



ELIZABETH FORWARD MIDDLE SCHOOL

Updated:
July 1 2026

Please be advised that the contents of this handbook may change as District policies are reviewed, revised, and updated.

www.efsd.net

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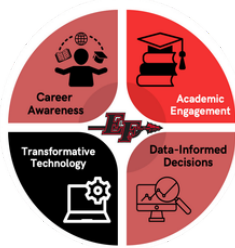
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ABOUT ELIZABETH FORWARD SCHOOL DISTRICT

401 Rock Run Rd ■ Elizabeth, PA 15037 ■ 412-896-2300

MISSION & VISION

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. The Vision of the Elizabeth Forward School District is to provide students with rigorous and engaging instruction, innovative technology, and comprehensive career awareness to unlock their full potential and succeed academically, socially, and emotionally.



OUR PILLARS

- 01 Academic Engagement**
Create a culture of academic engagement that empowers students to actively pursue knowledge, fosters a love of learning, and promotes the development of critical thinking skills.
- 02 Transformative Technology**
Provide students with technology that will personalize their academic learning and develop the digital literacy and problem-solving skills they need to be successful.
- 03 Data-Informed Decisions**
Analyze student performance data to help identify areas that need improvement, monitor student progress, and evaluate program effectiveness.
- 04 Career Awareness**
Create career exploration and preparation avenues to help students identify their strengths, skills, and interests aligned with potential career opportunities.

ELIZABETH FORWARD SCHOOL DISTRICT BOARD OF DIRECTORS

Mr. Jamie Evans, President
Mr. Richard Cummings Jr., Vice President
Mr. Scott Henry, Secretary
Mr. Keith Balint
Mrs. Megan Ferraro
Mr. Kenneth Honick, Jr.
Mr. Daniel Novacek
Mr. Thomas Sharkey, Jr.
Mr. Travis Stoffer

SUPERINTENDENT OF SCHOOLS

Mr. Keith Konyk

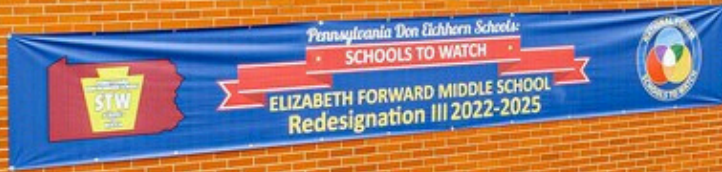
ASSISTANT SUPERINTENDENT

Dr. Mary Carole Perry



The Elizabeth Forward School District is an equal opportunity education institution. It will not discriminate based on race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Randal Sydeski, Title IX Coordinator and Section 504 Coordinator, at 401 Rock Run Road: Elizabeth, Pennsylvania 15037-2416, (412) 896-2309

ELIZABETH FORWARD MIDDLE SCHOOL



ELIZABETH FORWARD MIDDLE SCHOOL

DR. ANTHONY POPOWITZ, PRINCIPAL



Phone

412-896-2332



Fax

412-751-6669



Address

**401 Rock Run Rd
Elizabeth, PA 15037**

GENERAL INFORMATION

EMERGENCY CLOSING INFORMATION

If it becomes necessary to close or delay the start of school, the announcement will be sent via the SchoolMessenger System via text, phone, and email. In addition, the announcement will be placed on the District website (www.efsd.net), social media (Facebook & X), and KDKA-TV, WPXI-TV, and WTAE-TV.

DISTRICT WEBSITE

www.efsd.net

You can access the academic calendar, events calendars, lunch menus, online resources, School Board Policies, administrative information, and parent and student resources for all schools in the Elizabeth Forward School District.

The information contained in this handbook was the best available at press time. Please watch the District website for additional information and changes.

COLORS

Black and Red

MASCOT

Warrior

ALMA MATER

Voice

Wave for - ev - er - Red and Black we pledge our loy - al - ty

Wave her ban - ners - high and migh - ty hail to thee We're faith - ful to thee al - ma

ma - ter, our spi - rits nev - er die. Wave for ev - er - red and black for

Liz - Beth For - ward high.

ELIZABETH FORWARD MIDDLE SCHOOL

401 ROCK RUN RD

ELIZABETH, PA 15037

(412) 896-2336

PRINCIPAL

Dr. Anthony Popowitz

SCHOOL COUNSELOR

Mrs. Natalie Bowers

ATTENDANCE SECRETARY

Mrs. Kathi Kern

SCHOOL COUNSELOR

Mrs. Crista Scalfari

SCHOOL NURSE

Mrs. Bethany Kilinsky

BUILDING SECRETARY

Mrs. Cindy Schlessinger

ACTIVITIES COORDINATOR

Mr. Ted Ulmer

TEAM 6-1

Mrs. Rachael Egan

Mr. Ryan Lee

Mrs. Maggie Weagley

Mr. Eric Weimerskirch

TEAM 6-2

Mrs. Teresa McCracken

Ms. Melissa Straub

Mr. Scott Newmyer

Mrs. Haley Husfelt

ACADEMIC SUPPORT

Mrs. Rachael Arico

Mr. Carl Burgos

Mrs. Raena Como

Mrs. Natalie Glaspey

Mrs. Candace Jones

Ms. Kayla McCall

Mrs. Melissa Mishler

Ms. Deanna Mudry

Ms. Katie Plassio

Mrs. Andrea Solomon

Ms. Lena Taddeo

TEAM 7-1

Mrs. Timmie Kearns

Mr. Tony Francia

Mr. Michael Baer

Mrs. Angie Kennon

TEAM 7-2

TBD

Mrs. Hannah Churilla

Ms. Christine DeAngelis

Dr. Eric Della Lucia

TEAM 8-1

Mrs. Andrea Brink

Mrs. Katie Cross

Mr. Thomas Bakewell

Ms. Shannon Woodward

TEAM 8-2

Ms. Katelyn Garland

Mr. Devin Meskow

Ms. Danielle Thompson

Mrs. Amy Williams

ENCORE

Mr. Conrad Colaric

Mr. Joe Diamond

Ms. Christie Frain

Mr. Michael Guzik

Mr. Tim Hanna

Mrs. Kristy Kivador

Mr. Zachary Paci

Mrs. Christina Parker

Mr. Michael Sikorski

Elizabeth Forward School District 2026-2027 School Year

August 2026						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31*					

T-5 S-1

September 2026						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-21 S-21

October 2026						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-21 S-21

November 2026						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T-18 S-16

December 2026						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T-17 S-17

January 2027						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T-20 S-18

February 2027						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

T-19 S-19

March 2027						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T-20 S-20

April 2027						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T-21 S-20

May 2027						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-20 S-19

June 2027						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T-9 S-8

Early Dismissals:
November 25, 2026
December 23, 2026
March 24, 2027
May 28, 2027
June 10, 2027 = Last Day for Students

2-Hour Student Delays:

October 12, 2026
January 26, 2027
February 16, 2027
March 15, 2027

Make Up Days:

February 15, 2027
March 28, 2027
March 29, 2027

Student Testing:

PSAT - Grades 10-11:
October 1-31, 2026

Keystone - Grades 8-11:

1st Wave - December 6-18, 2026
2nd Wave - January 4-15, 2027
3rd Wave - May 17-28, 2027

PSSA Testing Dates:

PSSA English/Language Arts - Grades 3-8:
April 26 - April 30, 2027

PSSA Math - Grades 3-8:
May 3 - May 7, 2026

PSSA Science - Grades 5 & 8:
May 3 - May 7, 2027

Make-up PSSA:

PSSA English/Language Arts/ Math/Science Make-up:
May 10 - 14, 2027

Important Dates

August 25 - 28: Professional Learning/Clerical Days
August 31: First Day for Students
September 7: NO SCHOOL - Labor Day
September 8-10: Open House by School
October 19: NO SCHOOL - Fall Break
November 3: NO SCHOOL - Election Day
November 9: NO SCHOOL - Parent/Teacher Conferences
November 26 - 30: NO SCHOOL - Thanksgiving Recess
December 24 - January 1: NO SCHOOL - Winter Recess
January 18: NO SCHOOL - Martin Luther King Jr. Day
February 15: NO SCHOOL - Presidents' Day
March 25 - 29: NO SCHOOL - Spring Recess
April 19: NO SCHOOL - Spring Break
May 18: NO SCHOOL - Election Day
May 31: NO SCHOOL - Memorial Day
June 10: Last Day for Students
June 11: Last Day for Teachers



Student Days: 180
Teacher Days: 191
Kennywood School Picnic
*June 18, 2027

Progress Reports

To Principal	To be Mailed
October 5, 2026	October 7, 2026
December 14, 2026	December 16, 2026
March 1, 2027	March 3, 2027
May 10, 2027	May 12, 2027

Close of Nine Week Period

1st - November 4, 2026
2nd - January 22, 2027
3rd - April 2, 2027
4th - June 10, 2027

Open House:

3rd Grade (M' only)	August 27
Kindergarten	August 27
Middle School Gr.6	August 27
Elementary	September 8
Middle School	September 9
High School	September 10

Parent/Teacher Conferences:

November 9, 2026 (Kndg-Gr. 12)
February 16, 2027 (Kndg. only)
May 11, 2027 (Kndg. only)

In-Service Days

August 25 & 26 (2)
November 3 (1)
January 18 (1)
May 18 (1)
June 11 (1)

Clerical Days

August 27 & 28 (2)
November 3 (1)
January 25 (1)
April 5 (1)
June 11 (1)

Website: www.efsd.net

Phone: 412.896-ext.#

Central ext.2318 Greenock ext. 2324 Mount Vernon ext.2327

William Penn ext.2330 Middle School ext.2336

High School ext.2349

GRADE 6

BELL SCHEDULE

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

GRADE 6

BELL SCHEDULE

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

GRADE 7

BELL SCHEDULE

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

GRADE 7

BELL SCHEDULE

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

GRADE 8

BELL SCHEDULE

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

GRADE 8

BELL SCHEDULE

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

ACADEMICS

ACADEMIC STANDARDS

Students in grades 3 through 8 will participate in Pennsylvania System of School Assessment exams in the subjects of English Language Arts, Math, and Science. Secondary students will participate in Pennsylvania Keystone Exams in the subjects of Literature, Algebra I, and Biology.

ACADEMIC AWARDS PROGRAM

An Awards Program is held at the end of each school year for Grade 8 students who have demonstrated academic success. The Academic Excellence award goes to the student who has earned a 4.0 grade point average for all (4) 9-weeks. The President's Award for Educational Excellence is sponsored by the U.S. Department of Education and the National Association of Secondary and Elementary School Principals. This award was developed to honor those students who have achieved high academic goals by their hard work and dedication to learning. Students earning this award must meet both of the following criteria:

1. Earn a grade point average of at least 3.5 on a 4.0 scale, including semesters one and two of Grade 7 and semester one of Grade 8.
2. Placement in the Advanced category on the 7th Grade PSSA Math OR Reading test.

****Students who earned the President's Award for Educational Excellence and were placed in the Advanced category on BOTH the 7th Grade PSSA Math AND Reading test also earned a pin and the certificate.**

GRADES

Grades are determined by assessing the student's academic achievement based on the established curriculum and individual classroom guidelines. Report cards document this achievement level and determine the student's grade point average (GPA) for each marking period. Grade point averages are not rounded for reporting for honor roll, academic awards, or any other purpose.

GRADE REPORTING

The school year is divided into four (4) report periods, each nine (9) weeks in length. Grades for all four (4) marking periods will be available online in PowerSchool in the Student Reports section of the PowerSchool web portal (Please Note: Student Reports are not available in the PowerSchool App). Throughout the school year, parents and students can check progress on PowerSchool.

GRADING GUIDELINES

In order to pass a course, a student must meet all the following criteria:

(A): Yearlong Course

- A student must earn a minimum of 240 percentage points to pass the course.
- A failing grade earned in M1, M2, M3, M4 will be recorded as a minimum of 50% or higher. Any exception will require administrative approval.
- A student must pass at least one of the final two grading periods.

(B): Semester Course

- A student must earn a minimum of 120 percentage points to pass the course.
- A failing grade earned in M1/M2 or M3/M4 will be recorded as a minimum of 50% or higher. Any exception will require administrative approval.

Students not meeting the minimum requirements **MUST** complete summer course(s) for any failed core class. Parents are responsible for notifying the guidance office of the planned summer course(s) **AND** supplying proof of satisfactory completion before the student is promoted. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

The required course breakdown is as follows: English (Grade 6 only), Integrated Language Arts, Math, Science, and Social Studies.

