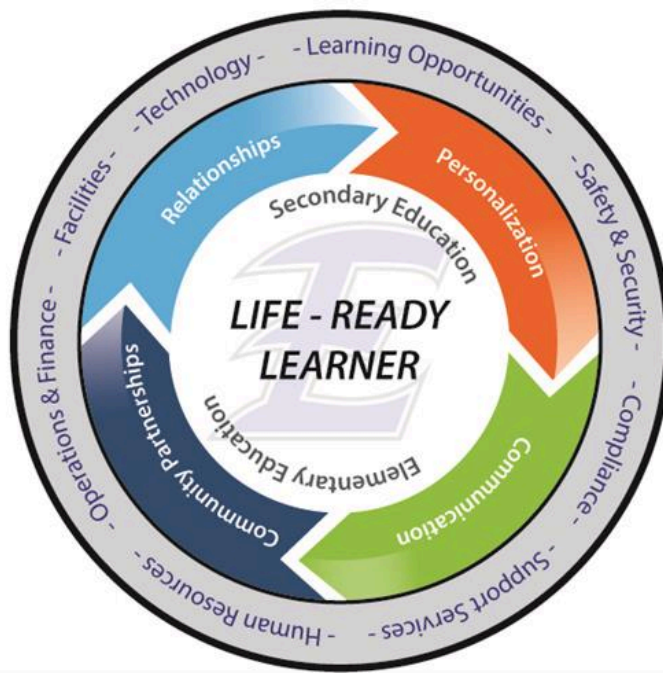


Elizabethtown Area Middle School

2024-2025



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



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

Twitter: @etownPASchools

Dr. Karen Nell, Superintendent

Dr. Daphne Kirkpatrick, Assistant Superintendent

Mr. Richard Schwarzman, Assistant to the Superintendent

Mr. Tom Strickler, Chief Financial and Operations Officer

Mr. Kyle Kramer, Director of Human Resources

Mr. Troy Portser, Director of School and Community Information

Dr. Walter Smith, Director of Special Education

Mr. Ted Cardwell, Director of Technology

Mr. James Frantz, Director of Operations

Mr. Bill Templin, Director of Athletics

Dr. Nate Frank, Curriculum and Federal Programs Coordinator

Mr. Rick Beighley, Transportation Coordinator

Mr. Garret Rain, Safety & Security Coordinator

Elizabethtown Area Middle School

Student Handbook 2024-2025



Parent Acknowledgement

Please take time as a family to read and become familiar with our expectations in this Parent/Student handbook. This publication was designed to support your understanding of how we can create a school environment that is conducive to learning for all students at the Elizabethtown Area School District. The handbook can be accessed on the District website at www.etownschools.org.

After reading the Parent/Student Handbook, please visit your Community Portal account for EACH child enrolled in our school district and click on the PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT link to submit the REQUIRED online parent acknowledgment form.

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

600 East High Street, Elizabethtown, PA 17022

Phone – 717-361-7525 Ext. 31116

Counseling Office – 717-361-7225 Ext. 31725

Attendance email – ms_attendance@etownschools.org

www.etownschools.org

[Etown Cyber Handbook Link](#)

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.

Dr. David Beard – Principal

Mr. Jason Kingsborough –6/7th grades Assistant Principal

Mr. Eric Beiler – 8th grade Assistant Principal

Mrs. Michele Updegraff – 6th Grade School Counselor

Mrs. Meghan Cunningham – 7th Grade School Counselor

Mr. Greg Bechtold – 8th Grade School Counselor

Mrs. Nancy Becker – School Nurse

Ms. Alyssa Bellucci – Secretary to the Principal

Mrs. Jeanette Soler – Secretary to the Assistant Principals

Mrs. Kirstin Reed – Counseling Office Secretary

Dr. Jenn Fields and Mrs. Deborah Handsheiw – School Social Workers

Officer Jacob Kadilak – School Resource Officer

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. Marking period grades are issued four times each year. 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 three quarters. Note: The final average overall calculation does not round up because the grades when entered will round up each quarter; therefore, they do not round up twice.

