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Elizabeth Forward  
Middle School

Middle School Student

# HAND BOOK

Elizabeth Forward School District



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# Elizabeth Forward Middle School



August 24, 2023

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 2023-2024 school year at Elizabeth Forward Middle School. A new year brings significant appreciation for students, parents, and teachers and promises outstanding opportunities for all.

A support network is available if questions/concerns arise throughout the year. 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, August 25, 2023**.

Best wishes for a successful school year!

Sincerely,

Dr. Trisha Martell  
Principal

Mr. Charles Chairge  
Assistant Principal

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**My child, \_\_\_\_\_, and I have reviewed the**  
(Print Student's First and Last Name/Grade)  
**Elizabeth Forward Middle School Handbook for the 2023-2024 school year.**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)



## Elizabeth Forward School District

401 Rock Run Road

Elizabeth, PA 15037 [www.efsd.net](http://www.efsd.net)

FOLLOW US ON TWITTER- [@EFMSWarriors](https://twitter.com/EFMSWarriors)

Main Office: 412-896-2336

Athletics: 412-896-2351

### Welcome to Elizabeth Forward Middle School

The student handbook has been prepared as a reference guide to school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that middle school will be productive and enjoyable. Elizabeth Forward Middle School is your school. Be proud of it, and always conduct yourself in a manner that will reflect pride in yourself, your school, and your community.

### 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 values and beliefs are 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 and instills the attitudes needed for successful education and learning.
- All students have a right to a high-quality curriculum and instruction.
- 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 time, effort, and money commitments.
- All students will be prepared for a diverse, ever-changing, and global society.
- Education is the entire community's responsibility, 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 412-896-2336

Elizabeth Forward Middle School is designed to allow students to transition from childhood to adolescence. During these three years, students will be allowed 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 they explore a changing world and self.

This program of studies provides an overview of the 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 get in touch with any of the following people.

### Building Administration/Staff

#### Principal

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

#### Assistant Principal

Mr. Charles Chairge  
cchairge@efsd.net  
412-896-2333

#### Office Secretary

Mrs. Cynthia Schlessinger  
cschlessinger@efsd.net  
412-896-2336

#### Attendance Secretary

Mrs. Kathi Kern  
kkern@efsd.net  
412-896-2381

#### Middle School Counselor

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

#### Middle School Counselor

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

#### School Nurse

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



## Faculty

Teacher emails: FirstNameInitialLastName@efsd.net

Example: regan@efsd.net

### Team 6-1

Mrs. Rachel Egan  
Mr. Ryan Lee  
Mrs. Maggie Weagley  
Mr. Eric Weimerskirch

### Team 7-1

Mr. Mike Baer  
Mr. Tony Francia  
Mrs. Timmie Kearns  
Mrs. Angie Kennon

### Team 8-1

Mrs. Andrea Brink  
Mrs. Kaitlyn Cross  
Mr. Alec Searles  
Ms. Shannon Woodward

### Academic Support

Mr. Carl Burgos  
Mrs. Raena Como  
Mrs. Natalie Glaspey  
Mrs. Denise Hasis  
Ms. Kayla McCall  
Mrs. Melissa Mishler  
Mr. Aaron Pfeil  
Mrs. Alicia Schneider  
Mrs. Kara Stewart  
Ms. Lena Taddeo

### Team 6-2

Mr. Thomas Bakewell  
Mrs. Teresa McCracken  
Mr. Scott Newmyer  
Ms. Melissa Straub

### Team 7-2

Mr. Michael Bowen  
Mrs. Hannah Churilla  
Ms. Christine DeAngelis  
Dr. Eric Della Lucia

### Team 8-2

Mrs. Rachel Lintelman  
Mrs. Jamie Maksin  
Ms. Danielle Thompson  
Mrs. Amy Williams

### Encore

Mr. Conrad Colaric  
Ms. Moira Doerr  
Mr. Jeff Esper  
Mr. Christopher Foster  
Mr. Tim Hanna  
Mrs. Kristy Kivador  
Mrs. Christina Parker  
Mrs. Brittany Smith  
Mr. Christopher Thomas

## 6<sup>th</sup> Grade Bell Schedule

Grade 6			
Regular Bell Schedule		2 Hour Delay Schedule	
Student Arrival	7:55am	Student Arrival	9:55am
Tardy Bell	8:09am	Tardy Bell	10:09am
Homeroom	8:09-8:15am	Homeroom	10:09-10:14am
Period 1	8:18-9:01am	Period 1	10:17-10:44am
Period 2	9:04-9:47am	Period 2	10:47-11:15am
Period 3	9:50-10:33am	Period 3	11:18-11:46am
Lunch	10:36-11:06am	Lunch	11:49-12:19am
Period 4	11:09-11:52am	Period 4	12:22-12:52pm
Period 5	11:55-12:38pm	Period 5	12:55-1:25pm
Period 6	12:41-1:24pm	Period 6	1:28-1:55pm
Period 7	1:27-2:10pm	Period 7	1:58-2:25pm
Period 8	2:13-2:56pm	Period 8	2:28-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