ACADEMIC INTEGRITY

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

▪ **First Offense:**

- (a) Teacher/parent contact
- (b) 0% grade for the assignment with no opportunity afforded for make-up
- (c) Teacher detention was assigned for the incident

▪ **Second Offense:**

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

▪ **Third Offense:**

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

Continued offenses will be dealt with on an individual basis.

GRADING SCALE

Letter	Percentage	Meaning
A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Failing
I	Incomplete	Indicates that a portion of required coursework has not been completed due to unforeseen reasons and that there is still a possibility of earning a grade/credit.

HONOR ROLL

The Middle School maintains an “Honor Roll” to recognize student academic achievements. It is prepared and reported for each grading period as determined by the student’s GPA. Students may not have a failing or incomplete grade at the time of the report.

- Any student with a GPA of 3.5 to 4.0 will be designated as earning “High Honors.”
- Any student with a GPA of 3.0 to 3.49 will be defined as earning “Honors.”

MAKE-UP WORK

After your child’s absence from class, it is their responsibility to plan for making up the class work that was missed. Students have an equal number of days to complete the assignment when absent. Again, students are responsible for obtaining, completing, and turning in the work. Assignments will be collected for students who miss three (3) or more school days. Work given ahead of time for excused vacations must be completed and turned in upon return to school.

2026-2027 ASSESSMENT CALENDAR

It is imperative that you understand the importance of these examinations. Please be aware that no educational trips will be approved during testing windows.

Testing Dates Subject to change

Elizabeth Forward School District 2026-2027 Assessment Calendar					
	Testing Window	Grades	Assessment	Notes	Description/Purpose
September/October	September 28 - October 9	K - 5	AIMSWeb Math K - 1 Early Numeracy/2 - 5 Math Benchmark	Homeroom Teacher	First Benchmark
	September 28 - October 2	K - 5	AIMSWeb Reading	Reading Specialist (Reading Centers Closed)	First Benchmark
	September 28 - October 9	6 - 8	STAR ELA & Math		First Benchmark
	September 28 - October 9	9 - 10	LINKIT Biology/Literature/Algebra I		First Benchmark
	October 21	11	PSATs		Aptitude test to show college readiness; Practice exam
December/January	December 7 - 18	9 - 11	Keystone Exams (Winter 1 st Wave) Algebra I & Biology	Follow Testing Matrix	State graduation requirement
	January 11 - 22	K - 5	AIMSWeb Math K - 1 Early Numeracy/2 - 5 Math Benchmark	Homeroom Teacher	Second Benchmark
	January 11 - 15	K - 5	AIMSWeb Reading	Reading Specialist (Reading Centers Closed)	Second Benchmark
	January 11 - 22	6 - 8	STAR ELA & Math		Second Benchmark
	January 11 - 22	9 - 10	LINKIT Biology/English/Algebra I		Second Benchmark
	January 4 - 15	9 - 11	Keystone Exams (Winter 2 nd Wave) Literature	Follow Testing Matrix	State graduation requirement
January 22, 2027 - End of the Semester					
	Testing Window	Grades	Assessment	Notes	Description/Purpose
Feb	February 13	10	ASVAB		
April	April 26 - 30	3 - 8	PSSA English Language Arts		Measures proficiency on grade level standards
May	May 3 - 7	3 - 8	PSSA Math and Science		Measures proficiency on grade level standards
	May 10 - 14	3 - 8	PSSA Make-ups		
	May 3 - 7	9 - 10	LINKIT Biology/English/Algebra I		Third Benchmark
	May 17 - 28	K - 5	AIMSWeb Math K - 1 Early Numeracy/2 - 5 Math Benchmark	Homeroom Teacher	Third Benchmark
	May 17 - 21	K - 5	AIMSWeb Reading	Reading Specialist (Reading Centers Closed)	Third Benchmark
	May 17 - 28	6 - 8	STAR ELA & Math		Third Benchmark
	May 3 - 14	9 - 12	AP Testing	See Specific Testing Dates	Advanced Placement Exams commensurate with course
	May 17 - 28	8 - 11	Keystone Exams (Spring)	First-Time Testers & Retesters	State graduation requirement
SPECIAL EDUCATION AIMSWEB TESTING SCHEDULE					
ELEMENTARY		MIDDLE SCHOOL		HIGH SCHOOL	
September 28 - Oct 9		September 7 - 11		September 7 - 11	
January 11 - 22		January 11 - 22		January 11 - 22	
May 17 - 28		May 3 - 14		May 3 - 14	
Progress Monitoring: Minimum 2x per month – 4-6 data points per nine weeks					
Updated: 6/3/2026					

ATTENDANCE

DISTRICT STATEMENT

The Elizabeth Forward School District understands there is a direct correlation between regular school attendance and academic performance. To ensure that students receive the necessary academic coursework, we have developed an attendance policy that will promote school attendance and involve all the essential stakeholders.

Effective in 2021, compulsory attendance requirements apply to children from age 6 to 18. Specifically, a child who turns six on or before September 1 must enroll and attend school or begin a home school program that year.

Students are not permitted to leave the building at any time. Students who leave the building or campus will be considered truants, unable to return that day, and subject to disciplinary and/or legal action.

ARRIVAL

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

ABSENCES - DEFINED

The following terms and their definitions and descriptions will serve as guidelines to be utilized with regard to attendance and truancy:

Absence from School

When a student is absent from school, regardless of the length of the absence, the parent or guardian shall furnish a written explanation (excuse) for the absence of the child. A written excuse should be presented to the attendance officer immediately upon return from the absence; i.e., the day following the absence, the student is to report to the attendance officer prior to reporting to homeroom and submit his/her excuse. The student has three (3) days after his/her return from an absence to turn in the excuse to the attendance office. After these three days, if no excuse is submitted, the absence will automatically be marked as unexcused/unlawful. Failure to provide an excuse may result in legal action as described in the County Truancy Protocol and in accordance with the PA Public School Code of 1949.

Consecutive Absences

Students who miss ten (10) consecutive school days may be dropped from the active membership roll unless the school has evidence that the absence is legal.

ATTENDANCE

ABSENCES - DEFINED

Excused Absences

A student's absence will be recorded as excused if the absence occurred due to legitimate reasons as determined by the principal based upon review of the written excuse. The following are examples of excused absence reasons: 1) personal illness, 2) medical/dental appointment, 3) death in the immediate family, 4) approved religious holidays, 5) required court attendance, 6) family educational trips (with prior approval from building principal), 7) educational tours (with prior approval of building principal), 8) any event that has prior approval of the building principal. Students must use the approved form from the main office or on the school website, or 9) quarantine.

Maximum Absences

A maximum of ten (10) days of cumulative lawful absences (verified with parental notification) are permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a licensed physician. Parents/Guardians will be notified in writing when the ten (10) day limit is reached. Failure to provide a physician's excuse for subsequent absences will result in the absence being recorded as unlawful. Once six unlawful absences are recorded, a truancy citation will be filed with the District Magistrate.

The school can, at any time, require a student to have a doctor's excuse for any absences. Failure or refusal to supply a valid doctor's excuse will result in an unlawful absence. Any altered physician's certificates will be considered illegal and may be referred to the authorities. The building principal or the attendance officer may contact a physician at any time to verify the validity of any excuse.

Unexcused/Unlawful Absences

A student's absence will be recorded as unexcused/unlawful if the absence occurred due to any of the following: 1) failure to provide a written excuse from the parent/guardian within three (3) school days of the absence, 2) absence due to parental neglect/needed at home, 3) unapproved family travel, 4) unapproved educational travel, 5) oversleeping, 6) missing the school bus, 7) working at home, 8) truancy, 9) other reasons not sanctioned under "excused absences," or 10) parent's written excuse for a reason not valid under PA Code.

Schoolwork missed due to an unexcused/unlawful absence is not permitted to be made up.

Note regarding excused/unexcused absences: excessive absences, whether excused or unexcused/unlawful, will have a negative impact on your student's academic achievement.

ATTENDANCE

ABSENCES - DEFINED

Unexcused/Unlawful Absences

First Offense:	When a student has obtained the first unexcused/unlawful absence, the parent will be notified by mail with a “Notice of First Unlawful Absence” letter. This letter is to be considered a warning and will outline all possible consequences if further unexcused/unlawful absences are obtained.
Third Offense:	Upon obtaining the third unexcused/unlawful absence, the parent/guardian will receive a “Notice of Third Unlawful Absence” letter. This is to be considered the final warning in regard to unexcused/unlawful absences before a Student Attendance Improvement Plan conference.
Fourth Offense:	Upon reaching the fourth unexcused/unlawful absence, a Student Attendance Improvement Plan (SAIP) will be developed in consultation with the student and his/her parent/guardian. The SAIP aims to identify any areas of concern causing the student’s truant behavior and to identify methods to correct that behavior. The plan will go into effect on the date noted as part of the plan.
Magistrate Hearing:	A magistrate citation will be issued when the student accumulates six (6) unexcused/unlawful absences or fifteen (15) non-medical tardies to school.

NOTE: If a parent or guardian is found guilty of violating the compulsory attendance law, the parent may be fined.

Truancy charges will be filed with the District Magistrate on an as-needed basis. Allegheny County DHS may be contacted regarding truant behavior without notifying the parent/guardian.

ATTENDANCE

EARLY DISMISSALS

Students needing to be excused from school before regular dismissal time **must bring a written note/excuse** from a parent/guardian stating the time and reason for the early dismissal.

1. A written request from the parent/guardian must be submitted to the office by **8:09 a.m.** on the day of the early dismissal. This request must include the reason for the dismissal and the exact time the student is to be dismissed.
2. If the parent/guardian or a designated person is picking up the student, that person **must** come to the attendance office and sign out the student. Please be ready to present a government-issued ID upon pickup.
3. Upon return to school, the student **must** submit a slip from the doctor, dentist, magistrate, etc., indicating the appointment date and time, or the **absence will be unexcused.**
4. Students will be permitted to leave school early with a parent-written excuse up to four (4) times a school year. After four (4) parent/guardian-written notes, the student must 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.

Parents and students are encouraged to make personal appointments before or after school hours since being dismissed early can cause a disruption to the educational process.

STUDENTS RETURNING FROM EARLY DISMISSAL

Any student who is dismissed during the regular school day but returns during the same school day will be coded as “½ Day Absent” if the total time outside of the school building is more than 210 minutes. Students in this category will be eligible to participate in extracurricular events that evening.

To be eligible to participate in extracurricular events, a student must be present for at least half a day during the regular school day unless a medical excuse (from the day in question) is submitted to the main office during regular school hours.

Code	Time
Tardy	8:09 AM
1/2 Day	Arrival time before 11:30 AM
Participation in extracurricular activities	Arrival time before 11:30 AM

ATTENDANCE

EDUCATIONAL TRIPS-NOT SCHOOL SPONSORED

Student absences from school resulting from family vacations with educational value will be granted for up to five (5) school days throughout the year. Educational vacations shall be ruled as excused if the parent/guardian provides a written request for excusal to the building Principal on a form provided by the school district, which can be found online on the school website. The vacation form will indicate the school days to be missed, the destination of the trip, and the educational value of the trip. Permission to be excused from school **must be granted by the Principal at least five (5) school days prior** to the intended absence of the trip to be considered excused. Failure to comply with this policy may result in your absence being recorded as unlawful. Please note that days of approved educational trip absences do not accumulate toward the 10-day maximum before the requirement of medical excuses. *Requests for educational trips may not be approved during periods of PA State standardized testing (PSSA, Keystone, etc.) or at the discretion of the building Principal.*

TARDINESS TO SCHOOL

Students are considered tardy if they arrive at school later than **8:09 a.m.** If late, the student must report to the attendance office upon entering the building and give an excuse to explain his/her tardiness to the school.

A student can accumulate four non-medical tardies that will be excused.

After four (4) non-medical tardies, the student will be required to bring in a medical excuse for a subsequent tardy. Failure to provide a medical excuse will result in the tardy being marked unexcused.

Subsequent tardiness is only considered “excused” for the following reasons:

1. With an excuse from a physician or dentist for an appointment they had that morning.
2. With an excuse from the magistrate or court for a required hearing or other legal proceeding.

If the tardy to school is marked unexcused, secondary students (6-12) will receive a zero (0) each period for missed or completed assignments/tests/quizzes due that day.

