



**Ephrata Area School District  
Intermediate School Student/Parent Handbook  
2019-2020**

The Student/Parent Handbook includes all policies and procedures pertaining to the 2019-2020 school year. Any changes made during the school year will be communicated to students at school and to parents via e-mail and the school district website. Once formally announced, changes made will be considered a part of this document. **Visit the School Board Policy Section of the EASD website for more detailed information about policies.**

**REGULAR SCHOOL HOURS**

The instructional day is **8:25 AM – 3:15 PM**. All building doors open at **8:15 AM**.

**EARLY DISMISSAL HOURS**

**On special early dismissal days the intermediate school will be dismissed at 12:15 PM with lunch being served. Afterschool care will not be provided by the District.**

**LEAVE DURING SCHOOL DAY**

Students should never leave the intermediate school building without proper authorization from the administration or from the 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.

**BEFORE AND AFTER SCHOOL PROCEDURES**

There is no outside supervision of students prior to the doors opening. Before school, students are expected to arrive close to 8:10 and wait until the doors are opened. Children are expected to walk directly home from school at dismissal if they do not ride a bus. Take time to review with him/her where you intend to park if you are picking up your child. Do not park in bus or yellow zones.

Parents/Guardians are responsible to direct notes to the school about changes in after school arrangements. Phone calls cannot be received in this regard except in weather related or exceptional

circumstances.

## **CYCLE DAY SCHEDULE**

Special classes will occur according to a six-day cycle (1-6). If school is missed because of vacation/weather, the day students return to school the cycle will resume. The current cycle day will be posted on the calendar of your school's website.

## **RIDING BIKES / SCOOTERS TO SCHOOL**

Prior to riding bicycles to school, students are asked to attend a safety seminar at EIS with Officer Moore. When riding to and from school, students are expected to follow normal safety procedures (wearing helmets, walking across intersections, directions from crossing guards, etc...). Upon arrival on campus, students are expected to walk with their bicycle/scooter/skateboard to the building entrance. Bikes should be locked at the bike racks. Scooters should be folded and stored in the student's locker until dismissal as should skateboards.

## **RAPID TELEPHONE & EMAIL COMMUNICATION**

The Ephrata Area School District uses the **SchoolMessenger** rapid communication system to deliver telephone and email messages to parents and guardians. This service will also be used by the District 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 update your personal information in Parent Portal (link on District home page), complete a **SchoolMessenger form**, which can be found in the Community Relations section of the District website at [www.easdpa.org](http://www.easdpa.org) or obtain a copy of the form from your child's school. Completed forms should be returned to your child's teacher.

## **WEATHER EMERGENCIES**

School closings or delays will be announced over local radio stations, Blue Ridge Cable and WGAL-TV. Delays/closures are also posted on the district website [www.easdpa.org](http://www.easdpa.org).

## **BUILDING SECURITY**

Once the school day has begun, all doors will be secured. All parents, guardians and visitors must use the designated main entrance and report to the main office for each building. Parents who pick-up their student after school must remain in the area designated at each building site. All visitors must obtain and wear an identification badge. The badge must be returned to the office upon departure.

- 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 intermediate school office.
- Students may not exit the building to pass between classes.

## **SAFETY DRILLS**

The Ephrata Area School District has plans in effect for major emergency situations. In addition to regular monthly evacuation drills, we will hold a tornado/severe weather drill, and periodic lock down drills as a part of our emergency and safety plans. Additionally, each building has identified evacuation sites for emergency use. These drills are designed to better prepare us for many different emergency situations. Please know that our staff will speak to your children in a reassuring manner about all such emergencies and the procedures to be taken. It is very important that we let our children know that school is a safe place for them to learn.

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 rally point 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

## **INTEGRATED PEST MANAGEMENT**

For information about the Ephrata Area School District's pesticide policy and procedure, please see School Board Policy 716, or contact the Director of Maintenance during normal business hours.

## **TELEPHONE CALLS TO STUDENTS**

Calls will not be transferred to students. Emergency messages will be delivered to your child.

## **E-MAILING STAFF**

Please remember the following when corresponding via e-mail with teachers....

**Do not expect an immediate response.** A teacher's first responsibility is to the students, and they may not have time to check e-mail during the student day.

**Never e-mail a change of pick-up or a message to relay to your child.** Again, teachers may not see your message until after the student leaves.

**Keep e-mail messages brief.** If you have many concerns, we recommend requesting a conference.

## **INVITATIONS**

Invitations for birthday parties held outside of school will not be distributed by teachers or students during the school day. Please do not ask the teacher or administrative assistant for student phone numbers or addresses due to privacy rights.

## **RECESS / REC**

A recreational period is offered during the lunch period. Students will have the opportunity of physical activity with the option of going outside (when weather permits) or in a gymnasium. Students should not bring toys, collectibles, or personal items to school. This includes fidget spinners.

