# ELIZABETH FORWARD

## HIGH SCHOOL

# STUDENT HANDBOOK

ACADEMICS. ARTS. ATHLETICS.

2026 - 2027

REQUIRED REQUIRED

Elizabeth Forward High School
Student Handbook
Parent/Student Sign-off Sheet
2026-2027 School Year

Dear Parents/Guardians:

Thank you for assisting us in reviewing the rules and expectations for the high school with your child. It makes for a much more productive relationship when we're on the same page!

Please review the entire student handbook with your child, but be sure to pay attention to the following sections, which reflect a special emphasis on issues and areas of concern to the student body:

1. Academic Integrity
2. Attendance
3. Bullying
4. Dress Code
5. E-Cigarette Use/Possession
6. Electronic Devices – New Policy in Place
7. Student Driving Privileges with updated parking information
8. Acceptable Use of Technology Resources

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We have read and reviewed the Student Handbook for the 2026-27 school year.

Student Name (print): _____ Grade: _____

Student Signature: _____

Parent Signature: _____

Date: _____

*This form must be returned to your 1st period teacher by Friday, September 4, 2026

# A MESSAGE FROM THE ADMINISTRATION

Dear Student:

Welcome to the 2026-2027 school year at Elizabeth Forward High School. On behalf of the administration, faculty, and staff, we are proud and excited to have you as a student. Whether you are a returning upperclassman, a new student, or a freshman attending for the first time, we look forward to a successful year together.

We hope that you will become involved in the academic, social, athletic, and extracurricular life at Elizabeth Forward High School. You can make a positive contribution at school, and you will find that being involved can make you feel good about yourself and more connected to school.

The purpose of this student handbook is to provide valuable information about the school guidelines, rules, and procedures that will make you a successful student. Please read it thoroughly and share it with your parents. You are responsible for knowing and following the rules contained in this handbook.

Once again, welcome to Elizabeth Forward High School for the 2026-2027 school year. We wish you the best of luck!

| | | |
|---|---|---|
| Mrs. Kelli Garlow<br>Principal | Dr. Daniel Harrold<br>Assistant Principal | Mr. Ted Ulmer<br>Assistant Principal/<br>Director of Activities |

**1000 Weigles Hill Road**
**Elizabeth, PA 15037**
***www.efsd.net***
***FOLLOW US ON X! @EFWarriors***
Main Office: 412-896-2349
Guidance: 412-896-2352
Athletics: 412-896-2351

## WELCOME TO ELIZABETH FORWARD HIGH SCHOOL

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

## OUR MISSION

The Mission of the Elizabeth Forward School District is to empower students through technology, academics, and career awareness for success in a rapidly evolving world.

***Alma Mater***
Iacobucci

*Wave forever Red and Black*
*We pledge our loyalty.*

*Wave her banners high and mighty,*
*Hail to thee*

*We're faithful to thee Alma Mater,*
*Our Spirits never die.*

*Wave forever Red and Black*
*for 'Lizbeth Forward High*

## ADMINISTRATION

| | |
|---|---|
| Mrs. Kelli Garlow | High School Principal |
| Dr. Daniel Harrold | Assistant Principal |
| Mr. Ted Ulmer | Assistant Principal/Director of Activities |

## CLERICAL STAFF

Mrs. Lynn Ambler, Main Office Secretary
Mrs. Kris Curran, Main Office Secretary
Mrs. Natalie Scheiber, Guidance Secretary
Mrs. Debbie Starmack, Athletic Secretary

## SUPPORT PERSONNEL

| | |
|---|---|
| Mrs. Jillian Monti | A-K School Counselor |
| Mrs. Jennifer Slavic | L-Z School Counselor |
| Mr. James Coll | Gifted Coordinator |
| Mrs. Kimberly Herbst | School Nurse |
| Ms. Amy Matz | School Psychologist |
| Mrs. Jillian Monti | Coordinator of Student Assistance Program |

# FACULTY

*Teacher emails: firstnameinitiallastname@efsd.net*
*Example: kdubinsky@efsd.net*

## Art
Ms. K. Dubinsky
Mrs. M. Harris

## Business, Computer, and Information Technology
Mr. R. Brain
Mrs. J. Gabrielson
Mrs. K. Kearns

## English
Mr. J. Coll
Mrs. L. Gigliotti
Ms. K. Kluegel
Mr. J. Plansinis
Ms. C. Scarcelli
Dr. J. Spiegel
Mrs. T. Wemyss

## Family & Consumer Science
Mr. C. Weibl

## Foreign Language
Ms. A. Dombrowsky
Ms. D. Mudry
Ms. A. Thurston

## Instructional Aides
Mrs. A. Carnathan
Mrs. S. Karloski
Ms. N. Rowe
Ms. G. Ulmer

## Instructional Support
Mr. M. Bellora
Mrs. A. Boykin
Mrs. R. Flood
Mrs. K. Geis
Mrs. H. Haberstock
Mrs. L. Leuenberger
Mrs. M. Novak

## Mathematics
Mr. S. Browne
Mrs. S. Cope
Mrs. J. Dykstra
Mr. L. Feick
Mrs. C. Galilei
Mr. J. Korona
Mr. K. Smith

## Media Center
Mrs. M. Benedict

## Music
Dr. A. Milliren
Mr. C. Thomas

## Physical Education
Mr. D. Byers
Mr. M. Flaus
Mrs. T. Pomilio

## Science
Mr. S. Browne
Mr. F. Champ
Mr. M. Day
Ms. S. Goellner
Mrs. V. Jackson
Mr. N. Larry
Mr. G. Martz
Ms. M. Mazurek
Mrs. A. Rose

## Social Studies
Mr. P. Callaghan
Mr. S. Defelices
Mr. B. Gerba
Mr. B. Madar
Mr. R. Raffaele

## Technical Education
Mrs. A. Duschek
Mr. T. Glass
Mrs. M. Smith

# 2026-2027 BELL SCHEDULES

**Students will report to their assigned lunch study room for the first ten minutes of their lunch period.

**Regular Bell Schedule**

| | |
|---|---|
| Teacher Arrival | 7:10 |
| Warning Bell | 7:23 |
| Period 1 | 7:25 - 8:10 |
| Period 2 | 8:14 - 8:56 |
| Period 3 | 9:00 - 9:42 |
| Period 4 | 9:46 - 10:28 |
| **Period 5** | **10:32 - 11:14*** |
| **Period 6** | **11:18 - 12:00*** |
| **Period 7** | **12:04 - 12:46*** |
| Period 8 | 12:50 - 1:33 |
| Period 9 | 1:37 - 2:20 |

**Activity/HR Bell Schedule**

| | |
|---|---|
| Teacher Arrival | 7:10 |
| Warning Bell | 7:23 |
| Period 1 | 7:25 - 8:05 |
| Period 2 | 8:09 - 8:49 |
| Period 3 | 8:53 - 9:33 |
| Activity/HR | 9:37 - 10:07 |
| Period 4 | 10:11 - 10:49 |
| **Period 6** | **10:53 - 11:31*** |
| **Period 5** | **11:35 - 12:13*** |
| **Period 7** | **12:17 - 12:55*** |
| Period 8 | 12:59 - 1:37 |
| Period 9 | 1:41 - 2:20 |

**Two-Hour Delay Schedule**

| | |
|---|---|
| Teacher Arrival | 9:10 |
| Warning Bell | 9:23 |
| Period 1 | 9:25 - 9:55 |
| Period 2 | 9:59 - 10:28 |
| Period 3 | 10:32 - 11:02 |
| **Period 6** | **11:06 - 11:36** |
| **Period 5** | **11:40 - 12:10** |
| **Period 7** | **12:14 - 12:44** |
| Period 4 | 12:48 - 1:18 |
| Period 8 | 1:22- 1:49 |
| Period 9 | 1:53 - 2:20 |

**PM Activity Bell Schedule**

| | |
|---|---|
| Teacher Arrival | 7:10 |
| Warning Bell | 7:23 |
| Period 1 | 7:25 - 8:05 |
| Period 2 | 8:09 - 8:46 |
| Period 3 | 8:50 - 9:27 |
| Period 4 | 9:31 - 10:08 |
| **Period 5** | **10:12 - 10:49*** |
| **Period 6** | **10:53 - 11:30*** |
| **Period 7** | **11:34 - 12:11*** |
| Period 8 | 12:15 - 12:52 |
| Period 9 | 12:56 - 1:33 |
| PM Activity | 1:37 - 2:20 |

## ACADEMIC INTEGRITY

Academic Integrity in schoolwork is an essential component to student achievement across the curriculum. It is the responsibility of each student to submit class work, assignments, and/or projects that represent his/her own work. Cheating could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. Plagiarism is presenting the ideas or statements of another without crediting the original source. Even unintentional plagiarism is theft.

