

Elizabeth Forward Middle School



Student Handbook

2022-2023

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Elizabeth Forward Middle School



August 25, 2022

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 2022-2023 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, August 26, 2022**.

Best wishes for a successful school year!

Sincerely,

Dr. Trisha Martell
Principal

Mr. Charles Chairge
Assistant Principal

My child, _____ and I have reviewed the
(Print Student's First and Last Name/Grade)
Elizabeth Forward Middle School Handbook for 2022-2023 school year.

(Parent/Guardian Signature)

(Student Signature)

(Date)

Elizabeth Forward School District

401 Rock Run Road
Elizabeth, PA 15037
www.efsd.net

FOLLOW US ON TWITTER- @EFMSWarriors

Main Office: 412-896-2336

Athletics: 412-896-2351

Welcome to Elizabeth Forward Middle School

The student handbook has been prepared as a ready 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 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 a 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, and 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
412-896-2336

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 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 feel free to contact 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/High 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
Mrs. Maggie Weagley
Mr. Eric Weimerskirch
TBD, Math

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. Brett Anselmino
Mr. Carl Burgos
Mrs. Raena Como
Mrs. Natalie Glaspey
Mrs. Denise Hasis
Mrs. Melissa Mishler
Mrs. Alicia Schneider
Mrs. Kara Stewart
TBD, Math Remediation
TBD, Special Education

Team 6-2

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

Team 7-2

Mr. Michael Bowen
Ms. Christine DeAngellis
Dr. Eric Della Lucia
Mrs. Anne Meals

Team 8-2

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

Encore

TBD, Chorus
Mr. Conrad Colaric
Ms. Moira Doerr
Mr. Jeff Esper
Mr. Christopher Foster
Mrs. Kristy Kivador
Mrs. Christina Parker
Mrs. Brittany Smith
Mr. Steve Spang
Mr. Christopher Thomas

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	10:09-10:14am
Period 1	10:17-10:44am
Period 2	10:47-11:15am
Period 3	11:18-11:46am
Lunch	11:49-12:19pm
Period 4	12:22-12:52pm
Period 5	12:55-1:25pm
Period 6	1:26-1:54pm
Period 7	1:57-2:25pm
Period 8	2:28-2:56pm
Announcements	2:56pm
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	10:09-10:14am
Period 1	10:17-10:44am
Period 2	10:47-11:15am
Period 3	11:18-11:46am
Period 4	11:49-12:19pm
Lunch	12:22-12:52pm
Period 5	12:55-1:25pm
Period 6	1:28-1:55pm
Period 7	1:58-2:25pm
Period 8	2:28-2:56pm
Announcements	2:56pm
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	10:09-10:14am
Period 1	10:17-10:44am
Period 2	10:47-11:15am
Period 3	11:18-11:46am
Period 4	11:49-12:19pm
Period 5	12:22-12:52pm
Lunch	12:55-1:25pm
Period 6	1:28-1:55pm
Period 7	1:58-2:25pm
Period 8	2:28-2:56pm
Announcements	2:56pm
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

Academic Integrity

Academic integrity in schoolwork is an essential component of student achievement across the curriculum. It is the responsibility of each student to submit class work, assignments, and/or projects that represent his/her own 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 original 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 assigned for the incident
- **Second Offense:**
 - (a) Student/parent meeting with the teacher and/or 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.

The use of the district network for illegal, inappropriate, or unethical purposes by students 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 prior to 7:55 a.m.** After 7:55 a.m., students are expected to go to their lockers 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 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 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. 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 a free and full education in the commonwealth’s public schools. Parents and guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that 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 non-attendance of a pupil on those days and half-days in which school is in session.

Excused Absence

“Excused Absence” refers to an absence for any number of 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 are to make arrangements for homework with their teachers. Students **MUST** have pre-approval for family educational trips from the building principal five (5) days prior to 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/unlawful absences, any work submitted on an unexcused day will become a zero (0).

Tardiness

Tardiness is defined as the absence of a pupil at the time 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 the reason for 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 to school after 11:30 AM will be considered absent for a half-day. **To participate in an athletic/activity program, students must arrive prior to 11:30 AM.**

Discipline Procedures for Tardy Students:

Secondary Level

1. Five (5) non-medical tardies – After school detention and loss of extracurricular for 10 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 remainder of the school year.

Procedure for Return to School After an Absence

It is necessary for a student to provide an excuse to the attendance secretary by fax [412-751-6669], e-mail [kkern@efsd.net], or note from his/her 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 as 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 require a doctor's excuse. Failure or refusal to supply a valid excuse will result in an unexcused/unlawful absence. Note: It is to 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 with respect to excessive absenteeism.

