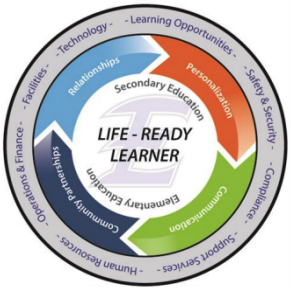
Our Goal

Inspiring and Supporting
Every Learner to
Reach Their Fullest Potential



Elizabethtown Area Middle School

Student Handbook 2026-2027

Parent Acknowledgement

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

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

Middle School Office Hours:	7:00 AM- 3:30 PM
Address:	600 E High Street Elizabethtown, PA 17022
Phone:	717-361-7525
Counseling Office	717-361-7225 Ext. 31725
Attendance email:	ms_attendance@etownschools.org.
District Website:	www.etownschools.org
Middle School Website:	https://eams.etownschools.org/

Note: Policies referenced in this Student Handbook are not fully copied. However, the policy number is given so it can be viewed in its entirety on the EASD Policy Website.

Welcome

A MESSAGE FROM OUR ADMINISTRATION…

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

Middle School Administration

Dr. David Beard	Principal
Dr. Jessica Poletti	Assistant Principal (Grades 6/7)
TBD	Assistant Principal (Grade 8)

Middle School Counselors

Mr. Greg Bechtold	7th Grade School Counselor
Mrs. Michele Updegraff	8th Grade School Counselor
Mrs. Meghan Cunningham	6th Grade School Counselor

Additional Staff

Mrs. Kirstin Reed	Administrative Assistant to the Principal
Mrs. Meredith Moyer	Administrative Assistant to the Assistant Principals
Mrs. Jennie Melchior	Counseling Office Administrative Assistant
Mrs. Megan Lanza	School Nurse
Officer Jacob Kadilak	School Resource Officer
Ms. Samantha Deloy	Crisis Counselor
Mr. Kenny Burke	Home and School Visitor/Social Worker

ACADEMIC INFORMATION

Assessment Retakes

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

Extra Credit

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

Grades

The report card will reflect the student's earned percentage. The minimum passing grade will be 65 percent. Marking period grades are issued four times each year. Student progress reports and report cards will be posted on the district Sapphire Community Portal for parents/guardians to review throughout the year.

Grade Distribution

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

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

Homework Request

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

Honor Roll

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

Incomplete

An incomplete for a quarter indicates that the student has not completed one of many important assignments. Students assume the responsibility of completing these assignments in a reasonable period of time. If this is not done, the grade for that assignment becomes a failure. If an Incomplete is issued as a final quarter grade, ten days will be permitted for an incomplete assignment to be completed following the end of marking periods 1, 2, and 3.

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

Weekly-If at the end of any school week a student has a failing grade in a course, the student will be suspended from participating with their group for one (1) week. The student can attend, but not participate in practice or competition during the suspension. The student will be reinstated **after** the suspension if the student is passing all courses. For example, if at the grade check on Thursday, a student is failing Math, they will be suspended for the weekend and following week until the next grade check. These occur each Thursday of the school year, starting week 2 of school.

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

School Year-If at the end of any school year a student fails a course, the student will be suspended from participating on fall athletic teams and groups for fifteen (15) school days at the start of the next school year. If the student successfully makes up that course/subject in summer school, the student will be eligible to participate for the start of the school year.

EASD General Attendance Information

Regular school attendance is critical to a quality education. The Elizabethtown Area School District attendance practices support the academic success of your child. Please read over the following guidelines thoroughly. EASD attendance information is written in accordance with Pennsylvania Compulsory School Attendance Laws. For information related to attendance, please contact Mr. Kenny Burke, EASD Home & School Visitor, at (717) 367-1533, or kenneth_burke@etownschools.org. Please do not send daily attendance emails to Mr. Burke, direct them to MS_attendance@etownschools.org.

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

School nurse visits and excuses

If a student reports to the nurse during the school day due to not feeling well, the school nurse will evaluate the student's health.

- If the nurse finds the student to be ill, the nurse will call the parent/guardian to ask for the student to be picked up. This is an excusable absence.
- If the nurse finds the student to be healthy enough to stay at school, the student will be asked to return to their classroom.
    - Following a healthy check-up from the nurse, if the student contacts home to ask to be picked up, and if the parent/guardian picks up the student, the absence will not be excused.
        - If the student contacts a parent from a cell phone, without going through the nurse's office or office, the student could receive discipline for using a cell phone without permission.

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

Excuse Cards/Documentation of Absences

All excuses, early dismissals, or late arrival notes are to be submitted through the Middle School Attendance email MS_attendance@etownschools.org. Failure to submit an excuse within three school days of an absence could result in the absence(s) being coded as illegal/unexcused. This can also impact a student being able to make up missed assignments. If a child is absent for three or more consecutive days, a medical excuse is required for these absences.