Incomplete

An incomplete for a quarter 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. If an Incomplete is issued as a final quarter grade, ten days will be permitted for an incomplete assignment to be completed following the end of marking periods 1, 2, and 3.

Academic Eligibility

All students participating on athletic teams, extra curricular clubs, including student council, and activities are required to make their best effort with their academic work. Students who are not keeping good standing in 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 can attend, but not participate in practice or competition during the suspension. The student will be reinstated **after** the suspension if she/he is passing all courses. For example, if at the grade check on Thursday, a student is failing Math, he/she will be suspended for the weekend and following week until the next grade check. These occur each Thursday of the school year, starting week 2 of school.

Quarter-If at the end of any quarter 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 quarter. 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.

EASD General Attendance Information

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.

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) submitting notification of the absence. All excuses must be submitted in writing within 3 school days of the absence for proper documentation.

**School nurse visits and excuses: If a student reports to the nurse during the school day due to not feeling well, the school nurse will evaluate the student's health.*

- If the nurse finds the student to be ill, the nurse will call the parent/guardian to ask for the student to be picked up. This is an excusable absence.*
- If the nurse finds the student to be healthy enough to stay at school, the student will be asked to return to their classroom.*

- *Following a healthy check-up from the nurse, if the student contacts home to ask to be picked up, and if the parent/guardian picks up the student, the absence will not be excused.*
 - *If the student contacts a parent from a cell phone, without going through the nurse's office or office, the student could receive discipline for using a cell phone without permission.*

Excuse Cards/Documentation of Absences

All excuses, early dismissals, or late arrival notes are to be submitted through the Middle School Attendance email ms_attendance@etownschools.org. Failure to submit an excuse within THREE school days of an absence could result in the absence(s) being coded as illegal/unexcused. 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.

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/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. Be aware that excessive excused absences can result in the inability to make-up missed assignments and academic decline.

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 form can be found on the district website and at the link below. 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.

[Educational Trip Form Link](#)

Pennsylvania Compulsory School Attendance Laws

All students from age 6 to 18 must be enrolled and attend school. 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. PA Compulsory School Attendance Laws classify a student as "habitually truant" upon accumulation of six illegal absences. At this interval, a truancy meeting will be offered to the family to discuss the absences. At ten illegal absences, a truancy citation can be filed with the local Magisterial District Judge. If you receive an attendance notification, kindly respond promptly. Be aware that unexcused or illegal absences can result in the inability to make-up missed assignments and academic decline.

Make-up Work for All School Absences

It is the responsibility of the student/parent/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. If an extension beyond 3 days is necessary, please communicate and set up a plan with the school counselor, which will be approved by administration on a case by case basis. 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. Students who cut class may not be permitted to make-up missed work, and this action will result in consequences as determined by the building administration.

Homebound Instruction

Homebound instruction may be available for those students who are absent for an extended period of time due to disability, illness, or injury. A written medical excuse and medical documentation of disability/illness/injury is needed for homebound instruction to be 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](#).

Tardies and Early Dismissals

Absent students, or those (secondary) who arrive at school after 8:30 a.m., are NOT permitted to participate in an athletic game/practice, or school-related activity (i.e. plays, musical, field trips, etc.). Exceptions are made if the absence is due to a legal or medical appointment, etc., with appropriate documentation. The advisor/coach/advisor of the activity shall obtain approval for participation from the administration.

A student may be excused early from school for urgent or appropriate reasons. Requests of this nature are to be submitted 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.

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 attendance and academic success of each EASD student. Please contact Jennifer Fields at (717) 367-1533, extension 21108 or jennifer_fields@etownschools.org, to discuss any attendance-related issues for all types of learning formats.