<b>Grade 6</b>			
<b>Morning Power Block</b>		<b>Afternoon Power Block</b>	
Student Arrival	7:55am	Student Arrival	7:55am
Tardy Bell	8:09am	Tardy Bell	8:09am
Homeroom	8:09-8:15am	Homeroom	8:09-8:15am
Power Block	8:18-8:55am	Period 1	8:18-8:56am
Period 1	8:58-9:36am	Period 2	8:59-9:37am
Period 2	9:39-10:17am	Period 3	9:40-10:18am
Period 3	10:20-10:58am	Lunch	10:21-10:51am
Lunch	11:01-11:31am	Period 4	10:54-11:32am
Period 4	11:34-12:12pm	Period 5	11:35-12:13pm
Period 5	12:15-12:53pm	Period 6	12:16-12:54pm
Period 6	12:56-1:34pm	Period 7	12:57-1:35pm
Period 7	1:37-2:15pm	Period 8	1:38-2:16pm
Period 8	2:18-2:56pm	Power Block	2:19-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

## 7<sup>th</sup> Grade Bell Schedule

Grade 7			
Regular Bell Schedule		2 Hour Delay Schedule	
Student Arrival	7:55am	Student Arrival	9:55am
Tardy Bell	8:09am	Tardy Bell	10:09am
Homeroom	8:09-8:15am	Homeroom	10:09-10:14am
Period 1	8:18-9:01am	Period 1	10:17-10:44am
Period 2	9:04-9:47am	Period 2	10:47-11:15am
Period 3	9:50-10:33am	Period 3	11:18-11:46am
Period 4	10:36-11:19am	Period 4	11:49-12:19am
Lunch	11:22-11:52am	Lunch	12:22-12:52pm
Period 5	11:55-12:38pm	Period 5	12:55-1:25pm
Period 6	12:41-1:24pm	Period 6	1:28-1:55pm
Period 7	1:27-2:10pm	Period 7	1:58-2:25pm
Period 8	2:13-2:56pm	Period 8	2:28-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

<b>Grade 7</b>			
<b>Morning Power Block</b>		<b>Afternoon Power Block</b>	
Student Arrival	7:55am	Student Arrival	7:55am
Tardy Bell	8:09am	Tardy Bell	8:09am
Homeroom	8:09-8:15am	Homeroom	8:09-8:15am
Power Block	8:18-8:55am	Period 1	8:18-8:56am
Period 1	8:58-9:36am	Period 2	8:59-9:37am
Period 2	9:39-10:17am	Period 3	9:40-10:18am
Period 3	10:20-10:58am	Period 4	10:21-10:59am
Period 4	11:01-11:39am	Lunch	11:02-11:32am
Lunch	11:42-12:12pm	Period 5	11:35-12:13pm
Period 5	12:15-12:53pm	Period 6	12:16-12:54pm
Period 6	12:56-1:34pm	Period 7	12:57-1:35pm
Period 7	1:37-2:15pm	Period 8	1:38-2:16pm
Period 8	2:18-2:56pm	Power Block	2:19-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

## 8<sup>th</sup> Grade Bell Schedule

Grade 8			
Regular Bell Schedule		2 Hour Delay Schedule	
Student Arrival	7:55am	Student Arrival	9:55am
Tardy Bell	8:09am	Tardy Bell	10:09am
Homeroom	8:09-8:15am	Homeroom	10:09-10:14am
Period 1	8:18-9:01am	Period 1	10:17-10:44am
Period 2	9:04-9:47am	Period 2	10:47-11:15am
Period 3	9:50-10:33am	Period 3	11:18-11:46am
Period 4	10:36-11:19am	Period 4	11:49-12:19am
Period 5	11:22-12:05pm	Period 5	12:22-12:52pm
Lunch	12:08-12:38pm	Lunch	12:55-1:25pm
Period 6	12:41-1:24pm	Period 6	1:28-1:55pm
Period 7	1:27-2:10pm	Period 7	1:58-2:25pm
Period 8	2:13-2:56pm	Period 8	2:28-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

