

# Elizabethtown Area Middle School 2019-2020



*Every student graduates ready to live, learn and thrive in a global  
community.*

*B.E.A.R.*



# Elizabethtown Area School District

## Our Goal

Every student graduates ready to live, learn, and thrive in a global community.

## EASD Will...

**Prepare** students for college and career readiness.

**Promote** 21st Century learning skills and processes by promoting collaboration, creativity, communication, and critical thinking.

**Engage** students and staff in real world problem solving.

**Capitalize** on personalized learning opportunities.

**Provide** a safe and supportive learning environment.

**Extending** beyond the walls of our school buildings by fostering strong relationships with families and communities.

Elizabethtown Area School District Administration

[www.etownschools.org](http://www.etownschools.org)

Twitter: @etownPASchools

Dr. Michele Balliet, Superintendent of Schools

Mr. Daniel Serfass, Assistant to the Superintendent for Learning

Mr. Richard Schwarzman, Assistant to the Superintendent for Support Services & Compliance

Mr. Richard Toth, Human Resources Director

Mr. Jeffery Ammerman, Business Manager

Mr. Troy Portser, Director of School & Community Information

Mr. Brian Lownsbery, Director of Technology

Mr. Walt Smith, Director of Special Education

Mr. John Miller, Director of Transportation

# Elizabethtown Area Middle School

## Student Handbook 2019-2020



Mrs. Kara Schoessler -- Principal

Mr. Joshua Schaffer-- Dean of Students

Mrs. Diana Chandra – 7<sup>th</sup> Grade School Counselor

Mr. Greg Bechtold – 8<sup>th</sup> Grade School Counselor

Mrs. Nancy Becker – School Nurse

Mrs. Julie Wallace – Secretary to the Principal

Mrs. Joy Weller – Secretary to the Dean of Students

Mrs. Carolyn Dohner – Counseling Office Secretary

Mrs. Mary Durante – Attendance Secretary

Mrs. Deborah Handshew – School Social Worker

Officer Jacob Kadilak – School Resource Officer

# Welcome

## *A MESSAGE FROM OUR ADMINISTRATION...*

It is with pleasure that we welcome you to the Elizabethtown Area Middle School. We are excited to work with and support every student to help them prepare to live, learn, and thrive in our school and global community. To meet this goal, we will provide motivating instruction, activities, and clubs. Each student is encouraged to be an active participant in the total school program to ensure the full development of his or her potential. There is a team philosophy at the Middle School where everyone works together to create a safe environment so that students have the opportunity to grow academically, emotionally, and socially. Through the cooperation and hard work of everyone, including administration, faculty, students, parents, and our professional learning community, the year will be a pleasurable and rewarding one. To help students achieve these goals, the school district has provided this school handbook for each middle school student. The middle school faculty wishes all students abundant success as our student body travels through this exciting educational journey

### **MIDDLE SCHOOL OFFICE HOURS: 7:00 AM - 3:30 PM**

600 East High Street, Elizabethtown, PA 17022

Phone - 717- 361-7525 Ext. 31116

Attendance Office – 717-367-1533 Ext. 31111

Counseling Office – 717-361-7225 Ext. 31725

[www.etownschools.org](http://www.etownschools.org)

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**BELL SCHEDULES  
2019-2020**

<b>REGULAR SCHEDULE</b>	
Warning	7:43
Homeroom	7:45-8:10
Period 1	8:13-9:02
Period 2	9:05-9:54
Period 3	9:57-10:46
<b>Lunch A</b>	<b>10:49-11:19</b>
Period 4B	11:22-12:11
Period 5C	12:14-1:03
Period 4A	10:49-11:38
<b>Lunch B</b>	<b>11:41-12:11</b>
Period 5C	12:14-1:03
Period 4A	10:49-11:38
Period 5B	11:41-12:30
<b>Lunch C</b>	<b>12:33-1:03</b>
Period 6	1:06-1:55
FLEX	1:58-2:40

<b>TWO-HOUR DELAY</b>	
Warning	9:43
Homeroom	9:45-9:55
Period 1	9:58-10:31
Period 2	10:34-11:07
Period 3	11:10-11:43
<b>Lunch A</b>	<b>11:46-12:16</b>
Period 4B	12:19-12:52
Period 5C	12:55-1:28
Period 4A	11:46-12:19
<b>Lunch B</b>	<b>12:22-12:52</b>
Period 5C	12:55-1:28
Period 4A	11:46-12:19
Period 5B	12:22-12:55
<b>Lunch C</b>	<b>12:58-1:28</b>
Period 6	1:31-2:04
FLEX	2:07-2:40

<b>EARLY DISMISSAL</b>	
Warning	7:43
Homeroom	7:45-7:50
Period 1	7:53-8:18
Period 2	8:21-8:46
Period 3	8:49-9:14
Period 4	9:17-9:42
Period 5	9:45-10:10
Period 6	10:13-10:38
<b>Lunch-Gr. 8</b>	<b>10:41-11:02</b>
<b>FLEX-Gr. 7</b>	<b>10:41-11:02</b>
<b>Lunch-Gr. 7</b>	<b>11:02-11:23</b>
<b>FLEX-Gr. 8</b>	<b>11:02-11:23</b>