RELIGIOUS HOLIDAYS

A pupil may be excused from school for observance of bona fide religious holidays by particular religious groups, in accordance with PA School Laws, upon submission of a written request by the parent to the building principal prior to the day of absence. A penalty shall not be attached to an absence for a religious holiday.

WITHDRAWAL PROCEDURE

Students may withdraw from school in accordance with School Board Policy #208 following the established procedure. You may view the School Board Policy online, or see the guidance office for details.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

ATHLETIC AWARDS

At the end of each season of interscholastic competition, eligible athletes are awarded certificates of participation according to the criteria established for each sport.

ATTENDANCE

Students who are unreasonably tardy or absent from school are not permitted to participate in or attend athletic events, including practice, that day with the exception of absence due to school-sanctioned events such as field trips, pre-approved absences, or absences due to an emergency or medical situation with approval of the building principal. Students arriving late for medical reasons must provide a valid medical excuse from a doctor upon return to school.

CLASS ABSENCES

Sometimes situations arise that students must be excused from classes during the day for athletic events. The exact times for athletic early dismissals are established by the Athletic Director. Teachers are informed of the dismissal time through the daily attendance bulletin. These absences are to be considered school-sanctioned. Students are responsible for making up all work missed during the absence, and the work must be made up during the next available class period.

CONDUCT OF SPECTATORS AT EVENTS

Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, home and away. All rules of conduct described in this handbook's "Student Conduct" section apply to all athletic/extracurricular events at home, away, or in transit.



ATHLETICS

ELIGIBILITY

Students who wish to compete for a position on any athletic team should report to all scheduled practices for that team. To be eligible for a team, a student must fulfill the requirements of the Elizabeth Forward School District, as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA). The requirements of the PIAA are outlined below:

Academic: A student must pursue a full-time curriculum as certified by the building principal. A Middle School student must be passing at least four core subjects, or the equivalent, as of each Friday morning during a grading period. If a student fails to meet this requirement, they will be deemed ineligible from the following Sunday through the Saturday immediately following the next Friday, of which the student next meets this requirement. The student also must have passed at least four core subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet this requirement, the student will be ineligible for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

Age: To be eligible to participate in Middle School athletics, a student must be in Grades 7 & 8. Current PIAA regulations prohibit Grade 6 participation.

Attendance: A student who has been absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 45 school days following his/her 20th day of absence. Exceptions are made only with the approval of the building principal in accordance with PA Code.

Student Conduct Eligibility: A student may, at any time, be withdrawn from competition if his/her citizenship is such as to make him/her an unworthy representative of the school. Expectations and consequences regarding student conduct are described in the "Student Conduct" section of this handbook.

EQUIPMENT

Every student participating in interscholastic athletics receives the proper, reasonable equipment, including uniforms. When joining an athletic team, students assume full responsibility for the proper care and timely return of all equipment that has been issued. If a student fails to return the equipment, the coach will communicate with the Athletic Director. The Athletic Director will then issue a Debt Notice to the student's PowerSchool account for the amount of its replacement. Students with delinquent obligations at the time of graduation will not receive a diploma until the debt is paid in full.

ATHLETICS

MIDDLE SCHOOL INTERSCHOLASTIC SPORTS

The Middle School recognizes the educational value of student participation in extra-curricular activities and strives to provide a well-balanced program of activities (athletic and clubs/organizations) that will respond to various student interests and needs. The district is a member of the District 7 WPIAL (Western Pennsylvania Interscholastic Athletic League).

BASEBALL

Coach John Christofi
Coach AJ Collins

BOYS' BASKETBALL

Coach Eric Della Lucia Grade 8
Coach John Christofi Grade 7

GIRLS' BASKETBALL

Coach Breonna Brinson Grade 8
Coach Eric Della Lucia Grade 7

CHEERLEADING

Coach Christine Gensimore

CROSS COUNTRY

Coach Katie Plassio

FOOTBALL

Coach Ryan Potts

BOYS' SOCCER

Coach John Christofi
Coach Bradley Webb

GIRLS' SOCCER

Coach Jean Collage
Coach Harry Rutherford

SOFTBALL

Coach Kristen Hawkins
Coach Lena Taddeo

SWIMMING

Coach John Stache
Coach Joey Baila

TRACK & FIELD

Coach Eric Della Lucia

WRESTLING

Coach Jake Diana

VOLLEYBALL

Coach Amanda Slusser





ATHLETICS & EXTRACURRICULAR ACTIVITIES

PHYSICAL EXAMS

A student is eligible to participate in athletics only if a comprehensive initial pre-participation physical evaluation ("CIPPE") has been completed and performed by an authorized Medical Examiner before the first sport season's first practice of that school year. If a student seeks to participate in subsequent sport(s) in the same school year, the student may be required to be re-evaluated and re-certified that the student's physical condition is satisfactory. A CIPPE may be performed no earlier than May 1.

RESTRICTIONS DURING DISCIPLINARY ASSIGNMENT

Students who have been assigned a disciplinary action (any form of detention, suspension, etc.) are prohibited from attending any practice, game (late or early), or event on the respective date(s) and are subject to any penalties that coaches or advisors exercise as a result of this absence. These restrictions include participation in athletics as well as other extra-curricular activities. Friday or the last day of the week disciplinary assignments will also prohibit the student from attending any practice, game, or event over the weekend.

STUDENT MANAGERS AND STATISTICIANS

Student managers for each team are chosen from a list of students who have made an application through the coach of that athletic team. Managers and statisticians may be awarded letters according to the guidelines established by the head coach of that sport.

TEAM RULES

Individual sports team rules will be developed and enforced by the head coach of that team and filed with the Athletic Director. Students should receive a set of team rules during the first practice. Individual team rules may differ between sports.

EXTRACURRICULAR ACTIVITIES

CLUBS

A wide variety of activities and unique opportunities are available at Elizabeth Forward Middle School, which support and enhance the curriculum. Some of our current student groups include:

ACADEMIC ESPORTS GAMES

Mr. Ryan Lee
rlee@efsd.net

AMBASSADORS CLUB

Mrs. Natalie Bowers
nbowers@efsd.net

ARTS & BOTS CLUB

Mr. Scott Newmyer
snewmyer@efsd.net

ART CLUB

Mrs. Christine Parker
cparker@efsd.net

BRAVE BUNCH

Ms. Haley Husfelt
hhusfelt@efsd.net

CHESS CLUB

Mr. Michael Baer
mbaer@efsd.net

CUISINE CART

Mr. Carl Burgos
cburgos@efsd.net

DUNGEONS & DRAGONS CLUB

Mr. Michael Baer & Ms. Gabrielle Yost
mbaer@efsd.net and gyost@efsd.net

FCCLA CLUB

Mrs. Christine Frain
cfrain@efsd.net

HONORS CHOIR

Mr. Tim Hanna
thanna@efsd.net

INDOOR COLORGUARD

Ms. Jaycie Greenwalt
Ms. Savia Kawalski

INDOOR PERCUSSION

Mr. Paul Schaap

JIGSAW PUZZLE CLUB

Mrs. Teresa McCracken
ltmccracken@efsd.net

LEGO CLUB

Mrs. Candace Jones
cjones@efsd.net

MARCHING BAND

Mr. Michael Guzik
mguzik@efsd.net

MORNING ANNOUNCEMENTS

Mr. Tim Hanna
thanna@efsd.net

MUSICAL THEATRE

Mr. Tim Hanna
thanna@efsd.net

NJHS

Ms. Lena Taddeo
ltaddeo@efsd.net

JAZZ BAND

Mr. Mike Guzik
mguzik@efsd.net

KINDNESS CLUB

Mrs. Kristy Kivador
kkivador@efsd.net

STUDENT COUNCIL

Grade 6 - Mrs. Rachael Egan
regan@efsd.net
Grade 7 - Ms. Christine DeAngellis
cdeangellis@efsd.net
Grade 8 - Mrs. Danielle Thompson
dthompson@efsd.net

TRADING CARDS CLUB

Mr. Eric Weimerskirch
eweimerskirch@efsd.net

YEARBOOK CLUB

Ms. Danielle Thompson
dthompson@efsd.net

EXTRACURRICULAR ACTIVITIES

BEHAVIOR PROBATION AND ATHLETICS/ACTIVITIES

Participation in extracurricular activities of any nature is a privilege and not a right. Any student who violates the code of conduct for any reason can be deemed ineligible to participate in any school activity, club, sport, or function.

CLUBS/ORGANIZATIONS

Clubs and organizations provide many meaningful ways for students to get involved in groups and activities beyond the classroom. Students are encouraged to learn about and join clubs at the beginning of each academic year.

DANCES

Several different PTO school-sponsored Activity Nights and school-affiliated dances are held throughout the school year. There are also other social functions that are sponsored by local community organizations. The number of dances held is based on the interest level of the student body and at the discretion of the building Principal. The following describes those sponsored by the school or its organizations:

Middle School Dances: Middle school dances are typically sponsored by a PTO school organization and are held at various times during the academic year. Attendees must be enrolled in the respective building in grades 6, 7, or 8.

FUNDRAISING

All Middle School fundraising requests for fundraising activities must be submitted to the building Principal. Students may only engage in fundraising activities on behalf of an approved student organization. All money raised must be deposited into the appropriate student activity fund and used for meaningful and approved activities. All fundraising procedures and protocols are outlined in [Board Policy #229](#).

EXTRACURRICULAR ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

The NJHS is the nation's premier organization, and it was established to recognize outstanding middle-level students. More than just an honor roll, NJHS serves to honor those students who demonstrate excellence in scholarship, leadership, service, citizenship, and character. Students in the seventh and eighth grades are eligible for consideration for membership in NJHS. The guidelines for selection at Elizabeth Forward Middle School are the following criteria:

Scholarship: Students who have a cumulative GPA of 3.8 or above.

Service: This quality is defined as the voluntary contributions made by a student to the school or community without direct financial or material compensation to the individual performing the service.

Leadership: Student leaders are often viewed as resourceful, good problem-solvers, involved in and promoters of school activities, idea contributors, dependable, and persons who are both organized and good organizers. Experiences to be considered under the leadership criterion can include activities that originate in the school, community, or both, as determined by faculty evaluation.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement regarding freedom, justice, and democracy and demonstrates mature participation and responsibility through scouting, community organizations, or school clubs.

Character: The student of good character can be said to uphold principles of morality and ethics, is cooperative and responsible, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a positive outlook on life.

Students at the middle school must complete a student information portfolio to document activities, significant accomplishments, leadership positions, and community service, and they must submit an essay before selection for NJHS.

STUDENT COUNCIL

The Elizabeth Forward Middle School Student Council is a group of enthusiastic and responsible students representing Elizabeth Forward Middle School. The Student Council plans and sponsors various school projects and activities to promote school spirit, build fellowship within the middle school, and provide service-learning opportunities that impact the community. Requirements of Student Council are as follows: Submit a complete, detailed, and legible application. Maintain good attendance and a GPA of 3.0 or higher. Be responsible, respectful, and positive. Maintain outstanding behavior throughout the school year. Exhibit the potential for leadership. Attend after-school meetings. Actively participate in Student Council Events.

Student Council members must adhere to these expectations throughout the duration of the school year. Poor grades and/or behavioral issues will be reported to the class sponsors and may result in removal from the group.



BUILDING PROCEDURES

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse, who will then report it to the proper authorities. Under no circumstances are students to leave school grounds for an injury sustained at school without proper authorization.

ADDRESS/TELEPHONE NUMBER CHANGES

Any student whose temporary or permanent address changes during the school year must notify the school main office at 412-896-2336 immediately. Failure to do so may result in an inability to communicate effectively with parents/guardians.

ANTI-BULLYING

The Elizabeth Forward School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying, in accordance with state law and regulations. The district recognizes that bullying interferes with the learning process and may present an obstacle to students' academic and social/emotional development. All issues regarding bullying should be reported to the student's guidance counselor for further review. Guidance counselors will work in collaboration with building administration to take appropriate action.

ARRIVAL

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

ANNOUNCEMENTS

Morning announcements are done by EFMS students live. Anything that needs to go on the morning announcements should be emailed to the club sponsor or teacher, preferably the day before. If a poster, flyer, and/or sign needs to be hung up in the school building, it must first be approved by the building principal. It is solely the responsibility of each student to pay attention to both morning and afternoon announcements.