The teacher reserves the right to allow, restrict, or limit the degree to which Artificial Intelligence is used on any given assignment. Teachers also may validate student work submitted with plagiarism detection tools and other investigative efforts to identify non-student-generated work. Any use of Artificial Intelligence is bound by the prior Plagiarism language; students may not present unoriginal work as their own without crediting the original source.

A plagiarized source includes, but is not limited to: books, music, Internet sources, electronic media, use of AI, spoken works, or other student work. Failure to comply with these Cheating/Plagiarism guidelines will result in the following disciplinary action(s):

1. **First Offense:**
   a. Teacher/parent contact
   b. 0% grade for the assignment with no opportunity afforded for make-up
   c. Teacher detention assigned for the incident

2. **Second Offense:**
   a. Student/parent meeting with teacher and/or administration
   b. 0% grade for the assignment with no opportunity afforded for make-up
   c. One (1) day of In-School Suspension for the accumulated second offense

3. **Third Offense:**
   a. Student/parent meeting with administration
   b. 0% grade for the assignment with no opportunity afforded for make-up
   c. One (1) day of Out-of-School Suspension for the accumulated third offense

Continued offenses will be dealt with on an individual basis.

## ACCEPTABLE USE OF NETWORK/COMPUTERS

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

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

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

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

## ACCEPTABLE USE OF TECHNOLOGY RESOURCES

- Students must adhere to the *EFSD Code of Conduct* and *Policy 815 Acceptable Use of Internet, Computers, Network, and Technology Resources* to maintain the privilege of accessing all technology.
- Students must adhere to *Policy 815.5 Use of Generative Artificial Intelligence* when accessing Artificial Intelligence Tools in the classroom. Privacy policies for artificial intelligence tools adhere to age restrictions. Signing this document will serve as parental permission to use Artificial Intelligence tools and resources in the classroom. Only District-approved AI tools will be used.
- COPPA regulations require children under 13 to obtain parental consent to use certain interactive websites, digital curriculum resources, and educational technology platforms (due to exposure to advertising and creation of accounts). Signing this document will serve as parental consent to use these sites, digital curriculum resources, and educational technology platforms under the guidance of a classroom teacher and in compliance with COPPA.
- Students will not uninstall, disable, or modify the operating system or installed applications.
- Students will not remove the iPad from the protective case.
- Students shall not share login credentials and/or passcodes and will secure the device to protect his/her work and information.
- Students will notify the administration immediately if he/she receives an electronic communication that may be unlawful, inappropriate, and/or potentially violate the *EFSD Code of Conduct* and *Acceptable Use of Internet, Computer, Network, and Technology Resources* policy.

- Students will take temporary possession of the device. The device remains the property of EFSD Administration. If the equipment is not returned, the student will be charged for missing items.
- Students will not apply stickers and/or markings or tamper with the provided screen protector/case.
- All damaged iPad repairs must be done through the district's repair company. All other outside repairs void this document, and you will be responsible for paying negligence/reckless damage fees.

## ACCIDENT INSURANCE

If a student wants to participate in any interscholastic sport, the student must provide documentation that they are covered by a policy or purchase accident insurance through the school district. Please direct questions to Mr. Joshua Kutscher at (412) 896-2304.

## ACTIVITY PROGRAMS

Elizabeth Forward offers a variety of extracurricular activities. Each student is encouraged to participate in at least one activity during the school year.

Academic League, BotsIQ, Choir/Vocal Music, Class Sponsors (Freshman, Sophomore, Junior, Senior), Coding Club, Drama Club, Future Ready Leaders, Green Team, Instrumental Music, Interact, Intermurals, Leo Club, Marching Band/Colorguard, Multimedia Productions, Mock Trial, National Honor Society, PBIS, SADD (Students Against Destructive Decisions), Spanish Honor Society, Student Government Association, the TSA (Technology Student Association), or TRIBE.

## ASSEMBLY CONDUCT

Assemblies are considered a part of the total school program. Polite and attentive conduct is expected. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their appreciation by continued attention and applause only. Announcements concerning assemblies will be made over the PA system on the day of the assembly. Cutting an assembly will be regarded as a class cut.

*Grade-level assemblies are held at the beginning of each school year to review expectations for students. Rules, regulations, and expectations are discussed with the administrative team.

## ATTENDANCE

A child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a homeschool program that year. Additionally, any student less than 18 years of age must comply with compulsory school-age requirements.

(See the EFSD Attendance Policy 204 in its entirety)

"Absence" is defined as the non-attendance of a pupil on those days and half-days in which school is in session.

### Excused Absence

"Excused Absence" refers to an absence for any number of legal reasons. Examples include illness, quarantine, recovery from accident, required court attendance, death in family, approved family educational tours and trips. Students who will be absent beyond three days due to illness

are to call the high school guidance office to make arrangements for homework. Students MUST have pre-approval for family educational trips from the building principal five (5) days prior to the trip. School-related activities such as athletic events, testing, field trips, or other school-related functions are considered excused absences from class.

## Unexcused Absence

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

## Tardiness

Tardiness is defined as the absence of a pupil at the time the first period bell rings (7:25 am). If a student is tardy to school, they must submit a written excuse from a parent/guardian explaining the reason for their late arrival. Tardiness to school will be excused for the following reasons: medical appointment (must provide documentation) or illness. If the student does not provide a written excuse upon arrival to school, their absence from class will be marked permanently unlawful/unexcused. Any student work due during periods marked unexcused will become a "0" (zero). Any student who arrives at school after the warning bell must report directly to the main office for a tardy slip. Students arriving to school after 11:00 a.m. will be considered absent for a half-day.

**Discipline Procedures for Tardy Students:**

Secondary Level

1. Five (5) non-medical tardies – After school detention and loss of extracurricular for 10 school days.
2. Ten (10) non-medical tardies – 1 day of in-school suspension and loss of extracurricular activities for 20 school days.
3. Fifteen (15) non-medical tardies – 1 day of ISS, magistrate citation and loss of extracurricular for remainder of the school year. Loss of driving privileges. If the student is a senior, the senior will be excluded from all senior activities (i.e., Senior Barbeque, Banquet, and Prom).

*If a student reaches the fifteen (15) non-medical threshold, the parent/guardian may request a meeting with the administrative team and guidance counselor to obtain a one-time restoration plan.

## Procedure for Return to School After an Absence

It is necessary for a student, regardless of age, to bring, fax [412-879-0941], please verify that it was received by calling the main office, or email [efhsattendance@efsd.net] an excuse from his/her parent/guardian when returning to school after being absent. Students who fail to submit a written parental excuse within three (3) school days following an absence will be marked as unexcused. Students who have received an excused absence or tardy will be permitted to make up any class work missed during their absence; students receiving an unexcused/unlawful absence or tardy will not be permitted to make up assigned work for the time absent.