<b>Grade 8</b>			
<b>Morning Power Block</b>		<b>Afternoon Power Block</b>	
Student Arrival	7:55am	Student Arrival	7:55am
Tardy Bell	8:09am	Tardy Bell	8:09am
Homeroom	8:09-8:15am	Homeroom	8:09-8:15am
Power Block	8:18-8:55am	Period 1	8:18-8:56am
Period 1	8:58-9:36am	Period 2	8:59-9:37am
Period 2	9:39-10:17am	Period 3	9:40-10:18am
Period 3	10:20-10:58am	Period 4	10:21-10:59am
Period 4	11:01-11:39am	Period 5	11:02-11:40am
Period 5	11:42-12:20pm	Lunch	11:43-12:13pm
Lunch	12:23-12:53pm	Period 6	12:16-12:54pm
Period 6	12:56-1:34pm	Period 7	12:57-1:35pm
Period 7	1:37-2:15pm	Period 8	1:38-2:16pm
Period 8	2:18-2:56pm	Power Block	2:19-2:56pm
Announcements	2:57pm	Announcements	2:57pm
Student Dismissal	2:59pm	Student Dismissal	2:59pm

## Academic Integrity

Academic integrity in schoolwork is essential to student achievement across the curriculum. Each student is responsible for submitting class work, assignments, and projects representing their work. Cheating could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. Plagiarism is presenting the ideas or statements of another without crediting the source. Even unintentional plagiarism is theft. A plagiarized source includes but is not limited to books, music, Internet sources, electronic media, spoken works, or other student work. Failure to comply with these Cheating/Plagiarism guidelines will result in the following disciplinary action(s):

- **First Offense:**
  - (a) Teacher/parent contact
  - (b) 0% grade for the assignment with no opportunity afforded for make-up
  - (c) Teacher detention was assigned for the incident
- **Second Offense:**
  - (a) Student/parent meeting with the teacher and administration
  - (b) 0% grade for the assignment with no opportunity afforded for make-up
  - (c) One (1) day of In-School Suspension for the accumulated second offense
- **Third Offense:**
  - (a) Student/parent meeting with administration
  - (b) 0% grade for the assignment with no opportunity afforded for make-up
  - (c) One (1) day of Out-of-School Suspension for the accumulated third offense. Continued offenses will be dealt with on an individual basis.

## Acceptable Use of Network/Computers

The district's Internet access has been established for educational purposes such as classroom activities, school-related research projects/assignments, career development, and approved activities. The district has the right to place reasonable restrictions on the material that is accessed or posted.

Users of the district network must abide by the following responsibilities:

1. Where applicable, never share your password or account with anyone.
2. Do not knowingly degrade the performance of the network.
3. Obey the rules of copyright.
4. Use of the network for any illegal activities is prohibited.
5. Use appropriate language. Profanity or obscenity will not be tolerated on the network.
6. Avoid offensive or inflammatory speech.
7. Impersonation, anonymity, aliases, or pseudonyms are not permitted.
8. Users should never reveal their names, home addresses, personal phone numbers, or the names of anyone else that they know on social networking sites, websites, chat rooms, etc.



Students' use of the district network for illegal, inappropriate, or unethical purposes is prohibited. The network user shall be responsible (including financially) for damages to the equipment, systems, or software resulting from deliberate or willful acts.

## Arrival

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

## Athletics

The Middle School has several boys’ and girls’ interscholastic teams in the 7<sup>th</sup> and 8<sup>th</sup> grades. (Current PIAA regulations prohibit 6<sup>th</sup>-grade participation.) The Middle School eligibility rule states that a student-athlete must pass at least 2 of their four core classes (Language Arts, Math, Science, and Social Studies). Students will be notified of their eligibility weekly. Athletes must be in school for a half day to be eligible to practice or play in a sports game (8:18 a.m.- 11:19 a.m. / 11:19-2:59 p.m.)

## Attendance

All persons residing in the Commonwealth between the ages of six and twenty-one are entitled to free and complete education in the Commonwealth’s public schools. The compulsory attendance law requires parents and guardians of all children between the ages of eight and seventeen to ensure their child attends an approved educational institution unless legally excused. Letters will be sent home verifying the absences and potential consequences for continued absences from school. **(See the Elizabeth Forward School District Attendance Policy in its entirety)**

“Absence” is defined as the pupil's non-attendance on those days and half-days in which school is in session.

### Excused Absence

“Excused Absence” refers to an absence for legal reasons. Examples include illness, quarantine, recovery from an accident, required court attendance, death in the family, and approved family educational tours and trips. Students who will be absent beyond three days due to illness must make homework arrangements with their teachers. Students **MUST** have pre-approval for family educational trips from the building principal five (5) days before the trip. School-related activities such as athletic events, testing, field trips, or other school-related functions are considered excused absences from class.

## **Unexcused Absence**

Unexcused absences are coded as unlawful. They include but are not limited to, the following: car problems, absence through parent neglect, illegally employed, unapproved family vacation, missing the bus, sleeping in (no alarm), truancy, failure to obtain doctor's verification of an absence after being notified by a letter. The parent/guardian must submit a written explanation within three school days of the absence. If a parent/guardian fails to submit an excuse, the absence will be permanently counted as unlawful. Upon the second and subsequent unexcused/illegal absences, any work submitted on an unexcused day will become a zero (0).