Excessive Excused Absences

As per school policy, once a student accumulates ten excused absences (documented by a parent/guardian), all future absences or partial absences will require a medical excuse. A notification letter will be sent to parent/guardian(s) when a student has reached this criteria. Failure to provide documentation from a medical professional for each additional absence or partial absence will result in the absence being coded as illegal/unexcused. These absences can result in truancy violations. Be aware that excessive excused absences can result in the inability to make up missed assignments and academic decline.

Educational Trip Experiences

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

Pennsylvania Compulsory School Attendance Laws

All students from age 6 to 18 must be enrolled and attend school. Upon accumulation of three illegal absences, Pennsylvania Compulsory School Attendance Laws define these students to be "truant" and

require that a first official notice be mailed to the parent(s)/guardian(s). A second letter, classifying a student as "habitually truant," is sent upon accumulation of six illegal absences. At this interval, a truancy meeting will be offered to the family to discuss the absences. A last letter is sent upon the accumulation of ten illegal absences. At this interval a truancy citation can be filed with the local Magisterial District Judge.

*If you receive an attendance notification, kindly respond promptly. Be aware that unexcused or illegal absences can result in the inability to make-up missed assignments and academic decline.

Make-up Work for All School Absences

It is the responsibility of the student/parent/guardian(s) to communicate with teachers or school counselors to request missed assignments when absences occur. In addition, school procedures require that students who are absent for excused reasons must make up missed assignments within three days of the students' return to school. If an extension beyond three days is necessary, please communicate and set up a plan with the school counselor, which will be approved by administration on a case-by-case basis. An alternative, comparable assignment may be assigned to cover missed class material, at the teacher's discretion. The intent of all make up work is to help regain lost instructional experiences due to excused class absences. Missed assignments due to illegal/unexcused reasons may result in a "0" for the assignment, at the discretion of the teacher/administration. Students who cut class may not be permitted to make up missed work, and this action will result in consequences as determined by the building administration.

Homebound Instruction

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

Tardies and Early Dismissals

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

A student may be excused early from school for urgent or appropriate reasons. Requests of this nature are to be submitted by the parent/guardian and presented in advance to the main office for evaluation. For verification purposes, a telephone call may be made to the parent/guardian.

*Please note that all early dismissals are initially coded as illegal/unexcused until medical/legal documentation is provided.

Attendance Tracking

Attendance is tracked by the district Home and School Visitor. This position is part of the district's Support Services. The Home and School Visitor focuses on eliminating barriers to the attendance and academic success of each EASD student. Please contact Mr. Kenny Burke at (717) 367-1533 or

kenneth_burke@etownschools.org to discuss any attendance-related issues for all types of learning formats. Please do not email Mr. Burke with daily attendance excuses; please use MS_attendance@etownschools.org.

Etown Cyber Learning Options
Attendance for this learning format is calculated based on login time and completion of required assignments. Please contact your grade level counselor to discuss any concerns or attendance-related issues that prohibit your child from completing assignments as directed. Failure to do so will be addressed via the Compulsory School Attendance Laws.

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

If you or a family you know is experiencing homelessness, please contact Dr. Jennifer Fields, EASD Homeless Liaison, at (717) 367-1521 ext. 10009, or jennifer_fields@etownschools.org.

STUDENT INFORMATION

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

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

Bicycles
Students will be permitted to ride a bicycle to and from school with parent permission. Please stay safe by following all the rules and laws of the road. Once on school property, bikes should be walked on the

sidewalk. Bikes should be parked in the bike racks located by the Park St. entrance to the middle school. Bikes should be locked and are the responsibility of the student. Bike privileges may be revoked from students if it is necessary to keep them safe. For more information, please see EASD Board Policy 223. *(See section on **E-bikes** & **E-scooters** for additional information)*

Bus Transportation

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

The bus driver is the authority figure on the bus and is responsible for the safe transportation of students to and from school. Please adhere to the following rules to stay safe while waiting for the bus and traveling to and from school:

1. Arrive at the bus stop at least 5 minutes before the bus is scheduled to arrive
2. Be respectful towards everyone
3. Keep the bus clean by using the trash container
4. No eating or drinking on the bus
5. Never throw items on the bus or from a bus window
6. Stay seated, especially when the bus is moving
7. Keep your hands and all possessions to yourself
8. Keep all arms, legs, hands, head, etc. inside the bus when windows are open
9. Fighting, swearing, smoking, vaping, and yelling are not permitted on the bus
10. Enter and leave the bus in an orderly manner
11. The rear door of the bus needs to stay closed, except in an emergency
12. Students are only permitted to ride their assigned bus and may not ride another bus for any reason.
13. Students who use electronic devices must use headphones if there is sound emitting from their device.

When the bus arrives at school, students should enter the school building immediately upon exiting the bus and go to their homeroom in a timely manner. Any disciplinary issues that occur on the bus or at the bus stop are treated as an extension of the school day. This includes, but is not limited to, letters of warning, restitution for damages, suspension of riding privileges, meeting with administration, detention, suspension from school and/or expulsion. Additional information on district transportation can be found in school EASD Board Policy 810.2.

