

EPHRATA AREA SCHOOL DISTRICT

Ephrata Middle School
957 Hammon Avenue
Ephrata, PA 17522-1998

Phone (717) 721-1468 FAX (717) 721-1469 www.easdpa.org



2018-2019 STUDENT/PARENT/GUARDIAN HANDBOOK

**EPHRATA AREA SCHOOL DISTRICT
EPHRATA MIDDLE SCHOOL**

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MIDDLE SCHOOL ADMINISTRATION

Mr. Peter Kishpaugh, Principal
Mr. Russ Garman, Assistant Principal

ADMINISTRATOR'S MESSAGE

Welcome to the Ephrata Middle School

Welcome to the start of the 2018-2019 school year at EMS. This handbook is designed to place, in your hands, the day-to-day information you need at school. As we start a new school year, we want to encourage you to take an active part in our school activities. Those activities cover a wide range of interests. We hope you will contribute to our school community by participating in at least one event during the school year. By combining your academic program with positive activities at school and in the community, we know you will have a rewarding year. By following a few principles of good behavior, all members of our school community should have an excellent school year. As a student, we encourage you to abide by the three principles listed below:

- *Students will accept responsibility for their own actions and success.*
- *Students will respond positively and respectfully to any reasonable request made by a school staff member.*
- *Students will show respect for themselves, others, and school property.*

We hope you have an outstanding school year here at the Ephrata Middle School.

Sincerely,

Mr. Kishpaugh and Mr. Garman

ATTENDANCE PROCEDURES

OVERVIEW

The Ephrata Area School District attendance procedures support the correlation between regular classroom attendance and academic achievement. Students who attend school regularly have a notably better chance of achieving their highest potential and achieving required levels of proficiency according to PA State Standards. Please work to schedule medical appointments and driver's license tests during non-school hours. The district cannot educate students or provide them with support and assistance when they are not in attendance at school. It is a shared responsibility of the school and home to assist students to develop habits of punctuality and attendance.

STUDENT ATTENDANCE RESPONSIBILITY

- Attend school regularly and arrive to school on time.
- Obtain and make-up assignments and tests which have been missed.

PARENT ATTENDANCE RESPONSIBILITY

- Make certain that students attend school regularly and on time.
- Notify the school in advance of any anticipated absences.
- Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
- Make certain that all requests for an early dismissal are for a legitimate and necessary reason.
- Make certain all educational travel forms are completed and received in timeframe requested.
- Avoid scheduling appointments and educational trips during important testing windows.
- Keep all contact information updated on student verification forms.

AUTHORITY

- Pennsylvania Public School Code, 24 PA Codes 13
- State Board of Education Regulations Pupil Attendance, 22 PA 11

ATTENDANCE PROCESS

All students who have been absent from school are required to bring a written excuse to school signed by a parent/guardian no later than three (3) school days following the absence. ALL ABSENCES ARE CONSIDERED UNLAWFUL/UNEXCUSED UNTIL A WRITTEN EXCUSE NOTE IS RECEIVED (District supplied notes are strongly encouraged).

The following information must be included on excuse notes:

- Date/dates of absence
- Reason for absence
- Parent/guardian signature – emails are not valid, a signature is required

EXCUSED ABSENCES

Not all absences are excused - as per school board policy, the following will be excused:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed medical practitioner in any state, commonwealth, or territory.
- Quarantine.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
- Nonschool-sponsored educational tours or trips, with prior written approval.
- College or postsecondary institution visit, with prior written approval.
- Other urgent reasons. Urgent reasons, including family emergencies, shall be strictly construed and do not permit irregular attendance.

Notes for dates provided beyond the 3-day return window, leaving school without permission, and transportation issues will not be excused. The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful.

A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification are permitted during a school year. All cumulative lawful absences verified by parent/guardian note beyond ten (10) days will require an excuse from a physician.

MEDICAL APPOINTMENTS

Families should attempt to schedule medical appointments before and after school when possible. When an appointment must occur during the school day, a written request outlining the appointment, time, and provider should be brought to school prior to the appointment. Upon return to school, a note from the medical provider should be supplied. The absence will not be excused without a note from the provider.

EDUCATIONAL TRIP/VACATION

All vacations must be preapproved using the District Educational Trip form. Failure to obtain pre-approval will result in the absence being classified as unlawful/unexcused. Forms are available in the school office and on the district website. A form is also attached at the back of the handbook. Students are permitted up to 8 educational trip days per year.

Educational trips during the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams, final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student's school office.

Please try to avoid scheduling family trips during the following PSSA testing windows:

- English Language Arts Testing: April 15, 2019 – April 26, 2019**
- Math and Science Testing: April 29, 2019 – May 3, 2019**

COLLEGE VISITS, MILITARY, OR CAREER EXPERIENCE

Any student who wishes to visit a College, Military, or Career Experience must complete a Pre-Approval Form. This form must be submitted at least (2) school days before the visit, or the absence will be considered unexcused. Students should inform their teachers of the upcoming absence and make up all class work missed during the absence. This absence will count toward the eight absences permitted in EASD Policy 204, Attendance.

UNLAWFUL ABSENCE PROCEDURE

Non-attendance without lawful excuse is a violation of compulsory attendance laws of this Commonwealth. Parents/Guardians of students under age 17 are responsible for their child's attendance in school.

- 1st unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes.
- 3rd unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes. A School Attendance Improvement Conference with the parent/guardian and a school official will be scheduled to complete a School Attendance Improvement Plan (SAIP).
- 6th unlawful absence – Considered habitually truant according to PA School Code and Ephrata Area School District policy. SAIP has been broken and further attendance issues could result in the following consequences:
 - Required make up time for missed days (obligation time)
 - Loss of privileges
 - Possible referral to the County Office of Children and Youth
 - Possible referral to a truancy diversion program
 - Prosecution of additional unlawful absences for students age 16 and under

Tardy minutes will also be counted toward unlawful absences. 420 tardy minutes will be considered an unlawful absence. Sample letters are included at the end of the handbook.

TARDINESS TO SCHOOL

Students have the responsibility to get to school on time and be ready to start the day. Unexcused/unlawful tardies can accumulate into unexcused/unlawful days. 420 tardy minutes will be considered an unexcused/unlawful absence and can be subject to a citation. If a student is tardy because of a medical/dental appoint, the student must bring a written note from a parent/guardian or medical/ dental office when reporting to school late.

Students will be dismissed to their homerooms at 7:18 AM. Students are expected to be in their homeroom seats by 7:27 AM. Students must bring a written note from a parent/guardian or medical/dental excuse and report to the attendance office if they are tardy.

- ❑ 7:27 A.M. – Students arriving after 7:27 a.m. report directly to the Main Office, not their homeroom.
- ❑ When a student receives his/her 5th unlawful tardy, a call is made to parents and if necessary, a meeting is scheduled with the building administration. After the 6th unlawful tardy, a student may receive an administrative detention.

EARLY DISMISSALS

Early dismissals are excused for the same reasons as full day absences. Students are required to turn in a note at the beginning of the school day when an early dismissal is anticipated.

For emergency situations, parents may come into school to sign their student out OR a note with the signature of either a parent or a doctor/dentist can be faxed indicating that the student has permission to leave. **Emails and phone calls alone are not accepted for excused dismissals for those students leaving independently.**

Students may also be excused by school personnel for illness. Regardless of the reason, an early dismissal may impact a student's ability to participate in extra-curricular activities later that day.