<b>ASSEMBLY - AM</b>	
Warning	7:43
<b>HR ASSEMBLY</b>	<b>7:45-9:19</b>
Period 1	9:22-9:57
Period 2	10:00-10:35
Period 3	10:38-11:12
<b>Lunch A</b>	<b>11:15-11:45</b>
Period 4B	11:48-12:29
Period 5C	12:32-1:13
Period 4A	11:15-11:56
<b>Lunch B</b>	<b>11:59-12:29</b>
Period 5C	12:32-1:13
Period 4A	11:15-11:56
Period 5B	11:59-12:40
<b>Lunch C</b>	<b>12:43-1:13</b>
Period 6	1:16-1:57
FLEX	2:00-2:40

<b>ASSEMBLY - PM</b>	
Warning	7:43
Homeroom	7:45-7:52
FLEX	7:55-8:35
Period 1	8:38-9:18
Period 2	9:21-10:01
Period 3	10:04-10:44
Period 6	10:47-11:27
<b>Lunch A</b>	<b>11:30-12:00</b>
Period 4B	12:03-12:43
Period 5C	12:46-1:26
Period 4A	11:30-12:10
<b>Lunch B</b>	<b>12:13-12:43</b>
Period 5C	12:46-1:26
Period 4A	11:30-12:10
Period 5B	12:13-12:53
<b>Lunch C</b>	<b>12:56-1:26</b>
<b>HR ASSEMBLY</b>	<b>1:29-2:40</b>

**ACADEMIC INFORMATION**

**Assessment Retakes**

Students may be given the opportunity to retake an assessment. The opportunity for assessment retakes and revisions may be given at teacher discretion.

**Extra Credit**

A teacher may choose to initiate extra credit for all students who have met the course requirements; this is at the discretion of the individual classroom teacher based upon the curriculum objectives for the unit.

**Grades**

The report card will reflect the student's earned percentage. The minimum passing grade will be 65 percent. Grades are issued three times each year, once every 12 weeks. Student progress reports and report cards will be posted on the district Sapphire Community Portal for parents/guardians to review throughout the year.

**Grade Distribution**

The following grade distribution will be used to determine 12-week grades:

92-100	A
83-91	B
74-82	C
65-73	D
64 and below	F

### **Homework Request**

On the second consecutive day of student absence, homework may be requested by contacting the Middle School office by 8:30 a.m. Homework will then be available for pick-up in the office between 3:00-3:30 p.m.

### **Honor Roll**

Elizabethtown Area Middle School recognizes scholastic achievement of students by recognizing them on the EAMS Honor Roll. In order for a student to obtain Honor Roll status, he/she must earn a 92% average overall with no grade lower than 83% in any subject area. In addition to earning inclusion on the monthly Honor Roll, students may be recognized at the end of the year honors program if they meet the requirement for the Honor Roll in each of the first two trimesters. Note: The final average overall calculation does not round up because the grades when entered will round up each trimester; therefore, they do not round up twice.

### **Incomplete**

An incomplete for a trimester indicates that the student has not completed one of many important assignments. Students assume the responsibility of completing these assignments in a reasonable period of time. If this is not done, the grade for that assignment becomes a failure.

### **Academic Eligibility**

All students participating on athletic teams, extra curricular clubs and activities are required to make their best effort with their academic work. Students who are failing their courses will not be permitted to participate in these groups per PIAA and EASD policy.

**Weekly**-If at the end of any school week a student has a failing grade in a course, the student will be suspended from participating with their group for one (1) week. The student will be reinstated after the suspension if she/he is passing all courses.

**Trimester**-If at the end of any trimester a student fails a course, the student will be suspended from participating on their team/group for fifteen (15) school days. The suspension shall begin on the first day of the next trimester. At the end of that suspension, the student's eligibility will be reinstated if the student is passing all courses.

**School Year**-If at the end of any school year a student fails a course, the student will be suspended from participating on fall athletic teams and groups for fifteen (15) school days at the

start of the next school year. If the student successfully makes up that course/subject in summer school, the student will be eligible to participate for the start of the school year.

### **Assemblies**

Please be respectful to our guests during assemblies. Assemblies are special opportunities to extend the curriculum beyond the walls of the classroom. Students who do not conduct themselves in an appropriate fashion may be excluded from future assemblies.

## **ATTENDANCE INFORMATION – Secondary**

Regular school attendance is critical to a quality education. The Elizabethtown Area School District attendance practices support the academic success of your child. Please read over the following guidelines thoroughly. EASD attendance information is written in accordance with Pennsylvania Compulsory School Attendance Laws. For information related to attendance, please contact Jennifer Fields, EASD Home & School Visitor, at (717) 367-1533, extension 21108, or [jennifer\\_fields@etownschools.org](mailto:jennifer_fields@etownschools.org).

For more information about the district's attendance policy and practices, please see policy 204.