E-bikes and E-scooters

Pennsylvania state law does not allow individuals under the age of 16 to ride E-bikes on public roadways or sidewalks. EASD does not permit the use of E-bikes by students under the age of 16 on EASD property. E-scooters are prohibited on school property regardless of age.

Emergency Drills

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

- Remain silent for the duration of the drill.

- If the incident requires exiting the building, exit quickly, do not run or shove.
- When outside, stay a safe distance away from the building.
- Stay with your class or group.

If the nearest exit is blocked, proceed to another exit calmly as directed by your teacher.

Hall Passes

Students are expected to use E-hallpass anytime they are leaving a classroom. E-hall passes should remain active when the student is out of the room and end as soon as they return to class.
For FLEX, a physical pass is also required when leaving the assigned classroom.

Hallways

Keep hallway noise to a minimum so as not to disturb classes in session. Students must conduct themselves in an appropriate manner while walking in the hallways, remembering to stay to the right. No "horseplay" or disturbing others is permitted. Students should respect the adults in the hallway and comply with any requests made by a teacher or staff member for safety purposes. When traveling to and from lunches, students will only be permitted to use specific hallways, based on their grade level.

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

Identification Cards

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

Leader in Me

Elizabethtown Area Middle School has a goal of supporting all students both academically and socially.
To focus our efforts in our behavioral and social expectations, the staff and students will refer to the habits taught in Leader in Me:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw

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

Instructional Materials Center (IMC):

The IMC serves students in grades six through twelve. To function in the best interest of all students, the IMC adheres to the following guidelines: Students may use the library/IMC with teacher approval during Flex time. To allow other students usage during Flex, it is important that students use the library/IMC for checking out books only during Flex.

Lockers

Students will be assigned a locker and issued a lock by the school. Lockers must be kept locked at all times. Students must keep their bags, coats, and personal technology in the locker during the school day. Students should not share their lock combination or locker with other students. Students are responsible for all contents within the locker assigned to them. The lockers are property of EASD and are therefore subject to search. If locks are lost and not returned, a $7.00 fee will be charged as a replacement cost. Students must use the school provided lock and are not permitted to use their own from home.

Nurse

Students should ask permission to visit the nurse and use E-hall Pass. If the nurse is not in the Nurse's office, report to the main office. If a student is feeling ill, they must report to the Nurse's office and a nurse will contact a parent/guardian if deemed necessary. Any student who is picked up due to illness but does not meet the requirements outlined below, will be marked unexcused unless a doctor's note is turned in upon return to school. Emergency information will be collected each year for all students so that a parent/guardian can be contacted if the nurse determines it is necessary for the student to leave school due to illness or injury. Please contact the District's Student Records & Registration Technician if your contact information changes.

Public School Code requires the district to notify parents regarding Type 1 Diabetes Education. Additional information regarding Diabetes Education can be found at this link.

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

Students will be sent home excused for a fever of 100.4º Fahrenheit or greater, active/continuous vomiting, and or active/continuous diarrhea. Students MUST be fever free for 24 hours without fever reducing medication before returning to school.

Medication

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

For more information about the district's medication policy please see board EASD Board Policy 210 and EASD Board Policy 210.1

School Functions

There will be a variety of school functions held throughout the school year. These school functions will be open only to Elizabethtown Area Middle School students. No guests will be permitted from other schools. The rules and policies for that particular function will include all the regular school rules and any

additional rules that pertain to the activity. Any conduct that is unacceptable will result in parent notification and possible loss of school function privileges for a period of time. Parents will be required to pick up students immediately after the event. Students will not be permitted to leave the function early unless they bring a note from their parent(s) or guardian(s) and present it to an administrator or chaperone. Additional information can be found in EASD Board Policy 231.

School Insurance

The school has made arrangements with an insurance company for low-cost student accident insurance. This insurance is made available each fall, but is not compulsory. A memo will be published listing the cost. The policy covers the student during school hours, while participating in school-sponsored activities, and to and from school. Those covered by school insurance must notify the school nurse at once if timely payment is to be made. Additional information can be found in EASD Board Policy 211.

Skateboards, Roller Blades, Heelys, and Scooters

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

Solicitation

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

Water Bottles

Students are permitted to carry water bottles in school and it may only contain water. Any drink that is not water is prohibited in the building, except in the cafeteria as part of a student lunch. Violations of this rule may result in the confiscation of the beverage and/or disciplinary consequences following progressive discipline.

Students may not have energy drinks in the middle school. To support student health, prevent behavioral disruptions, and avoid costly spills on school technology, students may only bring plain water into classrooms. Energy drinks brought to school will be confiscated and disposed of by administration.

