09 a.m.**, students are considered tardy to school and may be subject to disciplinary action for repeated tardies to school.
- Walkers and car riders should time their arrival to school so that it is no earlier than 7:55 a.m.

Athletics

- The Middle School has a number of boys and girls interscholastic teams in the 7th and 8th grades. (Current PIAA regulations prohibit 6th grade participation.)
- The Middle School eligibility rule states that a student athlete must be passing at least 2 of their 4 core classes (Language Arts, Math, Science, and Social Studies). Students will be notified of their eligibility on a weekly basis.

Attendance & Absences

Regular school attendance is a major contributor to school success. The EFSD Policy #204 is available on the website to help parents/guardians understand our attendance policy/procedures and the laws that govern them. www.efsd.net

Absence from Class/School District Attendance Policy #204

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Religious holiday
- Medical/dental appointments
- Court appearances
- Death in family
- Family educational trips
- Educational tours and trips

Reporting Absences/Excuses

Please call the school office to report your child absent or with questions about attendance. Parents/guardians can call the main office at 412-896-2335 when their child is absent from school. Upon the student's return to school, a parent/guardian must submit a written explanation within three (3) school days. If an appropriate excuse is not received, the absence will PERMANENTLY be recorded as unexcused.

Notification

- The district's attendance policy will be distributed yearly to parents/guardians.
- Upon the first (1) unexcused/unlawful absence, written notification will be mailed home.
- Upon the third (3) unexcused/unlawful absence, written notification will be mailed home.
- Upon the fourth (4) unexcused/unlawful absence, parents will be invited to attend a School Attendance Improvement Plan (SAIP) meeting.
- Upon the sixth (6) unexcused/unlawful absence, a magistrate citation will be issued, and a subsequent hearing will be scheduled.
- When a student accumulates eight (8) days of absences, a letter will be mailed home informing parents/guardians of the potential need for a medical excuse.
- When a student accumulates ten (10) days of absences, a letter may be mailed home, informing parents/guardians of the need for a medical excuse for any additional absences.

Tardiness to School

The school day begins at 8:09 AM.

- If a student arrives to school, at or after 8:09, they are **tardy**, and must report to the office.
- Four (4) tardies will be excused with a parent written excuse. Upon the fifth (5th) tardy, a student's tardiness will only be recorded as excused IF a medical excuse is provided (dental and orthodontic included). Failure to provide a medical excuse will result in the tardy being marked unexcused.
- Five (5) non-medical tardies will result in an after-school detention and loss of extra-curricular activities for 10 school days.

- Ten (10) non-medical tardies will result in 1 day of in-school suspension, and a loss of extra-curricular activities for 20 days.
- Fifteen (15) non-medical tardies will result in 1 day of in-school suspension, loss of extra-curricular activities for the remainder of the school year, a magistrate citation will be issued, and a subsequent hearing will be scheduled.

Bus

- Our #1 goal is to keep your child safe and secure while traveling on the bus to and from school. Student bus behavior is a critical factor in making the bus ride an enjoyable experience for your child and his/her friends. Students are expected to follow these general guidelines while on the bus:
 1. Students are not permitted to switch seats or walk around on the bus while it's moving. Keep the aisles clear and safe for all students entering and exiting the bus.
 2. Students should talk quietly, be courteous, and respectful to one another. Always keep hands and feet to yourself. Unnecessary noises create distractions for the bus driver and pose a safety hazard.
 3. Students **MUST** follow the bus driver's directions. Remember, the driver is the "principal of the bus" and must be respected.
 4. Never throw things on the bus or out of the windows.
 5. Bus drivers have the right to discipline students and assign or move seats as necessary to facilitate the safe operation of the bus.
 6. Students are only permitted to ride their own bus to and from school.
 7. Damaged property on the school bus may result in a charge to guardian/parent.
 8. Failure to maintain appropriate bus behavior will result in parent/bus driver meetings, and disciplinary action, **which may include student removal from the bus.**