### **Excusable Absences**

Excusable absences include: (1) legitimate illness; (2) medically/legally documented appointments; (3) quarantine; (4) death in the immediate family; (5) impassable roads; (6) exceptionally urgent reasons that affect the child as determined by the administration; and (7) Educational Trip experiences pre-approved by the administration. All other absences are considered to be illegal. Please note that absences for hunting, fishing, non-medical or legally related appointments, employment, or other circumstances not covered under the seven excusable absences above, will be coded as illegal/unexcused, regardless of a parent(s)/guardian(s) signing an excuse card.

### **Educational Trips**

A student is permitted, through pre-approval by the administration, an absence to attend educational trip experiences for a maximum of five days per school year. A form must be completed and submitted to the building principal at least 5 days prior to the scheduled trip. The determination of each request will be made on the following basis: prior attendance, previous Educational Trip requests, and the educational value of the requested experience. Please note that students may be required to complete all missing assignments and/or complete an educational project regarding their experiences, at the administration's discretion.

### **Excuse Cards/Documentation of Absences**

If your student is absent from school, you will be contacted via an automated telephone messaging system. It is important that you complete an excuse card and submit it on the first day your student returns from an absence. Excuse cards or notes must be placed in the Excuse Card Box, located outside of the main office. Failure to submit an excuse card or medical documentation within THREE school days of an absence will result in the absence(s) being coded as illegal. This can also impact a student being able to complete missed assignments. If a child is absent for three or more consecutive days, a medical excuse is required for these



absences.

### **Pennsylvania Compulsory School Attendance Laws**

Upon accumulation of three illegal absences, Pennsylvania Compulsory School Attendance Laws require that a first official notice be mailed to the parent(s)/guardian(s). Letters are also sent when a student accumulates six and ten illegal absences. PA Compulsory School Attendance Laws classify a student as “truant” upon accumulation of three illegal absences, at which point an attendance meeting will be offered to the student and family. PA Compulsory School Attendance Laws classify a student as “habitually truant” upon accumulation of six illegal absences, at which point a truancy citation can be filed and is subject to legal penalties. If you receive an attendance notification, please respond promptly.

Please note that illegal or unexcused absences can result in academic decline or inability to makeup missed assignments.

### **Discipline and Attendance**

Regular school attendance is vital for school success. In order to promote satisfactory attendance, disciplinary action and consequences will be enforced for illegal/unexcused absences accumulated over the course of the school year:

3 Illegal Absences: Administrative Warning

6 Illegal Absences: Administrative Detention

10 Illegal Absences: One day of ISS

Additional Illegal Absences: Continued ISS following progressive discipline

### **Excessive Excused Absences**

Once a student accumulates ten excused absences (documented by a parent/guardian), all future absences or partial absences will require a medical excuse. A notification letter will be sent to parent(s)/guardian(s) when a student has reached this criteria. Failure to provide documentation from a medical professional for each additional absence or partial absence will result in the absence being coded as illegal/unexcused. These absences can result in truancy violations or disenrollment from the Elizabethtown Area School District.

Please note that excessive excused absences can result in academic decline or inability to makeup missed assignments.

### **Homebound Instruction**

Homebound instruction is available for those students who are absent for an extended period of time due to disability, illness, or injury. Students are required to provide a written medical excuse before homebound instruction is considered. Students on homebound instruction will NOT be permitted to attend school related activities. If your child may need homebound instruction, please contact your student’s School Counselor. For more information about the district’s homebound instruction policy please review EASD Policy 117.

### **Make-up Work for All Absences**

It is the responsibility of the student/Parents(s)/Guardian(s) to communicate with teachers or School Counselors to request missed assignments when absences occur. In addition, school procedures require that students who are absent for excused reasons must make-up missed assignments within 3 days of the students return to school. An alternative, comparable assignment may be assigned to cover missed class material, at the teacher's discretion. The intent of all make-up work is to help regain lost instructional experiences due to excused class absences. Missed assignments due to illegal reasons may result in a "0" for the assignment, at the discretion of the teacher/administration. Class cuts are not permitted for any reason and will result in consequences as determined by the administration.

### **Student Early Dismissals**

A student may be excused early from school for urgent or appropriate reasons. Requests of this nature are to be signed by the parent/guardian and presented in advance to the main office for evaluation. For verification purposes, a telephone call may be made to the parent/guardian. Students are encouraged to submit medical or legal documentation upon return to school. If a student accumulates more than three early dismissals without appropriate documentation, students/families will be contacted by the attendance office.

### **Attendance Tracking**

Attendance is tracked by the district Home and School Visitor. This position is part of the district Support Services. The Home and School Visitor focuses on eliminating barriers to the academic success of each EASD student. Please contact Jennifer Fields at (717) 367-1533, extension 21108 or [jennifer\\_fields@etownschoools.org](mailto:jennifer_fields@etownschoools.org) , with any question

### **Tardy to Class**

Students that are not in class by the time the bell rings may be considered tardy, unless they have a note or excuse from another teacher.

### **Tardy to School**

Absent students, or those who arrive to school after 8:30 AM, are NOT permitted to participate in an athletic game or practice or other school-related activity. Exceptions are made if the absence is due to a legal or medical appointment, etc.with appropriate documentation. The advisor or coach of the activity will obtain approval for participation from administration. Each time a student is tardy to school, he or she will report to the office for an admittance slip. NOTE: Dental, doctor, or other legitimate appointments will not be counted toward the above tardy policy if the appropriate documentation is submitted. Students start each trimester with zero tardies or half-day absences, but full-day absences continue to accrue.