CAFETERIA

Breakfast

Students should report to the cafeteria for breakfast after dropping off their bags in their locker and other items in their homeroom. Students shall eat in their assigned homerooms. Students are reminded that cell phones are not permitted during this time. All students should clean-up after themselves and make sure trash is disposed of and all tables/desks are wiped down.

Lunch

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

1) Respect and obey all adults in the cafeteria
2) Only purchase food for yourself.
3) Leave all bags and binders in their lockers
4) Keep voices at a reasonable volume
5) Do not move seats or change seats once you've sat down
6) Wait to be dismissed to get food
7) Enter and exit through specified doors only
8) Clean up after yourself- there are designated cleaning stations around the cafeteria.

Students may earn E-cards which allows them to eat in the courtyard or the E-card Lounge. Students are permitted to use technology (no cell phones) when in the courtyard or E-card Lounge. Any student using technology should immediately close/exit games before leaving the cafeteria. All students must adhere to Policy 237 while in the cafeteria, including the E-card Lounge and courtyard..

For questions about Food Services, Free or Reduced Lunch, debit account information, menus, and prices, please visit https://www.etownschools.org/departments/food-services

Lunch Electives

Students will have the opportunity to participate in lunch electives. Electives are optional and are not required. Elective opportunities will be designed based on student interest within the curriculum of the offered Related Arts courses. Students who participate in an elective will take their lunch and report to their designated elective area at the start of the lunch period where they will eat lunch and participate in their activity. Electives will be capped at 15-20 students per marking period, and students will be selected randomly. Administration and elective teachers will make every effort possible to allow students to participate in their elective of choice at some point during the school year. Electives will not be graded, but daily attendance is mandatory for those enrolled.

PARENT INFORMATION

Community Portal

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

- Sapphire Community Portal
- Schoology

Conferences

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

STUDENT CONDUCT

It is the belief of the Elizabethtown Area School District that an effective instructional program requires a safe and orderly school environment. The efficacy of the educational program is, in part, reflected in student behavior. The District supports the parent(s)/guardian(s), teachers, students, and administration in their efforts to maintain a proper learning environment while abiding by the parameters established by the Commonwealth of Pennsylvania and described within the "Student Rights and Responsibilities" Chapter 12. It is our goal to promote positive, responsible behavior through education, prevention, intervention, and accountability for unacceptable behavior. It is the belief of the District that *education is a right* and *acceptable student behavior is a responsibility*.

This document is to be used as a guideline for implementing a proactive discipline program for the Elizabethtown Area Middle School. The intent is to promote the development of self-discipline, a sense of responsibility, and appropriate situational behavior. For more information about the district's policy on student conduct please see EASD Board Policy 218.

As part of proactive discipline, we educate students to comport themselves in accordance with guidelines established by the Districtwide "Etown Way" PBIS Committee. Administrators, faculty, and staff will explicitly teach students the following expectations, what they look and sound like, and use positive reinforcement to create habit formation and internalization of the expectations.

"The Etown Way" Expectations:
Be Respectful
Be Responsible
Be Safe
Have Integrity

At the middle school, there are four levels of infractions and corresponding consequences. The infractions and consequences listed are meant only as examples and not an exhaustive list. This is a general guideline because the administration takes each situation case-by-case. Developmentally, EAMS has a goal to work with all students to develop responsibility and learning through mistakes.

Level 1 includes, but is not limited to:	**Potential Level 1 possible consequences:**
- Leaving class without permission	1st OFFENSE--- Teacher discipline (warning, etc.)
- Classroom disruption	2nd OFFENSE – Teacher discipline (parent contact, etc.)
- Failure to complete work	3rd OFFENSE – Teacher discipline (teacher consequence)
- Possession of non-instructional items	4th OFFENSE– Office Referral (admin consequence)
- Food, drink, or gum violation	*Admin consequences typically start at lunch restriction
- Dress code violation	and increase progressively if behaviors continue.
- Misuse of pass or sign-out procedure	

Level 2 includes, but is not limited to:	**Potential Level 2 possible consequences:**
- Misuse of cell phone/technology	
- No show for teacher detention	*Same teacher process as level 1. However, some of these
- Hallway disturbance	behaviors may lead immediately to an office referral
- Cafeteria misbehavior	based on the nature of the offense and disruption.
- Bus Infraction	*Admin consequences could start at lunch restriction,
- Inappropriate language or gesture	ISS or OSS for a level 2 offense depending on
- Harassment or intimidation	the severity and level of disruption of the behavior.

- Minor physical altercation
- Misbehavior for substitute
- Failure to follow directions

Restorative interventions/practices will also be utilized in most cases.