Cafeteria

Students are assigned to eat lunch by grade level. This is the time of day to relax, eat lunch and talk to your friends at your table. **It is not a time for horseplay, disruption, or inappropriate behavior.** If at any time a student is found to be responsible for any damages done to school property, disciplinary consequences will be issued and financial reimbursement for the repairs will become the family's responsibility. The following guidelines will help you maintain good behavior in the cafeteria:

Students will:

1. Review the rules of the cafeteria on the first day. Students will sign and date a document stating that they fully understand the rules and subsequent disciplinary and financial consequences for inappropriate behavior and damages done to property.
2. Respect the authority of the proctor on cafeteria duty. If a student's behavior becomes disrespectful or unruly, he/she will be assigned to a special seat for a period of time. Repeated misbehavior will involve disciplinary action and possibly involve permanent special seating.
3. Leave all of their belongings outside of the cafeteria.
4. Be required to put their student ID number into the pin pad when they go through the lunch line.

5. **Not be permitted to use iPads, cell phones, etc. in the cafeteria or at recess.**
6. Sit at their assigned lunch table and in their assigned seat. They are not permitted to move tables/seats unless told by a proctor to do so. Students should remain seated at all times except to obtain lunch and to dispose of waste and return trays.
7. Not move to the serving line until the proctor on duty instructs them to do so. Students should not push or run to the food line.
8. Are to have their feet underneath their seats/table and not be turned around in the walkway. This is to make sure the aisles are clear.
9. Return their own trays, dishes, and silverware to the receiving window or other disposal area.
10. Not be permitted to take any food out of the cafeteria. All food must be eaten in the cafeteria. Throwing of anything; food, paper, etc. in the cafeteria is not permitted.
11. Always request permission from a cafeteria proctor before leaving the cafeteria during the lunch period. No one may leave unless they obtain permission, sign in & out, and have the appropriate lanyard.
12. Masks must be worn into the cafeteria and remain on while standing in the lunch line to get food. Masks may be removed while eating. Once students leave to exit the cafeteria masks must be worn.
13. Students will social distance in the cafeteria and sit where the blue tape is marked off.

Cell Phones

- Cell phones are not permitted to be in a student's physical possession during the school day. If brought to school, cell phones must be turned off and kept secured in the student's locker. Electronic devices/cell phones that are found on a student will be confiscated. Multiple offenses will result in further disciplinary action against the student and guardians will be asked to come in for a meeting and to pick up the cell phone/electronic device. If a student does not adhere to the rules, they will not be allowed to bring their cell phone into the Middle School. Students will always be able to communicate with guardians and/or contact home through the main office phone.
- The district is not responsible for any lost or damaged cell phones and/or electronic items. This prohibition applies to all school property including school-sponsored events, athletic events, and buses to and from school.

Computer Use

- The Elizabeth Forward School District offers students the use of computer technology (including the Internet, use of laptops, iPads, etc.). The use of the district hardware, software, or network for illegal, inappropriate, or unethical purposes by students is prohibited and will be addressed through the student code of conduct. Please refer to the complete Elizabeth Forward School District Student Acceptable Use of Network/Internet Policy online at www.efsd.net.

COVID-19

- **Masks—all students** must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible. Masks will be worn inside the school, in class, the hallways, common areas, and during bus transportation to and from. Student masks must be school appropriate and not disrupt the learning environment.
- Students are permitted to **remove** their masks under the following circumstances as set forth by the Governor’s mask order:
 - Eating or drinking when spaced at least 6 feet apart.
 - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
 - at least 6 feet apart during “face-covering breaks” to last no longer than 10 minutes.
 - *Exceptions to masks.* Medical documentation will be required based on the Governor’s mask order. "Schools must require all students over 2 years of age to wear face coverings, except for any student who has a medical or mental health condition or disability that precludes the wearing of a face covering in school. Notwithstanding Section 3, Paragraph B of Secretary Levine’s July 1, 2020 Order regarding face coverings, schools may require such students to provide medical documentation." This documentation such be submitted to building principal.