## **Tardiness**

Tardiness is the absence of a pupil when the Homeroom bell rings (8:09 AM). If a student is tardy to school, they must submit a written excuse from a parent/guardian explaining their late arrival. Tardiness to school will be excused for the following reasons: medical appointment (must provide documentation) or illness. After four tardies to school, a medical note is required for tardies to be excused. If proper documentation is not received after the fourth tardy, their absence from class will be marked permanently unlawful/unexcused. Any student work due during periods marked unexcused will become a "0" (zero). Any student who arrives at school after the warning bell must report directly to the attendance office for a tardy slip. Students arriving at school after 11:30 AM will be considered absent for a half-day. **To participate in an athletic/activity program, students must arrive before 11:30 AM.**

Discipline Procedures for Tardy Students:

### **Secondary Level**

1. Five (5) non-medical tardies – After school detention and loss of extracurricular for ten school days.
2. Ten (10) non-medical tardies – 1 day of in-school suspension and loss of extracurricular activities for 20 school days.
3. Fifteen (15) non-medical tardies – 1 day of ISS, magistrate citation, and loss of extracurricular for the remainder of the school year.

### **Procedure for Return to School After an Absence**

A student must provide an excuse to the attendance secretary by fax [412-7516669], e-mail [kkern@efsd.net], or note from their parent/guardian when returning to school after being absent. Students who fail to submit a parental excuse within three school days following an absence will be marked unexcused. Students who have received an excused absence or tardy will be permitted to make up any class work missed during their absence; students receiving an unexcused/unlawful absence or tardy will receive a zero (0) for any work that was graded on the day of the unexcused absence.

## **Excessive Absenteeism**

It is the policy of the Elizabeth Forward School District to require a physician's excuse for a child when they are excessively absent. When this situation exists, the parent or guardian will be

informed by letter that an excessive number of days have been missed and that a physician's excuse may be required. Excessive on-and-off absenteeism beyond ten days will need a doctor's excuse. Failure or refusal to supply a valid excuse will result in an unexcused/unlawful absence. Note: It is the student's advantage to submit a physician's excuse when medical attention is received. Please be aware that disciplinary consequences or privilege suspensions may occur for excessive absenteeism.

### **Early Dismissals**

Early dismissal students can leave school early with a parent-written excuse. Any missed assignments will result in a (0) zero grade. When a student needs to leave school early, the student must present a written request from their parent or guardian to the attendance secretary before homeroom in the morning. All parents/guardians, or authorized persons, must enter the middle school attendance office to sign students up for early dismissal. All other dismissal arrangements, walking, another adult, etc., must be indicated on the early dismissal request. If permission is granted for the early dismissal, the student's name will appear on the early dismissal list. Verification of the request by the middle school attendance office may occur. Upon their return to school following an early dismissal, a student must submit an excuse to the attendance secretary. To obtain an early dismissal, a student must present a written request containing the following information: student's full name, date of the early dismissal, time of the early dismissal, reason for dismissal, and name of the person picking the student up, a signature of parent/guardian, and home/business telephone number of parent/guardian.

### **Family Educational Trips and Educational Trips or Tours**

Student absences from school resulting from family vacations, with educational value, will be granted for up to (5) five school days throughout the year. Students who plan to be absent from school for any trip or tour, even if only for one day, must obtain prior permission from the principal. Requests for any travel or tour must include the educational reason for the absence. A parent or guardian must write this request at least one week before the trip. Any days missed for trips or tours not approved by the principal will be recorded as unexcused/unlawful absences. **Work given ahead of time for excused vacations must be completed and turned in upon return to school.** Assignments not returned will result in a zero; no make-up will be permitted.

These may not be approved if they fall within a Standardized Testing Window or if the student missed ten school days.

### **Religious Holidays and Activities**

All absences occasioned by the observance of the student's religion on a day approved by the school board as a religious holiday shall be excused upon written confirmation from a spiritual leader indicating the number of days a student will be in observance.

## Student Information

It is the responsibility of all students to maintain a current listing of personal information in the middle school office. Any change of address or telephone number during the school year must be reported as soon as possible following the change. Any student residing with someone other than a parent or legal guardian must report this information to the middle school's main office.

## School Attendance Improvement Plan (SAIP)

Upon four (4) illegal absences, a School Attendance Improvement Plan (SAIP) conference will be scheduled. This conference aims to involve students and their families and link them with appropriate services to improve attendance. A truancy elimination plan will be developed at this time.

## Bullying

A student is being bullied or victimized when they are exposed, repeatedly and over time, to negative actions by one or more students or employees. Examples of bullying include:

**Direct Bullying** - An adverse action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words, threatening, taunting, teasing, and calling names.