Level 3 includes, but is not limited to:

- Threatening Behavior/communication
- SImple Assault on a student
- No show for school detention
- Class cut
- Fighting
- Theft
- Vandalism
- Possession or use of Vape Paraphernalia
- Tobacco Use Policy violation
- Serious acts of defiance
- Academic Dishonesty or forgery
- Abuse of school property
- Inappropriate sexual conduct
- Code of Conduct violation
- Left school without permission

Potential Level 3 possible consequences:

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

Level 4 includes, but is not limited to:

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

Potential Level 4 consequences:

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

Restorative Practices

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

Class or Lunch Restriction

Students may be assigned restrictions during class or lunch for inappropriate behaviors listed above. Students will spend the assigned time in the In-School Suspension (ISS) room, the Middle School Office, or the assigning teacher's classroom.

Administrative Detention

Students may be assigned to after-school detention by the Administration. Detention will begin promptly at 2:45 P.M. and will last until 3:15 P.M. and is located in room 1990 (ISS). This assignment takes precedence over all after-school activities that are occurring. While students are in detention, they are expected to be quietly working on assigned schoolwork. If students are disruptive or do not work on their

school work, students may be assigned additional consequences. If a student is absent from school on the date of an assigned detention, the student should report to detention the next day school is in session.

Suspension

Suspension is defined as the exclusion of a student from classes and may be classified as in-school or out-of-school suspension.. When students accumulate multiple disciplinary infractions which merit suspension, the Administration will apply a model of progressive discipline.

The length of suspension to be imposed or any recommendation for expulsion will be based upon the circumstances surrounding the offense, the magnitude of the offense and the student's disciplinary record to date. Repeat offenders, and those students who violate other school rules as well, will receive discipline in proportion to their record.

During suspension periods, students are prohibited from attending any school functions and/or participating in any school-sponsored clubs, activities, sports, etc.

Suspension (**in-school or out-of-school**) shall mean exclusion from regular school program(s) for a period of up to ten consecutive school days. A student may be suspended by the administration if there is reasonable cause to believe that:

1. The health, safety or welfare of students, faculty or school property is endangered or will be endangered; or
2. The student is causing substantial interference with classroom instruction or the maintenance of good order in the school; or
3. The student is causing continuous misconduct; or
4. An investigation is taking place concerning student behavior and the student's presence at school will disrupt the accuracy of the investigation process.

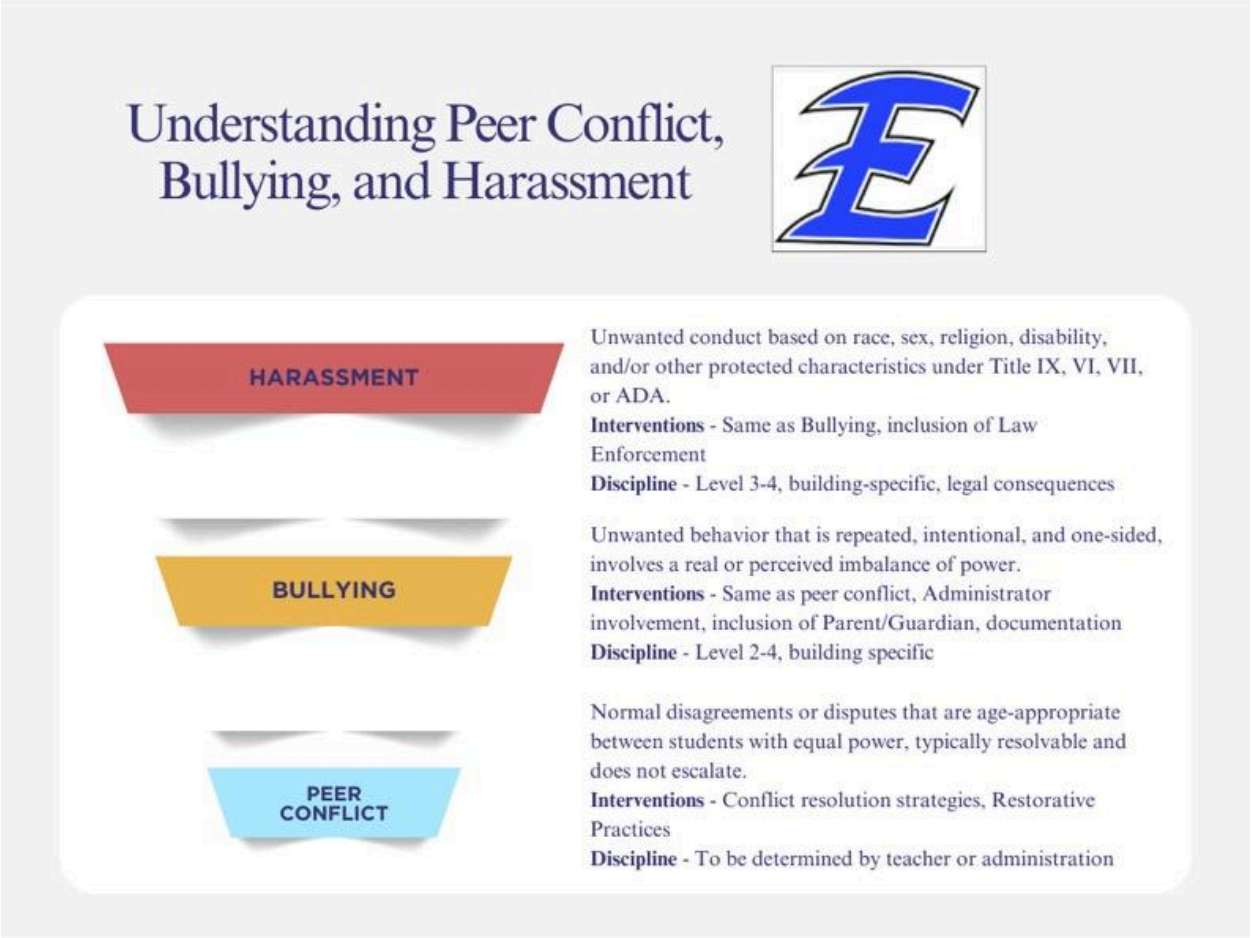
In School Suspension (ISS)- If a student is assigned ISS they will be removed from regular classes and placed in the ISS room for the duration of the suspension. Students must report directly to the ISS room upon arrival at school and leave school property immediately following dismissal. Students are expected to complete all classroom work for the date assigned to ISS that will be provided by their teachers. Students failing to complete the work provided by their teacher will result in further disciplinary action being taken. Lunch will be eaten in the ISS room. If a student causes a disruption in the ISS room or willfully neglects to follow the rules of the ISS room, additional days of suspension or out of school suspension may occur.