Delays/Cancellations

- The Elizabeth Forward School District uses the “School Connects” messaging system to notify the school community of school delays and cancellations. Elizabeth Forward families will receive a phone call and/or email from the school to announce the delay or cancellation.
- School delays and cancellations are also posted on the EFSD website, and announced on local radio and TV stations.

Discipline

- Discipline is synonymous with teaching and learning, and if learning is to prevail, discipline is essential. Students have a great responsibility in being good citizens of our school. The emphasis should be on courtesy, consideration, and the fulfillment of all necessary obligations at all times.
- Our discipline code seeks to reinforce these expectations, and develop more positive, appropriate behaviors in our students.
- When necessary, students may be subject to disciplinary options, such as:
 - Verbal reprimand
 - Social suspension/loss of privileges
 - Contact with parent/guardian
 - Restitution
 - Detention (lunch and after school)
 - Hall Restriction
 - In-school suspension
 - Out-of-school suspension
 - Police notification

- Restrictions during suspension: Any student who is suspended from school may not attend or participate in any school sponsored activity including athletic practices, field trips, or events and is not permitted on school property for the duration of the suspension, including weekend and breaks within the suspension.
- Please refer to the complete Code of Conduct in the back of this handbook.

Dismissal

- Students will be dismissed to their lockers at the end of the day. Students should exchange materials and report directly to their assigned bus.
- All walkers and car riders will report to the cafeteria to await dismissal after the buses exit the school property.
- Parents picking up their children at the end of the day will be required to sign them out with the teacher proctor at the main entrance of the building.
- Students are only permitted to ride to and from school on their assigned bus.

Dress Code

- A student's appearance, mode of dress, or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety or offend any party. All students should dress in good taste.
- Keep in mind the following guidelines when considering your dress for school:
 1. Shirts: For grades 6-8, all shirts must have sleeves. Bare shoulders will not be permitted, including bare midriff tops, spaghetti straps, tube tops, and backless tops.
 2. Hoodies: Can be worn, however hoods must be down and not covering heads during the school day. If any student cannot adhere to this rule they will not be allowed to wear a hood to school.
 3. Shorts/Skirts: Length must be no shorter than fingertip length when the student's arms are placed at his/her side.
 4. Jeans/Pants: Sagging and/or low-rise pants are not permitted.
 5. Misc. Apparel: Sunglasses, hats, bandanas, slippers and/or pajamas are not permitted.
 6. Graphics, Photos, etc.: Articles of clothing may not contain profane, blasphemous, provocative, obscene photos, slogans or other graphics. No article of clothing may be imprinted with slogans, photos, or graphics, which refer to alcohol, violence, sex, or drugs.
 7. Any clothing, jewelry, accessory or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates membership or affiliation with a gang is not permitted.
 8. Students are subject to disciplinary action for violating the dress code and will be asked to change and/or call home for appropriate clothing. The building principal shall have the final say in what constitutes the violation of the dress code.
 - First offense = call home, change clothes, verbal warning
 - Second Offense = call home, change clothes, lunch detention
 - Third Offense = call home, change clothes, afterschool detention
 - Fourth Offense = call home, in-school suspension for remainder of day
 - All subsequent offenses = out of school suspension/parent conference

- Please refer to the complete Elizabeth Forward School District Dress Code Policy online at www.efsd.net.

Drug/Alcohol Policy

- The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. Please refer to the complete Elizabeth Forward School District Controlled Substances/Paraphernalia Policy (218 and 227) online.

Drills

- State law requires schools to conduct mock drills for fire, weather, evacuation emergencies, and school security/ALICE drills. These drills are held periodically and at any time during the school day. Teachers review the emergency plans with students prior to the first drill of the year. It is extremely important that students follow these directions and practice a safe, orderly exit from the building. Fire drills/ALICE drills are a serious matter, your cooperation is required.