### **Tardy to School Procedure**

Tardy/Half-day Absence #3- Meeting with Administration

Tardy/Half-day Absence #5- Tardy communication sent home to parent/guardian

Tardy/Half-day Absence #6- Lunch Restriction

Tardy/Half-day Absence #8- Parent Meeting

Tardy/Half-day Absence #9- School Detention

### **Homelessness of Students**

When students and their families do not have a fixed, permanent nighttime residence they are considered to be a family experiencing homelessness under the McKinney-Vento Act. During this time, families are able to access services to help meet their individualized needs. If you believe that a student and/or their family is experiencing homelessness, please contact the school district homeless liaison, Mrs. Jenn Fields, at [jennifer\\_fields@etownschools.org](mailto:jennifer_fields@etownschools.org) or 367-1533, ext. 21108.

## **STUDENT INFORMATION**

### **Backpacks**

Students will be allowed to transport instructional material to and from school using a bookbag or backpack. All bags should be kept in the student's locker during the day.

### **B.E.A.R. Program (PBIS)**

Elizabethtown Area Middle School has a goal of supporting all students both academically and socially. To focus our efforts in our behavioral and social expectations, the staff and students will use the acronym B.E.A.R., which stands for:

**Be Ready!**

**Encourage Safety!**

**Act Responsibly**

**Respect All**

Like in life outside of the school walls, students will learn that positive choices come with positive consequences and negative choices come with negative consequences.

### **Bicycles**

Students will be permitted to ride a bicycle to and from school with parent permission. Please stay safe by following all the rules and laws of the road. Bikes should be parked in the bike racks located by the Park St. entrance to the middle school. Bikes should be locked and are the responsibility of the student. Bike privileges may be revoked from students if it is necessary to keep them safe. For more information, please see Policy 223.

## **Bus Transportation**

**\*\*NOTICE: VIDEO RECORDING DEVICES MAY BE USED ON BUSES FOR MONITORING SAFETY AND BEHAVIOR**

The bus driver is responsible for is the authority figure on the bus and is responsible for the safe transportation of students to and from school. Please note the following help keep your students safe as they wait for the bus and ride the bus:

- 1) Please arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive
- 2) Be respectful towards everyone
- 3) Keep the bus clean by using the trash container
- 4) Never throw items on the bus or from a bus window
- 5) Please stay seated, especially when the bus is moving
- 6) Keep your hands and all possessions to yourself
- 7) Please keep all arms, legs, hands, head, etc. inside the bus when windows are open
- 8) Fighting, swearing, smoking, yelling are not permitted on the bus
- 9) Enter and leave the bus in an orderly manner
- 10) The rear door of the bus needs to stay closed, except in an emergency

When the bus arrives at school, students should enter the school building immediately upon exiting the bus, go to their locker, and go to homeroom in a timely manner. If there are issues on the bus, they can be treated as though they happened at school. This includes, but is not limited to, letters of warning, restitution for damages, suspension of riding privileges, meeting with administration, detention, and/or suspension from school.

## **Cafeteria**

Students are scheduled for a thirty-minute lunch period. Normal school rules are in effect, but students should also:

- 1) Respect and obey all adults in the cafeteria
- 2) Make purchases for himself or herself only
- 3) Ask permission to leave the cafeteria or use the restroom
- 4) Leave all bags and binders in their lockers
- 5) Refrain from changing seats once seated
- 6) Keep voices at a reasonable volume

Students may be able to eat in the courtyard based on behavior and other factors. Eating in the courtyard is an optional privilege.

For questions about Food Services, Free or Reduced Lunch, debit account information, menus, and prices, please visit <https://www.etoonschools.org/domain/52>.

**Hall Passes**

Students will be given a hall pass when they leave the classroom during the class period. This pass must be carried by the student and shown to any member of the school staff upon request.

**Hallways**

Keep hallway noise to a minimum so as not to disturb classes in session. Students must conduct themselves in an appropriate manner while walking in the hallways, remembering to stay to the right. No "horseplay" or disturbing others is permitted.

**Identification Cards**

Student ID cards will be issued to each student. ID cards may be required for admission to EAMS sponsored events.

**Instructional Media Center (IMC)**

The IMC offers books, newspapers, magazines, and printing computers for student use. The IMC is open from 7:30 am - 3:15 pm daily. All students must sign in on the computer when entering the IMC and must have a signed pass from a teacher. If a student needs to visit the IMC after 2:40, he or she needs to have a signed pass from their subject teacher that includes the purpose of the visit.

During FLEX period, two students from a class may use the IMC Novel Pass to select, exchange, or return a book/magazine. If a student requires IMC materials or the printing computers to complete an assignment needs to request a subject pass from that subject's teacher.

Books and magazines can be checked out for two weeks at a time. All books should be returned or renewed within that time frame.

No fines are charged for overdue materials, but students are encouraged to return books on time so that others may use them and to avoid school obligations. Homeroom teachers will receive overdue notices to remind students when they have overdue books or magazines.