Out of School Suspension- When an out-of-school suspension occurs, parent(s)/guardian(s) are encouraged to restrict their child to the home during school hours. Parents/Guardians can arrange to pick up any work that their child may miss during their suspension in the middle school office. Students may not be on school property, in any school building, or at any school events. All violators will be charged with trespass and/or fined in accordance with provisions of the law.

Informal Hearings- Students suspended for a period of time longer than three days shall be afforded an informal hearing with a building administrator within the first five days of the suspension. The purpose of the informal hearing is to enable the student to meet with the

appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

Expulsion- Expulsion is a function of the Board of School Directors. The administration may recommend expulsion if a student persistently violates the provisions of the suspension section, or if a single offense is of sufficient magnitude to warrant a recommendation for expulsion. Expulsion shall mean exclusion from school for a period exceeding ten school days and may result in permanent exclusion from school.



Formal Hearing

In a case involving a possible expulsion, the student is entitled to a formal hearing.. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.

<u>The following due process requirements are to be observed with regard to a formal hearing:</u>

1. Notification of the charges shall be sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.

3. The hearing shall be held in private, unless the student or parent(s)/guardian(s) requests a public hearing.
4. The student has the right to be represented by counsel.
5. The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that any such witnesses appear in person and answer any questions or be cross-examined.
7. The student has the right to testify and present witnesses on their own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder; the student is entitled to, at the student's expense, a copy of the transcript.
9. The proceedings must be held with all reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

For more information about the district's suspension/expulsion policy please see EASD Board Policy 233.

Searches
The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and on the grounds for suspecting that it may be found in the location being searched.

For more information about the district's policy on searches please see EASD Board Policy 226.

Academic Integrity: Cheating and Plagiarism

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

Plagiarism and Cheating may include any of the following:

1. Submitting as one's own an assignment written (in part or as a whole) by someone else.
2. Copying someone else's words and/or ideas and representing them as one's own.
3. Using material from another source without citations.
4. Omitting quotation marks from material that is quoted verbatim from another source.
5. Communicating with others during an assessment by writing, talking, or electronic means..
6. Unauthorized use of technology, during an assessment or other assignment

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

- The student may be assigned a "failing" grade of a zero for the original assignment.
- Parents will be notified by the teacher.
- Student will be required to "honestly" complete the original assignment (redo), which may be done after school with a teacher or staff member.
- The final grade will be an average between the two grades.

The administration will be notified via a disciplinary referral and an administrative consequence will be assigned, which typically includes a verbal warning or an after school detention for the first offense.

BOARD POLICY VIOLATIONS

Acceptable Use of Internet, Computers and Network Resources

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

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

Potential violations of the AUP:

- Failing to comply with rules & procedures
- Causing harm or damage to the computer in any way
- Leaving their computer unattended
- Having food and/or drink around the computer
- Writing, drawing, adding stickers, applying labels, or defacing the computer in any way
- Swapping or sharing computers
- Bullying others via the school computer

- Using the school-issued computer to make threats
- Neglecting to transport computer in the school-issued computer bag
- Placing textbooks or other items in the computer bag with the device
- Mishandling the computer
- Not taking care of the screen
- Setting an inappropriate background or avatar
- Failing to bring the laptop to school
- Creating, downloading, or accessing inappropriate content on the computer
- Removing ID tags/stickers
- Attempting to breach school filtering and security measures

Consequences for Computer Violations: The following consequences will be given to students who receive a computer violation. Depending on the nature and severity of the computer violation, students may receive multiple disciplinary consequences and/or possible law enforcement contact.