Etown Cyber Learning Options

Attendance for this learning format is calculated based on the completion of required assignments. Please contact Mr. Bobby Crick, Etown Cyber Program Administrator, to discuss any attendance related issues that prohibit your child from completing assignments as directed. Failure to do so will be addressed via the Compulsory School Attendance Laws.

Mr. Bobby Crick - (717) 367-1533 - robert_crick@etownschools.org

Homelessness of Students

The Elizabethtown Area School District's support services department seeks to remove barriers to learning and ensure educational success for all students. When students and their families do not have a fixed, permanent, or regular nighttime residence, they are considered to be a family experiencing homelessness under the federal McKinney-Vento Act. School districts are required to identify students that fall under the set criteria of McKinney-Vento. For students not residing with a legal parent or guardian, these individuals are classified as Unaccompanied Youth, and have equal educational rights under McKinney-Vento. Supports are available to students and families in relation to enrollment, transportation, referrals to community resource partners (for physical, emotional, and basic needs), opportunities for family engagement in school-related events, maintaining academic/graduation progress, or other individualized barriers.

If you or a family you know is experiencing homelessness, please contact Jennifer Fields, EASD Homeless Liaison, at (717) 367-1533, ext. 21108 or jennifer_fields@etownschools.org.

STUDENT INFORMATION

Backpacks

Students will be allowed to transport instructional material to and from school using a bookbag or backpack. Lockers will be provided to each student at the beginning of the year. All bags and cell phones must be kept in the student's locker throughout the school day. Students may visit their lockers before school, before/after lunch, and at dismissal. School staff may also approve other locker visits as necessary. (See section on **'Lockers'** for additional information)

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. Once on school property, bikes should be walked on the sidewalk. 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 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
- 11) Students are only permitted to ride their assigned bus and may not ride another bus for any reason.

When the bus arrives at school, students should enter the school building immediately upon exiting the bus and go to their 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 and Lunch

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 get out of his or her seat
- 4) Leave all bags and binders in their lockers
- 5) Keep voices at a reasonable volume
- 6) Do not move seats or change seats once you've sat down
- 7) Wait to be dismissed to get food
- 8) Students will only be permitted to enter and leave specific doorways.

Students may be able to participate in lunch electives or eat in the courtyard based on behavior and other factors. Eating in the courtyard is an optional privilege. **If determined by administration** based on student behavior, students may be permitted to use technology (laptops and cell phones) in the cafeteria. Students will start the year technology free in the cafeteria, but our goal is that technology will be permitted sometime near the beginning of the third marking period. If technology is permitted, may listen to music only with headphones or earbuds. Students should keep one ear free to listen for instructions. Students must put their cell phones in their pocket once they leave the cafeteria and must put it away in their locker immediately after lunch. Violations of technology use could result in lost privileges with technology in the cafeteria.

For questions about Food Services, Free or Reduced Lunch, debit account information, menus, and prices, please visit [Food Services](#).

Lunch Electives

Students will have the opportunity to participate in lunch electives. Electives are optional and are not required. Elective opportunities will be designed based on student interest within the curriculum of the offered Related Arts courses (Health, PE, Music, Art, Tech Ed, Computer Science, World Languages, Life Ready Pathways). An introduction to the Navy JROTC HS course will also be offered as a lunch elective for 8th grade only. If committing to participate in an elective, students will take their lunch to their elective class, instead of the cafeteria daily, where they will eat lunch and participate in their designed elective activities. Electives will be capped at 15-20 students per marking period, and students will be selected randomly. Administration and elective teachers will make every effort possible to allow students to participate in their elective of choice at some point during the school year. Electives will not be graded, but daily attendance is mandatory for those enrolled.

Hall Passes

Hall passes will go through e-Hallpass. Students are expected to go **only** to and from the location indicated on their e-Hallpass. During the Flex period, in addition to e-Hallpass, students will be required to carry a physical pass.