A student with overdue materials may not sign out other books or magazines until the overdue materials have been returned. Report cards may be held or other school privileges limited until the obligations are settled. Students are responsible for the care of materials checked out to them. Payment will be required for damaged or lost materials.

**Nurse**

If you need to visit the nurse, obtain a pass from your teacher. If the nurse is not in the health room, report to the office. A nurse is on duty full-time in the health room for first aid treatment

of accidents or illnesses occurring in the school. If a child is feeling ill, he or she must report to the nurse's office to be examined. Students should not call or text parents/guardians prior to visiting the nurse. Students will be permitted to contact parents/guardians after being examined by the nurse. Emergency information will be collected each year for all students so that a parent/guardian can be contacted if the nurse determines it is necessary for the student to leave school due to illness or injury. Please contact the District's Student Records & Registration Technician if your contact information changes.

### **Medication**

Any medication, over-the-counter or prescription, brought from home must have a signed written physician order and signed parent consent, giving permission for the administration of the medication. Students may not possess medication at school. Medication must be brought to school by a parent, or another responsible adult, and given directly to the nurse. All medications must be delivered in the original container. No medication will be given without a written physician's order and signed parental consent. Students may obtain permission to carry inhalers and Epipens by obtaining written orders from a doctor and parent consent stating that the student is both capable and responsible for self administering the medication. The student must notify the nurse or designee immediately upon each use for follow-up. Some medication may be provided by the school. Our school doctor provides the district with orders allowing for generic forms of Tylenol, Ibuprofen, Antacid, and Cough Drops to be administered at the discretion of the nurse, providing there is signed consent by the parent/guardian.

For more information about the district's medication policy please see policy 210 and 210.1.

### **School Functions**

There will be a variety of school functions held throughout the school year. These school functions will be open only to Elizabethtown Area Middle School students. No guests will be permitted from other schools. The rules and policies for that particular function will include all the regular school rules and any additional rules that pertain to the activity. Any conduct that is unacceptable will result in parent notification and possible loss of school function privileges for a period of time. Parents will be required to pick students up immediately.

Students will not be permitted to leave the function early unless they bring a note from his/her parent or guardian and present it to an administrator or chaperone.

### **School Insurance**

The school has made arrangements with an insurance company for low-cost student accident insurance. This insurance is made available each fall, but is not compulsory. A memo will be published listing the cost. The policy covers the student during school hours, while participating in school-sponsored activities, and to and from school. Those covered by school insurance must notify the school nurse at once if timely payment is to be made.

### **Skateboards, Roller Blades, Heelys, and Scooters**

Skateboarding and rollerblading on school property, before, during the day, after school, on weekends, during holidays, or at any time will not be allowed. This policy will be enforced by the school as well as by the local police in accordance with town ordinances. Roller blades, skateboards, and heeies are not permitted in the building unless they are part of a school project or extracurricular activity.

### **Solicitation**

Students are not permitted to sell **any** items in school unless they are related to middle school projects and have been approved.

### **Water Bottles**

Students are permitted to carry water bottles in school; however, these bottles must be plastic and clear and may only contain water. Violations of this rule may result in the confiscation of the beverage and/or disciplinary consequences following progressive discipline.

## **PARENT INFORMATION**

### **Community Portal**

Parents and students are encouraged to check the EAMS website and the community portal to access online progress reports, report cards, and other pertinent school information.

School District Website: [www.etownschools.org](http://www.etownschools.org)

EAMS Website: <https://www.etownschools.org/Domain/461>

Sapphire Community Portal:

<https://sapphire.etownschools.org/CommunityWebPortal/Welcome.cfm>

### **Conferences**

Parent/Teacher conferences will be held in the fall and spring for students. However, it may become necessary for teachers, parents, school counselors, students, or administrators to request conferences throughout the school year. Please contact the School Counseling Office to request a team meeting, if needed.

### **Visitors**

School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and present a driver's license to receive a visitor's pass. Guests will not be permitted into the school without the permission of the administration. Permission must be granted by all the teachers of the student's classes to be visited. Visitors are expected to leave promptly when their business is completed.

## **DISCIPLINE**

At the middle school, there are four levels of infractions and corresponding consequences. This is a general guideline because the administration takes each situation case-by-case.

Developmentally, EAMS has a goal to work with all students to develop responsibility and learning through mistakes.

Level 1 includes, but is not limited to:

- Technology violation
- Classroom disruption
- Inappropriate language- not profane
- Failure to complete work
- Littering
- Possession of non-instructional items
- Food, drink, or gum violation
- Dress code violation
- Misuse of pass or sign-out procedure
- Leaving class without permission

Level 1 minimum consequences:

1<sup>st</sup> OFFENSE--- Verbal warning  
and/or restriction(s)

2<sup>nd</sup> OFFENSE – Detention(s)

3<sup>rd</sup> OFFENSE – ISS/OSS

*NOTE: If ISS is not deterring,  
repeated occurrences, OSS  
will be assigned*

Level 2 includes, but is not limited to:

- Disrespect toward staff
- No show for teacher detention
- Hallway disturbance
- Lunchroom misbehavior
- Inappropriate language or gesture
- Harassment or intimidation
- Minor physical altercation
- Misbehavior for substitute