ASSEMBLIES

Various assembly-style programs may be held throughout the school year in different spaces. The following rules govern behavior in assemblies:

1. Students must enter quietly to the assembly area and be seated with their class/homeroom.
2. As a courtesy to speakers or performers, no distracting behaviors or conversations will be permitted.
3. Whistling, booing, hissing, and other distractions will not be tolerated.
4. When dismissed, students will leave the assembly area as quickly and quietly as possible.

BUILDING PROCEDURES

BOOKBAGS

Students will be required to put book bags in their lockers when they enter the school building. Book bags or purses of any sort are not permitted to be carried at any time during the school day.

CELL PHONES/ELECTRONIC DEVICES

Middle School: The possession and use of cell phones and non-district issued electronic devices is prohibited by all Middle School students during the school day in district buildings, on district property, during the time students are under the supervision of the district, and in locker rooms, bathrooms, health suites, and other changing areas at any time. Cell phones are not permitted to be in a student's physical possession during the school day. If brought to school, cell phones must be turned off and kept secured in the student's locker. **Electronic devices/cell phones that are found on a student will be confiscated and result in disciplinary action against the student.** If subsequent offenses occur, the device will not be returned to the student, and guardians will be asked to come in to pick up the cell phone/electronic device. Students will always be able to communicate with guardians and/or contact home through the main office phone. **All personal devices not issued by the school must be stored in the student's locker during the school day.** The district shall not be liable for the loss, damage, or misuse of any electronic device.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. Students are assigned to eat lunch at designated times by grade level. Students must report to the cafeteria during their assigned lunch period and remain there for the entire period. This is the time of day to relax, eat lunch, and talk to your friends at your table. It is not a time for horseplay, disruption, or inappropriate behavior. If at any time a student is found to be disrespectful, disruptive, or responsible for damages to school property, disciplinary consequences will be issued, and financial reimbursement for the repairs will become the family's responsibility.

The authority of staff on cafeteria duty is to be respected. Directives from any staff member must be followed by all students in the cafeteria. This includes but is not limited to, cleaning an area, following staff directives, correcting inappropriate behavior, and/or providing the requested information. Failure to comply with directives may result in disciplinary action and a change in seating.

BUILDING PROCEDURES

CAFETERIA

The following guidelines will help you maintain good behavior in the cafeteria:

- On the first day, students will review the cafeteria rules and sign and date a document stating that they fully understand the rules and the subsequent disciplinary and financial consequences for inappropriate behavior and damage to property.
- Respect the authority of the teacher/staff on cafeteria duty. If a student's behavior becomes disrespectful or unruly, he/she will be assigned to a special seat for a period of time. Repeated misbehavior will result in disciplinary action and possibly permanent special seating.
- Middle School students should leave their belongings outside of the cafeteria. It is recommended that students leave their belongings in their lockers. The district is not responsible for lost, stolen, or damaged items left in the hallways. Middle School students are NOT permitted to use iPads, cell phones, or other electronic devices in the cafeteria.
- Cafeteria lines should be kept orderly, and all trash should be deposited in the trash receptacles. Students are not permitted to take food items from the cafeteria. All food must be eaten in the cafeteria. Throwing anything, including food, paper, etc., in the cafeteria is not permitted. Students who misbehave in the cafeteria are subject to disciplinary action.
- Teachers assigned to the cafeteria have the authority to assign students to a respective seat. Students must sit at their assigned lunch table and in their assigned seats. Students are not permitted to move tables/seats unless a teacher/staff member tells them to do so. Students should remain seated at all times except to obtain lunch, dispose of waste, and return trays. All students should remain seated until the proctor dismisses.
- Students may not move to the serving line until the teacher on cafeteria duty instructs them to do so. Students should not push or run to the food line.
- Students are to have their feet underneath their seats/table and not be turned around in the walkway. This is to make sure the aisles are clear.
- Students are responsible for cleaning their own areas, returning their own trays, dishes, and silverware and discarding their own trash in the disposal area.
- Students must always request permission from a cafeteria proctor before leaving the cafeteria during the lunch period. Students not remaining in the cafeteria for lunch must obtain permission and present a signed pass to a teacher or administrator who is accepting responsibility for the supervision of the student for this time period. The signed pass must be presented to a teacher or staff member on cafeteria duty, who will then sign the pass acknowledging they are aware of where the student is reporting. No one may leave unless they obtain permission.





BUILDING PROCEDURES

DISMISSAL

All students will be dismissed each afternoon at the conclusion of the last period by the bell.

ELEVATOR

Only authorized students with physical limitations may use the school elevator. Students may obtain an elevator key in the Main Office with the proper physician's documentation.

EMERGENCY CLOSINGS

If it becomes necessary to close or delay the start of school, an announcement will be broadcast via the messaging system. In addition, the announcement will be placed on the District website (www.efsd.net) and broadcast on the following: KDKA TV, WTAE TV, WPXI TV

FIELD TRIPS

All field trips must be approved by the building Principal. Parents will be notified in writing of any planned field trips, dates of such activities, and of any special instructions. Parent permission, in the form of a permission slip, is required for students to participate in school-sponsored field trips. All students are expected to attend curriculum-based field trips that occur during school hours. These are considered academic and are in lieu of instruction. Field trips are considered school-sanctioned absences, and students are considered present for attendance purposes. On occasion, special clothing may be desirable in the form of jeans, raincoats, etc. All students must ride the bus to and from the field trip. Students are not permitted to ride to or from the field trip with a parent or guardian. All school rules and the school discipline code apply during all field trips. Students demonstrating inappropriate conduct at school may be denied participation in field trips and/or will have to have a guardian attend as a chaperone.

FIRE DRILLS AND EVACUATION PROCEDURES

Fire drills will be held monthly and ALICE drills every other month to acquaint students with emergency procedures. An evacuation plan is posted in each room. Students will be instructed regarding these plans during the first week of school and should become familiar with these plans. Under teacher supervision, students must leave and re-enter the building in a quick, orderly, quiet fashion. Severe weather and lockdown drills are held as needed. No student is excused from participating in a drill. Any infractions will be reported to the building principal, and disciplinary action will follow.

BUILDING PROCEDURES

FOOD AND BEVERAGES

Students must consume all food and beverages in the cafeteria (excluding breakfast, which may be consumed during homeroom only), including food or beverages from home. Food or beverages that are dropped or spilled in the building create serious safety and sanitary issues. Neither students nor parents are permitted to order food and have it delivered to the school. Students are not permitted to have outside food or beverages in classrooms, hallways, gymnasiums, bathrooms, or other areas outside of the cafeteria. Any food or drink brought by a student for lunch must stay in their locker until lunchtime. The district is permitting students to carry personal water bottles. Bottle-filling stations will be available for student use. Chewing gum is not permitted in the Middle School. It causes damage to school property and presents a choking hazard in the classroom. Students will be asked to spit it out and may be subject to disciplinary action for multiple violations.

Water Bottle Guidelines:

1. A water bottle may be brought to school from home. Bottles cannot be shared.
2. The container must have a closable lid (screw-on, push-top, flip-top lids).
3. Water only! Bottles are to be filled between classes and should not disrupt class time.
4. The classroom teacher will determine a safe location to store water bottles in the room.
5. Students are responsible for damage to school property, technology devices, or personal injury caused by their water bottles.

FOOD SERVICES

For your student to be charged properly, a school lunch must contain three of five different components: entrée, fruit, vegetable, milk, and grain. If at least three different items are not chosen, BY LAW, we must treat the purchase as an a la carte purchase. We do not have a Free Milk Program. If a child only needs milk, they must pay a la carte price for the milk.

Payments

Students must enter their student ID number into the pin pad to purchase breakfast or lunch.

- Please make checks payable to EFSD Cafeteria and include the student's name on the check's memo line. Returned checks are subject to a \$25.00 processing fee. Cash payments are accepted but are very difficult to track.
- Pay For It Accounts can be set up and payments can be made by credit card or debit card. If you have questions about the Pay for It program, you can refer to their website at www.payforit.net.

Checking Balances

- Balances can be checked by logging onto Power School and clicking the "Power Lunch" tab. In addition to checking your child's account balance, it will show you the type and quantity of items your student purchases.
- Low-balance email alerts are available through our IT Department. If you want an email alert, please send a note to the cafeteria with the student's name and email address.

Questions or concerns can be directed to:

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



BUILDING PROCEDURES

HALLWAYS/SECURLYPASS

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

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

- A SecurlyPass is required when leaving the classroom.

If your child's behavior warrants it (e.g., being late to class, fighting in halls, cell phone usage, loitering in halls), they may be put on “hall restriction,” which will limit their movement between classes.

HEADPHONES

Students are not permitted to enter Elizabeth Forward Middle with headphones in their ears. They are not allowed to wear (AirPods, Earbuds, Beats, Wireless Earphones) in the hallways.

HOMESCHOOLING

Any questions or concerns regarding homeschooling should be addressed by the Office of the Superintendent.

HOMEBOUND INSTRUCTION

In the event that a student is going to be absent due to illness (with doctor verification) for an extended period of time (typically 10 consecutive days) but not to exceed three (3) months, the District may provide homebound instruction/tutoring. Parents should notify the building Principal and can apply for homebound instruction through the student's school counselor. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible by Dr. Randal Sydeski, Director of Personnel and Student Services. Any decisions about homebound instruction will be made by the building principal and school counselor in consultation with Dr. Randal Sydeski, Director of Personnel and Student Services.

Homebound is only offered to physically ill students with a physician's recommendation. Parents who have questions about homebound should contact the student's school counselor. If additional assistance is necessary that cannot be answered by the school counselor or building principal, the Director of Personnel and Student Services will assist.



BUILDING PROCEDURES

HOMEROOM PERIOD

Students are assigned to a homeroom (HR) period to start their instructional day. Students must be prompt to HR for daily attendance. It is the student's individual responsibility to watch and listen carefully to HR announcements.

HOMEWORK

Students are responsible for completing all homework assignments. Work assigned during student absence must be completed and students will be granted an amount of time equal to the length of absence to complete the work. Students who miss school are encouraged to check Canvas for any missed work.

LOCKERS (SCHOOL AND LOCKER ROOMS)

Students are required to utilize lockers to store personal belongings. Each student will be provided with a locker and a built-in school combination lock at the beginning of the school year. EFSD is not responsible for personal items stored in student lockers. Students should not give their locker combination to anyone or "set" their lock so that it opens automatically. Personal locks are needed for the gym locker rooms. Students are encouraged to keep personal items of value at home.

LOST AND FOUND

Students should check the Lost and Found area in front of the Main Office area for missing items. Although the school is not responsible for student property that is lost or stolen in the building, students should report lost or stolen items to the Main Office. All found property should also be sent to the Main Office. The gymnasium locker rooms also have a lost and found area.

LOST OR DAMAGED MATERIALS

Students who lose or damage any school property (including books, electronics, athletic equipment, uniforms, etc.) will be held financially responsible for the replacement or repair. Students are notified of their debts owed to the district through a fee letter and icon on PowerSchool. Students with outstanding obligations may not be permitted to receive their diplomas. District-issued technology (iPads) will be invoiced as per damage/loss. Please note that the financial responsibility rests with the student/parent to whom the item was issued.

POSTING OR DISTRIBUTION OF MATERIALS

Students need the permission of the building principal to post materials or to pass out materials on school property. Posting or distributing materials without the principal's permission may result in disciplinary action.

BUILDING PROCEDURES

SCHOOL DEBTS

Any school debt should be paid before students move from building to building (e.g., when Elem., Grade 5, moves to Middle School, and when Middle School, Grade 8, moves to High School). The student must pay for any material which belongs to the school that is lost or destroyed by the student. If a student fails to pay for the material at the time it is lost or destroyed, it will be recorded as a debt, which must be paid before the end of the school year. All academic, behavioral, and financial obligations must be resolved one (1) week prior to high school graduation. Otherwise, a senior may not receive their diploma.

SEARCH AND SEIZURE

The school district acknowledges the need to provide a safe learning environment for its staff and students. In accordance with Board Policies #226 and #226.1, the administration may authorize a search of a student, students' lockers, or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare, and/or safety of any student or staff member.

Personal Searches

A student's personal property (i.e., purse, book bag, jacket, trousers, etc.) will be searched whenever the administration has "reasonable suspicion" to believe that he/she is in possession of unlawful or unauthorized materials or dangerous substances. Any item that has been brought onto school grounds is subject to search in the interest of the safety and well-being of all individuals. When necessary, a pat down search of a student may be conducted in private by the school district resource officer, school nurse and/or administrator, and another staff member. No strip searches will be conducted by school personnel.