E-Cigarette Use/Possession

- The use or possession of E-Cigarettes or other vaping products is strictly forbidden. This is a level 3 offense and is included in the EFSD's tobacco policy. Students will be suspended 3 days (OSS) and issued a 45 school-day privilege suspension. Additional infractions will be subject to progressive discipline. (See also Social Suspension)

Field Trips

- When students are on a school sponsored or school-affiliated field trips, they are subject to all school regulations, including the Code of Conduct.
- All students are expected to attend curriculum-based field trips that occur during school hours. These are considered academic and are in lieu of instruction.
- Students demonstrating inappropriate conduct at school may be denied participation in field trips.
- Parents will be notified in writing of any planned field trips, dates of such activities, and of any special instructions. Parents will also be required to sign permission slips to permit their child to attend field trips.
- Overnight Trips: Each student attending an overnight trip must complete an emergency information form that should be accessible to the trip sponsor at all times. Prescription medication must be brought in the container that was issued from the pharmacy and should also be listed on the medical information sheet that is kept by the sponsor. The administration of medications will follow board policy for medication distribution.

Food Service

- In order for your student to be charged properly, a school lunch must contain 3 of 5 different components: entrée, fruit, vegetable, milk, and grain.
- If at least 3 different items are not chosen, BY LAW, we must treat the purchase as an a la carte purchase. We do not have a Free Milk Program. If a child only needs milk, they are required to pay a la carte price for the milk.

Payments

- Students must enter their student ID number into the pin pad to purchase breakfast or lunch.
- Please make checks payable to EFSD Cafeteria and include the student name on the memo line of the check. Returned checks are subject to a \$25.00 processing fee. Cash payments are accepted but are very difficult to track.
- Pay For It Accounts can be set up and payments can be made by credit card or debit card. If you have questions about the Pay For It program, please refer to their website at www.payforit.net.

Checking Balances

- Balances can be checked by logging onto Power School and clicking the “Power Lunch” tab. In addition to checking your child’s account balance, it will show you the type and quantity of items your student is purchasing.
- Low balance email alerts are available through our IT Department. If you would like an email alert please send a note to the cafeteria with the student name and your email address.

Questions or concerns can be directed to:

Kristen Savorelli, Food Service Director from Nutrition Inc. at 412-896-2340

Grading Guidelines

In order to pass a course, a student must meet all of the following criteria:

(A): Yearlong Course

- A student must earn a minimum of 240 percentage points to pass the course.
- A failing grade earned in M1, M2, M3, M4 will be recorded as a minimum of 50% or higher. Any exception will require administrative approval.
- A student must pass at least one of the final two grading periods.

(B): Semester Course

- A student must earn a minimum of 120 percentage points to pass the course.
- A failing grade earned in M1 or M2 will be recorded as a minimum of 50% or higher. Any exception will require administrative approval.

Students not meeting the minimum requirements **MUST** complete summer course(s) for any failed class. Parents are responsible for notifying the guidance office of the planned summer course(s) AND supply proof of satisfactory completion before the student is promoted.

Core Courses in Grades 6-8:

English *Grade 6 only

Integrated Language Arts

Math

Science

Social Studies

Grading Scale

90-100 A Superior

80-89 B Above Average

70-79 C Average

60-69 D Below Average

50-59 F Failing

Guidance Services

- Guidance services are available for any student to discuss school or personal problems. Students may request a conference with the guidance counselor by stopping in the main office in the morning before homeroom or by filling out a “Guidance Office Request Form” available in your homeroom or in the main office.
- Parents are also welcome to speak to the guidance counselor by calling 412- 896-2335 to arrange an appointment or consult with them by phone.

Gum

- Chewing gum is not permitted in the Middle School. It causes damage to school property and presents a choking hazard in the classroom. Students will be asked to spit it out and may be subject to disciplinary action for multiple violations.