Level 2 minimum consequences:

1<sup>st</sup> OFFENSE--- Lunch  
restriction or detention(s)

2<sup>nd</sup> OFFENSE – Detention(s)

3<sup>rd</sup> OFFENSE – ISS/OSS

Level 3 includes, but is not limited to:

- Threatening
- Simple assault
- No show for school detention
- Class cut including failure to report to the cafeteria
- Fighting
- Theft (restitution and/or police involvement may be necessary)
- Vandalism (restitution and/or police involvement may be necessary)
- Internet/Computer violation
- Tobacco Use Policy violation
- Serious acts of defiance
- Plagiarism or forgery
- Abuse of school property
- Sexual misconduct
- Code of Conduct violation
- Left school without permission

Level 3 minimum consequences:

1<sup>st</sup> OFFENSE--- Detention(s)

2<sup>nd</sup> OFFENSE – ISS/OSS



Level 4 includes, but is not limited to:

- Sexual behavior
- Assault or battery
- Vandalism
- Arson
- Extortion
- Weapons violation
- Bomb threat
- False alarms
- Racial intimidation

Level 4 consequences:

Consequences for these behaviors may result in ISS, OSS, police involvement, and/or recommendation for expulsion

**Teacher Detention**

Students may be assigned to detention by a teacher for a violation of classroom rules. This detention will be part of the teacher/team's discipline policy and will take place in the assigned room of the teacher. Teachers will notify parents when this is assigned.

**Class or Lunch Restriction**

Students may be assigned restrictions during class or lunch for inappropriate behaviors listed above. Students will spend the assigned time in the In-School Suspension (ISS) room

**Administrative Detention**

Students may be assigned to after school detention by the Principal or Dean of Students. This assignment takes precedence over all after school activities that are occurring. While students are in detention, they are expected to be quietly working on assigned schoolwork. If they are not working to the supervising teacher's satisfaction, they may be assigned to complete additional detention work or later be referred to the administration for additional consequences. Detention will begin promptly at 2:45 P.M. and will last until 3:15 P.M. Any student who was present for school the day of his/her detention and misses detention because of illness, must have an excuse from the school nurse. If they are absent from school on an assigned detention hall day, they will be required to attend the next scheduled detention hall.

**Suspension**

Suspension is defined as the exclusion of a student from classes. A suspension may be classified as an in-school or out-of-school suspension. Suspended students may not participate in any extra-curricular activities. During or after a suspension, students have the opportunity to make up assignments and tests. However, it is the student's responsibility to make arrangements for make-up work with teachers. Parents or guardians will be notified of suspension and may be required to meet or speak with administration before the student is permitted to return to class.

**In School Suspension-** An in-school suspension is one in which the student reports to school but does not attend regular classes. Non-compliance of suspension room rules will result in additional consequences.

**Out of School Suspension-** During an out-of-school suspension, the student is not permitted to attend school or be on school district property. For out-of-school suspensions for more than three days, parents or guardians are entitled to an informal hearing to discuss the suspension.

**Informal Hearings-** Students, parents or guardians, and school officials meet to explain the circumstances surrounding the event for which the student is being suspended.

**Expulsion-** Expulsion is the exclusion of a student out of school from the regular school program for a period of time exceeding ten days. Possession/use/distribution of a chemical substance, violation of drug policy, or a weapons violations are examples of behaviors that may invoke suspension. All expulsions require a prior former hearing and the student has the right to be represented by counsel. Formal hearing guidelines can be explained by contacting the Middle School office or through Board Policy 233.

### **ADDITIONAL VIOLATIONS**

#### **Bullying/Cyberbullying (Board Policy 249)**

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and the behavior is repeated. The Board of School Directors prohibits conduct which constitutes unlawful discrimination, harassment, hazing, bullying and intimidation because of race, religion, sex, sexual orientation, color, national origin and ancestry, marital status, familial status, disability, medical condition, age, and gender. It is expected that all students will maintain a safe learning environment, which is free of these inappropriate behaviors. Any student who fails to meet this expectation is subject to appropriate discipline, which includes, but is not limited to, detention, suspension, or expulsion.

Cyber bullying: An intentional electronic act or series of acts that 1) are directed at another student(s); 2) occurs in the school setting; 3) is severe, persistent, and pervasive; AND has the effect of doing at least one of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. On-line harassment that occurs outside of school and does not meet the definition of cyberbullying above should be referred to the police by the student or his/her parent.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The term "bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

### **Smoking and Tobacco Products**

The Board prohibits students from possessing or using tobacco at any time on school property, including all District buildings, grounds, athletic facilities, vehicles and at all school activities. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, any other lighted smoking product, smokeless tobacco in any form or any other smoking equipment and/or apparatus. The carrying or possession of tobacco products, vapor pens, matches, or lighters is considered as serious as the actual use and will result in suspension. For more information about the district's tobacco policy please see Policy 222.

### Alcohol and Drug Violations – Possession/Consumption/Under the Influence

Possession and/or use of a beverage containing alcohol on school property or any school sponsored event. The possession and/or use of dangerous controlled substances prohibited by law on school property or any school sponsored event.