### Excessive Absenteeism

It is the policy of the Elizabeth Forward School District to require a physician's excuse for a child when they are excessively absent. When this situation exists, the parent or guardian will be informed by letter that an excessive number of days have been missed and that a physician's excuse may be required. Excessive on-and-off absenteeism beyond ten (10) days will require a doctor's excuse. Failure or refusal to supply a valid excuse will result in an unexcused/unlawful absence. Note: It is to the student's advantage to submit a physician's excuse when medical attention is received. Please be aware that disciplinary consequences or privilege suspensions may occur with respect to excessive absenteeism.

### Early Dismissals

Students will be permitted to leave school early with a parent-written excuse up to five (5) times in a school year. After five (5) parent/guardian written notes, the student will be required to bring in a medical excuse for each subsequent early dismissal. If a medical excuse is not received upon their return to school, they will be marked unexcused/unlawful. Any missed assignments will result in a zero grade. When a student needs to leave school early, the student, regardless of age, must present a written request from his or her parent or guardian to the main office prior to the first period in the morning. All parents/guardians, or authorized persons, must come through the first set of doors of the high school to sign out students for early dismissals. All other dismissal arrangements, driving self or alternate authorized person to pick up, etc., must be indicated on the early dismissal request. If permission is granted for the early dismissal, the student's name will appear on the early dismissal list. Verification of the request by the high school office may occur. Upon his/her return to school following an early dismissal, a student must submit to the main office an excuse signed by the doctor, dentist, lawyer, etc., visited. To obtain an early dismissal, a student must present a written request containing the following information: student's full name, date of the early dismissal, time of the early dismissal, reason for the dismissal (name and telephone number of the doctor or dentist if applicable), signature of parent/guardian, and home/business telephone number of parent/guardian.

**Students are not permitted to drive unless permission to do so is in writing on the excuse.**

## Family Educational Trips and Educational Trips or Tours

Student absences from school resulting from family vacations, with educational value, will be granted for up to (5) five school days throughout the year. Students who plan to be absent from school for any kind of trip or tour, even if only for one day, will be required to obtain prior permission from the principal. Requests for any kind of trip or tour must include the educational reason for the absence. This request must be made in writing by a parent or guardian at least one week prior to the trip. Any days missed for trips or tours not approved by the principal will be recorded as unexcused/unlawful absences. All schoolwork must be completed and turned in within three school days upon the student's return. Assignments that are not returned will result in a zero; no make-up will be permitted. Students are permitted to take up to four (4) college visits per school year. A letter from the college must be provided upon the student's return, verifying the college visit to be an excused absence.

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

## Athletic Participation

To participate in an athletic/activity program, students must arrive prior to 11:00 a.m. – and/or seek dismissal from school no earlier than 11:30 a.m.

## Religious Holidays and Activities

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

## Student Information

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

## Class Cuts

No student is to be excused from a class without permission. Absence from a class, classes, or study hall without written permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Students absent from class in excess of ten minutes will be subject to disciplinary actions as outlined in Level II of the Student Behavior Code. An accumulation of ten (10) class cut periods may result in truancy charges being filed with the District Justice.

## Remaining on School Grounds

Students are not permitted to leave school property during the school day without the written permission of their parents and prior approval of the administration. This policy takes effect from the time the students board the school bus in the morning and is intended for the student's own safety and welfare.

## Missed Assignments

If a student has an excused absence, it is his/her responsibility to make up missed schoolwork. Students will have time equal to the length of their excused absence to make up work. Students may not receive credit for their missed assignments if their absence is unexcused. Exceptions will be when students have prior knowledge of assignments. In cases of extended illness, a parent or guardian may have to contact the guidance office for homework assignments. Homework assignments will be requested from the teacher. On the following day, assignments may be picked up between 2:50 p.m. and 3:15 p.m. in the high school guidance office. It is the responsibility of the parent, guardian, or student to see that the assignments are picked up or to request another student to bring the assignments home to the student. Students receiving an "I" (Incomplete) grade for a grading period will have two weeks following the end of the grading period to make up the assigned work. Work that is not made up will result in a failure grade.

## School Attendance Improvement Conference

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

time. Parents are partners in this process, but if parents fail to participate in the SAIC, the school will move forward developing and implementing the plan.

### Homebound Instruction

Homebound Instruction is available for students who are expected to miss at least two weeks of school. Please refer to EFSD Board Policy 117.

## BUS REGULATIONS

*STUDENTS MUST RIDE THE BUS TO WHICH THEY ARE ASSIGNED. STUDENTS ARE NOT PERMITTED TO WALK TO OR FROM SCHOOL, INCLUDING PARKING OFF CAMPUS AND WALKING TO THE SCHOOL PROPERTY.*Students who ride school buses must conduct themselves in a safe and proper manner and fully cooperate with the bus driver. Vulgarity, profanity, fighting, rowdiness, and behavior inconsistent with safe transportation procedures will not be tolerated; bus privileges may be revoked for such behavior. Students may not operate the bus door or tamper with the emergency door. Those students in violation of any bus regulation will be subject to disciplinary action. These regulations also apply to any activity/field trip transporting students during or after the regular school day. Students are reminded that no smoking or tobacco use is permitted on the buses. ***Note: If a student needs to ride another bus because of an emergency, the student must present a parent note to the building principal for approval at the beginning of the school day.***

## BULLYING

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

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

**Indirect Bullying** - Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with a person's wishes. This includes liking social media posts that promote bullying.

**Cyber-Bullying** - Using electronic device mediums such as, but not limited to, computers, cell phones, and smartwatches to bully others through methods such as posting comments, or pictures on blogs or websites, text messaging, following or sharing accounts that promote bullying, instant messaging, and e-mail will result in disciplinary action. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.

Students are to immediately report any bullying to the nearest adult to initiate any necessary investigation of the matter. EFHS also uses Safe2Say to allow for anonymous reports. More information about this program will be given during the grade assembly meetings. The counseling office is also available to students for a confidential setting in order to report these incidents. Please refer to EFSD Board Policy 249 for more detailed information.

## CAFETERIA

Prompt arrival to the cafeteria is expected. Students are expected to be courteous and display good manners in the cafeteria. Failure to obey the following rules could result in disciplinary consequences.

- No student is to go into the lunchroom other than during the period assigned.
- Wait in line to be served. Line cutting will not be permitted.
- Take your tray and utensils to the dishwashing area.
- Throw all lunch litter in the garbage cans.
- Remain in the cafeteria until dismissed by the teacher on duty.
- Cooperate fully with the lunch proctors and staff.
- Do not stand around the doorways waiting to be dismissed.
- Do not take food from the cafeteria.
- Students are not permitted to leave the cafeteria without permission from monitors.
- Students will be required to keep a positive monetary balance on their meal accounts to pay for their items.
- If eating in a classroom, students must finish their breakfast when announcements are complete and dispose of any trash.

**Monitors may assign cleanup duties, detention, or refer behavior to the administration. Violations of the above regulations may result in revoking a student's cafeteria privileges.**

## "CATCH UP TIME"

The high school has implemented periodic dates for "Catch Up Time." Students may obtain a special pass, in advance, to be permitted to visit their teachers to complete make-up work or engage in other content-related activities. CUT dates will be scheduled near the midpoint and end of the academic quarters throughout the school year. Students are encouraged to use this time wisely to complete necessary assignments for their coursework. EFHS school counselors may mandate student participation in CUT as part of an academic intervention.