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. Students should respect the adults in the hallway and comply with any requests made by a teacher or staff member for safety purposes. When traveling to and from lunches, students will only be permitted to use specific hallways, based on their grade level.

- 6th Grade uses 6th-Grade Hallways, Office Hallway, Auditorium Hallway and G/H stairwells.
- 7th Grade uses 7th-Grade Hallways, Auditorium Hallway, Office Hallway and B/E/H stairwells.
- 8th Grade uses 8th-Grade Hallways, Auditorium Hallway, Office Hallway and B/C/F/J stairwells.

Identification Cards

Student ID cards will be issued to each student. ID cards will be used to purchase school lunches and may be required for admission to EAMS sponsored events.

Leader in Me

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 refer to the Habits taught in Leader in Me.

Be Proactive

Begin with the End in Mind

Put First Things First

Think Win-Win

Seek First to Understand, then to be Understood

Synergize

Sharpen the Saw

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.

Library and Instructional Materials Center (IMC): The Instructional Materials Center (IMC) and library is a space shared by both high school and middle school students, and it offers books and resources for students and staff. Students may check out up to three books at a time. Reading is immensely important to students at all grade levels. The EAMS/EAHS IMC/library is a combined library for grades 6-12 at our secondary complex. We strive to provide a wide variety of high quality books for all of our students. Our library collection includes books for young adults and older students, and some may contain more mature subject matter. Students in grades 6-12 have access to all library materials. However, we understand that some parents/guardians may feel their student is not ready for certain books. If you would like to prevent your student from checking out flagged books, due to potential more mature subject matter, please complete the opt out form at this link.

[IMC Opt Out Form 2024-2025](#)

*****This form represents the current School Board Policy #109 as of August 1, 2023. If this policy is adjusted throughout this school year, parents/guardians will be contacted with the updated appropriate form, if necessary.*****

Students may use the library/IMC with teacher approval during Flex time. To allow other students usage during Flex, it is important that students use the library/IMC for checking out books only during Flex.

Lockers

Each student will be assigned a locker, and students are responsible for all contents within the locker assigned to them. Students are not permitted to use their own locks and will be provided an opportunity to borrow a lock from the school. Students must keep their bags and personal technology in their locker during the school day. It is recommended that students borrow a school lock to lock their belongings in their locker, as the district is not responsible for any lost or stolen items. Students using a lock should not share their lock combination with other students. At the end of the school year, lockers will be cleaned out and students borrowing locks are responsible for returning them. If locks are lost and not returned, a \$7.00 fee will be charged as a replacement cost. The lockers are the property of Elizabethtown Area School District and are therefore subject to search.

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. To allow the school to stay informed and ensure student safety, students should report to the nurse to be examined prior to requesting parents/guardians to pick them up. 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.

****Students using assistive devices in school such as crutches, wheelchair, immobilizer boots, elevator, etc. must have a medical provider's order stating the necessity.***

***Students will be sent home excused for a fever of 100.4° Fahrenheit or greater, active vomiting, and/or active diarrhea. Students MUST be fever free for 24 hours without fever reducing medication before returning to school. See excusable absences for more information.**

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 sharing written orders with the school 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 EASD board 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. In case of this situation, parents/guardians 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 heelys 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 or fundraisers and have been approved by administration.

Water Bottles

Students are permitted to carry water bottles in school and it 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

EAMS Website: <https://eams.etownschools.org/>

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.

BEHAVIOR

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
- 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

Potential Level 1 possible consequences:

- 1st OFFENSE--- Teacher discipline (warning, etc.)
- 2nd OFFENSE – Teacher discipline (parent contact, etc.)
- 3rd OFFENSE – Teacher discipline (teacher consequence)
- 4th OFFENSE– Office Referral (admin consequence)
- *Admin consequences typically start at lunch restriction and increase progressively if behaviors continue.