1. First Offense: Teacher Discretion, parent notification, and (possible restitution-referral).
2. Second Offense: Admin warning/lunch restriction, parent notification, and possible restitution
3. Third Offense: Admin Detention, parent notification, and possible support plan/restitution
4. Fourth Offense: Suspension, support plan, parent notification and possible restitution.
5. Fifth Offense: 1-3 days Suspension, parent notification, support plan, and possible restitution.

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

For more information about the district's acceptable use policy please see EASD Board Policy 815

Bullying & Cyberbullying

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, pervasive, and has the effect of substantially interfering with a student's, education, creating a threatening environment, or substantially disrupting the orderly operation of the school. It is expected that all students will maintain a safe learning environment, which is free of these inappropriate behaviors. Any student who fails to meet this expectation is subject to appropriate discipline, which includes, but is not limited to, detention, suspension, or expulsion.

Cyberbullying: An intentional electronic act or series of acts that are directed at another student(s), occurs in the school setting, is severe, persistent, and pervasive; AND has the effect of doing at least one of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Online harassment that occurs outside of school and does not meet the definition of cyberbullying above should be referred to the police by the student or their parent. Cyberbullying also includes utilizing technology programs to create deep fakes or modify another person's image and/or voice to misrepresent them.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The term "bullying" shall not be

interpreted to infringe upon a student's right to engage in legally protected speech or conduct. For more information, please see EASD Board Policy 249.

Cell Phones and Electronic Devices

At all grade levels (K–12), students must turn off personal electronic devices and secure them in a student's bookbag, locker, or other location as directed by the classroom teacher for the entirety of the school day. Devices may not be seen or heard in any area of school buildings during the school day, including but not limited to classrooms, academic hallways, libraries, cafeterias, gymnasiums, auditoriums, and student restrooms. This expectation is in effect from the beginning of the school day until dismissal ("bell to bell"). Unauthorized use of any electronic device, including smart watches, AI-enabled glasses, headphones, or earbuds, will be treated as a violation of the district's electronic device policy and subject to disciplinary consequences. Students must surrender electronic devices to staff upon request in accordance with Board policy.

Violations of the policy are cumulative over the course of the school year and may result in disciplinary action, loss of the privilege to carry an electronic device during the school day, and placement of the device in the Device Den. Students with devices assigned to the Device Den may bring an electronic device to school, but must check the device into the designated location at the beginning of the school day and retrieve it at dismissal. Administration reserves the right to modify consequences based on the nature, severity, frequency, or circumstances of a violation.

Violations and Consequences Grades 6-12

- Violations 1-2: After-School Detention
- Violations 3-4: After-School Detention and Placement in Device Den for two (2) weeks
- Violations 5-6: After-School Detention and Placement in Device Den for four (4) weeks
- Violation 7: After-School Detention and Placement in Device Den for the remainder of the school year

In certain circumstances where unique or logistical considerations exist, an alternate form of detention may be assigned in place of after-school detention.

Any violation of these rules will result in a student not being permitted to bring these devices to school and/or confiscation of such devices. Further discipline could include releasing the device only to a parent or guardian, detentions, or suspension. The district shall not be liable for the loss, damage, or misuse of any personal electronic device brought to school by a student.

Students who are insubordinate or refuse to comply with staff directives regarding the expectation to turn off and store their cell phones will be subject to additional disciplinary action.

Please note that the school district is not liable for any lost or stolen items of this nature. Students bring personal electronic devices at their own risk. Additional information can be found in EASD School Board Policy 237.

Dress Code

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

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

Student apparel must include:

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

Additional Guidelines:

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

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

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

For more information about the district's dress code please see EASD Board Policy 221.

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

This includes possession and/or use of any beverage containing alcohol on school property or any school sponsored event, the possession and/or use of dangerous controlled substances prohibited by law on school property or any school sponsored event, and look-alike substances. A look-alike substance is a

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

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

First Offense- Ten days OSS, mandatory S.A.P. referral, level 2 Code of Conduct violation and SRO/police involvement.
Second and subsequent offenses- Ten days OSS, mandatory S.A.P. referral, Code of Conduct violation, SRO/police involvement and recommendation for expulsion.

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

Drug and Alcohol Violations – Distribution/Manufacturing
This includes the transfer and/or sale of beverages containing alcohol on school property or any school sponsored event, the transfer and/or sale of dangerous controlled substances prohibited by law on school property or any school sponsored event, and look-alike substances. A look-alike substance is a non-controlled substance which has a stimulant or depressant effect on humans and/or which have a physical appearance substantially similar to that of a controlled substance.

First and subsequent consequences- Ten days OSS, Mandatory S.A.P. referral, level 2 Code of Conduct violation, SRO/police involvement and recommendation for expulsion.