Locker Searches

Student lockers are school property and remain under the control of the school at all times. Students shall have no expectations of privacy in their lockers, and the administration reserves the right to inspect lockers at any time by any means. However, students are expected to assume full responsibility for the contents of their lockers. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials.

Each student will be assigned a locker. Students should only use their own assigned locker, and it should be kept locked (with a school-issued lock only) at all times. All personal items and books, when not in use, are to be kept in lockers. A student should not tamper with another locker or give the combination to another person. It is the student's responsibility to report any broken lock or locker to the office. Students must keep their assigned lockers secured against incursion by other students, but no student may use a locker as a depository for a substance or object that is prohibited, or that constitutes a threat to the health, safety, or welfare of the occupants of the school or the building itself. Students should understand that they have no expectation of privacy within their lockers. If there is reasonable suspicion that a student is violating the law or school regulations, then searches may be conducted. When it becomes necessary to search a student locker, the building principal or designee will conduct the search in the presence of another member of the school staff and, when necessary, in the presence of the police.



BUILDING PROCEDURES

SEARCH AND SEIZURE

Canine Sweeps

The Elizabeth Forward School District reserves the right to enhance the safety and security of students and staff by using canines, such as those trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration and may be unannounced; areas to be part of such searches will be public areas (e.g., hallways and parking lots) and all areas that are the property of the School District.

The District reserves the right to request intervention from police authorities, including the use of canine units, which will have the same rights as detailed within the Search and Seizure guidelines. Police intervention shall be in accordance with School Board Policy. **Refusal to cooperate in such searches may result in disciplinary action (disorderly conduct), which may include a referral to law enforcement.**

If the school delegate finds that a student is in violation of public law, or if that student has placed himself/herself, or the staff and students on the campus at risk, then that individual will be subject to the discipline guidelines as defined in this Student Handbook.

SECURITY

All security officers are trained and hold the credentials of a Pennsylvania State Policeman. The Middle School has a safety officer and school resource officer outfitted with clothing and equipment that signifies their position. The officers interact with the students and staff as they secure the premises. The district wants to emphasize that the security officer's role is to secure and protect students and staff.

TELEPHONE USAGE

Students cannot be called to the telephone during the school day, but emergency messages from parents will be taken to the Main Office and conveyed to the student as soon as possible. Students are permitted to use the office phone only during their free time and only once permission is obtained from a classroom teacher and office staff. Students are not permitted to use cell phones or classroom phones during the school day.

VISITORS

Parents/guardians are always welcome to visit the Middle school. All visitors must enter through the secured front entrance and report to the attendance office. Visitors must show ID and receive a visitor's badge. Before meeting with a teacher, school counselor, or Principal, an appointment should be made. **You may call 412-896-2336 to make an appointment.** If COVID-19 guidelines are necessary, parent and visitor restrictions may be implemented.

WORKING PERMITS

All students between the ages of 14 and 18 who are employed are required to have an Employment Certificate. Application for the Employment Certificate must be made by the parent, guardian, or legal custodian of the minor for whom such Employment Certificate or Transferable Work Permit is requested. The parent, guardian, or custodian of the minor must appear in person at Elizabeth Forward High School to sign the application. A birth certificate, Baptismal Certificate, or other documentary evidence of birth must be presented at the time of application for the permit. The Middle School is not able to handle work permits. You must report to the High School or call 412-896-2360.

STUDENT CONDUCT

ACADEMIC INTEGRITY

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

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

ASSAULT/BULLYING/HARRASSMENT

The Elizabeth Forward School District will not tolerate any form of assault, bullying, or harassment which is defined as engaging in a course of conduct or repeatedly committing acts which seriously alarm, harm, or annoy another person; including, but not limited to: harassment, sexual harassment, ethnic intimidation, and physical assault. To report an incident, obtain an Incident Report form from the main office. School Board policies regarding assault/bullying/harassment may be viewed on the school website.

In addition to District consequences, civil penalties for assault include Imprisonment for a term of not more than 90 days and a maximum fine of \$300.00. (See PA Cons. Stat., §2701-2719.)

CHAIN OF COMMAND

We understand that, at times, it can be confusing to know whom to contact for a discussion on particular issues. A chain of command simplifies this by clearly designating who to contact should one have a question or concern about a specific matter. Additionally, at times, an individual may not be satisfied with the answer that is given, and they need to talk to someone at the next level to better resolve the question or problem. What is shown below is a listing of issues that a parent or guardian may encounter and the position in our district that has responsibility for that area. One should always start with the individual or office responsible for the area at Level 1 before proceeding up the chain of command as necessary. Contact information for the specific personnel listed below can be found on the school website.



STUDENT CONDUCT

CHAIN OF COMMAND

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academics & Curriculum	Teacher	Principal	Assistant Superintendent	Superintendent	
Athletics	Coach	Athletic Director	Principal	Assistant Superintendent	Superintendent
Athletic Facilities	Activities Coordinator	Buildings & Grounds Supervisor	Principal	Assistant Superintendent	Superintendent
Attendance	Attendance Secretary	School Counselor	Assistant Principal	Principal	Assistant Superintendent
Business Office	Business Manager	Principal	Assistant Superintendent	Superintendent	
Cafeteria	Food Services	Principal	Assistant Superintendent	Superintendent	
Discipline	Teacher	Assistant Principal	Principal	Assistant Superintendent	Superintendent

STUDENT CONDUCT

CHAIN OF COMMAND

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Facilities	Principal	Buildings & Grounds Supervisor	Assistant Superintendent	Superintendent	
Guidance	School Counselor	Principal	Director of Personnel & Student Services	Assistant Superintendent	
Special Education	Teacher	Principal	Special Education Director	Assistant Superintendent	
Student Concern	Teacher	School Counselor	Assistant Principal	Principal	Assistant Superintendent
Transportation	Transportation Director	Office Secretary	Assistant Principal	Principal	Assistant Superintendent

AUTHORITY

There is no division of authority among members of the staff of the School District. Any Elizabeth Forward School District staff member is authorized to reprimand or correct pupils who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in school, students may form a positive attitude toward it and not only do their part in making school an effective place for learning but develop the habit of self-restraint, which will make them better people.



STUDENT CONDUCT

BOARD POLICY ON STUDENT DISCIPLINE

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment, and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student of this District to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent traveling to and from school, and they are published early in the student handbook. Such rules shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person, and property of others, preserve the degree of order necessary to the educational program in which they are engaged, obey constituted authority, and respond to those who hold that authority.

CODE OF CONDUCT

The Elizabeth Forward Board of School Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents, and school personnel. The policy also defines disciplinary consequences and behavior modification procedures staff members may use when dealing with students who exhibit inappropriate behavior in school. The Code of Conduct defines disciplinary offenses and consequences. In order to define a clear set of expectations for students, the Administrative Team of the Elizabeth Forward School District has derived a set of Recommended Disciplinary guidelines. A copy of these guidelines is contained in this Handbook. Students and parents should spend an extensive amount of time reviewing this document. Students should ask questions if they are unsure of anything in the document.

COMPUTER AND NETWORK USE

Tampering with, vandalism to, or unauthorized use of Elizabeth Forward School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCRs, DVD Players, televisions, etc.), software, or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators may be subject to discipline. This policy includes inappropriate use of the internet, network, and e-mail capabilities that exist on school district computers. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

In addition, all students who are participants in the District's 1:1 initiative will be issued disciplinary action based on the infraction committed in regard to equipment issued as part of the initiative. All disciplinary details are outlined in the Acceptable Usage Guidelines as well as the Student Code of Conduct.

STUDENT CONDUCT

CORPORAL PUNISHMENT

The Board of School Directors prohibits the use of corporal punishment as a form of discipline for students in the district. Please be advised that reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

DISCIPLINARY OPTIONS

Social Suspension

A student placed on a Social Suspension is not permitted to attend, as a participant or spectator, any school functions or extracurricular activities such as dances, sporting events, concerts, assemblies, musicals, etc.

Lunch Detention

A student assigned to lunch detention will retrieve their lunch under the supervision of the cafeteria proctors. The proctor will send the student to the designated lunch detention area. Near the end of the lunch period, the student will be directed to return the lunch tray and trash to the proper area(s).

After-School Detention

A student who has been assigned to after-school detention will serve during after-school hours under the supervision of the teacher who assigned the detention. The specific duration of service is at the discretion of this teacher. If the detention is assigned until 4:50 p.m., the student has the option to take the activity bus home.

In-School Suspension (ISS)

In-school suspension (ISS) is a disciplinary measure where students are required to stay at school but are separated from their regular classes. It is typically used for minor offenses as an alternative to out-of-school suspension.

Out-of-School Suspension (OSS)

During Out-of-School Suspension (OSS), students are removed from the educational setting for a period from one (1) day to ten (10) days. Parents are contacted over the phone and notified in writing when their child is assigned OSS. Students are expected to make up all work missed during a suspension.

These are guidelines only. Any infraction may warrant more or less severe (or different penalties) based on the circumstances presented.

STUDENT CONDUCT

DRESS CODE

Elizabeth Forward School District policy #221 (Dress and Grooming) outlines appropriate clothing. Elizabeth Forward School District administration reserves the right to question any mode of dress/jewelry/hairstyle that is beyond current community/school accepted standards or in any manner jeopardizing the health, welfare, or safety of a student or other students. Any clothing judged to be a disruptive influence in class or interfering with the educational rights of others is considered improper dress. Certain types of clothing and hairstyles may be required for physical education classes or for extracurricular activities such as band, athletics, etc.

The following are specifics to the Dress Code for Elizabeth Forward Middle School.

SECTION I. GENERAL

1. Excessively baggy pants or clothing that can conceal items and/or pose a safety hazard are not permitted.
2. Undergarments should not be exposed in any way.
3. All dress and grooming should be appropriate. Students are expected to dress in accordance with good taste and personal pride. Students have the responsibility to keep themselves, their clothes, and their hair clean.
4. Students are not permitted to carry backpacks and purses during the school day.
5. Hats and hoods are not permitted to be worn in school. Hooded sweatshirts may be worn. However, hoods must be down and not cover heads during the school day. If any student cannot adhere to this rule, they will not be allowed to wear a hooded sweatshirt to school. All hats and hoods must not be worn inside school buildings with the exception of (1) a cap or hat that is part of a uniform worn at a school activity and/or theme weeks with approval from the building administrator and/or (2) for documented religious or medical purposes that have been approved by the building administrator.
6. Any clothing and/or accessories that could be considered costume wear are strictly prohibited. This includes, but is not limited to, collars, headbands depicting animal-like characteristics, tails, capes, trench coats, robes, sunglasses, wigs, bandanas, slippers, masks, and or leashes.

SECTION II. TOPS

1. Tops may not be "low cut" or exposing. Any clothing that exposes the waist, navel, abdomen, midsection, torso, back, chest, or other areas considered private is strictly prohibited. This includes, but is not limited to, crop tops, midriff tops, low-cut tops, or shirts cut off at the sides. Bare midriffs and bare backs are not permitted.
2. The following are unacceptable school attire:
 - a. Spaghetti strap (less than one inch wide)/halter/strapless/mesh tops.
 - b. See-through blouses or shirts.
 - c. Tube tops/crop tops/half-shirts.
 - d. Any top that allows the midriff, cleavage, or undergarments to be exposed is not permitted.
 - e. Coats, jackets, or other garments designed to protect from the outside weather are not to be worn in school.

STUDENT CONDUCT

DRESS CODE

SECTION III. PANTS/SHORTS/SKIRTS

1. Pants, shorts, and skirts must be secured and worn no lower than the hip. Low riding/sag style is not permitted. All clothing must be worn in the manner for which it was intended.
2. Pajamas and/or undergarments worn as outerwear are not permitted.
3. Dresses, skirts, and/or shorts are to be fitted for comfort and appearance, must be in good taste, and of appropriate length. Shorts/Skirts may be no shorter than fingertip length when standing with the student's arms placed at his/her side in a relaxed position.
4. Holes in clothing must not be above the knee.

SECTION IV. OFFENSIVE DRESS

1. Clothing, patches, buttons, pins, and jewelry are not permitted if they:
 - a. Have sexually suggestive writing/pictures.
 - b. Advocate violence.
 - c. Advertise or promote the use of tobacco, alcohol, or drugs.
 - d. Have double-meaning wording or obscene language.
2. A tattoo (permanent or temporary) must be covered if it:
 - a. Has sexually suggestive writing/pictures.
 - b. Advocates violence.
 - c. Advertises or promotes the use of tobacco, alcohol, or drugs.
 - d. Has double-meaning wording or obscene language.
 - e. Slogans or symbols are designed to be provocative or offensive to others.