Gym

- Students are required to wear appropriate gym attire. Time and locker space is set aside for students to change their clothing.
- We strongly encourage your child to use a combination lock during their gym class. These are used to secure your child’s clothes and personal belongings. **We are not responsible for missing or damaged items as a result of not utilizing a lock.** You may purchase a lock on your own.
- All medical excuses from a physician’s office for any health related illness or injury must be turned in to the nurse. These will be monitored by the nurse and communicated to the gym teacher daily.
- In cases of medical excuse, the student will not be required to make up the class but will be responsible for an alternative wellness related assignment.
- Students are permitted 2 personal excuses per nine weeks which may include temporary ailments such as headache, rashes, or upset stomach. Personal excuses require a hand-written, signed, and dated parent note.
- If a student is sitting out for a day, they still need to dress for class. The student may be assigned to be the timekeeper, scorekeeper, or coach in order to keep the student involved in materials covered in class. No physical activity will be assigned.

Hallways/Hall Pass

- Students should maintain proper hall behavior at all times. There should be no running, pushing, loitering or cell phone usage in the hallways. Students have (3) minutes to travel between classes, and should do so efficiently and quietly or risk being late to class.
- A hall pass is required when leaving the classroom.
- Each classroom has 2 passes; 1 on a red lanyard for travel to the office, and a second on a colored lanyard for travel to the nurse, restroom, or other classroom.
- The classroom lanyard colors are as follows: blue-6th grade, green-7th grade, orange-8th grade, black-encore.

- If your child’s behavior warrants (late to class, fighting in halls, cell phone usage, loitering in halls) he/she may be put on “hall restriction” which would limit your movement between classes.

Head Phones

- Students are not permitted to enter Elizabeth Forward Middle School with headphones in their ears. They are not allowed to wear (AirPods, Earbuds, Beats, Wireless Earphones) in the hallways.

Health Services

- The health office is located around the corner from the main office and is staffed by our nurse, Mrs. Kilinsky, and nurse aides. Students must have a pass from their teacher to visit the health office.
- Only the nurse can determine whether or not a student should go home ill. **Students are not permitted to contact home and/or request a ride home due to illness. Students that use their cell phone or iPad to contact home will be subject to the discipline code.**
- Health Screenings: Each student shall receive a comprehensive health examination upon original entry in 6th grade. Also, each student will receive a comprehensive dental exam upon original entry in 7th grade. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, and other tests deemed advisable, at intervals established by the district.
- Use of Medications: For purposes of this policy, medication shall include all medicines prescribed by a physician and any over the counter medicines.
- Possession/Use of Asthma Inhalers: 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. Self-administration shall mean a student’s use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.
 - A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
 - A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

Homebound

- The school shall provide homebound instruction only for those confinements expected to last at least two (2) weeks; however, the Superintendent may recommend exceptions. Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by the Superintendent.

Honor Roll

- The middle school maintains an “Honor Roll” to recognize student academic achievements. It is prepared and reported for each grading period as determined by the

student's GPA. Students may not have a failing or incomplete grade at the time of the report. Any student with a GPA of 3.5 to 4.0 will be designated as earning "High Honors". Any student with a GPA of 3.0 to 3.49 will be designated as earning "Honors."

ID Badges

- All students are issued an identification badge at the start of the school year. If an ID badge is lost, replacement badges can be ordered in the main office for a fee of \$5.00.

iCreate Studio

- The Elizabeth Forward Middle School's iCreate studio is a collaborative space that teachers can utilize with students throughout the school day. It is comprised with technology such as Apple TVs, 3D Printers, and a One Button Studio. Students can make and create any kind of clothing using the print press. This space fosters reading, creativity, and innovativeness.

iPads

- Each student in the Elizabeth Forward School District is loaned an iPad to use as a tool in the classroom and for educational purposes. The iPad is the property of the school district and can be taken from the student's possession at any time, for routine maintenance, as part of a code of conduct investigation, or at the discretion of the district staff or administration.
- It is the sole responsibility of the student to keep the device safe, free from damage, and in proper working order at all times. The school issued iPad must be kept in the case that was given to each student upon deployment. Intentional theft or damage to an iPad will be dealt with under the code of conduct, and subject to disciplinary action. It is the responsibility of the student to notify the school of any lost or damaged iPad.