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

Sexual Harassment/Misconduct - Title IX
The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedure.

Consequences: Suspension and/or Code of Conduct violation, possible SRO/police involvement.

For more information about the district's policy on sexual harassment, please see EASD Board Policy 103.

Tobacco and Vaping Violations

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including any product marketed as a vaping device, e-cigarettes or other related device, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either: Tobacco, whether in its natural or synthetic form; or Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

Consequences:

First offense:1-3 days suspension, parent notification, Code of Conduct violation, Police/SRO involvement, SAP referral and/or cessation program.
Second offense: 3-5 days suspension, mandatory parent meeting, Code of Conduct violation, cessation program or citation issued under Act 145 of 1996.
Third offense: Suspension, mandatory parent meeting, Code of Conduct violation, citation issued under Act 145 of 1996.

**Electronic devices are subject to testing. If found to contain controlled substances, students are subject to disciplinary proceedings under a drug policy violation.*

For more information about the district's tobacco policy please see EASD Policy 222.

Weapons

Weapons shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shotgun, rifle, air rifle, BB gun, pellet gun, or any pistol version thereof, chemical agent, explosives or fireworks, or other such devices, and any other tool, instrument or implement capable of inflicting serious bodily injury. The term **weapon** shall also include items which are replicas or look-alike weapons, whether or not actually capable of inflicting bodily injury and whether or not sold as toys, if the item could by virtue of its appearance or the manner in which displayed cause reasonable apprehension of bodily injury or a threat to a safe school environment (as defined by Act 26 PA School Code). A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; in student's vehicle on school property; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on their way to or from school. For more information about the district's policy on weapons please see EASD Policy 218.1.

Consequences: OSS, SRO/Police involvement, level 2 Code of Conduct violation recommendation for expulsion.

STUDENT SERVICES

Counseling Services:

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

- Career and Transition Support:
    - Student Orientation- 6th grade orientation and 7th/8th grade open house opportunities are presented each summer for students to feel comfortable returning to school.
    - CEW Student Benchmarks
- Academic Support:
    - Students have the opportunity for staff and community tutors, study habit instruction, and course selection preparation.
    - 504 Plans
- Social Emotional Support:
    - Groups- Students have the opportunity for groups related to different areas of need.
    - Individual Needs- Students have the opportunity to connect with their counselors and discuss concerns.
    - Mental health support with District Crisis Counselor.

Student Assistance Program (SAP)

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

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

ELIZABETHTOWN AREA SCHOOL DISTRICT STUDENT CODE OF CONDUCT

Scope of Code of Conduct

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

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

I. Standards of Conduct

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

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

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

II. Suspension and Disciplinary Process

1. Suspension and the length and severity of the suspension may vary depending on the type of circumstance of the violation. Appropriate sanctions by administration **may** include:
   a. Warning - The issuance of a written or verbal warning.
   b. Probation - Special statues with conditions imposed for a limited time.
   c. Suspension - Removal of a student from all extracurricular activities. The length of the suspension may last from one day up to and including an entire calendar year.
   d. Expulsion - Permanent removal from all extracurricular activities. This expulsion will be in duration for the extent of the student's high school "career".
   e. Student Assistance Program (SAP) referral.

III. Specific Violations of Code of Conduct

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

Level 1 Offenses:

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

Level 2 or Greater Offenses:

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

2. ***Drugs and Alcohol*** - Pennsylvania law prohibits individuals under 21 years of age from possessing, distributing or consuming alcoholic beverages. Additionally, the Pennsylvania Controlled Substance, Device and Cosmetics Act likewise prohibits all individuals from possessing, using or distributing:
    a. Illegal drugs, including steroids.
    b. Look-alike drugs.
    c. Any other mood-altering substance.
    d. Prescription drugs in a manner inconsistent with the directives of the licensed prescriber.
    e. Drug paraphernalia.

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

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

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

6. ***Repeated Level 1 Offenses***

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

Beginning of School Year (one of the following):
- First day of school as defined by the school calendar
- First day of fall sports season
- First day of an extracurricular activity

End of School Year (one of the following):
- Last day of school as defined by the school calendar
- Last day of spring sports season (last day of competition)

- Last day of an extracurricular activity

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

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

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

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

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

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

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

ANNUAL NOTIFICATIONS

Annual Special Education Notification

Programs for Eligible or Protected Handicapped Students

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

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

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

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

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

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are

delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

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

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

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

Annual Notifications from the Elizabethtown Area School District
Each year, the Elizabethtown Area School District provides parents and guardians with important notifications required by state and federal law, as well as Board policy. To ensure families have access to the most current information, these annual notifications are maintained on the District website rather than reproduced in this handbook.

The District's current Annual Notifications are available at www.etownschools.org.

If you have questions or need additional information regarding the District's Annual Notifications, please contact:

Troy Portser
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Elizabethtown Area School District
(717) 367-1521, ext. 10024
troy_portser@etownschools.org