School Attendance Improvement Plan (SAIP)

The School Attendance Improvement Plan (SAIP) is a collaborative team meeting including school staff, family, and if appropriate, the student. This process intends to bring all those involved in a student's life together to brainstorm and explore possible solutions to improve the student's attendance. The team discusses causes of truancy and develops a plan for regular school attendance.

The school will make attempts to include the family in the process. If the parent/guardian does not respond or refuses to attend, the school will develop a SAIP and provide a copy to the family via mail.

Truancy Diversion Plan

The district works with the County District Attorney's office to provide support for families struggling with truancy. After a student has accumulated a certain number of unlawful days, the district may refer the family to an intervention with the District Attorney's office. The intention of the program is not punitive, but instead aimed at helping improve student school attendance.

HOMELESS STUDENTS

Tough Times Affect Everyone

If your family lives in any of the following situations, your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

- Doubled up with friends or relatives because you cannot find or afford housing due to economic hardship, or a similar reason
- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations

Your children have the right to go to school, no matter where you live or how long you have lived there. They may continue in the school they attended before you became homeless if that is feasible, or they may attend school in the district in which you are temporarily staying if that is your choice. Your children also have other rights that can be explained to you by contacting the Ephrata Area School District Home and School Visitor, Jen Lugar at (717) 721-1468. You may also contact the National Center for Homeless Education toll-free at (800) 308-2145 for more information.

DISCIPLINE PROCEDURES

CODE OF CONDUCT

- o DO follow the school policy for Public Display of Affection
- o DO dress appropriately for school
- o DO use considerate language in the building
- o DO report to all classes promptly
- o DO accept responsibility for your actions and assignments
- o DO demonstrate PRIDE in the Ephrata Middle School
- o ABOVE ALL, RESPECT YOURSELF AND THOSE AROUND YOU!

DISCIPLINE LEVEL GUIDELINES/LEVELS OF DISCIPLINE

VIOLATIONS	PROCEDURES	CONSEQUENCES
Level I (TEACHER)		
Unexcused lateness to class Minor unacceptable classroom behavior Inappropriate language Inappropriate displays of affection (1st offense) Unauthorized use of locker Failure to report for teacher detention Unauthorized use of school telephone	Immediate and consistent intervention by staff. Incidents documented and anecdotal records kept by staff. Parent notification at teacher discretion. No administrative involvement at this level.	Student conference and/or warning Parent phone call Teacher detention After 3rd offense, treated as Level II Violation
LEVEL II (ADMINISTRATIVE)		
Repeated acts from Level I Leaving school without authorization Cutting class Insubordination/inappropriate language Reckless horseplay Bus violation Parking or driving violation Inappropriate displays of affection (2nd offense) Use of cell phone Inappropriate/unacceptable attire Inappropriate behavior during an emergency drill Inappropriate/unauthorized use of Internet and/or student computer file account* Medication policy violation	A discipline referral form is completed and sent to the office for administrative intervention. All staff must include a copy of the Level I documentation with the discipline referral. Administrator will meet with student and notify parents.	Student conference and/or warning Parent phone call Administrative detention Saturday detention Out of school suspension * Internet Restriction
LEVEL III (ADMINISTRATIVE)		
Repeated acts from Level II Failure to serve teacher/administrative detentions Theft*** Physical assault or fighting*** Possession or use of tobacco products, smoking*** Drug and/or alcohol violation Vandalism of school property*** Possession or use of weapons, fireworks, etc.*** Arson or false alarms*** Verbal or written assault or threat toward any individual*** Harassment*** Terroristic threats or acts***	Immediate administrative action. Administrator contacts parents immediately.	Parent conference Out of school suspension Possible student removal from class with a failing grade Most Level III Violations involve criminal charges with the police Possible expulsion *** Police may be contacted

CELL PHONES/ELECTRONIC DEVICES

Cell phones, iPods, smart watches, electronic games, cameras, radios, CD players, MP3 players, laser pointers, beepers/pagers and other personal electronic devices not distributed by the school district **are not be used, heard, or seen during the school day.** Upon entering homeroom, these devices should be turned off and remain off until students exit the building. Devices should be stored in lockers or kept in the student's possession. The school will not be held responsible for lost or stolen devices. Parents are encouraged to not call/text their children as cell phones will be inactive for the day.

- o If student is caught using a personal electronic device, it will be taken and turned in to the office.

- Failure to surrender a cell phone/ electronic device to a staff member will result in immediate office contact, confiscation of the device, and administrative consequences.
- Consequences:
 - 1st Offense – Student may pick up cell phone/device at the end of the school day.
 - 2nd Offense – Parent/guardian must pick up cell phone/device at the end of the school day.
 - 3rd Offense – Parent /guardian must pick up cell phone/device at the end of the school day. (Possible administrative consequences)

*Picture taking or video recording is not permitted in any location of the school. Taking pictures/recording of any kind is a severe violation and will be addressed as such.

No students are permitted to be in possession of laser lights/pens in school at any time. These items are considered dangerous to other individuals in the building due to the intensity of the laser beams. If students are caught with these items, they will be confiscated and turned into the office.

USE & RETURN OF DISTRICT-OWNED DEVICES

Students are expected to follow the guidelines outlined in the EASD Student Device Handbook. Students and Parents/Guardians are responsible for the return of any district-owned devices on loan to students. Failure to return any device in working order at the agreed upon time will result in a billing to the student and parent/guardian for the replacement of the borrowed device. Intentional misuse resulting in damage to a borrowed device will be repaired, a bill for restitution will be forwarded to the student, and when deemed appropriate, teacher and/or administrative consequences may be enforced.

EARBUDS / HEADPHONES

At the discretion of the classroom teacher, students may use earbuds/headphones, for educational purposes, with his/her school issued device. Earbuds / Headphones are not permitted to be worn during transitions between classes or in the cafeteria. Additionally, earbuds/ headphones are not allowed to be used with cell phones or other personal devices at any time.

CUTTING CLASS

- Students who cut class will not be permitted to make up work they missed during that class period.
- Administrative consequences will be issued.
- Students will not be permitted to participate in any extracurricular events that school day.
- Consequences (if students leave school property):
 - Leaving school property is considered an unlawful absence.

DISPLAYS OF AFFECTION

All physical contact, other than holding hands, is discouraged, as displays of affection are not necessary in a learning environment

- Consequences:
 - 1st Offense – Teacher warning to students
 - 2nd Offense – Teacher refers student name(s) to administrator for administrator-student conference.
 - 3rd Offense – Parent conference and potential administrative consequences.

DRESS AND APPEARANCE GUIDELINES

One of the most essential roles of the leadership of the middle school is to maintain an atmosphere in which learning can take place. Therefore, a student's manner of dress and appearance must not be disruptive to the teaching or learning process. It is our policy that student dress should convey a sense of respect for self and others.

- A student's clothing should be clean and in accord with the health and safety regulations of the Commonwealth of Pennsylvania.
- All dress should be in accordance with the Ephrata Area School District's Code of Conduct
- **General Dress guidelines:**
 - Hoods on all clothing must be worn down.
 - Tops and bottoms of clothing may not be made of see-through material.
 - Undergarments must be covered. Pants should be worn at waist level.
 - Winter coats shall be kept in the locker and not worn in the classroom.
 - Hats, bandannas, or head coverings will not be worn inside the school building.
 - Only prescription glasses may be worn in the building. No sunglasses.