SECTION V. FOOTWEAR

1. Footwear must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted.

SECTION VI. JEWELRY

1. Spiked jewelry, chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

SECTION VII. HEADWEAR

1. Hats, hoods, caps, bandanas, durag, wave cap, headwraps, bonnet, sunglasses, visors, sweatbands, or any other head coverings are not permitted.

SECTION VIII. HEALTH AND HYGIENE

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain personal hygiene that does not disrupt the classroom or school environment.



STUDENT CONDUCT

DRESS CODE

SECTION IX. DISCIPLINE

1. Students are subject to disciplinary action for violating the dress code and will be required to change and/or call home for appropriate clothing. The building principal shall have the final say in what constitutes a violation of the dress code.
 - First Offense = call home, verbal warning
 - Second Offense = call home, change clothes, lunch detention
 - Third Offense = call home, change clothes, after-school detention
 - Fourth Offense = office referral for a consequence
2. Any refusal to correct dress code violations may be handled as insubordination.

The standards listed above may not cover every possible instance of appropriate or inappropriate grooming or appearance. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the building administration will work with the student and a parent to obtain an acceptable change of clothing for the student in a way that minimizes the loss of instructional time. Repeated or severe offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

The principal, in cooperation with the sponsor, coach, or a person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

Students in attendance as spectators are expected to dress in good taste. School activities and themed dances may provide exceptions to parts of the dress code (i.e., theme weeks) at the discretion of the building Principal.

STUDENT CONDUCT

DRUG AND ALCOHOL POLICY

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

Legal Consequences of Drug/Alcohol Violations

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances. The Elizabeth Forward School District absolutely prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on Elizabeth Forward School District premises or while participating in or attending school-related activities of the district on or off the premises. All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

E-CIGARETTE USE/POSSESSION

The use or possession of E-Cigarettes or other vaping products is strictly forbidden. This is a level 3 offense and is included in the EFSD’s tobacco policy. Students will be out of school suspended (OSS) for 3 days, issued a 45 school-day social suspension (completion of the Catch My Breath Program could lower the social suspension to 25 days), and a magistrate citation will be filed. Additional infractions will be subject to progressive discipline. (Refer to Social Suspension) Please be aware that caffeine pouches will be treated as a “look-a-like” for Tobacco, as the certainty of the contents cannot be ascertained.

LEGAL CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT

Students can face school consequences, as well as legal consequences, for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior are, but are not limited to: disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardiness to school, and trespassing.

STUDENT CONDUCT

PBIS

The Positive Behavioral Interventions and Supports (PBIS) Program emphasizes a school-wide system of support and discipline that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. Instead of individual behavioral management plans, PBIS acknowledges positive student behaviors within the school setting. The PBIS program at the Elizabeth Forward Middle School is modeled around the motto of being a BRAVE Warrior: Be Safe, Respect Others, Accountable, Victorious, and Enthusiastic. We defined expectations in all areas of the school, including the cafeteria, restrooms, hallway and stairs, assembly, and classroom. The purpose of the PBIS program at the Elizabeth Forward Middle School is to create a positive environment where all students are taught prosocial behaviors to achieve academic and lifelong success.

RECOMMENDED DISCIPLINARY GUIDELINES/CODE OF CONDUCT

In order to provide firm, fair, and consistent disciplinary actions for violations of the Student Code of Conduct, the Administrative Team has developed a set of Recommended Disciplinary Guidelines. These guidelines appear later in this handbook.

RECORDING WITHOUT PERMISSION (AUDIO/VIDEO)

No student is permitted to take an audio or video recording of another student, staff member, or a class session without the permission of the student, teacher, or administrator who is being recorded. This is a technology violation and will result in disciplinary action.

REPORTING UNSAFE OR DANGEROUS ACTS

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to a teacher, school counselor, or principal immediately. Students found to have knowledge of an unsafe act or a threat of an unsafe act, and not report it immediately, could be subject to school and legal consequences.

SOCIAL SUSPENSION

Rationale: Participation in extra and co-curricular activities is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues. Elizabeth Forward Middle School students receiving a social suspension will be ineligible to attend or participate in Elizabeth Forward School District extra-curricular activities, including but not limited to any school-sponsored events (home or away), athletics, band or choral concerts, PTO-sponsored events, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of school days, not calendar days, and include actions or events on weekends, during holiday or summer breaks, or other non-school days. Students will be given written notice of any social suspension, including a start and end date for the term of the suspension. Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use Social Suspension for Behavior infractions as defined by the Code of Conduct.



STUDENT CONDUCT

LEVEL I

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the school's orderly operation. An individual staff member should handle these misbehaviors and rarely require administrative intervention. However, such misbehaviors may indicate a problem that should be referred to the appropriate support staff.

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

- Agitating or pestering others
- Classroom tardiness
- Classroom, hall, cafeteria, auditorium, or locker room disturbance
- Non-defiant failure to complete assignments or carry out directions
- Possession/Use of non-instructional items (audio devices, playing cards, cellular phones, laser pointers, etc.) during restricted times of the school day
- Minor insubordination
- Minor cafeteria misconduct
- Minor defacing of school property
- Horseplay
- Loud or boisterous noise
- Dress code violation
- Public display of affection

PROCEDURES:

The staff member supervising the student or observing the misbehavior immediately intervenes. The staff member maintains a proper and accurate record of the offenses and disciplinary action. The staff member will discuss the behavior with the parents/guardians, the administrators, and appropriate support personnel. The intervening staff member will notify the parents/Guardians of the disciplinary problem.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Verbal reprimand
- Special duties/activities
- Withdrawal of privileges
- Parent/Guardian conference/contact
- Required to clean, replace, or repair damage
- After school detention
- Lunch detention
- Behavior contract



STUDENT CONDUCT

LEVEL II

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

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

- Continuation of Level I Misbehavior
- Cheating
- Cutting class
- Disrespect to others in words or gestures, including offensive language
- Cafeteria misconduct
- Misconduct on field trips, athletic trips, or other trips involving students
- Possession of obscene material
- Pushing, shoving, or jostling
- Dress code violation (multiple offenses)
- Defiant failure to comply with a direction
- Public display of affection (multiple offenses)
- Bus misconduct

PROCEDURES:

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

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Principal reprimand
- Withdrawal from extracurricular activities
- Parent/Guardian conference/contact
- Suspension (ISS/OSS)
- After school detention
- Saturday detention
- Referral to student support team
- Removal from bus
- Privilege suspension
- Behavior contract
- Lunch detention



STUDENT CONDUCT

LEVEL III

Acts directed against persons or property but whose consequences may not seriously endanger the health or safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake depend on the extent of the school's resources for remediating the situation in all students' best interests.

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

- Continuation of Level I or II Misbehavior
- Disorderly conduct
- Fighting
- Hazing
- Major insubordination
- Theft
- Threats to others/intimidation in words or gesture
- Use/Possession of tobacco or vaping products
- Vandalism
- Gambling
- Throwing dangerous objects
- Possession and distribution of obscene material

PROCEDURES:

Disciplinary action is initiated by investigating the infraction and conferring with the staff the extent of the consequences. The administrator meets with the student and notifies the parent/guardian of the student's misconduct and resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary action. There is restitution of property and damages when appropriate. Penal law(s). Law enforcement involvement (when deemed appropriate). The procedures and options suggested are actions that may be taken. Other disciplinary options or responses may be applied only after appropriate consultation with and approval by the building principal.

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Temporary removal from class or assigned area.
- Parent/Guardian conference/contact.
- Withdrawal from extracurricular activities.
- Suspension (ISS/OSS).
- Criminal prosecution before a magistrate.
- Referral to the student support team.
- Removal from the bus.
- Police notification.
- Privilege suspension of up to 90 school days.



STUDENT CONDUCT

LEVEL IV

Acts that result in violence to another person or property or directly threaten the safety of others in the school. These acts are criminal and are so serious that they always require administrative action resulting in the immediate removal of the student from the school. The intervention of law enforcement authorities or action by the Board of School Directors may also be required.

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

- Continuation of Level I, II, or III misbehavior
- Arson or attempted arson
- Assault and battery on student or staff
- Bomb threat
- Engaging in any conduct contrary to the Criminal Code or ordinances of the Commonwealth/community on school grounds or at school-sponsored activities
- Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community
- Extortion
- Furnishing/Selling/Possession of unauthorized substances
- Harassment of students or staff
- Leading or participating in a major disruption
- Possession/Use/Transfer of dangerous explosives or weapons
- Unwarranted pulling of a fire alarm
- Vandalism of school property or personal property of school personnel
- Possession/Use of smoke bombs or simple explosive devices
- Possession/Use of drugs or alcohol

PROCEDURES:

Immediate referral to an administrator. The administrator verifies the offense and, if necessary, confers with the teacher/staff member involved before meeting with the student. After an informal hearing, the student is suspended from school, and parents/guardians are notified. If appropriate, law enforcement agencies will be notified. A complete and accurate report is submitted to the Superintendent for a possible hearing before the Board of School Directors.

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

SUGGESTED DISCIPLINARY OPTIONS/RESPONSES:

- Suspension (ISS/OSS).
- Referral to appropriate law enforcement agencies
- Referral for Superintendent's hearing
- Restitution of damages or property



STUDENT SERVICES

GUIDANCE OFFICE

School counseling services are available for every student through a comprehensive school counseling program. Guidance services are available for any student to discuss school or personal problems. Students may request to see the school counselor at any time. They may report directly to the front office to speak to a school counselor. Parents are also welcome to speak to a school counselor by calling or emailing the guidance office to arrange an appointment. The school counselor's role is to advocate for students as they move through their secondary school years and beyond. School counselors work with students concerning many issues such as self-awareness, peer issues, educational planning, test interpretation, career choice, post-high-school plans, home, school, and/or social concerns, or any matter the student feels should be discussed with a counselor.

Confidentiality

All information gathered about any child 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 and rights of confidentiality and access to educational records, you may contact your child's school counselor or building principal in writing.

Schedule Changes

Scheduling changes must be requested in writing via the guidance office and are to be completed no later than the communicated timeframes. It is important to realize that completion of a "Schedule Change Request Form" does not guarantee that a schedule change will be authorized. Typically, schedule changes are only authorized for the following reasons: scheduling error, previous failure, and/or summer school. Permission for schedule changes may only be granted by the building principal. Schedule changes to switch or move student teams will not be granted unless it is medically needed and the parent/guardian provides medical documentation.

Testing (PSSA and Keystone Exams)

The Pennsylvania Department of Education requires that all school districts participate in the Pennsylvania System of School Assessment. All 6th through 8th grade students will be required to take the ELA and Math PSSA assessments. Grade 8 students will be required to take the Science PSSA. All students enrolled in Keystone Eligible courses in the Middle School (Algebra) will be required to take the appropriate assessment. Please refer to the assessment schedule for further details.

LOCKERS

Lockers are the school district's property and are on loan to students for use. All students are issued a school locker with a built-in lock. Once the paperwork is signed, their homeroom teacher will issue their assigned locker. Lockers and their contents, including school-issued materials, are the responsibility of the students. Because lockers may be subject to search and because students will be held responsible for anything found in their lockers, lockers and lock combinations should not be shared. This rule is designed to protect students.

STUDENT SERVICES

LIBRARY/ICREATE STUDIO

The iCreate studio is open throughout the school day and may be utilized by teachers. Students may check out and return books during the day. Teachers may bring students to the iCreate studio during the school day. At no time should a student be unsupervised in the iCreate studio. Books are checked out for two (2) weeks. The due date is stamped on the due date card inside the book(s). Fines are 5 cents per school day on each overdue book. Books and magazines are to be used with care. Students are held financially responsible for lost and/or damaged books. Students will be charged the replacement price of the item.

MAIN OFFICE

The school's Main Office handles telephone calls, visitors, and any student questions. Since it is essentially a business area, the use of the office phone by students will be permitted for emergency reasons only. Disciplinary matters, as well as student requests and problems, will be handled by the principal/assistant principal/school counselor in a timely manner. Since the Main Office handles a wide variety of issues throughout the normal school day, it may be necessary to schedule a meeting if you wish to speak with the building principal.