**Indirect Bullying** - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with a person's wishes.

**Cyber-Bullying** - Using electronic device mediums such as, but not limited to, computers, cell phones, and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and e-mail. This cyber-bullying behavior cannot be confused with terroristic threats, which can be communicated through similar methods. Students should immediately report bullying to the nearest adult to initiate any necessary investigation. EFMS also uses Safe2Say to allow for anonymous reports. More information about this program will be given during the grade assembly meetings. The counseling office is also available to students in a confidential setting to report these incidents. Please refer to EFSD Board Policy 249 for more detailed information. This policy is included as an addendum for your convenience.

## 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 their friends. Students are expected to follow these general guidelines while on the bus:

1. Students must stay in their assigned bus seats and 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 whisper, be courteous, and be respectful to one another. Always keep your 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 and bus aide'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 bus to and from school.
7. Damaged property on the school bus may result in a charge to the 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.** Suppose a student is found responsible for any damages to school property at any time. In that case, 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 the property.
2. Respect the authority of the proctor on cafeteria duty. If a student's behavior becomes disrespectful or unruly, they will be assigned a special seat for some time. Repeated misbehavior will involve disciplinary action and possibly involve permanent special seating.
3. Leave all their belongings outside of the cafeteria.
4. They must 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 only permitted to move tables/seats if told by a proctor to do so. Students should always remain seated except to obtain lunch, 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 refrain from pushing or running to the food line.
8. They should have their feet underneath their seats/tables and not be turned around in the walkway. This is to make sure the aisles are clear.
9. Return their trays, dishes, and silverware to the receiving window or disposal area.

10. Not be permitted to take any food out of the cafeteria. All food must be eaten in the cafeteria. Throwing anything, food, paper, etc., in the cafeteria is not permitted.
11. Always request permission from a cafeteria proctor before leaving the cafeteria during lunch. No one may leave unless they obtain permission, sign in & out.

### Damage to School Property and Equipment

A student who damages/vandalizes/defaces school property or equipment will be held responsible for those actions. The student may be subject to disciplinary consequences, including the possibility of restitution, suspension, expulsion, and exclusion from school activities. Any damage to school property/graffiti may result in legal consequences.

### Delays/Cancellations

The Elizabeth Forward School District uses the “School Connects” messaging system to notify the school community of 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 EFSO website and broadcast 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 to be good citizens of our school. The emphasis should always be on courtesy, consideration, and fulfilling all necessary obligations.

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 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 weekends and breaks within the suspension.
- Please refer to the complete Code of Conduct at 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 must have a parking pass. A teacher proctor will be stationed at the main entrance of the building. Students can only ride to and from school on their assigned bus.

## Dress Code

Elizabeth Forward Middle School students are expected to take pride in their appearance. A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. Parents and guardians, along with students, should make responsible decisions in the attire that is selected to wear to school.

Specific guidelines are as follows:

**Shorts/Skirts:** Shorts and skirts must extend closer to the knee than the hip. Specifically, shorts/skirts length must be no shorter than fingertip length when the student's arms are placed at their side.

**Jeans/Pants:** Jeans and pants may not have tears or holes above the knee and should not expose the body or underwear. Pants should be secured at the waist and cannot expose undergarments or boxers. "Sag style" is not permitted.

**Miscellaneous Apparel:** Sunglasses, hats, visors, berets, bandanas, athletic headbands, blankets, pajamas, and slippers are not permitted. Spiked jewelry, chains, or cords are not permitted to be worn or carried, including those attached to metal objects, wallets, belt loops, and clothing. Students are prohibited from wearing a sweatshirt hood over their heads during the school day.

**Shirts:** All sleeveless shirts must cover the shoulder area. Bare shoulders are not permitted, including bare midriff tops, spaghetti straps, tank tops, and backless tops. Shirts with large armholes that expose the body are not appropriate.

**Graphics, Photos, etc.:** Articles of clothing may not contain profane, blasphemous, provocative, or obscene photos, slogans, or other graphics. No article of clothing may be imprinted with slogans, pictures, or graphics which refer to alcohol, weapons, violence, drugs, sex, profanity, or tobacco.

\*Any clothing or apparel, jewelry, accessory, or manner of grooming which, by its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with a gang or secret society is prohibited. Extremely low-cut, tight-fitting, or transparent clothes, bare midriffs, and suggestive clothing shall not be permitted.

Students are subject to disciplinary action for violating the dress code and will be asked to change and call home for appropriate clothing. The building principal shall have the final say in what constitutes the violation for the fourth offense.

First offense = teacher call home, a verbal warning to the student

Second Offense = teacher calls home, changes clothes, the consequence of lunch detention

Third Offense = teacher calls home, changes clothes, the result of after-school detention

Fourth Offense = office referral for the consequence

Please refer to the complete Elizabeth Forward School District Dress Code Policy online at [www.efsd.net](http://www.efsd.net).