- Spandex material should be covered by an outer garment.
 - Footwear must be worn at all times. Slippers are not permitted.
 - Gloves may not be worn in the building.
 - **The length of shorts, skirts, dresses, etc shall be worn no shorter than the student's extended fingertips when the student's arms are extended downward naturally at her or his sides.**
 - All tops must totally cover the body from belt line to imaginary line from underarm to underarm.
 - **All shirts must have 2 (two) straps and each strap must be at least 2 (two) fingers in width.**
 - No halter-tops, no asymmetrical tops, no tube tops, no off the shoulder tops.
 - Clothing that is indecent, obscene/offensive, that contains overt references to sex, drugs or alcohol, or contains direct or indirect references to violence or violent/gang groups will not be permitted. Chains may not be worn/carried.
 - **Appropriateness of dress for students is at the discretion of the school administration.**
- Consequences:
 - **1st Offense**
 - Student will be asked to make an immediate change of clothing.
 - T-shirts and other clothing will be available at the school.
 - Parent notification will occur if necessary to obtain a change of clothing.
 - **2nd Offense**
 - Student will be asked to follow procedures from first offense.
 - Student may be assigned an administrative detention with parent contact.
 - **Repeated offenses**
 - Parent conference and/or administrative detention.

INTERNET USE

- Provision of the Internet for EASD is for curriculum and school-related uses.
- All students must follow the acceptable use policy adopted by the Board of Education. Students will sign a *Student Network Acceptable Use Agreement* form for their compliance with all acceptable use policy guidelines at the start of each school year, or upon enrollment in the District.
- While the school has taken precautions to ensure the educational use of the Internet, it is impossible to control access to all materials and an industrious user may locate inappropriate materials.
- Each student is assigned a unique ID number to access the Internet.
- Students may not share this number with another student.
- Consequences for student sharing ID number:
 - Internet privileges revoked for up to 2 months and parent contact.
- Consequences for student using another student's ID number:
 - Internet privileges revoked for remainder of semester and parent contact.
- Consequences for abusing Internet use:
 - Internet privileges are suspended and parents are contacted.

OBLIGATIONS

- Examples: Media Center fines/books, lab fees, uniforms/sports equipment, class textbooks, calculators, Internet Usage Permission Forms, or anything carried over from a previous year.
- Obligations will be carried over from 7th to 8th grade and from 8th grade to EHS.
- Students are expected to settle all obligations by the end of the current school year.
- Students with obligations may be exempt from off-school hour activities.
 - Student Council sponsored activities
 - Assemblies
 - Team activities
 - School-wide activities
 - Other eligibility events

PLAGIARISM/CHEATING

Academic integrity is critical to maintaining an ethical climate that values respect and honesty in school. Adherence to academic honesty does not mean students may not help one another. Collaborative learning is constructive and a valuable instructional practice. However, it is understood that any academic work students complete as required in any course must be their own work. While there can be a variety of pressures and temptations for students, none of these pressures or temptations justify committing any of the unethical behaviors listed below.

- Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgement.
- Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work.
- Fabrication: Submitting false or altered information in any academic exercise.
- Multiple submission: Submitting, without prior permission, any work submitted to fulfill another assignment.
- Misrepresentation of academic records: Misrepresenting, tampering with or attempting to tamper with any portion of a student's grades/academic records.
 - Consequences:
 - Teacher may use their discretion in the first case of an unintentional academic integrity violation.
 - 1st Offense
 - Student will receive a zero for the assignment.
 - If student is permitted and chooses to redo assignment, that grade will be averaged with the zero.
 - Teacher will notify parent/guardian and complete a discipline referral to record the offense.
 - Subsequent Offenses
 - Student will receive a zero for the assignment without an option for redoing the assignment.
 - The teacher will notify the parent/guardian and an administrator.
 - Parent/Teacher/Administrator conference will be held.

SECURITY AND SAFETY SEARCH

- School administrators have the authority to require students or other persons under their jurisdiction to submit to a thorough search of shoes, clothing, handbags, wallets, lockers, backpacks and vehicles.
- School administrators shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities or disposal.
- Searches shall be conducted with an appropriate witness, which may be the student's parent, staff member, or police representative.
- While not routine, random canine "sniffs" of the area surrounding student lockers are possible at any time throughout the school year.

SMOKING (BOARD POLICY 222. SEE DISTRICT WEBSITE FOR COMPLETE POLICY AND STUDENT CODE OF CONDUCT)

- Smoking or possession of tobacco products, in any form, within sight of school property and on any buses, vans and vehicles that are owned, leased or controlled by the school district will not be tolerated.
- For the purpose of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; vaporless electronic cigarettes; other lighted smoking product; and smokeless form of tobacco in any form.
- The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.
- Consequences:
 - First offense: Out of school suspension
 - Subsequent offenses: Prosecution and fine by the District Justice.

WEAPONS (BOARD POLICY 218.1. (SEE DISTRICT WEBSITE FOR COMPLETE POLICY)

- Weapons shall include but not be limited to any of the following: knife, cutting instrument or tool, firearm or gun, rifle, replica of a weapon, or any object intended to inflict bodily injury.
- A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while 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 coming to or from school.

- Consequences:
 - Expulsion for a period of not less than one year.
 - The Superintendent may recommend modifications of such expulsion on a case-by-case basis.

TRANSPORTATION POLICY

SCHOOL BOARD POLICY #810, SEE EASD WEBSITE FOR COMPLETE POLICY

- Pupil transportation in the state of Pennsylvania is **not** a required mandate and is considered a **privilege**.
- Transportation will be provided for resident students, public and non-public, who live more than: ***Grades 7 - 8: two (2) miles from the middle school***
- Transportation service may be provided to students who live on roads that have been certified hazardous by the Pennsylvania Department of Transportation.
- While the law permits the school district to furnish transportation if it elects to do so, the school district does not relieve parents of students from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

BUS STOP GUIDELINES

- Be on time at the designated bus stop at least 5 minutes prior to assigned time.
- Respect the property rights of people who reside at or near your bus stop.
- Respect the school bus danger zone, a 10-foot wide area surrounding the bus on all sides.
- When waiting to board, remain far enough away from the bus that you can clearly see the driver's face. When you are sure the driver has seen you, and the bus has come to a complete stop, approach the bus in a single line without running or pushing.
- When it is necessary to cross the street to board the bus, wait for the driver to signal that it is safe for you to cross and walk far enough away from the bus so that you can see the driver's face (minimum of 10 feet).

BOARDING THE SCHOOL BUS

- Enter the bus in an orderly manner and take your seat.
- Bus drivers will assign seats.
- Do not get into private vehicles with strangers.
- SPECIAL NOTE:
 - High School and Middle School students are required to board their assigned bus home at their school building.
 - Middle school students are **NOT** permitted to walk to the high school and high school students are **NOT** permitted to walk to the middle school to get their buses home without obtaining written administrative permission.

HOW LONG SHOULD I WAIT FOR THE SCHOOL BUS TO ARRIVE?

- Students must be at the bus stop at least five (5) minutes before the scheduled bus arrival time.
- If the school bus does not arrive at the bus stop on time due to mechanical failure, road or weather conditions; the pupil is expected to wait a reasonable length of time (at least ½ hour in inclement weather) before returning to his or her home.
- Whether the school bus is on time or late, students are to be visible to the driver and are to be prepared to board the bus.

WHO IS AUTHORIZED TO RIDE THE SCHOOL BUS?

- Only eligible students are permitted on the school buses.
- Walkers may NOT ride the school buses.
- Teachers, school officials, or a parent may be permitted to ride with prior approval from the Transportation Office

EXITING THE SCHOOL BUS

- Exit only at your school or designated bus stop.
- When leaving the bus, immediately step far enough away from the school bus "danger zone" (a 10-foot wide area surrounding the bus on all sides) so the bus driver can see you.
- All students departing from the bus that live on the opposite side of the road are to cross the road at least 10 feet in front of the bus, and only when the driver signals that it is all clear. The red lights on the school bus should be flashing.