NURSE

Health services are available in the building, staffed by a healthcare professional. These individuals provide first aid care, administer prescribed medication to a student in accordance with the written directions of a licensed prescriber, and monitor the health, safety and immunization status of all of our students. In compliance with the Pennsylvania School Health Code, the Elizabeth Forward School District mandates the following schedule of examinations:

- Physical Examination Grades K, 6 and 11
- Dental Examination Grades K, 3 and 7
- Vision Check Annually, All Grades
- Hearing Test Grades K, 1, 2, 3, 7 and 11
- Scoliosis Screening Grades 6 and 7
- Height, Weight and Body Mass Index Annually, all grades

*All examinations and screenings will be conducted in the nurse's office.

Immunizations

The law requires that a parent or guardian show duly-certified evidence of specific immunization shots for all children entering school. This is in accordance with District Policy #203.

All students, kindergarten through twelfth grade, must provide proof of immunization prior to being admitted to school:

- 4 doses of tetanus, diphtheria and acellular pertussis (One dose shall be administered on or after the 4th birthday.)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after the previous dose given.)
- 3 doses of Hepatitis B
- 2 doses Measles Vaccine
- 2 doses Rubella Vaccine
- 2 doses Mumps Vaccine
- 2 Varicella (Chicken Pox)



STUDENT SERVICES

NURSE

All students entering seventh grade must provide proof of immunization prior to being admitted to school:

- 1 dose of tetanus, diphtheria, and acellular pertussis on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine on the first day of 7th grade

All students entering twelfth grade must provide proof of immunization prior to being admitted to school: 1 dose of meningococcal conjugate vaccine on the first day of 7th grade (If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.)

If your child has not received the proper shots, please make arrangements with your family physician to have this done as soon as possible. If there is any medical reason why your child should not be fully immunized, please bring a certificate from your physician stating the reason. If you object to immunizations for religious reasons, the State requires that you sign a form to this effect at school.

Administering Medications to Students

Before any medication can be administered to any student during school hours, a written order from the prescribing physician and a written request of the parent/guardian (which shall give permission for such administration and relieve the Board and its employees of liability for the administration of medication) must be obtained by the school nurse.

Prescription Medications: Prescription medications will be administered to the student as pre-approved in writing by the parent/guardian and with a written order from the prescribing physician. The written order of the prescribing physician should include the student's name, the name, and purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administered, the length of period for which medication is prescribed, and possible side effects of medication. Prescription medications must be in the pharmacy-labeled container.

Emergency Medication: In special situations, such as allergic reactions to bee stings, asthma attacks, or severe hypoglycemia, where an antidote must be administered, written approval from the parent/guardian and a physician's written order will be required in advance. In the event that written pre-approval has not been obtained in advance from the parent/guardian, emergency medication can be administered upon diagnosis and instruction from the school physician or the student's private physician.

Non-Prescription Medications: Non-prescription medications, such as but not limited to acetaminophen, ibuprofen, ointments, and throat lozenges, will be administered to students as pre-approved in writing by the parent/guardian and authorized by the school physician in standing orders. Lacking pre-approval, and when, in the opinion of the school nurse, a student needs a non-prescription medication, the school may seek approval by phone from one of the following, in order: parent/guardian and the school physician. Failing to secure such approval, no non-prescription medications will be given.

STUDENT SERVICES

NURSE

First Aid: When accidents occur, first aid is administered. First aid is defined as immediate, temporary care given in case of accident or sudden illness. Usually, first aid is administered by one of the following school personnel: nurse, nurse's aide, and/or principal. Further decisions and actions concerning the accident are the responsibility of the parent. Parents should update the information in PowerSchool.

Use of Medication

Prescription and non-prescription medications will be administered to students by the school nurse. A written note signed by the parent/guardian indicating the exact time(s) and dosage of the medication must be presented to the nurse with the medication. All medications shall be securely stored in the school office/health room and kept in the original labeled container. This includes aspirin and Tylenol. A STUDENT MAY NOT CARRY HIS/HER OWN MEDICATION, including over-the-counter medicines. If caught, they could be subject to discipline under the Elizabeth Forward Drug and Alcohol Policy.

Wellness Policy

The Elizabeth Forward School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. Elizabeth Forward is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity in accordance with State Board of Education curriculum regulations and academic standards.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program is mandated throughout all public secondary schools in PA. It is designed to assist school personnel to identify student issues and needs which could pose a barrier to their learning and school success. The mission of the SAP program is to help students and their families, encourage healthy coping skills, and to increase school success. Students' health, safety, and welfare are always of utmost importance. The team includes teachers, school counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact upon school performance. Involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision making process affecting their children's education and is the key to successful resolution of problems. School personnel, peers, students themselves, or family members may refer students to SAP. Any person who is concerned about a student is encouraged to refer that student by contacting one of the school counselors.

STUDENT SERVICES

STUDENT ASSISTANCE PROGRAM (SAP)

Some signs and symptoms of students who may be referred to the Student Support are: decline in grades/academic performance; poor attendance; change in friends, behavior, or attitude; school phobia; violation of school rules; health problems; alcohol and other drug use; family issues/stress/violence; being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems; being a victim of violence/abuse; eating, sleeping or grooming changes.

STUDENT TRANSPORTATION

Busing

Bus transportation and bus routes have been arranged through the collaborative efforts of the Student Transportation of America Bus Company (STA) and Elizabeth Forward School District for the safety and convenience of our students. Any concerns regarding bussing should be directed to the Director of Transportation, Mrs. Lacey Pierce, at 412-385-2908, or lpierce@ridesta.com.

Bus Safety Guidelines

Conduct of students on the school bus is an important factor in the safe transportation of school students. Acceptable behavior is to be practiced at the bus stop and on the bus. Misconduct will not be tolerated and can result in the loss of transportation privileges and/or suspension. Please be aware the School District will exercise their right to file disorderly conduct charges for certain student actions.

In order to establish a safe and efficient school bus transportation program, the following rules and regulations have been established:

1. Students are not permitted to ride a bus other than his/her assigned bus without written permission from the school office. Both students are required to bring in a written request from the parent/guardian to receive permission to ride a different bus. The request should be followed up with a phone call to the office to confirm validity. A signed note will be issued to the student to give to the bus driver from the office. *Permission to ride another bus will be reserved for emergencies or special circumstances.*
2. Students should board the bus and remain seated throughout the bus ride. Students will receive assigned seating and must sit in that seat for the entire school year or until the bus driver reassigns seats.
3. Students are not permitted to throw anything out the windows or within the bus. Keep hands, arms, and head inside the bus at all times.
4. Listen to the bus driver and follow his/her directions. Talk quietly so the driver is not distracted. Students are not permitted to use vulgarity on the bus.
5. Students must remain seated until the bus comes to a complete stop before making an attempt to get off the bus. DO NOT walk in the aisle way while the bus is still moving.
6. No food or drink is to be consumed on the school bus.
7. No electronics devices should be used on the bus.

STUDENT SERVICES

STUDENT TRANSPORTATION

Bus Safety Guidelines

Failure of students to comply with the above will cause disciplinary actions:

- **1st notice:** Student may be given a warning and a parent notification.
- **2nd notice:** Student will be given three (3) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home. Out-of-school suspension (OSS) may also be assigned.
- **3rd notice:** Student will be given five (5) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home. Parents will be required to meet with the Principal prior to the child getting back on the bus. Out-of-school suspension (OSS) may also be assigned.
- **4th notice:** Student will be given ten (10) days suspension of bus privileges with a possibility of suspension of privileges for the remainder of the year. Out-of-school suspension (OSS) may also be assigned.

The Elizabeth Forward School District reserves the right to use cameras on the school buses and utilize video and audio recording as a method of determining student discipline. Furthermore, in severe cases, disorderly conduct charges may be filed as outlined in the Student Transportation Guidelines.

TECHNOLOGY

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.



REQUIRED NOTICES

SCHOOL BOARD POLICIES

All policies that govern the functioning of the Elizabeth Forward School District, its students, parents, faculty, staff, and parents/guardians are written and adopted by the Board of School Directors of the Elizabeth Forward School District. All policies are available for public review in the Central Office or online at the District Website: <http://www.efsd.net>

NON-DISCRIMINATION POLICY

The Elizabeth Forward School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For information regarding civil rights, grievance procedures or services, activities, and person, contact your building Principal.

HOMELESS CHILDREN AND YOUTH

Who is considered homeless? Under the McKinney-Vento Act, the term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youths who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and who are migratory children who live in one of the above circumstances. Contact Mrs. Lori Rogers, EF Homeless Liaison, at lrogers@efsd.net or Ms. Crista Scalfari, School Counselor, at cscalfari@efsd.net with any questions.

STUDENT RIGHTS AND RESPONSIBILITIES

All students’ rights and responsibilities are governed by the Pennsylvania School Code (Title 22 – Education) and Elizabeth Forward School Board Policy. Links to the PA Code and Elizabeth Forward School Board Policies can be found by visiting our website: <http://www.efsd.net>

CHAPTER 15 ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Elizabeth Forward School District will provide to each student with a disability, 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 student with a disability, the child must be of 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 evaluation procedures and provision of services to protected handicapped students, contact your building Principal.

REQUIRED NOTICES

WEAPONS POLICY

Section 1317.2 to the Public School Code and EF Board Policy 218.1 provides that school districts must expel for a period of at least one year “any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any conveyance providing transportation to a school or school sponsored activity”. 24 P.S. §13-1317.2(a). The Act defines “weapon” to include, but not be limited to, “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury.”

LOCKERS

Lockers are the property of the school district and are on loan to students for use. All students are issued a school locker with a built-in lock. Their assigned locker will be issued by their homeroom teacher once the paperwork is signed. Lockers and their contents, including school-issued materials, are the responsibilities of the students. Because lockers may be subject to search and because students will be held responsible for anything found in their lockers. Lockers and lock combinations should not be shared. This rule is designed to protect students.

USE OF AUDIO/VIDEO SURVEILLANCE EQUIPMENT

The safety and security of students and staff are of primary importance to the Elizabeth Forward School District. The School District employs audio/video surveillance equipment for security purposes. Audio/video surveillance equipment will be used in the school hallways, outside of school buildings, in certain school areas, in the cafeteria, and on the buses. This equipment may or may not be monitored at any time. These cameras have the ability to record both what is said and done. The audio/video cameras will be used to monitor student behavior and to maintain order and a safe environment. Students and parents are hereby notified that the content of the recordings may be used in student disciplinary proceedings. The contents of the recordings are confidential student records and will be safeguarded. Recordings will be retained only if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

APPENDIX

You will find the Narcan/Naloxone Guidelines, Annual Public Notice of Special Education Program and Services for School-Age Children with Disabilities, and the Recommended Disciplinary Guidelines and set forth below.

Annual Public Notice of Special Education Program and Services for School-Age Children with Disabilities

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth (including children with disabilities attending private schools, regardless of the severity of their disabilities), and who are in need of special education or related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act, Amendments of 2004 (IDEA '04).

Narcan/Naloxone Guidelines

The Elizabeth Forward School District has adopted a policy regarding the procurement, maintenance, and administration of an opioid antagonist (Naloxone) for emergency use to assist a student, staff member, or other individuals believed or suspected to be experiencing an opioid overdose. Refer to district policy #833.

Use Of Nasal Narcan/Naloxone For Suspected or Known Opioid Drug Overdose

1. Narcan Nasal Spray will be available in the Elizabeth Forward Middle/High School Nurse's Office. Narcan Nasal Spray is an opioid antagonist indicated for the emergency treatment of known or suspected opioid overdose, as presented by respiratory and/or central nervous system depression. Narcan Nasal Spray is intended for immediate administration as emergency therapy.
2. Symptoms of an opioid overdose include: slow breathing, small pinpoint pupils, confusion, being tired, nodding off, or passing out, dizziness, weakness, apathy, cold and clammy skin, nausea, vomiting, seizures.
3. Students and staff should report suspected overdoses to the School Nurse, School Resource Officer, and Principal.
4. The protection from criminal prosecution is provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until EMS or law enforcement arrive, as well as for the person whose overdose they report.
5. The protection from civil liability is provided by law for persons who report overdoses or administer Narcan in overdose emergencies.
6. Administration of Narcan shall not be required in circumstances of unavailability of Narcan, unavailability of a qualified Narcan administrator, and /or uncertainty as to whether an opioid overdose is occurring. The Naloxone policy shall not create a duty on the part of the Elizabeth Forward School District and/or its personnel to administer Narcan.