## DAMAGE TO EQUIPMENT AND BOOKS

The resources provided to students by the Elizabeth Forward High School are valuable, and students should use reasonable care. The student to which the equipment/book was assigned must pay for any unnecessary damage or wear and tear, this includes the iPad and charger. Students will be charged for lost books, materials, iPad/chargers, and other school-related resources. If a lost item is recovered, monies paid will be refunded. All school debts must be paid before a student can receive their diploma.

## DISTRIBUTING/POSTING OF MATERIALS

ALL posting of materials in the school must be approved by the principal and comply with EFSD Policy 220. Posting shall mean publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology, and the like. One bulletin board (main lobby) has been designated as a "community information board" for non-school materials, but such expression is governed by Policy 220.

## DRESS CODE

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

Specific guidelines are as follows:

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

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

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

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

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

*Any clothing or apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with a gang or secret society, is prohibited. Additionally, any clothing or apparel that causes a material or substantial disruption to the education environment or school operations – regardless of the wearer's intent - shall be prohibited. Extremely low-cut, tight-fitting, or transparent clothes, bare midriffs, and suggestive clothing shall not be permitted.

**Students who report to school wearing articles of clothing that have been prohibited will be asked to change or call home for appropriate clothing. If this does not rectify the situation, students will not be allowed to return to the mainstream and will be assigned to in-school suspension for the remainder of the day. Repeat offenders will be dealt with under the discipline policy. All decisions concerning dress code violations will be at the sole discretion of the administration.**

## DRUG AND ALCOHOL USE/POSSESSION

The misuse and/or abuse of alcohol, other drugs, and/or mood-altering substances is a serious problem with legal, physical, and social implications for the whole school community. To protect the health, safety, and welfare of its students, staff, and the educational process, the Elizabeth Forward School District (EFSD) prohibits the use, possession, sale, or distribution of controlled substances, alcohol, or mood-altering substances and/or drug paraphernalia on school property, including lockers, vehicles used to transport students, at designated school bus stops, and at school-sponsored or related activities, whether on or off school property. For purposes of this policy, "controlled substances" includes "look alike" substances, steroids, solvents, and

inhalants. The violation of this policy shall be cause for a student to be disciplined as prescribed by EFSD Board Policies 218 and 227. The consequence for these types of infractions may result in student expulsion.

## E-CIGARETTE USE/POSSESSION

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

## ELECTRONIC DEVICES

Elizabeth Forward High School staff and administration realize that the increase in student use of personal electronic devices has consequences for the educational environment. For the purpose of clarity, Personal Electronic Devices (known as PEDs in this document) include, but are not necessarily limited to: cell phones, smart phones, smart watches, earbuds, non-school-issued laptops, non-school-issued iPads, headphones, VR/AR glasses or hand-held gaming devices. Students who possess a PED are solely responsible for its care, and the district is not liable for the theft, loss, or damage of such property.

**The following procedures apply to the use of PEDs:**

1. PEDs are not permitted to be used in the classroom. iPads are issued to students and are to be used for academic work. ****Students are required to silence phones, and place them along with earbuds and smart watches, into the classroom phone caddy as directed by the teacher.**
2. From 7:25 a.m. to 2:20 p.m., PEDs are ONLY permitted to be used during transition times in the hallways, in the cafeteria, during lunch studies, and during study halls. This privilege may be restricted or revoked at any time pursuant to a disciplinary violation, and as directed by a staff member or building administration.
3. The use of PEDs is strictly forbidden in the locker rooms, pool areas, restrooms, and other areas where there is an expectation of privacy.
4. PEDs will be collected during in-school suspension, detention, and all standardized testing.

**The following consequences for refusal/offense of this school procedure will apply:

**First Refusal/Offense:** Student will be directed to put PEDs in classroom phone caddy

**Second Refusal/Offense:** Student will be directed to office/PEDs remain in the office for the remainder of the day

**Third/Ongoing Refusal/Offense:** Student will be subject to additional disciplinary action as outlined in the school discipline policy.

Bullying, inappropriate or harassing text messages, unauthorized videotaping or photographing, accessing or sharing inappropriate or profane websites/material, and cheating are not permitted and will be dealt with under the code of conduct.

POSTING VIDEOS, AUDIO, OR PICTURES OF OTHER STUDENTS OR STAFF WITHOUT THEIR PERMISSION IS PROHIBITED.

Violations of this rule will result in disciplinary action and possible law enforcement involvement.

## EMERGENCY PREPAREDNESS

As required by law, fire drills are conducted at regular intervals and are an important safety precaution. It is essential that when the signal is given, everyone follows directions and promptly leaves the building by the prescribed route in an orderly manner. The teacher in each classroom will give students instructions about exiting the building.

The Elizabeth Forward High School also provides training on ALICE Emergency Preparedness. Alice is an acronym for: Alert, Lockdown, Inform, Counter, and/or Evacuate. ALICE is a research-based program designed to protect organizations during active intruder situations. Periodic drills will take place to teach this protocol.

## FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives and considered a privilege. These objectives might include specific curriculum activities and/or celebrations of accomplishments. **Field trips are a privilege. The final decision to attend a field trip rests with the principal. Decisions can be based on attendance, grades, behavior, outstanding bills, detention, or a combination of these items**. When on the field trip, students will follow the same rules they follow when in a district building or on district property and will be held subject to disciplinary action as defined in the EFSD Code of Conduct (Policy 218). *Overnight trips (for example, board-approved sports or band trip) are governed by these same rules. As a safety measure, for overnight trips, student personal belongings and bags will be searched by the high school administration.

## FLAG SALUTE

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal beliefs or religious convictions. However, all students and staff should stand for the Pledge of Allegiance. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

**ALL ACTIVITY IN THE BUILDING WILL STOP WHILE THE PLEDGE OF ALLEGIANCE IS BEING CONDUCTED.**

## GENERAL RULES OF CONDUCT

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established district, school, and classroom rules.
- Students shall refrain from interfering with learning and teaching.
- Students shall respect others and property of others.
- Students shall maintain academic integrity.

## GRADING/GRADUATION REQUIREMENTS

The grading scale is as follows:

| | |
|---|---|
| 90 to 100 | A |
| 80 to 89 | B |
| 70 to 79 | C |
| 60 to 69 | D |
| 50 to 59 | F |

All candidates for graduation shall achieve the necessary credits for graduation as defined by the Elizabeth Forward High School Program of Studies, which is annually adopted by the school board. Please speak to your School Counselor with questions about your coursework, grades, credits, or path to graduation.

## GRADUATION REGALIA

Graduating students may only wear the district-issued commencement cap and gown. Students are not permitted to alter their caps or gowns. Commencement regalia must be academic in nature and provided by Elizabeth Forward High School. Non-school-sponsored regalia must be approved by the building principal in advance of the ceremony, and will only be valid if academic in nature. Failure to comply with these guidelines will result in the student not participating in the commencement ceremony.

## GUIDANCE

Each student enrolled in Elizabeth Forward High School has, in addition to classroom teachers, a counselor to discuss any educational, vocational, social, or personal problems. The counselor will arrange a time during the school day when a private conference can be held in one of the counseling rooms. The Elizabeth Forward High School Guidance Department provides you and your child with valuable information concerning scholarships, college visits, guidance activities and resources. This information is available online at www.efsd.net.

## HALLWAY EXPECTATIONS/RESTRICTIONS

To ensure Elizabeth Forward High School remains a safe and welcoming space for all of our students, staff, and guests, we expect appropriate hallway behavior throughout our building--before, during, and after school. When traveling the building, students must have an approved E-HallPass active at all times. Students are not to be released from a classroom during class time unless the teacher determines it is appropriate. Students are not permitted to congregate or gather in the restroom in between classes or in the morning. If there is an emergency, the student will report to the nurse or to high school administration.