Level 2 includes, but is not limited to:

- Disrespect toward staff

Potential Level 2 possible consequences:

- Same teacher process as level 1. However, some of these

- | | |
|--|---|
| <ul style="list-style-type: none"> - No show for teacher detention - Hallway disturbance - Lunchroom misbehavior - Inappropriate language or gesture - Harassment or intimidation - Minor physical altercation - Misbehavior for substitute | <p>behaviors may lead immediately to an office referral based on the nature of the offense and disruption.</p> <p>*Admin consequences could start at lunch restriction, ISS or OSS for a level 2 offense depending on the severity and level of disruption of the behavior</p> <p><i>Restorative interventions/practices will also be utilized in most cases.</i></p> |
|--|---|

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

Potential Level 3 possible consequences:

Level 3 consequences are serious and could involve level 1 and 2 options, as well as lead to different suspension options, restoration, threat assessments, police involvement, removal from opportunities, etc.

Level 4 includes, but is not limited to:

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

Potential Level 4 consequences:

Level 4 consequences are serious and could involve level 1 and 2 options, as well as lead to different suspension options, restorative practices, threat assessments, police involvement, removal from opportunities, expulsion, etc.

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, the Middle School Office, or the assigning teacher's classroom.

Restorative Practices

Students may be assigned a restorative intervention to each discipline infraction. This could include but is not limited to the following: peer mediation, student/teacher/counselor conference, apology letter, restorative work in the building, and or restorative circles that may include parents.

Administrative Detention

Students may be assigned to after school detention by the Principal or Assistant Principal. 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 missed detention because of illness, must have an excuse from the school nurse. If they are absent from school on an assigned detention 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- For longer suspensions, 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 violation are examples of behaviors that may invoke suspension. All expulsions require a prior 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.

BOARD POLICY 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 possession, use, purchase, or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property. The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication Policy. The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased, or controlled by the school district; on property owned, leased, or controlled by the school district; or at school sponsored activities that are held off school property. The Board authorizes the confiscation and disposal of products prohibited by this policy. Tobacco is defined as 1) Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus. 2) Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah. 3) Any product containing, made or derived from either tobacco, whether in its natural or synthetic form or nicotine, whether in its natural or synthetic form, which is regulated by the USFDA as a deemed tobacco product. 4) Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately. 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: Up to 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 beverages 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 (EASD 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 (EASD Board [Policy 221](#))

Interpretation of proper dress resides with administration. Hair and clothing styles are restricted only as they would disrupt the educational process or present a health or safety hazard. Students are expected to observe proper dress and grooming habits appropriate for a school environment.

Apparel that has vulgar or sexual innuendos and/or advertises, promotes or displays illegal substances and/or weapons is prohibited. Apparel that portrays drug, alcohol, cigarette or any type of obscenity, suggestive language, inappropriate cartoon or graphics is also unacceptable.

Student apparel must include:

1. shoes or other appropriate footwear - only wearing socks is not acceptable. For safety reasons, appropriate footwear may be more specifically defined by classroom expectations.
2. an appropriate top (clothing worn above the waist) that covers the entire torso and undergarments. Some examples of inappropriate tops include muscle shirts, low-cut tops, tank tops, see-through materials, and thin-strap apparel as they do not completely cover the torso or undergarments.
3. an appropriate bottom (clothing worn below the waist) that is of the appropriate length and covers undergarments. Bottoms not considered pants may be worn at any time throughout the school year, but need to be mid-thigh in length and cover undergarments. For safety reasons, shorts are not permitted in some areas, such as technology education. Students must abide by the instructor's policy in these designated areas.

Additional Guidelines:

- Hats, hoods, bandannas, or other head coverings (except for religious observance) must be removed at the start of the school day prior to entering the school building.
- Clothing, jewelry or other attire containing sharp objects, metal spikes, or chains, which could be used to harm others, are prohibited.
- Blankets or jackets, meant for outdoor wear, are not permitted during the school day.
- Gang apparel, colors, symbols, and other gang identification items are strictly prohibited.