APPENDIX

Annual Public Notice of Special Education Program and Services for School-Age Children with Exceptionalities

GIFTED SERVICES

Screening and Eligibility Determination Procedures

The Elizabeth Forward School District is committed to working in partnership with school staff, families, and the community to serve the needs of our high-achieving learners. We advocate for students with outstanding gifts or talents and align our services with the established Pennsylvania State Guidelines provided in Chapter 16. Highly trained, gifted instructional coaches support classroom teachers in the development of differentiated instructional activities and assignments. This adds intensity, rigor, relevant, and dynamic, authentic assessments to meet the continuous growth model for every student.

Parent Request for a Gifted Evaluation:

Parents/Guardian(s) may request a district evaluation to determine if their child is gifted and in need of specially designed instruction to meet his/her unique learning needs. The performance data will be reviewed at a multidisciplinary team meeting.

The Gifted Screening & Eligibility Determination Procedures can be found on the district website under the Gifted Services tab or by contacting your school counselor.

SPECIAL EDUCATION

Annual Public Notice of Special Education Services for School-Age Children with Disabilities

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth (including children with disabilities attending private schools, regardless of the severity of their disabilities) and who are in need of special education or related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act, Amendments of 2004 (IDEA '04).

Elizabeth Forward School District provides Free Appropriate Public Education (FAPE) to children with disabilities who need special education and related services. Pennsylvania has adopted state laws, which conform to IDEA '04 and which school districts must follow. FAPE is provided to students who need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment



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Early Intervention

The IDEA '04 also requires the provision of a Free Appropriate Public Education (FAPE) to children with disabilities between three years of age and the school district's age of beginners. In Pennsylvania, a child between three years of age and the school district's age of beginners with a developmental delay or one or more of the physical or mental disabilities listed in the first section may be identified as an "eligible young child." Eligible young children are afforded the rights of school-age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services System Act. The Allegheny Intermediate Unit provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the Allegheny Early Intervention Service Coordinator at 412-394-5904.

Screening

Elizabeth Forward School District has established and implemented procedures to locate, identify, and evaluate children suspected of having disabilities. These procedures involve screening activities which include, but are not limited to, yearly review of group-based ability and achievement test scores, cumulative records, enrollment records, health records, and report cards; hearing screening (in Kindergarten, first, second, third, seventh, and eleventh grades and in life skills support; vision screening (every grade level); motor screening; and speech and language screening in kindergarten, second grade, and individually as referred.

Except as indicated above or otherwise announced publicly, screening activities take place in an on-going fashion throughout the school year. Screening is conducted in the child's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a child may be a child with disabilities, Elizabeth Forward School District will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and is not limited to tests administered or procedures used with all children.

In Pennsylvania, this evaluation is conducted by a group of qualified professionals and the parent. The group of qualified professionals shall include a certified school psychologist when evaluating a child for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairments, specific learning disability, or traumatic brain injury. The evaluation process must be completed no later than sixty (60) calendar days after the district receives written parental consent and must include "protection-in-evaluation procedures" (for example, tests and procedures used as part of the multidisciplinary evaluation process may not be racially or culturally biased.)

Upon completion of the administration of tests and the collection of other evaluation materials, a group of qualified professionals and the parent of the child will determine whether the child is a child with a disability and what the educational needs are of the child.

APPENDIX

Information obtained from various sources, including aptitude and achievement tests, parent input, teacher recommendations, physical condition, social or cultural background, and adaptive behavior, will be documented and considered carefully. If a determination is made that a child has a disability and needs special education and related services, an Individualized Education Program (IEP) must be developed for the child.

Identification Activities

Parents who think their child has a disability may request, at any time, that the school district conduct a multidisciplinary evaluation. This request should be made to the Building Principal in writing. If a parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for that written request. Parents also have the right to obtain an independent educational evaluation if they disagree with the school district's evaluation. Elizabeth Forward School District will provide parents, on request, information about where an independent educational evaluation may be obtained.

Educational Placement

An Individualized Education Program (IEP) describes the child's present levels of educational performance, including how the child's disability affects involvement and progress in the general curriculum; a statement of measurable annual goals, including benchmarks or short-term objectives, to enable the child to be involved and progress in the general curriculum; a statement of special education related services and supplementary services to be provided to the child; an explanation of the extent to which the child will not participate with non-disabled children in the regular class; any modifications in the administration of assessments; the projected date for beginning services and modification; and how progress toward annual goals will be measured.

For each child with a disability, beginning at age fourteen (14) or younger, a statement of transition service needs will be included. For each child, beginning at age sixteen, a statement of need for transition services for the student, including, as appropriate, a statement of interagency responsibilities or needed linkages. In determining student placement, consideration will be given to ensure that, to the maximum extent appropriate, children with disabilities are educated with non-disabled children. Classes and services that involve the removal of children with disabilities from the regular environment will occur only if the nature or severity of the disability is such that education in general education classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

Services for Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations that 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. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

APPENDIX

Services for Handicapped Students

These services and protections for “protected handicapped students” may be distinct from those applicable to exceptional or thought-to-be exceptional students. If the school district or a parent believes a student is a protected handicapped student, they may initiate an evaluation.

Parents should call the Director of Special Education of Elizabeth Forward School District for further information on the evaluation procedures and provision of services for protected handicapped students. (Please note that this is a regular education service and not one required by IDEA '04 or Chapter 14.)

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding children with disabilities, children thought to have disabilities, protected handicapped students (if not protected by IDEA '04 or Pennsylvania's Special Education Regulations), and children who are identified as gifted, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

“Education Records” means those records that are directly related to the student, including on computer, through media, and on videotape, which are maintained by an educational agency or a party acting for the agency. “Educational Agency,” for purposes of this notice, means the local school district and/or the Allegheny Intermediate Unit. For all students, the educational agency maintains education records, which include but are not limited to:

- Personally Identifiable Information --Confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics that would make the student's identity easily traceable.
- Directory Information--Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study (secondary students), participation in officially-recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees, and awards received, and the name of the most previous educational agency or institution attended.

The Family Education Rights and Privacy Act (FERPA) affords to parents and to students over 18 years of age certain rights with respect to the student's education records. They are:

1. Parents (or students over 18 years of age) have the right to inspect and review the student's education record. The school district will comply with the request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing (indicating the records the parents wish to inspect) to the school Principal or other appropriate school official. Parents have the right to a response from the school district to a reasonable request for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee, as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents (or students over 18 years of age) have the right only to inspect and review the information relating to the specific child.

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2. If parents (or students over 18 years of age) think(s) information in an education record is inaccurate, misleading, or violates the privacy or other rights of the child, an amendment of the record may be requested. Requests should be made in writing and clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents (or students over 18), in writing, of its decision. If the school district refuses to amend a record, it will notify the parents (or students over 18) of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student (if 18 or older) when notified of the right to a hearing.
3. The school district will inform parents (or students over 18) when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents (or students over 18). Parents (or students over 18) have a right to receive a copy of the material to be destroyed; however, a permanent record of the student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to Education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
4. Parents (or students over 18) have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) (or students over 18) have/has been fully informed regarding the activity requiring consent, in the native language or other mode of communication; they understand and agree in writing to the activities; and, they understand that the consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (Including health or medical staff and law enforcement unit personnel); person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Directory information, as defined above may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the district discloses education records to officials of another school district in which a student seeks or intends to enroll.

5. Parent(s) (or students over 18) have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.



APPENDIX

Mode of Communication

The content of this notice was written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Director of Personnel & Student Services and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange to communicate this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Support Services

SAP Team/Child Study Team: This team provides interventions for students who are in need of support in an academic, social, or behavioral area. This team consists of teachers, guidance counselors, psychologists, school principals, students, or others as deemed necessary. Support may be provided within the classroom setting or other designated areas.

School Psychologist: The certified school psychologist provides building support services. These services may include individual student assessment, Child Study Team assistance, and parent-teacher consultation. Guidance Counselor: The certified guidance counselor provides academic, social, behavioral, and emotional support services for students. These services may include individual and small-group counseling. The counselor also delivers developmental guidance activities to individual classrooms or small groups.

Paraprofessional: The paraprofessional provides support services under the direction of teachers and the building Principal.



2026-2027 STUDENT HANDBOOK ACKNOWLEDGMENT

Student Name _____

Homeroom Number & Teacher _____

The Elizabeth Forward School District promotes cooperation and communication between home and school. When students know what is expected of them, they can be more successful. When parents and guardians know these same expectations, they can better guide their children and help them to be successful in the school environment. The students have been informed of the importance of the contents in this Student Handbook, as well as the Discipline and Attendance policies, and the Computer Policy & Security Agreement.

As a student in the Elizabeth Forward Middle School, I have been given the opportunity to examine and review the contents of this handbook. I also understand that I am assumed to be a user of district technology and am accountable to the district's computer policy and security agreement terms unless permission to access network computer services is denied by my parent/guardian. I agree to abide by all terms and conditions stated within this handbook. I also understand that any changes to the content of this handbook may be made by the administration with reasonable notice.

Student Signature _____

Date _____

As a parent/guardian in the Elizabeth Forward Middle School, I have been allowed to examine and review the contents of this handbook. I understand that my child is assumed to be a user of District technology and its resources and is subject to terms of the District's computer policy, AI policy, COPPA regulations, and security agreement unless I request, in writing, that he/she not have access to network computer services.

I understand that my child may be filmed or photographed in the classroom environment unless I request, in writing, that they may not be filmed/photographed for any reason. This can be done by completing a form that is located on the school website and is titled Elizabeth Forward Photo Opt-Out form.

Parent Signature _____

Date _____

If you are unable to access the handbook electronically from the Middle School website, you may contact the office secretary at 412-896-2336 for a paper copy. All students will still be responsible for all information contained in the Student Handbook.

***This signed Handbook Acknowledgment form is due back to your homeroom teacher by
FRIDAY, SEPTEMBER 4, 2026***





Mrs. Alison DeMarco, M.Ed
Director of Digital Teaching
& Learning

ELIZABETH FORWARD SCHOOL DISTRICT

401 Rock Run Road, Elizabeth, PA 15037-2416 • 412.896.2306 • www.efsd.net

Dear Parent/Guardian,

The Elizabeth Forward School District strategically uses specialized web-based educational teaching programs to help students learn. The District carefully reviews every program it uses and makes sure that the apps are safe, secure, and used only for learning. These applications are designed to enhance classroom instruction by our teachers.

For students to access these learning materials they may need basic student information. This information can include your child's name, school email address, and student work completed in the program. This information is used to both create accounts for these programs for your child when needed and store the work your child completes within the program. The District will share only the minimum information required.

The Children's Online Privacy Protection Act (COPPA) and subsequent regulation by the Federal Trade Commission protects the online privacy of children under the age of 13 and encourages schools to notify parents of the websites and online tools that collect this limited personal information.

Please be assured that student information is not used for advertising. Student information is also not shared beyond what is needed for the program to work.

Please review the attached list of approved programs the Elizabeth Forward School District uses to educate your child. Programs are identified by category. Additional information can be provided upon request.

If you have questions, please contact me at ademarco@efsd.net. The District is committed to keeping student information safe and offering purposeful technology to help children engage and learn.

Sincerely,

Alison R. DeMarco

Alison R. DeMarco

Programs and Applications List Used by students in grades K-8

Learning Management	Curriculum Apps	STEAM Apps	State Testing	Benchmark Testing	Device Management	Supplemental Applications
Canvas	enVisionMath/ Successmaker/ Savvas Realize (Math Curriculum)	Bee-Bot	DRC Insight Test Engine	Aimsweb	Jamf Student	Ace Math Flash Cards
Classlink	Renaissance Accelerated Reader	Birdblox		Renaissance STAR	Apple Classroom	Bloomz
PowerSchool	Amplify CKLA/ELA (Reading Curriculum)	Blockly for Dash & Dot Robots			Content Keeper (Content Filter)	Boddle
	Brainiac Digital Math Manipulatives	Book Creator				Boom Cards
	Carolina Science Online	code.org				Canva
	Prisms	codeSpark				Duolingo
	IXL	Scratch				Dolphin Easy Reader
	Beable	OctoStudio				EDpuzzle
	Nearpod	Osmo				Pass (digital hall pass)
	McGraw Hill	Sphero				Smart Futures
	Follett-Destiny	Tinkercad				Epic
	Generation Genius	Vex				Zoom
	Mystery Science	Wonder				Khan Academy
	Discovery Ed					Magic School
	Prodigy					SplashLearn
						XtraMath