Hall Monitors will check (1) that students have an E-HallPass issued by an EFHS staff member; and (2) the student is in an authorized area that is related to the destination on their hall pass. Students failing to meet these expectations during the school day will be disciplined.

"No Fly": Student movement during period 9 will be restricted - hall passes are only to be issued in case of extreme emergency.

## HAZING POLICY

Any form of initiation or harassment, known as hazing, as part of any school-sponsored activity is prohibited. No student, coach, sponsor, volunteer, or District employee shall plan, direct, encourage, assist, or engage in any hazing activity. Refer to EFSD Policy 247 for complete details.

## HEALTH SERVICES

The Health Suite is open daily for first aid and emergency care. The nurse is available to talk with students regarding personal matters relating to their health and well-being. Except for emergency situations, students should not go to the nurse's suite between periods but should report to their next class to be released. Under no circumstances is a student to go home because of illness or injury unless excused by the nurse or the principal. Students should report to the main office when the nurse is not available.

Student visits to the nurse's suite will be recorded and monitored by both the nurse and other school personnel. The Elizabeth Forward School District has developed a medication policy that allows only prescribed medication to be administered during school. If a student needs to take medication during school, parents are required to complete specific forms. The following procedures will be followed when it becomes necessary for school personnel to administer medication during the school day:

1. Only those medications prescribed by a doctor will be administered.
2. The student will be required to present a physician's signed statement, with instructions including: name of medication, dosage, time the medication is to be taken, and any possible side effects or special instructions.
3. Written parental consent must accompany the physician's statement.
4. Only daily dosages in the original prescription container will be accepted.
5. The school will not be responsible for more than one day's supply of medication.
6. The medication will be kept under lock and key in the nurse's suite office, labeled as indicated in item #2.
7. Medication is to be taken in the presence of the school nurse. If the nurse is not in the building, the medication will be taken in the presence of the principal or his/her designee.

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

In addition to the above medication policy, the school has certain medications that are provided as standing orders by our school physician.

These include:

TUMS or Rolaids, Menthol-Eucalyptus cough drops, Hydrocortisone cream 1%, Rubbing alcohol, Artificial Tears, Anbesol, Bactine, Triple Antibiotic Ointment, Burn spray/cream, Sterile eye irrigation solution/contact lens solution, Insect Sting Relief Swabs 20% Benzocaine, Caladryl/Calamine lotion, Hydrogen Peroxide Solution, A & D Ointment, *Epi-Pen-to be used in medical emergencies only. Parent and ambulance will be called.

By signing the handbook, you give consent for these medications to be used. If you have any specific questions or concerns, please contact the school nurse.

**NOTE**: Students must have a physical exam during their JUNIOR year in order to graduate.

## COVID-19 PROCEDURES

Elizabeth Forward School District will continue to work with federal, state, and local health departments and other governmental agencies to keep the students, staff, and school community safe during the COVID-19 pandemic. The school district realizes that information regarding the virus is constantly changing, which may necessitate changes to our response. The High School Administration reserves the right to enforce guidelines that will protect the health and safety of the people in our schools. This may include, but is not limited to, the wearing of Personal Protective Equipment (PPE), social distancing procedures, and other restrictive measures. Information about changes to the district COVID-19 guidelines will be shared directly with the students and families, and via the district website.

## HOMELESS INFORMATION

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

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

Children and youth living in these settings meeting criteria for the McKinney-Vento definition of homelessness and have special educational rights. They are eligible for transportation services to their school of origin as well as additional services within the school. If you or someone you know is experiencing a homeless situation or you have questions about this policy, please contact Homeless Liaison Coordinator Mrs. Lori Rogers at (412) 896-2397. Refer to EFSD Policy 251.

## INTERSCHOLASTIC SPORTS

Elizabeth Forward High School belongs to the PIAA and WPIAL and adheres to the rules and regulations of these organizations. Please reference the EFSD Athletic Manual for all sports, rules, and regulations.

Sports programs are available in the following areas:
BOYS: basketball, baseball, cross country, football, golf, soccer, swimming, track & field, and wrestling
GIRLS: basketball, cheerleading, cross-country, golf, soccer, softball, swimming, track & field, and volleyball

*Athletic eligibility is determined by PIAA and WPIAL rules.

Please contact our Athletic Department directly with any questions or visit the PIAA or WPIAL websites for more information.

## iPADS

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

## LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave school grounds, for any reason, unless prior parental written permission is first obtained by the high school administration. A phone contact will also be made to verify permission from the parent. Leaving school and/or the school grounds **without** permission will result in out-of-school suspension and loss of driving privileges.

## LOCKERS

Lockers are available to students to secure their belongings during the school day, but remain the property of the school district. The following guidelines govern the use of lockers:

- Students must provide their own lock and are required to give the combination or copy of the key to their homeroom teacher.
- Students are encouraged to always keep their locker locked. It is strongly suggested that students not keep money or other high-value items in the lockers.
- The school is not responsible for any loss that may occur; however, all losses should be reported to the office promptly.
- It is strongly recommended that students also purchase their own locks to be used on gym lockers for their gym class. This lock must be removed at the end of each gym class, or it will be cut off and the locker contents placed in the gym office.
- Although school lockers are temporarily assigned to individual students, they always remain the property of the school district. The school district has a reasonable and valid interest in ensuring that lockers are properly maintained. For this reason, periodic inspections of lockers are permissible to check for cleanliness and vandalism. School authorities may conduct general maintenance inspections at any time without notice, without the student's consent, and without a search warrant. Any contraband discovered during these inspections will be confiscated by the administration and subject to disciplinary action. Additionally, the student's locker and its contents may be searched when school authorities have reasonable suspicion that the locker contains illegal or contraband items.

## MAKE-UP WORK

Students who are legally absent for the entire school day will be given an opportunity to make up all work missed. **All work must be completed within a time period NOT to exceed the number of school days the student was absent.** Students who have a legal absence for any part of the school day are responsible for the work covered in all classes. If a student knows they are going to miss class because of an appointment or an athletic event, they should get their assignments or make arrangements to take a test. **BEFORE** they leave for the day. Students are expected to be prepared for class the next day. In addition, any homework due that day must be submitted **BEFORE** leaving.

## MEDIA CENTER

The Media Center is a creative learning space where students can go to use an array of supplemental learning tools such as: a sound studio, a video production studio, iPads, and laptops. It is staffed by a Library Media Specialist to assist students in using these tools. Students should show self-reliance and regard for the rights of others in their behavior. If students behave in a manner that is not conducive to a learning environment, they may have their Media Center privileges restricted.

## MEDICATION IN SCHOOL

All medication (prescription, non-prescription, over the counter) taken during the school day must be prescribed by a Licensed Health Care Prescriber. If medication is necessary during the school day, it must be kept in the health office unless specific guidelines are followed according to the School Board Policy. Parental/physician permission is required on file for any medication to be administered by school staff during school hours. Please refer to EFSD Board Policy 210 for more detailed information. (see also Health Services)

## MONEY IN SCHOOL

Students are not permitted to carry large sums of money. Large sums of money can be a disruption and a safety concern. In the event the administration determines that the sum of money being held by a student is a concern, the student's parents will be asked to come to the school and retrieve the cash. It is strongly encouraged that any cash being brought to school for a payment be marked in an envelope with the name of the student and the purpose of the payment.

## PUBLIC DISPLAY OF AFFECTION

Students are to keep social behavior in a proper perspective. Public display of affection is a violation of the Code of Conduct. Physical contact between students, such as kissing and/or embracing, is not permitted on school grounds and considered a Level I Discipline Violation. Repeated Offenses will be considered a Level II Discipline Violation.