## Drug/Alcohol Policy

The misuse and/or abuse of alcohol, other drugs, and/or mood-altering substances is a serious problem with legal, physical, and social implications for the whole school community. To protect the health, safety, and welfare of its students, staff, and the educational process, the Elizabeth Forward School District (EFSD) prohibits the use, possession, sale, or distribution of controlled substances, alcohol, or mood-altering substances and/or drug paraphernalia on school property, including lockers, vehicles used to transport students, at designated school bus stops, and school-sponsored or related activities, whether on or off school property. For this policy, “controlled substances” include “look-alike” substances, steroids, solvents, and inhalants. The violation of this policy shall cause a student to be disciplined as prescribed by EFSD Board Policies 218 and 227. The consequences of these types of infractions can result in student expulsion.

## 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 before the first drill of the year. Students must follow these directions and practice a safe, orderly exit from the building. Fire drills/ALICE drills are serious; 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 out of school suspended (OSS) for three days, issued a 45 school-day social suspension (completion of a smoking cessation program could lower the social suspension to 25 days), and a magistrate citation will be filed. Additional infractions will be subject to progressive discipline. (Refer to Social Suspension)

## Electronics

1. 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. It 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.



2. The student's sole responsibility is always to keep the device safe, free from damage, and in proper working order. The school-issued iPad must be held in the case 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. The student is responsible for notifying the school of any lost or damaged iPad.
3. Cell phones are not permitted to be in a student's physical possession during the school day. Cell phones must be turned off and secured in the student's locker if brought to school. Electronic devices/cell phones 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. Students who do not adhere to the rules cannot bring their cell phones into the Middle School. Students can always communicate with guardians and contact home through the main office phone.
4. Bullying, inappropriate or harassing messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted, and consequences will be given under the code of conduct. Violations of this rule will result in disciplinary action and possible law enforcement involvement.
5. The open use of electronics is strictly forbidden in locker rooms and restrooms.
6. Students are not permitted to enter Elizabeth Forward Middle School with headphones in their ears. They are not permitted to wear (AirPods, Earbuds, Beats, Wireless Earphones) in the hallways.
7. Electronics cannot be used during in-school suspension or detention.

The district is not responsible for lost or damaged cell phones or electronic items. This prohibition applies to all school property, including school-sponsored events, athletic events, and buses to and from school.

## Field Trips

Field trips are planned for educational purposes to meet classroom objectives and are considered a privilege. These objectives might include specific curriculum activities or celebrations of accomplishments. **Field trips are a privilege. The final decision to attend a field trip rests with the principal. Decisions can be based on attendance, grades, behavior, outstanding bills, detention, or a combination of these items.** When on the field trip, students will follow the same rules in a district building or on district property and be held subject to disciplinary action as defined in the EFSD code of conduct (Policy 218).

Overnight Trips: Each student attending an overnight trip must complete an emergency information form that should always be accessible to the trip sponsor. Prescription medication must be brought in the container issued by the pharmacy and should also be listed on the medical information sheet the sponsor keeps. The administration of medications will follow the board's policy for medication distribution.

## Food Service

For your student to be appropriately charged, a school lunch must contain 3 of 5 components: entrée, fruit, vegetable, milk, and grain. If at least three 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 must pay a la carte price.

### 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's name on the memo line. 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 or debit card. If you have questions about the Pay for It program, please refer to their website at [www.payforit.net](http://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 purchases.
- Low-balance email alerts are available through our IT Department. If you want an email alert, please send a note to the cafeteria with the student's name and email address.

Questions or concerns can be directed to:

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

## Grading Guidelines

To pass a course, a student must meet all the following criteria:

### (A): Yearlong Course

- A student must earn at least 240 percentage points to pass the course.
- A failing grade earned in M1, M2, M3, and 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 at least 120 percentage points to pass the course.
- A failing grade earned in M1/M2 or M3/M4 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 core class. Parents are responsible for notifying the guidance office of the planned summer course(s) AND supplying proof of satisfactory completion before the student is promoted. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

**Core Courses in Grades 6-8:**

**Grading Scale**

English *Grade 6 only	90-100	A	Superior
Integrated Language Arts	80-89	B	Above Average
Math	70-79	C	Average
Science	60-69	D	Below Average
Social Studies	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 before homeroom or by filling out a “Guidance Office Request Form” available in the main office. Parents are also welcomed to speak to the guidance counselor by calling 412- 896-2393 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 throw out and may be subject to disciplinary action for multiple violations.

**Gym**

Students are required to wear appropriate gym attire. Time and locker space are set aside for students to change their clothing. We strongly encourage your child to use a combination lock during gym class. These are used to secure your child’s clothes and personal belongings. **We are not responsible for missing or damaged items due to 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 returned to the nurse. These will be monitored by the nurse and communicated to the gym teacher daily. *Before returning to regular gym classes, a release from the physician must be provided to the nurse and gym teacher.* 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 two personal excuses per nine weeks, which may include temporary ailments such as headaches, rashes, or upset stomachs. Personal excuses require a handwritten, signed, and dated parent note. If a student is sitting out for a day, they must still dress for class. The student may be assigned to be the timekeeper, scorekeeper, or coach to keep the student involved in materials covered in class. No physical activity will be assigned.