- Never chase a bus after it has pulled away from the bus stop. The bus driver cannot see you.
- After exiting the bus, do not return to the vehicle to pick up anything you left behind.
- Go directly home.

IN CASE OF BUS ACCIDENT

- In the event of an accident involving a bus en route to or from school, injured students will be transported to a medical facility based on recognized emergency medical services protocol.
- Arrangements will be made to transport the uninjured students to their appropriate school buildings.
- As confirmed information is received, parents will be notified immediately.
- Parents will be asked to contact the individual buildings to leave their name and the telephone number where they can be reached.

WHAT IF I MISS MY SCHOOL BUS TO GO HOME?

- If you miss your designated school bus to go home, DO NOT try to catch up with the school bus.
- Return to your building and make arrangements with the building administrator to obtain written permission from the office to board their bus at another building.

WHERE DO I DIRECT MY CONCERNS ABOUT TRANSPORTATION?

- Parent(s) are directed to contact the school building administrator if problems should arise concerning behavior or discipline of students being transported by Ephrata Area School District.
- Parent(s) are NOT to confront the bus driver regarding the problem or attempt to board a vehicle while it is transporting district students.
- The building administrator will work cooperatively with the parent(s), student(s), bus driver, bus contractor, and the district transportation representative in an attempt to resolve the problem.
- The building administrator will decide in each case whether punishment is necessary and, when it is necessary, and administer the appropriate punishment.

HOW DO I GET PERMISSION TO RIDE ANOTHER SCHOOL BUS?

- Walkers may NOT ride the school bus without written permission from an administrator.
- Parents must provide a handwritten note for student to ride a different school bus.
- Permission will be granted on case-by-case basis

VIDEO CAMERAS ON BUS

- All school buses contracted or operated by the Ephrata Area School District will be monitored for student behavior by means of video cameras that will be activated whenever the bus is in operation.
- The use of the surveillance system, visual and audio on school buses, is intended to promote safety and to discourage student misconduct while they are being transported.

SCHOOL BUS DISCIPLINE

- *The administration considers the school bus an extension of the school classroom, and maintains the objective of securing the desirable behavior on the part of all students riding the school bus.*
- Although the prime responsibility for dealing with student conduct rests with the administrator of the school, the school bus driver is responsible for the health, safety and welfare of each passenger while in transit.
- The school bus driver has the same type of responsibility as the classroom teacher and has full authority over the occupants on the bus.

SCHOOL BUS RULES

1. Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.
2. The school bus is an extension of the school; all school rules apply. Observe regular classroom conduct and follow the bus driver's instructions.
3. Remain in your assigned seat at times and face forward.
4. Do not change seats at bus stops.
5. Keep your hands, head and feet inside the bus at all times.
6. Loud talking, laughter and other similar conduct can distract the driver's attention and may result in a serious accident.
7. Keep the aisle clear.
8. Do not throw anything in the bus or out of the bus window.

9. Be courteous to fellow students and the bus driver. When the bus driver gives you directions, follow them.
10. Treat bus equipment with respect. Damage to seats, windows, etc. will result in disciplinary actions. Students/parents will be held financially responsible for damage caused by students.
11. Parents will be informed of their child's misbehavior when they are referred to the school for discipline.

SCHOOL BUS BEHAVIOR AND CONSEQUENCES

- Level I Infractions
 - Profane language
 - Insulting the bus driver
 - Eating or drinking
 - Opening windows against the driver's orders
 - Arms or heads out of the windows
 - Refusing to identify him or herself to the driver
 - Yelling/screaming/shouting
 - Littering on the bus
 - Not following the bus driver's directions
 - Other offenses deemed by the principal to merit the following consequences
 - Consequences:
 - First Offense – Warning and/or administrative consequences and/or suspension of riding privilege.
 - Second Offense – Suspension of riding privilege from 1 (min) to 5 (max) days
 - Third Offense – Suspension of riding privilege from 5 (min) to 15 (max) days
- Level II Infractions
 - Repeated Level I infractions
 - Fighting
 - Pushing, shoving, or tripping another student
 - Smoking
 - Damaging the bus
 - Throwing objects in the bus
 - Throwing objects out of windows
 - Opening exit doors
 - Other offenses deemed by the principal to merit the following consequences
 - Consequences:
 - First Offense – Suspension of riding privilege for minimum of three (3) days
 - Second Offense – Suspension of riding privilege for minimum of thirty (30) days and case will be reviewed after ten (10) days
 - Third Offense – Suspension of riding privilege for remainder of the year and review of case after thirty (30) school days
- Level III Infractions
 - Repeated Level I or Level II infractions
 - Hitting or pushing the bus driver
 - Throwing objects at the bus driver when he or she is on or off the bus
 - Other offenses deemed by the principal to merit the following consequences
 - Consequences:
 - Immediate suspension of riding privilege and review of case after thirty (30) days

GENERAL INFORMATION

AGENDAS

- Each student will be issued a student agenda at the start of the school year.
- Students are not permitted to share student agendas

ANNOUNCEMENTS

- Only fliers (posters, signs, etc.) authorized by an administrator may be displayed in any part of the building including the halls.
- Fliers of any kind must include the name of the contact person for that organization at the bottom right corner.
- An administrator must approve all morning announcements.

AUDIO/VIDEO TAPING

- There is to be **NO** audio or video recording in any classroom without the specific permission of the classroom teacher.

BACKPACKS, DRAWSTRING BAGS, and/or BOOK BAGS

- Use of backpacks, drawstring bags, and/or book bags during the school day is not permitted.
- Backpacks may be used to bring books to school, but must be placed in student's assigned locker prior to homeroom.
- Students who do not cooperate with this procedure may be subject to disciplinary action.
- The administration has the final decision on what is considered a backpack/drawstring bag/book bag.

BUILDING SECURITY

- All entrances to the building will be locked during school hours.
- Access to the building will be through an intercom system at the door near the main office.
- Visitors must register at the middle school office.
- Students may not exit the building to pass between classes.

HALL PASSES

For security concerns, and for a positive learning environment, students should not be out of classes wandering through the building. Students are not to leave class unless there is a specific reason and they have a signed Hall Pass by their teacher.

STUDENT LATE WORK POLICY

1. Any late work will receive an automatic 10% reduction for the lateness of the work.
2. Assignments that have not been submitted by the due date will be recorded as NS (not submitted) in the gradebook. The NS will count as a zero until the work is handed in. At the end of a marking period, any remaining NS will become a zero.
3. Teacher may deduct points for any in-class presentation that is not completed on the assigned date, unless student is absent from school.
4. No credit will be given for late work that has been reviewed/corrected in class on the day it was due.
5. No assignment from a marking period will be accepted for points beyond the third day after the marking period ends.

STUDENT ASSESSMENT RETAKE POLICY

1. A student has 3 attended school days, after receiving the graded original assignment, quiz or test to complete and submit a retake form.
2. A completed retake form includes:
 - Name, class name and period
 - Name of the assignment, quiz or test and original grade
 - 3 actions listed to complete before retake, including teacher conference
 - i. Actions to be taken prior to retaking the assessment
 1. One action must be a conference with the teacher about the assessment
 2. A minimum of two additional actions must be created by the student

3. When student retake form is completed, it must be initialed/approved by a teacher and signed by student and parent/guardian.
 - Student and parent/guardian signatures.
3. Student must complete the form, retake actions and assessment before the date of the next unit assessment or 3 days after the last day of the marking period, whichever comes first. Announced weekly quizzes (ex: vocab quiz) and unannounced quizzes worth 10 points or less are eligible for a retake at teacher's discretion.