## SCHOOL DANCES

Traditionally, the high school sponsors two large dances during the school year. The annual Winter Formal and Prom are held to provide students with an opportunity to dance, socialize with friends, and have fun in a safe environment. As such, we place restrictions on who can and cannot attend these events.

Please be aware of the following general guidelines:

> Winter Formal: Open to Elizabeth Forward students in grades 9-12. Our students may bring a guest from another high school, provided that guest is a student in grades 9-12 and in good standing in the guest's school of attendance.
>
> Prom: Open to Elizabeth Forward students in grades 11-12; however, students may choose to ask a guest from our 10th grade. Our students may bring a guest from another high school, provided that guest is a student in grades 10-12 and in good standing in the guest's school of attendance.

Guests who are currently not in high school, and under 21 years of age, may attend the prom as an invited guest with two "clean" clearances (PA Child Abuse and Criminal Record Check) at the guest's expense*

*Tickets to these events will NOT BE SOLD TO STUDENTS unless payment is accompanied by the completed paperwork and proper ID. No exceptions.

*Any student with 25 absences for ANY reason or 15 non-medical tardies will not be eligible to attend either dance.

## SEARCHES

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

## SOCIAL SUSPENSION

**Rationale:** Participation in extra and co-curricular activities is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues.
Elizabeth Forward High School students receiving a social suspension will be ineligible to attend or participate in Elizabeth Forward School District extra-curricular activities, including but not limited to: any school-sponsored events (home or away), athletics, band or choral concerts, musical, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of school days, not calendar days, and includes activities or events that occur on weekends, during holidays or summer break, or other non-school days. Students will be given written notice of any social suspension, which will include a start and end date for the term of the suspension.

Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use Social Suspension as a consequence for Behavior infractions as defined by the Code of Conduct.

## STEEL CENTER FOR CAREER & TECHNICAL EDUCATION

Steel Center offers high school students the opportunity to train for immediate employment or advanced placement in many colleges and technical schools. Eligible students in grades 10-12 attend EFHS for the morning and will report to Steel Center for the afternoon. Placement in a vocational program is subject to administrative review. Students who are credit-deficient or display disruptive behaviors may not be permitted to attend Steel Center.

**If a student receives a disciplinary infraction that involves a suspension, the student will be suspended from EFHS and Steel Center.**

## STUDENT ASSISTANCE

The Student Assistant Program is designed to help students who have problems that are interfering with their success at school. Students sometimes have barriers to learning, drug and alcohol addiction, relationship issues, poor attendance, familial or other issues. The Student Assistant Team is made up of a dedicated group of teachers, counselors, and principals who are specially trained to help and ready to assist with student problems in a positive, direct manner. In addition, the SAP Program can refer students and families to appropriate mental health services. This program offers skill building and counseling services, education, information dissemination, problem identification and referrals, parent and school in-service training, extensive consultation to community and school district personnel. The Student Assistance Coordinator is Mrs. Jill Monti. Students seeking more information about SAP should speak with their school counselor.

# STUDENT DRIVING PRIVILEGE

## Construction Status:

Due to parking lot construction, parking may be limited at the beginning of the school year. This may include temporarily limiting spaces at the start of the year,, half-time with students alternating parking passes every two weeks, or lack of availability for junior parking. Parking availability to start the year is contingent on construction progress.

1. Student driving is a privilege reserved for Seniors at Elizabeth Forward High School. Remaining parking passes will be made available to Juniors who apply based on need.

2. ***NO STUDENT*** is permitted to drive without a current office-issued driving pass for any reason (including tardy to school or early dismissal from school). **Your pass MUST BE hung from the vehicle's rear view mirror and visible to high school staff, and park in the assigned space for the driving pass.**

3. There is a $20.00 parking fee. Payment must accompany the application. The fee is non-refundable once you are issued a pass. Checks or money orders only. If your application is not approved, your check or money order will be returned.

4. Student driving passes are ***NON-TRANSFERABLE***. Any student caught sharing a student-driving pass will forfeit his/her pass permanently.

5. Students must notify the main office immediately if their pass is lost or missing. If a student driver's pass is lost, you must pay $12.00 for a replacement pass to be issued.

6. Students must park in the spot in which their pass indicates. *No student is permitted to park in the Faculty parking area or in any grass area for any reason*.

7. Students are not permitted to move their car from the parking space until all buses have departed the school property at the end of the day. Students are strongly urged to remember all items upon entry to school.

8. Any student who plans to ride in the vehicle of another student must fill out a passenger permission form and turn it into the office before riding in another student's car. The driver is responsible to ensure that all passengers have submitted this paperwork.

9. Senior drivers are permitted up to **three student passengers (total).** Juniors may have **one passenger** other than family members who live in the same house.

10. Any student who leaves school grounds in a vehicle, resulting in an illegal absence for any part of the school day, will automatically forfeit all driving privileges for the remainder of the school year.

11. If the administration has reasonable suspicion that the student's vehicle, parked on school grounds, may possess an item(s) in violation of school policy or criminal code, a search may be conducted. Any type of contraband discovered may be used for school disciplinary action and/or as part of a criminal complaint. Routine visual inspections by administration will occur frequently for the safety of the campus.

12. Any student cited for careless driving or receiving a speeding ticket on the way to or from school will forfeit their driving pass for the remainder of the school year.

13. Be advised that violations of the disciplinary code of conduct may result in your parking privileges being revoked. Failure to follow any of these parking regulations will result in suspension of driving privileges:

| | |
|---|---|
| **First Offense** | 10 school days suspension of driving pass |
| **Second Offense** | 30 school days suspension of driving pass |
| **Third Offense** | Permanent suspension of driving privileges |

14. Ten non-medical tardies to school will result in a two-week suspension of driving privileges. Fifteen non-medical tardies to school will result in forfeit of driving pass permanently.

15. When a driving pass is revoked, the student-driver is not allowed to park off-campus, walk, or be a passenger in another student driver's car.

16. No student may park off campus and walk across either Weigles Hill Road or Scenery Dr.

17. Junior passes will only go on sale after senior passes are complete. Preference for available Junior spots will be determined as follows:

    a. Student must be in good academic standing to apply.
    b. The following criteria will be used to select the few junior drivers:

        i. You must be a licensed driver to receive a parking pass. We are unable to hold spots.
        ii. After-school activities sponsored by EFHS
        iii. First-come, First-served on when the completed application with copies of all documents were submitted.

## SURVEILLANCE CAMERAS

Please be advised that the Elizabeth Forward School District has installed surveillance cameras on the high school premises, including inside and outside of the school building. The cameras will provide an added layer of safety for our students, staff, and families of the school district. The cameras will be used to aid in disciplinary investigations or to monitor persons on school property.

## TOBACCO USE/POSSESSION

Act 145 of 1996 amends the Pennsylvania Crimes Code (Title 18) to include language prohibiting students from possession of or using tobacco in a school, school building, a school bus, or any school property. This includes the use or possession of e-cigarettes and "vaping" products. Students violating tobacco regulations will be sent to a school administrator, the tobacco will be confiscated, and the parent notified of the violation. Confiscated items will not be returned. Violation of the tobacco policy is a Level III offense, and the student will be cited for tobacco use. Upon conviction, the student can be found guilty of a 'Summary Offense' and subject to a monetary fine plus court costs. *(EFSD Policy 222).*

## VISITORS

Any person who is not a student of Elizabeth Forward High School must have authorization from the administration to be in the building during normal school hours. To ensure building safety, all visitors must be buzzed through the first set of doors and run their state-issued driver's license through the Verkada Security System to obtain a badge before gaining access to the building. Students from other schools, graduates, or other persons visiting Elizabeth Forward High School without authorization from the administration may be charged with trespassing.