## Hallways/E-HallPass

Students should always maintain proper hall behavior. 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.

E-HallPass is an electronic hall pass system that works on students' iPads. When students need to legitimately travel from one place to another in the building during the school day, they will create the pass, have an adult release them by PINning them out, and then have the receiving adult PIN them into their destination.

Student safety and security are a top priority of any school. The e-HallPass system allows for knowing the where-a-bouts of all students outside their expected location. The system provides a way for adults to understand that a student who left their location made it to their destination and was appropriately checked in by another adult. e-HP eliminates physical passes – those written on official forms, scraps of paper, or any other more “creative” item. The system gives the student the responsibility of creating the pass. Finally, e-HP allows for actual data on students' movement during instruction and study hall times, sometimes of critical importance in meetings and conferences.

Students are expected to have their iPad daily to write passes when needed. Staff will not be expected to write passes for students. Students are expected to use the e-HP system for its intended purpose only. Students who misuse the system in any way may have their e-HP usage restricted or revoked altogether. Students who have excessive passes within a specific time window – as determined by the administration – may have their e-HP use restricted or revoked altogether.

- A hall pass is required when leaving the classroom.
- If your child's behavior warrants (late to class, fighting in halls, cell phone usage, loitering in halls), they may be put on “hall restriction,” limiting their movement between classes.

## 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 a student should go home ill. Any unexcused absence from remaining classes will be recorded as unlawful, and any missed work will result in a zero (0) for the assignment. Due to illness, students cannot contact home or request a ride home. **Students that use their cell phones 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 6<sup>th</sup> grade. Also, each student will receive a comprehensive dental exam upon entry into 7<sup>th</sup> grade. Each student shall receive vision tests, hearing tests, height and weight measurements from the school nurse or medical technician, and other tests deemed advisable at intervals established by the district.

**Use of Medications:** For 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 for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack. Self-administration shall indicate a student's medication use under 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.

The school should be notified if students develop any of these diseases or conditions, including but not limited to chicken pox, COVID, pink eye, impetigo contagious, MRSA, ringworm, lice (exclusion lasts until the student is free from all nits), scabies, scarlet fever, strep throat, tuberculosis. Re-admission of any child to school following such an illness will be determined by the child being symptom-free and the possible observance of the exclusion period.

In addition to the above medication policy, the school has certain medications provided as standing orders by our school physician. These include TUMS or Roloids, Menthol Eucalyptus cough drops, Hydrocortisone cream 1%, Rubbing alcohol, Artificial Tears, Anbesol, Bactine, Triple Antibiotic Ointment, Burn spray/cream, Sterile eye irrigation solution/contact lens solution, Insect Sting Relief Swabs 20% Benzocaine, Caladryl/Calamine lotion, Hydrogen Peroxide Solution, A & D Ointment.

\*Epi-Pen-to be used in medical emergencies only. Parent and ambulance will be called.

**By signing the handbook, you consent for these medications to be used. Please get in touch with the school nurse if you have any specific questions or concerns.**

## 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.

## Homeless Information

The McKinney-Vento Homeless Education Act (2001) defines homelessness as living in the following places due to a lack of a fixed, regular, and adequate nighttime residence:

- In an emergency or transitional shelter
- In a hotel, motel, or campground
- In a car, park, public place, bus or train station, or abandoned building
- Doubled up with relatives or friends

Children and youth living in these settings meet the criteria for the McKinney-Vento definition of homelessness and have special education rights. They are eligible for transportation services to their school of origin and additional services within the school.

If you or someone you know is experiencing a homeless situation or have questions about homelessness, please get in touch with Lori Rogers, the Homeless Liaison Coordinator, at 412-896-2397.

## 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 defined 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 \$5.00.

## iCreate Studio

The Elizabeth Forward Middle School's iCreate studio is a collaborative space teachers can utilize with students throughout the day. It comprises technology such as Apple TVs, 3D Printers, and a One Button Studio. This space fosters reading, creativity, and innovativeness.

## 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 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 school district's property. The school district has a reasonable and valid interest in adequately maintaining the lockers. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections 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 contents may be searched when school authorities reasonably suspect it 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 identify if they are easily misplaced or stolen.

## Make-Up Work

After your child's absence from class, it is their responsibility to plan for making up the class work that was missed. Students have an equal number of days to complete the job when 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 can carry a water bottle through the building and may refill at the water bottle filling stations.

## 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 suitable 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 emphasizes 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 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 to achieve academic and lifelong success.