BEVERAGES AND FOOD

- All food and beverages must be consumed in the cafeteria.
- If a student brings coffee, tea, soda or other beverages to school, those beverages must be consumed before leaving homeroom.
- Students are permitted to bring a water bottle to school. The water bottle or container must be clear. Students may carry water with them to classes.

CAFETERIA and FOOD SERVICE PROCEDURES

- **Eating in the cafeteria is a privilege and not a right. You will be removed from the cafeteria if you fail to follow all rules and procedures.**
- Enter cafeteria through designated doors.
- **Use of student ID cards will greatly speed up the lunch process. Have your card ready to swipe.**
- Follow all established procedures. Respectfully cooperate with the cafeteria monitors.
- Food and beverages are not to be taken out of the cafeteria. Carried lunches are to be eaten in the cafeteria. Students may not bring soda or highly caffeinated power drinks.
- Outside food orders are not allowed to be delivered to school.

Food Services utilizes Meals Plus, a computerized system that allows students to use ID cards for purchases. Use of the ID cards will help you monitor your child's account. For the 2018-2019 school year, all lunches will be \$2.65 for full price students. Reduced pricing for all lunches is 40¢. **Students eligible for free or reduced lunches are also entitled to free breakfast daily.** Breakfast for full price students is \$1.55. Milk will be 60¢. We suggest a deposit of \$40.00 in order to cover ten (10) breakfasts and ten (10) lunches. Students can place their sealed envelope with a check or cash deposit in the locked drop box located down the hall from the office. All deposits into your child's account must be received by **9:00 a.m.** to be guaranteed to be entered into their account for the same day lunch period. Parents may also deposit money via credit or debit card for a nominal fee by creating an account/username on www.k12paymentcenter.com. In addition, parents may view their student's purchases free of charge at www.k12paymentcenter.com.

By making a prepayment, you will no longer need to supply your child with cash each morning and you can be sure that the money in their account will be used to purchase food. All students are encouraged to make prepayments for meals and/or a la carte items. However, if you prefer that your child pay for their purchases in the cafeteria on a daily basis, cash will still be accepted. All checks are to be made payable to EASD FSF.

OUR CHARGE POLICY IS AS FOLLOWS: Students who go into the negative (owe money) will not be able to purchase any a la carte using their account which includes milk until their account has a positive balance. Emails & phone calls to negative balance accounts will be sent once/week (Thursdays) for all accounts in the negative. When funds are received, the lunches owed will be immediately deducted. As a courtesy, emails & phone calls will also be sent once/week (Tuesdays) when accounts fall below \$10.00.

Additional information can be found on the district website under Food Services.

CHANGE OF ADDRESS

- Any change of address must be requested through the middle school guidance office.
- A parent signature is required to authorize any changes.
- The change must be recorded on the Student Verification Form.

DELIVERIES

Due to the increasing number of deliveries and safety concerns, special deliveries to students, such as flowers and balloons, will **NOT** be accepted.

DETENTION

Teacher Detention:

- This consequence is held Monday through Friday.
- A teacher may keep a student after school (up to 30 minutes per day) for disciplinary reasons. Students and parents/guardians will receive at least one day notice of the detention.

Administrative Detention:

- Lunch detentions are held during a student's assigned lunch period are approximately 30 minutes long.
- Afterschool detentions are held Tuesday and Thursday, as needed, from 2:50-4:00.
- Saturday detentions are held on selected Saturdays throughout the school year from 8:00 am to 11:00 am. Students should report to the assigned location by 7:55 am.
- Students and parents/guardians will receive at least one day notice of the detention.
- Students are required to bring work/reading material to the detention.
- Riding the bus, athletics, or other extra-curricular activities are not legitimate reasons to miss detention.
- Failure to serve will result in an assignment of detention...you will owe two sessions.

PEST MANAGEMENT

Anyone wanting information regarding The Ephrata Area School Districts integrated pest management procedures should refer to our website under school board policy 716 Integrated Pest Management or may request copies from The Director of Maintenance during normal business hours.

ELASTIC CLAUSE

- The building administration reserves the right to amend any provision in this handbook, which they feel is in the best interest of the educational process.
- The building administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as they consider necessary.

EMERGENCY PROCEDURES

The Ephrata Area School District has plans in effect for major emergency situations. Our school staff has been trained and drills are held regularly to make certain that students understand proper emergency procedures. Your cooperation is asked in any emergency:

- ✓ Please do not telephone the school.
- ✓ Telephone lines will be needed for emergency communications.
- ✓ Please do not drive to school. Streets/roads should be as free from traffic as possible for emergency vehicles.
- ✓ Listen to your radio or television (See CLOSINGS/DELAYS) for information and instructions for transporting students during or after an emergency.
- ✓ **SchoolMessenger** will be used in case of emergencies to provide information to all families. Your telephone numbers on the Student Verification Form will be used for the **SchoolMessenger** messages, unless you request a different number.

A series of emergency procedure drills are practiced during the school year for safety and security purposes. Students must follow the instruction of the school staff during these drills. Failure to do so will result in disciplinary action and/or a fine from the local authorities.

- ✓ Building Evacuation Drills
- ✓ Fire Drills – Fire Drills at regular intervals are required by law and will be conducted monthly at Ephrata Middle School. Maps for exiting the building are posted in each room. Students must follow the instructions of staff members and report to their designated location outside the building.

Any student who fails to leave the building immediately during a fire drill is subject to disciplinary action and/or a fine by local authorities.

- ✓ Severe Weather Drills – Severe weather drills include procedures to protect students from extreme weather conditions such as tornados.
- ✓ Lockdown Drills – Lockdown drills require all students to be in secured classrooms where they are not visible or heard from exposed areas.
- ✓ Bus Evacuation Drills

FUNDRAISING

All fundraising events must be approved by the administration.

HARASSMENT

Harassment of a staff member or another student with the intent to annoy or alarm that person will not be tolerated. Violations will result in administrative action and/or police involvement.

Sexual harassment is unwelcome sexual attention in the school, which has a negative impact on the victim's work environment or sexual orientation. Sexual harassment as defined in the Ephrata Area School District Policy shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any student who wishes to lodge a harassment complaint should contact the appropriate principal, assistant principal or guidance counselor *immediately* following the alleged incident. **Do not wait to report an incident.** All harassment complaints will be thoroughly investigated. The right of confidentiality of all parties will be respected consistent with the ability to investigate the allegation of misconduct. The filing of false accusations of harassment is also a very serious offense and could result in suspension or recommendation for expulsion.

BULLYING

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in the school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of substantially interfering with a student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school. This includes cyberbullying.

Students are encouraged to report any and all possible bullying situations to a teacher, counselor, or administrator immediately. Students reporting bullying will be asked to fill out a confidential incident report (In the instances of electronic bullying students are encouraged to take a screen shot and/or print out all important information). All complaints of bullying will be promptly and thoroughly investigated. All students will be afforded due process in all bullying matters.

[*See the Ephrata Area School District Code of Conduct and Board Policy 249.](#)

HEALTH SERVICES

Ephrata Middle School has the services of a Certified School Nurse and Health Technician available during school hours to handle illness and injury that occur while the student is in school and to support student learning by coordinating state mandated health programs. The Health Room is not a clinic, but does provide basic first aid, and acetaminophen, ibuprofen, antacids, cough drops and Benadryl per standing orders and only with parent permission. Students may not carry medication in school. **Inhalers and life-threatening allergy medication may be carried by a student only if the following conditions are met:**

1. A written statement from the physician stating the name of the drug prescribed, dose, times medication is to be taken, reason medication is needed, side effects of the medication and emergency response. **The physician must also state that the child can properly self-administer the medication and the child can carry the medication in school.**
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. The student shall notify the school nurse immediately following each use of the medication.