## WEAPONS REGULATIONS

Weapons and/or replicas of weapons are forbidden on school property. Act 26 of 1995 requires an expulsion of a student for at least one year for possession of a weapon on school property. **"Weapon"** - Shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchucks, brass or metal knuckles, firearm, shotgun, rifle, look-a-like gun, chemical agent such as mace, explosive device, and any other tool, instrument, or implement capable of inflicting serious bodily injury. **"Possession"** - a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used by the school at a school function or activity, at any school event held away from the school or while the student is on his/her way to or from school. Any weapon possessed on school property is subject to immediate seizure and forfeiture. Incidents of students possessing weapons will be reported to the student's parents and to the police.

Appropriate disciplinary and legal action will be taken against students who possess weapons and with students who assist possession in any way. Discipline may warrant student expulsion from EFSD. Weapons under the control of law enforcement personnel are permitted. The principal may authorize other persons to possess weapons in school buildings. The principal may prescribe special conditions or procedures to be followed before giving such authorization. *(EFSD Board Policy 218.1)*

## WORK PERMITS

All work permits for students 14 to 18 years old are issued by the Elizabeth Forward High School. Student and a parent/guardian must complete the application in person and present proof of the student's age to obtain a work permit. Student's birth certificate, a baptismal certificate, or a valid passport are required for proof of age. Please contact the main office at (412) 896-2360 to schedule an appointment for a work permit, or if you have any questions about the process.

# PBIS (Positive Behavior Interventions and Supports)

PBIS (Positive Behavior Interventions and Supports) is a proactive school-wide approach to establishing the behavioral expectations and school culture needed for all students to achieve social, emotional, and academic success. At the core of PBIS are the behaviors we expect from every student who enters the building. We refer to these as the BRAVE Expectations, as we want all our Warriors to be BRAVE! These behavior expectations are clearly displayed on classroom walls, in the cafeteria, in the hallways, and stairwells in our school. Elizabeth Forward High School has been recognized by the state of Pennsylvania for achieving fidelity in PBIS implementation.

We expect students to:

- **B**e safe
- **R**espectful
- **A**ccountable
- **V**ictorious
- **E**nthusiastic

The goals of PBIS are to:

- Increase appropriate and safe behaviors.
- Decrease time spent disciplining students.
- Increase instructional time.
- Create a positive school climate.
- Create more positive interactions between staff and students.

## IMPLEMENTING OUR PBIS PLAN

After reviewing the BRAVE Matrix, you will notice that we have highlighted how to be safe, respectful, accountable, victorious, and enthusiastic in various areas in and out of our school. This matrix is the foundation of how we teach students the behavioral expectations at Elizabeth Forward High School. PBIS has been proven to work, but it takes time and patience. This is not an instant fix. We have seen some immediate results, but we have a long way to go. Consistency is the key for PBIS to work. Modeling our expectations, remaining consistent with teaching our expectations, and providing specific positive feedback will ensure we stay on track with helping all of our students become successful.

## PBIS CORE TEAM

Elizabeth Forward High School has a PBIS Core Team that meets on a weekly basis. The team consists of teachers (regular and special education), administration, guidance counselors, and our transition coordinator. This team meets weekly to discuss new and ongoing initiatives, analyze data, make decisions on future plans, and evaluate feedback from students and staff. The team also discusses rewards ("acknowledgements") we use for students and staff following our expectations, what information we will teach or share with the students from gathered data, and other information that is important in helping us create a positive school climate.

One of the most important features of PBIS at EFHS is the use of the web-based data management system called **SWIS**. The SWIS database tracks what types of discipline incidents are occurring, where, at what time of the school day, and who is involved in them.

SWIS eliminates guesswork from the decision-making process about what is and is not working in a building's behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day, and people who need them.

## THE BRAVE BUNCH

The BRAVE Bunch is a student-centered leadership group made up of a cross-section of students in the high school. Students are nominated by their
teachers and go through an application and interview process to become a part of the bunch. This group is charged with being the "student voice" in the building, and for helping establish a positive school culture. They provide feedback to the PBIS Core Team and assist with implementing initiatives and creating new ideas to improve existing programs and supports. These students are the "cream of the crop" and are well known for setting positive examples in the classroom, in their extracurricular activities, and outside of the school. To date, the BRAVE Bunch has been nationally recognized for their work in 'spreading the word' for inclusion, diversity, and participation. Although the PBIS Core Team ultimately selects this group, all students are welcome to participate in our efforts to improve the school culture. Interested students should see Mr. Bellora.

## ACKNOWLEDGEMENT SYSTEM

Our behavioral expectations system focuses on acknowledging students who follow and adhere to our five BRAVE Expectations. This framework works in conjunction with school-wide and classroom goals.

**Specific Verbal Feedback**

- When a teacher or staff member observes students being safe, respectful, accountable, victorious or enthusiastic, they are to acknowledge them with positive verbal feedback.
- The key to making this framework a success is for **all** teachers and staff in the building to be aware of the program and use of the same vocabulary.

**Rewarding of BRAVE Bucks (individual acknowledgement)**

Teachers and staff award BRAVE Bucks to students who are observed following our BRAVE expectations in the classroom, hallways, cafeteria, and other areas of the building. These BRAVE Bucks are awarded to encourage and reinforce positive behaviors among our students. Teachers and staff can award BRAVE Bucks to any student, whether they teach the student or not.

The following is the procedure to be followed once a student is acknowledged:

1. Student is acknowledged for their positive behavior.
2. Teacher/staff members fill out a BRAVE Buck and give it to the student.
3. Student is permitted to immediately report to the Media Center to turn in their BRAVE Buck.
4. In the Media Center, the student writes his/her favorite song on the Buck (this song will be played upon the start of the next school day).
5. The student signs the "BRAVE Book" and is assigned a number for the Buck to be placed on our BRAVE Board.

6. The student will also be acknowledged during our morning and afternoon announcements.
7. Once a row (10 spaces) has been filled on the BRAVE Board, those students will be rewarded with a prize.

**<u>Other acknowledgements for students include</u>:**

- ***Large group reward*** (for the whole grade-level class) based upon their achievement on the BRAVE Report Card. Students in a graduating class are tracked quarterly for their academic success, number of absences and tardies, and their involvement with fundraising and extra-curricular activities.
- ***Small group reward*** – the lunch monitors recognize students each week for their good behavior in our cafeteria and for their adherence to the BRAVE Cafeteria Expectations.

***"Fortune Favors the BRAVE!"***

# Disciplinary Infractions and Consequences for Office Discipline Referrals

**Disclaimer: When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, and any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook. All disciplinary action is at the final discretion of school administration.**