Teachers may ask students to change. However, if students refuse to change or violations continue, administration will be involved. Violations will result in referral to the administration for disciplinary action. If in doubt, ask before wearing the item in question or bring along a change of clothing – students wearing unacceptable clothing will not be permitted in the halls or classrooms. Parent(s)/guardian(s) will be contacted and a change of clothing will need to be brought to school before the student is permitted to attend classes. Any subsequent infractions involving inappropriate dress may result in a parent/guardian conference and/or further disciplinary action.

Reasonable accommodations may be made for religious or medical reasons or special days such as spirit or field days, with administrative approval.

For more information about the district's dress code please see [EASD Policy 221](#).

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 turned off and kept in the student's backpack and locker for the entire academic school day. Students may use cell phones and electronic devices during lunch and exceptions may be made if devices are being used in class for instructional purposes. When cell phones are in use during lunch, students must wear headphones or earbuds on one ear if they choose to listen to music or an app where sound is on. 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 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.

- **EASD 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 may 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, and possible computer plan.
- **Fourth Time**- Student receives an Administrative Detention and possible computer plan.
- **Fifth Time**- Student receives one day of ISS from Administration and a computer plan.
- **Sixth Time**-Teachers, student, parent(s), and Administration will develop an Improvement Plan.

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

Plagiarism: 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, which typically includes an after school detention for the first offense.

STUDENT SERVICES

Counseling Services:

The counseling department works with all staff to meet the needs of every student by attending grade level meetings, working with parents and holding conferences, and being a teacher resource. The counseling department focuses in three areas:

- Career and Transition Support:
 - Student Orientation- 6th grade orientation and 7th/8th grade open house opportunities are presented each summer for students to feel comfortable returning to school.
 - Xello and CEW Student Benchmarks
- Academic Support-
 - Students have the opportunity for staff and community tutors, study habit instruction, and course selection preparation.
 - 504 Plans

- Social Emotional Support:
 - Groups- Students have the opportunity for groups related to different areas of need.
 - Individual Needs- Students have the opportunity to connect with their counselors and discuss concerns.
 - Mental health support with District Crisis Counselor.

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.

ELIZABETHTOWN AREA SCHOOL DISTRICT STUDENT CODE OF CONDUCT

Scope of Code of Conduct

This document applies to all students in grades 6 through 12. The term "extracurricular" shall mean those activities which are sponsored or approved by the Board of School Directors but are not offered for credit toward graduation (including but not limited to athletics, clubs, dances, prom, and fundraisers.) Violations of the Code of Conduct are progressive throughout a student's career. This Code of Conduct shall not prevent coaches or advisors from developing and enforcing other reasonable rules and training regulations, which are specific to their extracurricular activity.

As a student of the EASD, you are a public figure responsible for representing your team, your activity, your school district, and your community in the most positive way.

I. Standards of Conduct

Students at the EASD are subject to the standards and conduct embodied in the following:

1. State, Federal, Civil and Criminal Laws
2. EAHS/EAMS Student Handbook
3. EASD Student Code of Conduct
4. P.I.A.A Rules
5. Team or Activity Rules & Guidelines

Violation of any of these standards of conduct will result in discipline as further described below.

II. Suspension and Disciplinary Process

1. Suspension and the length and severity of the suspension may vary depending on the type of circumstance of the violation. Appropriate sanctions by Administration **may** include:

- a. Warning - The issuance of a written or verbal warning.
- b. Probation - Special statutes with conditions imposed for a limited time.
- c. Suspension - Removal of a student from all extracurricular activities. The length of the suspension may last from one game up to and including an entire calendar year.
- d. Expulsion - Permanent removal from all extracurricular activities. This expulsion will be in duration for the extent of the student's high school "career".
- e. Student Assistance Program (SAP) referral.