The Permission to Carry Inhalers and Emergency Medication form can be found in the health services section of the district website.

Students must have signed permission from the teacher before going to the Health Room. All students must sign into the Health Room on arrival. Students sent home by the nurse will sign out in the nurse's office. No student is permitted to use her/his cell phone to contact parents/guardians when sick. All contact will be made by the nurse.

First Aid

First aid is provided at school. In case of accidents on school grounds, school personnel will give children first aid. If further treatment is necessary, parents will be notified. If the parent cannot be notified, the child will be taken to the Ephrata Hospital.

Pupils' Personal Health

In order to protect your child's health and that of his classmates, we suggest that he be kept home if he has any of the following symptoms:

- ✓ Fever (temperature over 100 degrees in the past 12 hours)
- ✓ An acute cold
- ✓ Persistent cough
- ✓ Pink eye (until medication has been administered 24 hours and eye is free of symptoms)
- ✓ Swollen glands or sore throat
- ✓ Skin rashes or sores
- ✓ General signs of illness such as vomiting or diarrhea in the past 12 hours, earache, or severe headache

School law mandates that children who have any of the following infectious conditions are to be excluded from school and they must have a doctor's excuse to be readmitted to school: pink eye, scabies, ringworm.

Students Taking Prescribed and Over-the-Counter Medication

Students should take prescribed medication at home. If this is not possible, the following guidelines should be used regarding students taking medication while at school. **This also includes all over-the-counter medicines (cough drops, Advil, lozenges, and over-the-counter cough syrup).**

1. Parents or guardians should notify the nurse in writing that the student is to receive the prescribed medication and give their written permission for the student to take the medication.
2. Parents or guardians should provide a copy of written orders from the physician that includes identification of the medication and directions for giving it. Students will not be allowed to take medication during the school day unless the school has a copy of the written order or the appropriate prescription bottle with orders on it.
3. The parent/guardian or student will be responsible for informing the nurse or teacher and the student will be responsible for taking the medication.
4. The Permission form for Prescription and Over-The-Counter Medications can be found in the health services section of the district website.

The nurse will assist the student in establishing a routine to meet his/her needs.

Emergency Medications

Naloxone (Narcan) nasal spray will be available for administration by trained nurses to secondary students who are presenting symptoms of suspected opioid drug overdose. When administered during an overdose, naloxone blocks the effects of opioids on the brain and restores breathing within two to eight minutes. Students are encouraged to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided

Epinephrine will be administered to students exhibiting symptoms of an anaphylactic reaction to an unknown allergen. Students with known severe allergic reactions requiring the use of epinephrine must provide their own epinephrine to the nurse.

Contact the school nurse if you have questions concerning these emergency medications.

SCHOOL HEALTH MANDATES

Grade 7 Dental Examinations

A dental examination is mandated for all students in grade 7. We encourage parents to have the dental examination completed by your child's family dentist. A completed dental form signed by the dentist should be returned to school by October 30. If the completed form is not received a school dental examination will be completed by the school dentist. We will accept dental forms completed within 1 year prior to entry into grade 7. The dental form can be found in the health services section of the district website.

LEAVE DURING SCHOOL DAY

Students should never leave the middle school building without proper authorization from the administration or from the middle school nurse. Students sent home by the nurse may not participate in extra-curricular activities that day. A student leaving school without permission will be subject to disciplinary action.

LOCKERS

- Students are required to use their assigned locker. Do not share lockers.
- Students are responsible for keeping their lockers clean and orderly. **Do not store food/drink in your locker.** This could lead to problems with bugs/insects.
- **NO adhesive tape of any kind** may be used on lockers.
- All lockers are school property and are subject to search by administrators at any time.
- The school is not responsible for lost or stolen property. **LOCK your locker. DO NOT pre-set your lock.**
- Any deliberate tampering or damaging of school lockers requiring repair will result in a maintenance service charge to the student, possible suspension, and/or police involvement.
- Students are not permitted to secure their locker with a lock they bring from home.

LOST AND FOUND

- Teachers may keep items in their classrooms
- The office will keep lost and found items for approximately two months. Unclaimed items are donated to a local clothing bank.
- Students should use their locker to protect personal property.

MAIL

- Mail addressed to students will be returned to sender.
- An administrator or guidance counselor may approve exceptions to this rule.

RAPID COMMUNICATION TELEPHONE AND EMAIL MESSAGES

The Ephrata Area School District uses the **SchoolMessenger** rapid communication system to deliver telephone and email messages to parents and guardians. Beginning with the 2009-2010 school year, the district will begin using their service to notify parents/guardians of daily absences. Calls will be delivered mid-morning daily. If you change the telephone numbers or email addresses the district has on file for your child, please complete an **SchoolMessenger** form which is available from your child's school or can be found in the Community Relations section of the district website at www.easdpa.org. Completed forms should be returned to your child's homeroom teacher.

VALUABLES

- Students assume responsibility for all valuables brought to school so it is better to leave them at home.
- The school is not responsible for the loss of personal property or school property assigned to students.
- Students should *not* use the shelves outside the cafeteria for long-term storage. Items placed on those shelves are not secure. The school is not responsible for items placed on those shelves. All items remaining at the end of every two-week period will be placed in lost and found.

GUIDANCE DEPARTMENT

COUNSELOR/STUDENT ASSIGNMENTS FOR 2018-2019 SCHOOL YEAR

Mrs. Angie Mahlandt
Grade 8

Mrs. Alane Mowbray
Grade 7

Mr. Stephen Habowski
Supervisor

Counselors address the needs of middle school students in various ways. They deliver classroom presentations, facilitate small groups and meet with students individually. The counselor is the true child advocate who helps guide and nurture the students with the development of career exploration skills, coping, social and personal skills. The middle school student is a very unique person who is experiencing many, many changes in all areas of their lives. The counselor is available to all students who want help or guidance in any issues or concerns they may be dealing with at that time. The students are assured an empathetic understanding and the use of all school resources available to them, if needed. The subject and nature of our interactions may deem necessary for parental involvement, but in general confidentiality is maintained between counselor and student.

Counselors are also always available to talk with parents with their concerns or questions they may have. Please do not hesitate to contact your child's counselor, they will be happy to assist you in any way they can.

Angie Mahlandt, grade 8 – 721-1468 (ext. 18106) a_mahlandt@easdpa.org
Alane Mowbray, grade 7 – 721-1468 (ext. 18107) a_mowbray@easdpa.org.

GRADING INFORMATION

Report cards will be mailed home to parents at the end of the first marking period. All other report cards will be posted online to the parent portal unless a request is made in writing for the remainder of the student's report cards to be mailed home. Marking period dates are located on the district calendar. Progress reports will be sent home at the midway point in each marking period at teacher's discretion. Parents are encouraged to contact their student's teacher with any academic concerns about the report. You can find teacher e-mail addresses on the middle school web page at <http://www.easdpa.org/ems/faculty/default.html>

HOMEWORK REQUESTS

Homework is a part of your daily class work needed for practice, reinforcement, or preparation for the next day. Parents are encouraged to provide a quiet place at home where the student can spend uninterrupted study time daily, and then review the assignments with the students.

When a student has missed three (3) consecutive days of school due to illness or suspension, homework will be collected *if* requested by the parent. Please call the Guidance Office early in the morning and allow 24 hours for materials and assignments to be collected from the teachers.