Early Dismissals

Early dismissals students will be permitted to 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 his or her parent or guardian to the attendance secretary prior to homeroom in the morning. All parents/guardians, or authorized persons, must come into the middle school attendance office to sign-out students up for early dismissals. 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 his/her return to school following an early dismissal, a student must submit to the attendance secretary an excuse signed by the doctor, dentist, lawyer, etc., visited. 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, 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 that plan to be absent from school for any kind of trip or tour, even if only for one day, will be required to obtain prior permission from the principal. Requests for any kind of trip or tour must include the educational reason for the absence. This request must be made in writing by a parent or guardian at least one week prior to 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 that are not returned will result in a zero; no make-up will be permitted.

These may not be approved if it falls within a Standardized Testing Window or if the student has missed 10 days of school for any reason.

Religious Holidays and Activities

All absences occasioned by 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 religious leader indicating the number of day(s) 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 main office.

School Attendance Improvement Plan (SAIP)

Upon four (4) illegal absences a School Attendance Improvement Plan (SAIP) conference will be scheduled. The purpose of this conference is to involve the student, the student's family, and link them with the appropriate services in order to improve attendance. A truancy elimination plan will be developed at this time.

Bullying

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

Direct Bullying - A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words, by 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 is not to be confused with terroristic threats, which can be communicated through similar methods. Students are to immediately report any bullying to the nearest adult to initiate any necessary investigation of the matter. 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 for a confidential setting in order 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 his/her friends. Students are expected to follow these general guidelines while on the bus:

1. Students must stay in their assigned bus seat 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 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 and/or bus aide 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 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.

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 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 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 always.

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 have a parking pass. A teacher proctor will be stationed at the main entrance of the building. Students are only permitted to ride to and from school on their assigned bus.

Dress Code

Students at Elizabeth Forward Middle School 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 his/her 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 not permitted to wear a sweatshirt hood over their head 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, photos 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 virtue of its color, arrangement, trademark, symbol or any other attribute, which 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/or 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, verbal warning to student

Second Offense = teacher call home, change clothes, consequence of lunch detention

Third Offense = teacher call home, change clothes, consequence of after-school detention

Fourth Offense = office referral for consequence

Please refer to the complete Elizabeth Forward School District Dress Code Policy online at 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 at school-sponsored or related activities, whether on or off school property. For purposes of this policy, "controlled substances" includes "look alike" substances, steroids, solvents, and inhalants. The violation of this policy shall be cause for a student to be disciplined

as prescribed by EFSD Board Policies 218 and 227. The consequences for 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 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 out of school suspended (OSS) for 3 days, issued a 45 school-day social suspension (completion of the Catch My Breathe 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 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.
2. It is the sole responsibility of the student to keep the device safe, free from damage, and in proper working order always. 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.
3. 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.
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 the 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 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.

Field Trips

Field trips are planned for educational purposes to meet classroom objectives and considered a privilege. These objectives might include specific curriculum activities and/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 they follow when in a district building or on district property and will 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 be always accessible to the trip sponsor. 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

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's 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’s 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 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/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 supply 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:

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 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 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. *Before return 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 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 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 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.

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 recorded as unlawful and any missed work will result in a zero (0) for the assignment. **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.

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 as well as the possible observance of the exclusion period.

In addition to the above medication policy, the school has certain medications that are 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 give consent for these medications to be used. If you have any specific questions or concerns, please contact the school nurse.

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 meeting criteria for the McKinney-Vento definition of homelessness and have special education rights. They are eligible for transportation services to their school of origin as well as additional services within the school.

If you or someone you know is experiencing a homeless situation or you have questions about being homeless, please contact 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 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. 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 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 always remain the property of the school district. 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 plan 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 permitted to carry a water bottle through the building, and they may refill at the water bottle refilling 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 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 always conduct themselves respectfully. 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.

Searches

When the administration has reasonable suspicion that the student, their personal belongings, their locker, or their vehicle (parked on school grounds) may possess/contain an item(s) that is in violation of school policy or criminal code, a search may be conducted. Searches will be conducted in the presence of an adult witness. Any type of 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 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 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/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.

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 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 consequently 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.

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 includes the use or possession of e-cigarettes and “vaping” products. Students violating tobacco regulations will be sent to a school administrator, the tobacco will be confiscated, and the parent 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. 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 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 an 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, chemical agent such as mace, explosive device, and any other tool, instrument or implement capable of inflicting serious bodily injury.

“Possession” - a student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while he/she is on school property, on 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 his/her 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 to the police. Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist 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. 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