III. Specific Violations of Code of Conduct

Students found to be in violation of the Student Code of Conduct will be suspended from participation in all extracurricular activities.

Level 1 Offenses:

1. **Repeated Student Handbook Violations**– Repeated violations of the Student Handbook - including but not limited to: tardiness, class cuts, classroom disruptions, bus infractions, no show for detentions, etc.

Level 2 or Greater Offenses:

1. **Students charged with Violation of Criminal Law**- When a student has engaged in conduct that is in violation of criminal law, he/she will be placed on immediate suspension. Violation of criminal law will include, but not be limited to, conduct that constitutes a misdemeanor, felony, or any other class of criminal conduct.

2. **Drugs and Alcohol**- Pennsylvania law prohibits individuals under 21 years of age from possessing, distributing or consuming alcoholic beverages. Additionally, the Pennsylvania Controlled Substance, Device and Cosmetics Act likewise prohibits all individuals from possessing, using or distributing:

- a. Illegal drugs, including steroids.
- b. Look-alike drugs.
- c. Any other mood-altering substance.
- d. Prescription drugs in a manner inconsistent with the directives of the licensed prescriber.
- e. Drug paraphernalia.

3. **Tobacco**- Pennsylvania law prohibits students from possessing or using tobacco products on all school district property, including all school buildings, school vehicles and school grounds. Students in violation of this will be subject to disciplinary action.

4. **Hazing**- The Board encourages students who have been subjected to hazing, bullying, cyber bullying and/or harassment to promptly report such incidents to the building administrator. Secondary administration shall promptly investigate all complaints and administer appropriate discipline to any individual(s) who violate any of these policies. Discipline could include dismissal from activity. For more information on the district's policies, see policies 103, 247 and 249 on the EASD website.

5. **Serious Handbook Violations**– Serious violations of the Student Handbook - including but not limited to: fighting, insubordination, bus infractions, theft, vandalism, etc.

6. Repeated Level 1 Offenses

During the suspension, the student will not have any involvement in extracurricular activities. The length of a suspension will be applied based upon the length of the school year as defined below. The beginning and end of the school year will vary based upon each student's involvement with extracurricular activities.

- a. Beginning of School Year (one of the following):
 - i. First day of school as defined by the school calendar
 - ii. First day of fall sports season
 - iii. First day of an extracurricular activity
- b. End of School Year (one of the following):
 - i. Last day of school as defined by the school calendar
 - ii. Last day of spring sports season (last day of competition)
 - iii. Last day of an extracurricular activity

Violations of the Student Code of Conduct will be addressed by the following levels of discipline:

Level 1: Suspension from participating in extracurricular activities for up to 10 calendar days.

Level 2: Suspension from participating in extracurricular activities for thirty (30) calendar days and a mandatory Student Assistance Program (SAP) referral. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

Level 3: Suspension from participating in extracurricular activities for sixty (60) calendar days and a mandatory Student Assistance Program (SAP) referral with completed assessment and proof of compliance with recommendations. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

Level 4: Suspension from all extracurricular activities for one (1) calendar year from the date the incident is verified and a mandatory SAP referral with completed assessment and proof of compliance with recommendations. There will be a mandatory meeting with the student and his or her parent(s)/guardian(s) in regards to the consequences that will be set forth in regards to the violation for which they are accused.

Level 5: Total prohibition from all extracurricular activities for the remainder of the student's years in the school district.

****Students may also be referred to the appropriate law enforcement agency for legal action****

Annual Special Education Notification 2024-2025 School Year

Programs for Eligible or Protected Handicapped Students

In compliance with state and federal law, notice is hereby given by the Elizabethtown Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of the applicable procedure. Individualized services and programs are available for children who are determined to be eligible and in need of specially designed instruction due to the following condition(s):

1. Autism
2. Blindness or Visual Impairment
3. Deafness or Hearing Impairment
4. Developmental Delay (Early Intervention)
5. Intellectual Disability
6. Multiple Disabilities
7. Traumatic Brain Injury
8. Other Health Impairments
9. Orthopedic Impairment
10. Emotional Disturbance
11. Specific Learning Disability
12. Speech or Language Impairment

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child, and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the building principal.