If the student is absent less than 3 days, parents are encouraged to email the teachers directly to obtain assignments. Students need to take some responsibility for work missed when absent.

The Guidance Office will not accept homework requests for vacation days. If you are approved for a vacation, it is the student's responsibility to gather homework from their teachers prior to the scheduled vacation.

HONOR ROLL

Honor Roll will be calculated four times a year at the end of each reporting period.

SUMMER SCHOOL

The Ephrata Area School District sponsors a self-supporting, fully accredited, remedial, secondary summer school for students in grades 7-12. It is the student's responsibility to confirm with his/her Guidance Counselor that an offered course will meet the criteria for credit. Students may take up to a maximum of two one-credit courses.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a multi-disciplinary team composed of school personnel who have been specially trained to help identify student issues including alcohol, drug, mental health, and behavioral concerns that could pose a barrier to a student's learning and school success. The primary goal of **SAP** is to help students overcome these barriers in order for them to achieve, remain in school, and advance.

SAP Participation

Parent/guardian involvement in all phases of the **SAP** process strengthens the parent's role and responsibility in the decision-making process. Students' participation in the **SAP** process is voluntary. All information regarding a student's involvement in the program is confidential and maintained in the best interest of the student.

Who is referred to SAP?

Students can be referred to **SAP** for many reasons including:

- Violating the district's controlled substance policy
- Exhibiting signs of emotional problems (including risk of suicide)
- Behavioral concerns
- A drop-in school performance

*For more information about **SAP**, ask any teacher for **SAP team members** or click on the **SAP** link on the middle school web page.*

MEDIA CENTER

Regular hours are 7:30 AM to 3:15 PM. Extended hours are posted in the media center. Students will be allowed to use the Media Center for research, completion of class assignments and pleasure reading.

CHECK OUT OF MATERIALS

Books

Circulation Period.....2 weeks
Maximum Number.....Unlimited
RenewingAllowed

LOSS OF MATERIALS

Students may be charged the replacement cost for school issued material that is lost or destroyed. In the event lost material is found, the replacement cost of the material will be refunded to the student.

THEFT OR DEFACEMENT OF MATERIALS

Students will be held responsible for the full replacement cost of defaced or stolen materials. In addition, they will lose their access to the Media Center during certain times of the school day. Willful destruction of school property will be treated according to district policy.

EMS STUDENT ACTIVITIES AND ATHLETICS INFORMATION

INTERSCHOLASTIC ATHLETIC PHILOSOPHY

Interscholastic athletic activities are an integral part of a student's educational experiences. Students learn key life skills such as: teamwork, sportsmanship, dedication and commitment. These core lessons provide students with a well-rounded education which helps produce our community with productive citizens.

RULES GOVERNING SPORTS TRY OUTS/PRACTICES

- Parental Permission – Candidates must have PIAA physical/sport registration form signed by parent/guardian.
- Physical Exam - physician must complete PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form. Examination must be obtained after June 1 of the participating year.
- Athletes who suffer an injury during a sport season may be required to complete a new physical.
- Practice is not permitted until all forms are completed and turned into the Athletic Department.**
- Students having obligations WILL NOT be permitted to begin practice until all obligations are satisfied.**

EPHRATA AREA SCHOOL DISTRICT ATHLETIC/SPORT POLICY

PIAA recognized sports in the Ephrata Area School District have been categorized as male only, female only, and coed sports. Listed below are sports available in each category.

<u>COED SPORTS</u>	<u>FEMALE SPORTS</u>	<u>MALE SPORTS</u>
Cheerleading	Basketball	Basketball
Football	Cross Country	Cross Country
	Field Hockey	Soccer
	Soccer	Track
	Track	Wrestling
		Lacrosse

ACADEMIC ELIGIBILITY

Students involved in any extra-curricular activity **ARE NOT** eligible if they **are not passing four subjects OR failing two subjects that meet five (5) times a week.**

- Students who do not meet the above criteria on a weekly basis are ineligible for competitions/performances the following **SUNDAY through SUNDAY. Practices are permitted during this time.**
- At the end of a marking period, students who did not pass four subjects or failed two (2) subjects that meet five (5) times per week are ineligible for participation in contests/performances for fifteen (15) school days beginning with the date report cards are issued. **Practices are permitted during this time.**
- Athletes who fail two or more subjects for the year are ineligible for fifteen (15) school days the following school year. Students may obtain eligibility status by successfully completing summer school. **Practices are permitted at this time.**
- Dropping a course with a "WF" grade counts as a failed course for each marking period the course is offered as well as a final grade. Therefore, students who choose to drop a course cannot be eligible to participate if failing a second course meeting five (5) times per week.
- Eligibility is restored at the end of the prescribed period of ineligibility only if the student is passing four subjects and no longer failing two subjects that meet five (5) times per week.**

EASD ATHLETE/ACTIVITY ATTENDANCE PARTICIPATION POLICY

- Students involved in any extracurricular or co-curricular activity must be in school from the beginning of school the day of games/performance. Students must arrive to school prior to 8:00

a.m. in order to participate in practice/competition that day. Administration will determine eligibility in unusual circumstances.

- ❑ Students that are suspended in or out of school are not eligible to participate.
- ❑ If school is dismissed early as result of conditions that threaten the health and safety of students, all practices are cancelled. Contests/performances will be postponed.
- ❑ On days when school is cancelled, practices may be held on approval of the AD/Administration. These practice sessions are not compulsory. Students who are unable to attend will not be penalized for their absence in these situations.
- ❑ School-sponsored activities include but are not limited to: athletic events, dances, plays, concerts, award ceremonies, graduation, and/or special activities as determined by the Administration.
- ❑ Any student sent home during school by the nurse for illness may not participate in the activity/sports that afternoon/evening unless a **doctor's note** is provided stating that the student is healthy enough to participate.

EASD SCHOOL BOARD POLICY

The School Board is an elected body of diverse laymen charged with ensuring that the values, educational expectations and fiscal concerns of the residents of the school district are well served by the operation of the public schools under the Board's supervision. To this end, the Board is responsible for defining those policies, not mandated by law or regulation, which contribute to achieving a quality education for every child within the district. Board policies affect how the public schools operate, what the schools teach, and how much, and for what purposes, public money is spent on local education. These district policies are updated throughout the school year. For a complete and up to date list, please consult the district website under the School Board tab:

[Click here to visit EASD School Board Policies on EASD website](#)

[103 Nondiscrimination in School and Classroom Practices](#)

[103.1 Nondiscrimination Qualified Students with Disabilities](#)

[105.1 Review of Instructional Materials by Parents/Guardians and Students](#)

[127 Assessments](#)

[204 Attendance](#)

[210 Medication](#)

[210.1 Possession of Emergency Medications](#)

[212 Reporting Student Progress](#)

[218 Student Discipline](#)

[218.1 Weapons](#)

[218.2 Terroristic Threats](#)

[221 Dress and Grooming](#)

[222 Tobacco](#)

[226 Searches](#)

[227 Controlled Substances-Paraphernalia](#)

[233 Suspension and Expulsion](#)

[237 Electronic Devices](#)

[247 Hazing](#)

[248 Unlawful Harassment](#)

[249 Bullying-Cyberbullying](#)

[618 Student Activity Fund](#)

[815 Acceptable Use of the Internet, Computers, and Network Resources](#)

[819 Suicide Awareness, Prevention, and Response](#)

[823 Naloxone Administration in Schools](#)

[907 School Visitors](#)

[908 Relations with Parents-Guardians](#)

[911 News Media Relations](#)

[913 Nonschool Organizations-Groups-Individuals](#)

[917 Parent-Family Involvement](#)

SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING

ADOPTED: September, 22 2008

REVISED: September 23, 2013

REVIEWED: June 20, 2016

EPHRATA AREA SCHOOL DISTRICT

249. BULLYING/CYBERBULLYING	
1. Purpose	The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
2. Definitions SC 1303.1-A	<p>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, or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student’s education 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	School setting means 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.
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

EPHRATA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: April 25, 2005

REVISED: January 25, 2016

247. HAZING	
1. Purpose	The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.
2. Definitions	<p>For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 510, 511 Pol. 122, 123	The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

EPHRATA AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/USE OF
EMERGENCY MEDICATIONS:
ASTHMA INHALERS AND/OR
EPINEPHRINE
AUTO-INJECTORS

ADOPTED: October 20, 2008

REVISED: September 28, 2015

<p>1. Authority SC 1414.1 Pol. 103.1</p> <p>2. Definitions SC 1401</p> <p>3. Guidelines SC 1414.1 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210.1. POSSESSION/USE OF EMERGENCY MEDICATIONS: ASTHMA INHALERS AND/OR EPINEPHRINE AUTO-INJECTORS</p> <p>The Board shall permit students in district schools to possess asthma inhalers and/or epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Epinephrine auto-injector shall mean a prescribed device containing medication used for the self-administration in treating a life-threatening allergy.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.</p> <p>Before a student may possess or use an asthma inhaler and/or epinephrine auto-injector in the school setting, the Board shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant. 2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication. 3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
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Attendance Letters

First Unlawful Absence

"Date"

Dear Parent/Guardian of "First & Last Name":

The Pennsylvania Public School Code and Ephrata Area School District Policy require regular school attendance for all school-aged children. This requirement applies to all children enrolled as students in school, regardless of their age. This letter is to make you aware of the potential consequences of unlawful school absences and to prevent a pattern of truancy from developing. Regular school attendance is an important part of each student's success and is critical to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers.

"First Name" had an unlawful absence on "Date".

All absences are counted as unlawful unless the Ephrata Area School District receives a timely written excuse explaining the reason for the absence. If a written excuse is not provided within three (3) days from the absence date, the absence will be permanently marked as being unlawful for the student.

Additional unlawful days may result in any or all of the following consequences:

- A parent conference to write a School Attendance Improvement Plan
- The filing of a citation with the local magisterial court for alleged violations of compulsory attendance laws. Penalties for any conviction may include fines of up to \$750.00 for each offense
- Referral to the County Office of Children and Youth
- Referral to a truancy diversion program

This letter serves as our first communication regarding an unlawful absence(s) for "First Name". If you have any questions, please call my office so that we may work together to ensure educational success for "First Name".

Sincerely,

Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor

Third Unlawful Absence

“Date”

Dear Parent/Guardian of “First & Last Name”:

Your child has three (3) unlawful absences from school during this current school year. Unlawful absences will have a negative effect on your child’s educational progress and could result in your prosecution for violations of compulsory attendance laws. Penalties for conviction may include fines of up to \$750.00 for each offense. Habitual truancy may also lead to referral of this matter to the County Office of Children and Youth, which could determine that your child is “dependent” under applicable child welfare laws.

Our primary goal is not to punish and pursue dependency status, but rather to ensure that your child attends school regularly. We are therefore requesting you and your child attend a School Attendance Improvement Conference (SAIP). The purpose of this conference is to develop a plan that will identify supports and strategies to improve your child’s school attendance. You may bring to this conference any person you believe might serve as a resource in the design of these supports and strategies. If you intend to invite such a person, you must notify us at least three days before the date of the conference.

The School Attendance Improvement Conference will occur on “Date” in the school office of “School” at “Time”. Please advise us by the end of the school day on “Date” whether you and your child will attend this conference. If we do not hear from you, we will proceed with the scheduled conference without you and will develop a School Attendance Improvement Plan without your involvement.

Please confirm your attendance and address any questions concerning this notice by calling the Principal at “Phone Number” or by email to “Principal Email Address”.

Sincerely,

Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor

Sixth Unlawful Absence

“Date”

Dear Parent/Guardian of “First & Last Name”:

This letter is sent to alert you that “First Name” has accumulated six (6) or more unlawful absence days on “List Dates” and is now considered to be ‘Habitually Truant’ for purposes of the Public School Code and Ephrata Area School District policy.

We have already completed a Student Attendance Improvement Plan (SAIP) for your child to provide support to improve school attendance. Please note that further unlawful absences may result in the following consequences:

- You or child being prosecuted before the local magisterial court for violations of compulsory attendance laws. Penalties for conviction may include fines of up to \$750.00 for each offense.
- Referral to the County Office of Children and Youth.
- Referral to the Lancaster County District Attorney's Office Truancy Diversion Program.

Ephrata Area School District shares the common goal with you to ensure that your child reaches their full potential. Your child’s regular school attendance is an improvement to ensure that happens. If you need support in this area, please contact your child’s school counselor for assistance. If you have any questions or would like to discuss these unlawful absences, please contact me so that we may work together to ensure your child’s educational success.

Sincerely,

Principal

C Student Attendance File
Home & School Visitor/Guidance Counselor

Excessive Absence Notice

“Date”

Dear Parent/Guardian of “First & Last Name”:

This letter is notification that “First & Last Name” has missed ten (10) days of school since the start of the current school year. We will now require a physician’s excuse for any additional days of absence. This request is in compliance with Ephrata Area School District Attendance Policy and will begin on the fifth school day following the date of this letter.

To avoid increased medical costs, we suggest you send your student to school with minor complaints. The school nurse is always available for all students during the entire school day.

In almost all cases, improved daily attendance leads to better student progress and increases the probability of a successful educational process. Thank you for your cooperation. If you have any questions on this action, please call me.

“First Name” was recorded absent on the following dates:

“List Dates”

Sincerely,

Principal

C Student Attendance File
 Home & School Visitor/Guidance Counselor

EPHRATA AREA SCHOOL DISTRICT
Educational Trip Form

State attendance regulation 11:26 provides guidelines for non-school district sponsored educational tours and trips. Regulations state that a school district may excuse a student from school attendance to participate in a non-school district sponsored educational tour or trip if the following conditions are met:

- The student's parent or guardian prior to the tour or trip submits to the school district a written request for the excusal.
- The student's participation on the tour or trip has been approved by the district superintendent or a designee.
- There is an adult who is directing and supervising the student during the tour or trip who is acceptable to both the parent or guardian and the district superintendent.

It also states that a school district may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

This form should be submitted at least forty-eight (48) hours prior to the date of departure. A student is annually given eight (8) days of excused absences. Additional days are unexcused absences. Students are expected to make up all class work missed during the absence.

To be completed by the parent/guardian:

Name of Student _____ Grade _____

School _____ Teacher(s) _____

Dates of Proposed Absence _____

Purpose of the Absence (check below)

- | | |
|--|--|
| <input type="checkbox"/> Family Trip | <input type="checkbox"/> Career Shadowing |
| <input type="checkbox"/> Educational Experience | <input type="checkbox"/> Military Visitation |
| <input type="checkbox"/> College/Post-Secondary Visitation | <input type="checkbox"/> Other |

Other family members who attend EASD (Name and School) _____

Please complete a form for each student and submit it to each school office.

Description of Trip/Experience

Parents'/Guardians' daytime phone number _____ Home Phone _____

Parents'/Guardians' signature _____ Date _____

To be completed by the school:

of excused absences _____ # of unexcused absences _____ # of educational trip days _____

Administrator's/Attendance officer's signature _____

Excused _____ Unexcused _____ Date _____