## PowerSchool

PowerSchool is a district student information management system for 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 various 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 time, energy, creativity, and expertise are invaluable to our school. We can't do it without you! Please visit their website from the link at [www.efsd.net](http://www.efsd.net).



## Public Displays of Affection

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

## Report Cards

Students will receive official notification of their academic progress by issuing 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.

## Searches

When the administration reasonably suspects that the student, their personal belongings, their locker, or their vehicle (parked on school grounds) may possess/contain an item(s) that violates school policy or criminal code, a search may be conducted. Investigations will be conducted in the presence of an adult witness. Any contraband may be used for school disciplinary action and/or as part of a criminal complaint. Refusal to be searched will result in disciplinary action consistent with level IV consequences, including expulsion. Confiscated items will not be returned. Any suspicious activity in the restroom will be grounds for a student search.

## 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 so 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 having trouble 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 the student, making referrals to existing school programs or community resources such as social services agencies,

treatment settings, or educational support groups, and 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.

## 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, PTO-sponsored events, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of school days, not calendar days, and include actions or events on weekends, during holiday or summer breaks, or other non-school days. Students will be given written notice of any social suspension, including 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 for Behavior infractions as defined by the Code of Conduct.

## Teams

Teams group students. Each team consists of four (4) teachers and a common group of students.

- Teams at Elizabeth Forward Middle School:
  - Share a common area of the school.
  - The same teachers teach them core subjects. ○ 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.

## Tobacco Use/Possession

Act 145 of 1996 amends the Pennsylvania Crimes Code (Title 18) to include language prohibiting students from possession of or using tobacco in a school, school building, a school bus, or any school property. This consists of using or possessing e-cigarettes and "vaping" products. Students violating tobacco regulations will be sent to a school administrator, the tobacco will be confiscated, and the parent will be notified of the violation. Confiscated items will not be returned. Violation of the tobacco policy is a Level III offense, and the student will be cited for

tobacco use. Upon conviction, the student can be found guilty of a ‘Summary Offense’ and subject to a monetary fine plus court costs. (*EFSD Policy 222*).

## Visitors

Parents/guardians are always welcome to visit the school. Before meeting with a teacher, counselor, or principal, an appointment should be made. All visitors must enter through the main entrance and check in at the attendance office. Visitors must show ID and receive a visitor’s badge.

## Weapons Policy

Weapons and/or replicas of weapons are forbidden on school property. Act 26 of 1995 requires the expulsion of a student for at least one year for possession of a weapon on school property.

**“Weapon”** - Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun chucks, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, a chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**“Possession”** - a student has a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while they are on school property, on the property being used by the school at a school function or activity, at any school event held away from the school or while the student is on their way to or from school. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student’s parents and the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and students who assist in possession in any way. Discipline may warrant student expulsion from EFSD. Weapons under the control of law enforcement personnel are permitted. The principal may authorize other persons to possess weapons in school buildings. The principal may prescribe special conditions or procedures to be followed before giving such authorization.

*(EFSD Board Policy 218.1)*

## Work Permits

All employment certificates for minors (under 18 years of age and not having graduated from high school) are issued from the Elizabeth Forward High School. Students and a parent/guardian must present their Birth Certificate or Baptismal Certificate to a secretary in the High School Office to obtain the required form. We do not handle work permits at the Middle School.

## 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. An individual staff member should handle these misbehaviors and rarely require administrative intervention. However, such misbehaviors may indicate a problem that should be referred to the 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 supervising the student or observing the misbehavior. The staff member maintains a proper and accurate record of the offenses and disciplinary action. The staff member will discuss the behavior with the parents/guardians, the administrators, and 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, disrupts the school's learning climate. 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 have failed to correct the situation. Also included in this level are misbehaviors that 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 a direction
- Public display of affection (multiple offenses)
- Bus misconduct

### PROCEDURES:

A student is referred to the administration for appropriate disciplinary action. The administrator meets with the student or teacher, affecting the most appropriate response. The teacher is informed of the administrator's action. Parents/Guardians are notified of the student's misconduct. The administrator maintains a proper and accurate record of the offense and disciplinary action.

\*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 depend on the extent of the school's resources for remediating the situation in all students' best interests.

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 dangerous objects
- Possession and distribution of obscene material

### PROCEDURES:

Disciplinary action is initiated by investigating the infraction and conferring with the staff the extent of the consequences. The administrator meets with the student and notifies the parent/guardian of the student's misconduct and resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary action. 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 the student support team.
- Removal from the bus.
- Police notification.
- Privilege suspension up to 90 school days.

## MIDDLE SCHOOL -Code of Conduct-LEVEL IV

Acts that result in violence to another person or property or directly threaten the safety of others in the school. These acts are criminal 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 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, or III misbehavior
- Arson or attempted arson
- Assault and 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 students 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 or alcohol

### PROCEDURES:

Immediate referral to an 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 of up to 180 school days