Lockers

- All students will be assigned a locker to begin the year by their homeroom teacher. Built-in school combination locks are used. Students may not use their own store-bought lock. They should not give their locker combination to anyone or "set" their lock so that it opens automatically. It is the student's responsibility to keep their locker neat and in order.
- Locker Searches:
 - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during these inspections will be confiscated by the administration and subject to disciplinary action.
 - Additionally, the student's locker and its contents may be searched when school authorities have reasonable suspicion that the locker contains illegal or

contraband items. Such searches should be conducted in the presence of another adult witness.

Lost and Found

- The school maintains a “lost and found” bin. Please check with the office.
- You may want to mark personal belongings such as winter coats, gym clothes, or expensive calculators with a permanent marker to easily identify them in the event they are misplaced or stolen.

Make-Up Work

- After your child’s absence from class, it is his/her responsibility to make arrangements for making up the class work that was missed. Students have an equal number of days to complete the work for when they were absent. Again, students are responsible for obtaining, completing, and turning in the work. Assignments will be collected for students who miss three (3) or more school days.
- **Work given ahead of time for excused vacations must be completed and turned in upon return to school.**

Open Containers

- Students are not permitted to carry an open container through the building. (Examples; coffee/tea mugs, Dunkin Donuts cup, Starbucks, Yeti’s, water bottles).
- Any drink for lunch must stay in their locker until lunchtime.

Organization/Study Skills

- Planning and organization are the keys to success at the middle school.
- Homework tips for middle schoolers:
 - Take home all books, papers, folders, iPads, and materials as needed.
 - Find a quiet, well-lit space, away from distractions and with all the right study materials -- paper, pens and pencils, books, a dictionary, a desk, etc.
 - Create a regular evening schedule, allowing for adequate study and free time.
 - Limit TV time, and do not allow it during homework.
 - Charge student iPad overnight

Positive Behavioral Interventions and Supports (PBIS)

- The PBIS Program places an emphasis on a school-wide system of support and discipline that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment. Instead of focusing on individual behavioral management plans, PBIS focuses on acknowledging positive behaviors within the school setting for all students.
- The PBIS program at the Elizabeth Forward Middle School is modeled around the motto of being a BRAVE Warrior: **B**e Safe, **R**espect Others, **A**ccountable, **V**ictorious and **E**nthusiastic. We defined expectations in all areas of the school including the cafeteria, restrooms, hallway and stairs, assembly and classroom. The purpose of the PBIS

program at the Elizabeth Forward Middle School is to create a positive environment where all students are taught prosocial behaviors so that they achieve academic and lifelong success.

PowerSchool

- PowerSchool is a district student information management system available to parents to monitor their child's academic progress. Parents will utilize a unique username/password to access their child's account. Parents originally received their child's username/password when the system went live. Please refer to the updated PowerSchool directions on the district's website under "Parent Resources".

PTO

- The Middle School is proud to have such a hard-working, dedicated Parent Teacher Organization. The PTO sponsors a variety of events during the school year that help the Elizabeth Forward school community. Please consider joining the PTO and getting involved in this worthy organization. Your personal time, energy, creativity, and expertise are a resource invaluable to our school. We can't do it without you!
- Please visit their website from the link at www.efsd.net.

Public Displays of Affection

- Being overly affectionate in school creates an environment that is not conducive to concentration and learning. Students should refrain from intimate behaviors in school and at school related events & activities. As young adults, they are expected to show good taste and conduct themselves respectfully at all times.
- Students are not permitted to inappropriately touch one another in school. Hands are to be kept to themselves.