Look-alike: Non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

#### Consequences:

First Offense: Ten (10) days OSS, mandatory S.A.P. referral, and SRO/police involvement.  
Second and subsequent offenses: Ten days OSS, Mandatory S.A.P. referral, SRO/police involvement, and recommendation for expulsion.

### **Alcohol and Drug Violations – Distribution/Manufacturing**

The transfer and/or sale of beverage containing alcohol on school property or any school sponsored event.

The transfer and/or sale of dangerous controlled substances prohibited by law on school property or any school sponsored event.

Look-alike: Non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

#### Consequences:

First and subsequent offenses – Ten days OSS, Mandatory S.A.P. referral, SRO/police involvement, and recommendation for expulsion.

For more information about the district's policy on drugs and alcohol please see policy 227.

### **Sexual Harassment (Board Policy 103)**

It is a violation of both school policy and federal laws to sexually harass another person, or for you to be sexually harassed by anyone, student or adult. Sexual harassment includes, but is not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature or based on an individual's gender; graphic or suggestive comments about an individual's dress

or body; use of sexually degrading words to describe an individual; jokes, pictures, objects, or graffiti of a sexual nature; or overt sexual conduct that is intended to create, or in fact creates, an intimidating or hostile environment.

If students feel they are being sexually harassed and need help, they must tell an adult that they trust. Any teacher, school counselor, nurse, or any administrator will help a student deal with the problem and get the appropriate help.

### **Dress Code**

Elizabethtown students must wear proper attire at all times. We believe there is a connection between good dress habits, hard work, behavior, and respect. This is not an all-inclusive list, but rather a guideline that serves for what is NOT considered acceptable dress by district students:

- 1) Visible undergarments
- 2) Tops or dresses with spaghetti straps
- 3) Tops that expose the midriff or cleavage, tube tops, or halter tops
- 4) Muscle shirts that expose the upper torso
- 5) Tops of a see-through material
- 6) Sunglasses, hats, and hoods up on sweatshirts inside the building
- 7) Shoes with wheels or slippers
- 8) Dresses, skirts, shorts, or clothing worn as a dress must reach at least the mid-thigh
- 9) Holes in clothing may not reveal skin above the mid-thigh
- 10) Jackets meant for outdoor wear
- 11) Low-riding pants that show underwear or bare skin
- 12) The student shall not wear clothing, jewelry, or any other attire that present a health or safety concern or that advertise or advocate the use of alcoholic beverages, drugs, or other illegal behavior; lewd, profane, or obscene language or messages; and messages that disrupt or create reasonable apprehension of disruption of the educational program, including messages that advocate violence and mayhem, criminal behavior, or the violation of Board policy and messages that have, as their sole purpose, the harassment and/or intimidation of others in the school community.
- 13) Flip-flops are not recommended; however, if students choose to wear them, the School District is not responsible for any injuries that may occur as a result of wearing flip-flops.
- 14) Long key chains, chain wallet holders, choker necklaces, studded bracelets, and studded necklaces are not permitted on school property.

The building administrators, whose decision will be final, will determine whether attire is or is not within these guidelines. Parents are an important part of a child's education and thus parents should ensure that their child is dressed appropriately.

Reasonable accommodations may be made for religious or medical reasons or special days such as spirit or field days, with administrative approval. Students not abiding by the dress code will be asked to change clothing. If this is not possible in school, parents will be notified and

students will be sent home to change. Repeated dress code violations will result in disciplinary action.

### **Cell Phones and Electronic Devices**

Students are not permitted to carry or use cell phones or personal electronic devices during the school day. They must be kept in the student's locker for the entire school day. Exceptions may be made if devices are being used in class for instructional purposes. Any violation of these rules will result in a student not being permitted to bring these devices to school and/or confiscation of such devices. Further discipline could include releasing the device only to a parent or guardian, detentions, or suspension. The Board prohibits the use of data devices by students except for instructional use as directed by the teacher or administrator. Students are prohibited from using any electronic device that can take photographs or record audio or video except for instructional use directed by the teacher or administrator. The district shall not be liable for the loss, damage, or misuse of any personal electronic device brought to school by a student.

Please note that the school district is not liable for any lost or stolen items of this nature. Students bring personal electronic devices at their own risk.

### **Fire Drills**

Please treat all fire drills as if they are actual emergencies. During a fire drill, it is expected that all students and staff will abide by the following rules:

- Exit quickly, do not run or shove
- Remain silent for the duration of the drill
- When outside, stay a safe distance away from the building
- Stay with your class or group
- In the event the nearest exit is blocked, you should turn calmly and proceed to another exit as directed by your teacher.

## **INTERNET MISUSE**

### **Responsible Use Policies and Procedures-**

As the Elizabethtown Area School District embarks on the journey to enrich learning experiences, students are encouraged to use District resources such as computers, software, email, and the internet for educational or school-related activities and for the exchange of useful information. Each device is the property of the District and is to be used solely by the student to which it is issued for academic pursuits.