| Behavior | First ODR | Second ODR | Third ODR |
|---|---|---|---|
| Tardy to class | 1 day ISS | 3 day ISS | OSS<br>Parent Conference |
| Violation of Dress Code | Opportunity to Change or ISS | 1 day ISS | OSS |
| Vandalism | 1 – 3 days ISS<br>Restitution | 1-3 OSS<br>Restitution | Indefinite OSS<br>Informal Hearing<br>Restitution |
| Insubordination to a Staff Member | 1-3 days ISS/OSS<br>Depending on<br>Severity | Progressive Based on Severity | Indefinite OSS<br>Informal Hearing |
| Class Cut | 1 day ISS | 1 day OSS | 3 days OSS<br>Parent Conference |
| Falsification of Records or Passes | 1 day ISS | 1 day OSS | 3 days OSS<br>Parent Conference |
| Unauthorized Area | 1 day OSS | 1-3 days OSS | Indefinite OSS<br>Informal Hearing |
| Leaving School Grounds w/o Permission | 1 day OSS | 3 days OSS | Indefinite OSS<br>Informal Hearing |
| Misbehavior @ school sponsored events/activities/assemblies | Immediate Removal from event<br>1 day ISS | 1-3 ISS<br>No activities for 45 school days | OSS<br>No activities for 90 school days |
| Bus Violations | 1 day ISS | 1-3 days ISS<br>1-3 no bus privilege | OSS<br>Indefinite Bus Suspension |
| Tobacco Policy Violation | 3 days ISS<br>Magistrate Citation | 3 days OSS<br>Magistrate Citation | Indefinite OSS<br>Informal Hearing<br>Magistrate Citation |
| Public Displays of Affection | 1 day ISS | 1 day OSS | 3 days OSS<br>Parent Conference |
| Distributing materials that are a disruption to the educational process | 1-3 ISS/OSS | 1-3 ISS/OSS | Indefinite OSS<br>Informal Hearing |
| Disorderly Conduct | 1-3 days OSS<br>Magistrate Citation | 3 days OSS<br>Magistrate Citation | Recommendation for Superintendent Hearing |
| Fighting | 3 days OSS<br>Magistrate Citation | Indefinite OSS<br>Informal Hearing<br>Citation | Recommendation for a Superintendent Hearing |

# HIGH SCHOOL – CODE OF CONDUCT – LEVEL I

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.

These misbehaviors should be handled by an individual staff member. However, such misbehaviors may be indicative of a problem that should be referred to appropriate support staff.

EXAMPLES

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

>Cheating or lying.
>Disrespect to teachers and staff - verbal and nonverbal.
>Disturbance of a minor nature in classroom, hall, study hall, cafeteria, auditorium, lavatory, or locker room.
>Eating in unauthorized areas.
>Horseplay or scuffling.
>Violation of the dress code (1st offense).
>Loud or boisterous noise.
>Minor defacing of school property (writing on desks, walls, books, etc.).
>Possession/Use of noninstructional items (audio devices, playing cards, pagers, beepers, cellular phones, laser pointers, etc.) during restricted times of the school day.
>Public displays of affection.
>Running in the school building or on school grounds.
>Tardiness to class, study hall, or lunch.
>Throwing objects (pencils, erasers, snowballs, etc.).
>Violation of classroom procedures established by teacher.

PROCEDURES*

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Proper and accurate record of the offense and disciplinary action is maintained by the staff member.

The staff member may wish to discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

>Verbal reprimand.
>Teacher-Student conference.
>Isolation within assigned area.
>Withdrawal of privileges.
>After school teacher detention.
>Special assignment or activity.
>Teacher/Administrator communication with parent/guardian.
>Parent/Guardian conference.
>Referral to guidance counselor.
>Misconduct notice.
>Restitution, if applicable.

# HIGH SCHOOL – CODE OF CONDUCT – LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

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

EXAMPLES

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

>Continuation of Level I misbehaviors.
>Acting in an insubordinate manner (defiance).
>Cutting assigned class, study hall, or lunch period.
>Continued violation of the dress code (2nd violation).
>Failure to complete assigned disciplinary options.
>Failure to properly identify oneself to teachers and staff.
>Falsification of records, excuses, passes, schedules, etc.
>Leaving school grounds without appropriate authorization.
>Loitering in unauthorized areas of the school building/grounds.
>Misbehavior at a school sponsored activity.
>Possession of obscene materials.
>Use of obscene language or gestures.
>Verbal or nonverbal flagrant disrespect to teachers and staff.
>Violation of transportation regulations (school bus or private automobile).
>Gambling.
>Disrespect to others in words or gestures.
>Possession of matches and/or a lighter.

PROCEDURES*

Student is referred to the administration for appropriate disciplinary action.

Administrator meets with the student and/or teacher and decides the most appropriate discipline response.

Teacher is informed of the administrator's action.

Parents/Guardians are notified of the student's misconduct.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

>Verbal reprimand.
>Administrative detention.
>Withdrawal of privileges.
>Suspension (ISS/OSS).
>Parent/Guardian conference.
>Temporary removal of bus/driving privilege.
>Referral to guidance counselor.
>Temporary removal from assigned class or assigned area.
>Withdrawal of participation in school-sponsored activities.
>Referral to Student Assistance team (SAP).

# HIGH SCHOOL – CODE OF CONDUCT – LEVEL III

Level III infractions are those infractions which might endanger the health or safety of others or themselves as well as continuation of unmodified Level II misbehaviors.

These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.

EXAMPLES

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

>Continuation of Level I and/or II misbehaviors.
>Attempting or actually breaking into another student's locker.
>Dissemination of unauthorized materials.
>Disorderly conduct.
>Disturbance of a serious nature in cafeteria, auditorium, lavatory, locker room, classroom or hallways.
>Fighting.
>Hazing.
>Intimidation and/or threats to student or staff.
>Theft of personal or school property.
>Vandalism of minor nature.
>Use or possession of tobacco products or lookalike smoking devices including vapors or e-cigarettes.
>Major insubordination.
>Student harassment (verbal, physical, or sexual) or threats.

PROCEDURES*

Immediate referral to administration.

Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.

Administrator meets with the student to establish the most appropriate response and contacts parents/guardians.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

>Temporary removal from assigned class.
>Suspension (ISS/OSS).
>Parental conference.
>Withdrawal of privileges.
>Restitution of damages or property.
>Charges under Criminal Code.
>Referral to appropriate law enforcement agencies.
>Referral to student assistance team (SAP).
>Loss of driving privileges for ninety (90) school days.
>Exclusion from all extracurricular and athletic participation/attendance for ninety (90) school days (if a senior, exclusion will include all senior activities, i.e. Senior Barbeque and Banquet).
>Days will carry from one (1) school year to the next.

# HIGH SCHOOL – CODE OF CONDUCT – LEVEL IV

Level IV acts result in violence to another person or property or pose a direct threat to the safety of others in the school.

These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school.

The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.

EXAMPLES

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

>Continuation of Level I, II, and/or III misbehaviors.
>Arson or attempted arson.
>Assault and/or battery on student or staff.
>Bomb threat.
>Engaging in any conduct contrary to the Criminal Code or ordinances of the Commonwealth/community on school grounds or at school-sponsored activities.
>Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community.
>Extortion.
>Harassment of student or staff.
>Leading or participating in a major disruption.
>Possession/Use/Furnishing/Selling of alcohol, drugs, look-alike substances and/or paraphernalia.
>Possession/Use/Transfer of dangerous explosives or weapons.
>Refusal to cooperate with a search based on reasonable suspicion.
>Unwarranted pulling of fire alarm.

EXAMPLES (contd.)

>Vandalism of school property or personal property of school personnel.
>Violation of technology usage policy, the Elizabeth Forward School District computer network and its components.
>Indecent exposure.

PROCEDURES*

Immediate referral to administrator.

The administrator verifies the offense and, if necessary, confers with the teacher/staff member involved before meeting with the student.

Parents/Guardians are notified. The student is suspended from school and parents/guardians are notified of the date of the informal hearing.

A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

Law enforcement agencies will be notified.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES

>Suspension (ISS/OSS).
>Referral to appropriate law enforcement agencies.
>Referral for Superintendent's hearing.
>Restitution of damages or property.
>Referral for School Board hearing which could result in appropriate disciplinary action including possible expulsion.
>Charges under Criminal Code.
>Referral to student assistance team (SAP).
>Loss of driving privileges for the remainder of the school year.
>Exclusion from all extracurricular and athletic participation for 180 school days (if a senior, exclusion will include all senior activities, i.e. Senior Barbeque and Banquet, and EXCLUSION FROM GRADUATION CEREMONIES).
>Days will carry from one (1) school year to the next.
>Disciplinary activities may be held over from grade level to grade level.