Report Cards

- Students will receive official notification of their academic progress through the issuance of a paper report card every nine weeks. Parents and students can also check their progress on PowerSchool. The final student report card will be mailed home at the end of the school year.

Student Assistance Program (SAP)

- The Commonwealth of Pennsylvania's Student Assistance Program (SAP), which is administered by the PA Department of Education's Division of Student and Safe School Services in partnership with the PA Department of Health's Bureau of Drug and Alcohol Programs, and the PA Department of Public Welfare's Office of Mental Health and Substance Abuse Services, is designed to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.
- The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

- The Student Assistance Team, comprised of trained, professional staff members:
 - Identifies high-risk students experiencing difficulty due to problems such as alcohol or drug use, depression, eating/sleeping disorders, or other mental health issues.
 - Receives referrals from parents/guardians, teachers, students, and staff.
 - Develops a positive plan of intervention, action, and support which may include: meeting with parents/guardians and/or the student, making referrals to existing school programs or community resources such as social services agencies, treatment settings, or educational support groups, and/or monitoring the student's progress to assess the need for ongoing additional action.
 - Gathers information to assess the nature and extent of the concern.
- Should your child need additional services, School-Based Therapy is provided in a private and professional setting during your child's school day. Contact 412-675-8873 for more information.

Social Suspension

- Rationale: Participation in extra and co-curricular activities is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues.
- Elizabeth Forward Middle School students receiving a social suspension will be ineligible to attend or participate in Elizabeth Forward School District extra-curricular activities including but not limited to; any school sponsored events (home or away), athletics, band or choral concerts, PTSA sponsored events, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of school days, not calendar days, and includes activities or events that occur on weekends, during holiday or summer break, or other non-school days. Students will be given written notice of any social suspension which will include a start and end date for the term of the suspension.
- Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use Social Suspension as a consequence for Behavior infractions as defined by the Code of Conduct.

Teams

- Students are grouped by teams. Each team consists of a group of four (4) teachers and a common group of students.
- Teams at Elizabeth Forward Middle School:
 - Share a common area of the school.
 - Are taught core subjects by the same teachers.
 - Set team rules and expectations.
 - Allow teacher planning time to discuss student needs and common goals.
 - Plan interdisciplinary units of study.
 - Support your child in a caring, responsive school environment.

Visitors

- Parents/Guardians are always welcome to visit the school. An appointment should be made ahead of time to meet with a teacher, counselor, or principal. All visitors must

enter through the main entrance and report to the main office. Visitors must show ID and receive a visitor's badge.

Weapons Policy

- The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas ("look-alike") into any school building, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to schools or a school sponsored activity. Please refer to the complete Elizabeth Forward School District Weapons Policy online at www.efsd.net.

MIDDLE SCHOOL – CODE OF CONDUCT – LEVEL I

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors should be handled by an individual staff member and rarely require administrative intervention. However, such misbehaviors may be indicative of a problem that should be referred to appropriate support staff.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Agitating or pestering others
- Classroom tardiness
- Classroom, hall, cafeteria, auditorium, or locker room disturbance
- Non-defiant failure to complete assignments or carry out directions
- Possession/Use of non-instructional items (audio devices, playing cards, cellular phones, laser pointers, etc.) during restricted times of the school day
- Minor insubordination
- Minor cafeteria misconduct
- Minor defacing of school property
- Horseplay
- Loud or boisterous noise
- Dress code violation
- Public display of affection

PROCEDURES:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Proper and accurate record of the offenses and disciplinary action is maintained by the staff member. The staff member will discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel. Parents/Guardians will be notified of the disciplinary problem by the intervening staff member.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Verbal reprimand
- Special duties/activities
- Withdrawal of privileges
- Parent/Guardian conference/contact
- Required to clean, replace, or repair damage
- After school detention
- Lunch detention
- Behavior contract