In compliance with the state and federal law, the Elizabethtown Area School District will provide to each protected handicapped student without discrimination or cost to the student or family. Those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school-age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact the building principal.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

All information gathered about your child by the public school is subject to the confidentiality provisions contained in Federal and State law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as right of confidentiality and access to educational records, you may contact the building principal in writing.

Screening and Gifted Identification Process:

In adherence to PA Regulations for Gifted Education, the Elizabethtown Area School District supports a multiple criteria method for identifying eligible students who may be gifted. Teachers, parents, school counselors, a school psychologist, administrators, and other individuals at the parents' request are involved in the process. The process includes a review of classroom performance and school records, use of rating scales and parental input, and evaluation by school psychologist and multidisciplinary evaluation. All students in the gifted education program demonstrate a need for specially designed instruction.

Parents who suspect that their child is in need of specially designed instruction beyond that required in 22 Pa. School Code Section 4 may request in writing their child be evaluated under the criteria of 22 Pa. School Code Section 16.22.

Annual Notifications from the Elizabethtown Area School District

Annual Notifications from the Elizabethtown Area School District

Under various state and federal laws and board-approved district policy, the Elizabethtown Area School District must annually share various notifications with parents and guardians related to the operations of the District. The 2024-2025 annual notifications can be found on the District website at www.etownschools.org. Feel free to contact Troy Portser, Director of School and Community Information, for the Elizabethtown Area School District, by phone at (717) 367-1521, ext. 10024 or by email at troy_portser@etownschools.org if you have questions or concerns about the District's annual notifications.

POLICY DISCLOSURES

- Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students
- Policy 103.1 - Discrimination/Title IX Sexual Harassment Affecting Qualified Students with Disabilities
- Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff
- Policy 105.1 - Review of Instructional Materials
- Policy 138 - Language Instruction Educational Program for English Learners
- Policy 142 - Migrant Students
- Policy 200 - Enrollment of Students
- Policy 203 - Immunizations and Communicable Diseases
- Policy 204 - Attendance
- Policy 209 - Health Examinations/Screenings
- Policy 209.1 - Food Allergy Management
- Policy 209.2 - Diabetes Management
- Policy 210 - Medications
- Policy 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- Policy 218.1 - Weapons
- Policy 222 - Tobacco and Vaping Products
- Policy 226 - Searches
- Policy 227 - Controlled Substances And Paraphernalia
- Policy 235.1 - Surveys
- Policy 236.1 - Threat Assessment
- Policy 237 - Electronic Devices
- Policy 246 - School Wellness
- Policy 247 - Hazing
- Policy 249 - Bullying/Cyber Bullying
- Policy 250 - Student Recruitment
- Policy 251 - Students Experiencing Homelessness, Foster Care, and Other Educational Instability
- Policy 322 - Gifts
- Policy 806 - Child Abuse
- Policy 808 - Food Services Policy
- Policy 810.2 - Video/Audio Recording on School Transportation
- Policy 823 - Naloxone
- Policy 906 - Public Complaint Process

GENERAL DISCLOSURES

- Children's Health Insurance Program
- Do Not Photograph
- Gifted Education Services
- Military and College Recruiters
- Right to Request Teacher Qualifications
- Special Education Services

FACILITY OPERATIONS

- Asbestos Management Plan
- Integrated Pest Management Plan

ANNUAL FEDERAL NOTIFICATIONS - FACILITY OPERATIONS

- Family Education Rights and Privacy Act - Student Record
- Family Education Rights and Privacy Act - Directory Information
- Protection of Pupil Rights Amendment