### **EASD Policies:**

- **Policy No. 224 - Care of School Property**

This is a summary of the board policy. For the full policy, click the link above. The Board policy places responsibility on each student for the proper care of school property, school supplies, and equipment entrusted to their use. This includes the responsibilities of cleaning, proper use, and security of devices under their care. Students who willfully cause damage to school

property or equipment shall be subject to disciplinary measures. Parents/Guardians or responsible parties shall make restitution for any school property lost, stolen, or damaged at the replacement cost of such property if their child fails to exercise a reasonable standard of care for this equipment.

- **Policy No. 815 - Acceptable Use of Internet, Computers and Network Resources**

This is a summary of the board policy. For the full policy, visit the link above. Elizabethtown's Acceptable Use Policy is designed to protect students, teachers, and the District. This policy states that technology is to be used only for instructional purposes in support of curricular objectives. All staff and students should use technology in a manner that is appropriate, ethical, and legal. Staff members are to monitor student use of technology and teach them to utilize it appropriately, ethically, and legally.

### **CIPA**

As required by the Children's Internet Protection Act (CIPA), Elizabethtown has in place technology protection measures designed to block internet material deemed to be obscene or harmful, both on and off campus. These measures are smart and dynamic but not foolproof. The following categories of websites will be blocked: Pornography, Drugs, Gambling, Other Adult Content, Social Media, Anonymous Proxys, Chat/Messaging, Web Mail, Hate Speech, Streaming Media, and Games. Staff, students or parents should report any inappropriate content to the Technology Department if content is miscategorized and bypasses the filtering systems. Staff or students should have no expectations of privacy when using Elizabethtown's equipment or resources, either on or off campus.

### **Disciplinary Measures**

**Students receive a disciplinary incident/referral for, but not limited to, any of the following:**

- Failing to comply with rules & procedures
- Causing harm or damage to the computer in any way
- Leaving their computer unattended
- Having food and/or drink around the computer
- Writing, drawing, adding stickers, applying labels, or defacing the computer in any way
- Swapping or sharing computers
- Bullying others via the school computer
- Using the school-issued computer to make threats
- Neglecting to transport computer in the school-issued computer bag
- Placing textbooks or other items in the computer bag with the device
- Mishandling the computer
- Not taking care of the screen
- Setting an inappropriate background or avatar
- Failing to bring the laptop to school
- Creating, downloading, or accessing inappropriate content on the computer

- Removing ID tags/stickers
- Attempting to breach school filtering and security measures

#### **Consequences for Computer Violations:**

**The following consequences will be given to students who receive a computer violation. Depending on the nature and severity of the computer violation (ex: bullying, inappropriate content, etc.), students may receive multiple disciplinary consequences.**

- **First Time** – Student receives a Teacher Warning, which will be documented in Sapphire.
- **Second Time** – Student receives a Lunch Restriction
- **Third Time** – Student receives three days of Lunch Restriction
- **Fourth Time**- Student receives an Administrative Detention.
- **Fifth Time**-Student receives one day of ISS from Administration.
- **Sixth Time**-Teachers, student, parent(s), and Administration will develop an Improvement Plan for the student.

**\*\*The administration will have final interpretation and enforcement of the computer rules, violations, and subsequent disciplinary consequences.**

#### **Plagiarism**

**Plagiarism Definition:** Plagiarism is the **unaccredited** use of another’s words or *ideas*. If a student uses someone else’s words, he/she must put quotation marks around them and credit the source in a parenthetical citation and on the “Works Cited” page. If a student paraphrases the words of others, or puts those ideas in his/her own words, it still must be made clear (by way of citations) that the ideas belong to and originate from another person. Information considered being common knowledge does not require a citation. This will ultimately be determined as such by the teacher. Failure to credit borrowed words or ideas is a serious breach of academic integrity, which undermines this educational institution.

Plagiarism may include any of the following:

1. Submitting as one’s own an assignment written (in part or as a whole) by someone else.
2. Copying someone else’s words and/or ideas and representing them as one’s own.
3. Using material from another source without citations.
4. Omitting quotation marks from material that is quoted verbatim from another source.

**Consequences:** Once plagiarism or cheating is proven (i.e., the original source is located, or the student admits the offense), the following consequences will ensue:

- The student will be assigned a “failing” grade of a zero for the original assignment.
- Student will be required to “honestly” complete the original assignment (redo) with a parent’s signature.
- The final grade will be an average between the two grades.
- Parents will be notified by the teacher.

· The administration will be notified via a disciplinary referral and an administrative consequence will be assigned.

## **STUDENT SERVICES**

### **Counseling Services**

**7th Grade:** Helping students make a successful transition to the Middle School including academic goal setting, study skills and career exploration inventories using our Pathways Internet program Career Cruising.

**8th Grade:** Computer exploration into Career Pathways using the Internet program Career Cruising. Develop career and educational goals, online career searches, and planning high school course selection.

### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is a confidential service that provides help for students who have drug/alcohol and/or other problems that interfere with school activities. To refer yourself or someone you care about, pick up a confidential referral form from any of the SAP team members, counseling office, nurse's office, or the middle school office.

***PLEASE NOTE: Elizabethtown Area Middle School reserves the right to add to or modify any of the guidelines or policies listed in the handbook or those not listed in the handbook at any time.***