MIDDLE SCHOOL – CODE OF CONDUCT – LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Continuation of Level I misbehavior
- Cheating
- Cutting class
- Disrespect to others in words or gestures, including offensive language
- Cafeteria misconduct
- Misconduct on field trips, athletic trips, or other trips involving students
- Possession of obscene material
- Pushing, shoving or jostling
- Dress code violation (multiple offenses)
- Defiant failure to comply with direction
- Public display of affection (multiple offenses)
- Bus misconduct

PROCEDURES:

Student is referred to the administration for appropriate disciplinary action. Administrator meets with the student and/or teacher and affects the most appropriate response. Teacher is informed of the administrator's action. Parents/Guardians are notified of the student's misconduct. Proper and accurate record of the offense and disciplinary action is maintained by the administrator.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Principal reprimand
- Withdrawal from extracurricular activities
- Parent/Guardian conference/contact
- Suspension (ISS/OSS)
- After school detention
- Saturday detention
- Referral to student support team
- Removal from bus
- Privilege suspension
- Behavior contract
- Lunch detention

MIDDLE SCHOOL – CODE OF CONDUCT – LEVEL III

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, are dependent upon the extent of the school's resources for remediating the situation in the best interests of all the students.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Continuation of Level I or II Misbehavior
- Disorderly conduct
- Fighting
- Hazing
- Major insubordination
- Theft
- Threats to others/intimidation in words or gesture
- Use/Possession of tobacco or vaping products
- Vandalism
- Gambling
- Throwing of dangerous objects
- Possession and distribution of obscene material

PROCEDURES:

Disciplinary action is initiated by investigating the infraction and conferring with the staff on extent of consequences. Administrator meets with the student and notifies the parent/guardian of the student's misconduct and resulting disciplinary action. Proper and accurate record of offenses and disciplinary action is maintained by the administrator. There is restitution of property and damages, when appropriate. Penal law(s). Law enforcement involvement (when deemed appropriate).

The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Temporary removal from class or assigned area.
- Parent/Guardian conference/contact.
- Withdrawal from extracurricular activities.
- Suspension (ISS/OSS).
- Criminal prosecution before a magistrate.
- Referral to student support team.
- Removal from bus.
- Police notification.
- Privilege suspension up to 90 school days.

MIDDLE SCHOOL – CODE OF CONDUCT – LEVEL IV

Acts which result in violence to another person or property or pose a direct threat to the safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school. The intervention of law enforcement authorities, and/or action by the Board of School Directors may also be required.

EXAMPLES: May include the following, but are not limited solely to the behaviors listed below:

- Continuation of Level I, II, and/or III misbehavior
- Arson or attempted arson
- Assault and/or battery on student or staff
- Bomb threat
- Engaging in any conduct contrary to the Criminal Code or ordinances of the Commonwealth/community on school grounds or at school-sponsored activities
- Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community
- Extortion
- Furnishing/Selling/Possession of unauthorized substances
- Harassment of student or staff
- Leading or participating in a major disruption
- Possession/Use/Transfer of dangerous explosives or weapons
- Unwarranted pulling of a fire alarm
- Vandalism of school property or personal property of school personnel
- Possession/Use of smoke bombs or simple explosive devices
- Possession/Use of drugs and/or alcohol

PROCEDURES:

Immediate referral to administrator. The administrator verifies the offense and, if necessary, confers with the teacher/staff member involved before meeting with the student. After an informal hearing, the student is suspended from school and parents/guardians are notified. If appropriate, law enforcement agencies will be notified. A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

*The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Suspension (ISS/OSS).
- Referral to appropriate law enforcement agencies
- Referral for Superintendent's hearing
- Restitution of damages or property
- Referral for School Board hearing, which could result in appropriate disciplinary action including possible expulsion
- Charges under Criminal Code
- Referral to student support team
- Privilege suspension up to 180 school days