## **SAFETY**

Due to the amount of movement and physical activity throughout the school day, flip flops and shoes with platforms and heels are deemed to be unsafe in the school environment. Wearing these are discouraged.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones, iPods, electronic games, cameras, radios, CD players, MP3 players, laser pointers, beepers/pagers and other electronic devices are not to be used, heard, or seen during the school day. The school strongly urges students to keep these devices at home, but if they must be brought to school, they 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 not to call or text their children as cell phones will be inactive for the day.

## **ACCEPTABLE USE POLICY**

The EASD declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive, or display on or over the district's Internet, computers, or network resources, including personal files or any use of the district's Internet, computers, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by District users; or deny access to prevent unauthorized, inappropriate, or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. (Board Policy 815)

## **AUDIO/VIDEO TAPING**

- There is to be **NO** audio or video recording in any classroom without the specific permission of the classroom teacher.
- There is to be **NO** audio or video recording on the school bus, at the bus stop or while students are walking to or from school.

## **NEWS MEDIA RELATIONS**

Students and staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's official spokesperson. (Board Policy 911)

## **NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS**

The EASD prohibits the use of students and staff members for advertising or promoting non-school organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to non-school organizations, groups or individuals.

## SCHOOL BREAKFAST/LUNCH

The Ephrata Area School District Food Service Department uses a computerized debit card system. Parents will receive a letter explaining the operation of the debit system. Included with the letter will be an envelope and a form to be completed for each student. Please attach a check (payable to EASD Food Service Fund) or cash in any amount you wish. The meal costs are: **Lunch - \$2.65; Breakfast - \$1.55**

To apply for free or reduced priced breakfast & lunch meals for your child, apply online at [www.schoolcafe.com](http://www.schoolcafe.com). Only one application needs to be completed for all children in your household and everyone in your household must be listed. If your circumstances change throughout the school year or you were denied, you may apply or reapply at any time and as many times as you choose. If you qualify, your children are eligible to receive BOTH BREAKFAST AND LUNCH.

Parents may also deposit money online as well as view their student's purchases via Lunch Prepay at any time. Please see EASD Food Services web page for the link and more information.

Milk is also available for purchase for \$0.60 by students who pack their lunch or desire to purchase extra milk with their lunch. This extra amount will need to be factored into the deposit for each account. The envelope with the completed form and check/cash are to be returned to the student's individual building and **deposited** into the designated mailbox. Student deposits need to be received by the individual building Kitchen Manager by 9:00 AM for same day lunch or for the next day breakfast purchase.

## FREE/REDUCED PRICE SCHOOL MEALS

The district shall provide free and reduced-price school meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program. When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians when applying for free/reduced price school meal benefits.

## CAFETERIA PROCEDURES

Eating in the cafeteria is a privilege and not a right. Students will be removed from the cafeteria if they fail to follow all rules, procedures and expectations.

- 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.

## **BEVERAGES AND FOOD IN THE BUILDING**

- All food and beverages must be consumed in the cafeteria.
- Students are not permitted to bring coffee, tea, soda or other beverages into the building upon arrival.
- Students are permitted to bring a water bottle to school. The water bottle or container must be clear.

## **CLASSROOM CELEBRATIONS/SNACKS**

As per our District Wellness Policy, nutrition standards require that fewer (up to 3) high- sugar foods (such as cupcakes) be served at classroom parties and celebrations. Also, parties and celebrations must include fruits and vegetables and healthy drinks such as water, milk or 100% juice. Your child's teacher will contact you if there is a need to donate for a celebration. Please see School Board Policy 246 for more information.

## **BIRTHDAY CELEBRATIONS**

In our efforts to meet nutrition guidelines, we have implemented non-food ideas for birthday celebrations. Food will not be permitted for birthday celebrations because of the high number of student allergy concerns. In lieu of providing food, we are encouraging you to consider providing the following items: pencils, bookmarks, stickers, or donating a book to your child's classroom.

## **STUDENT FOOD ALLERGIES**

Please work with your child's school nurse, cafeteria manager, and teachers to develop a plan for any food allergy concerns. Please see School Board Policy 209.1 for more information.

## **PUPIL'S PERSONAL HEALTH**

If your family physician has placed limited activities on your child because of physical disability, he/she must send a written notice to the school stating the limits of your child's participation. School law mandates that children who have Impetigo, Pinkeye, Scabies, Ringworm, or Lice be excluded from school. No child shall be readmitted until the school nurse is satisfied that the condition is not communicable or until the child presents a physician's certificate of recovery.

In order to protect your child's health and that of other classmate, we ask that your child be kept home if he/she has any of the following symptoms;

- Fever (temperature over 100 degrees) in past 12 hours
- An acute cold/persistent cough
- Pink eye

- Swollen glands or sore throat
- Skin rashes or sores
- General signs of illness, such as vomiting or diarrhea in past 12 hours, earache, or headache.

## **HEALTH SERVICES**

Medical Examinations are mandated for 6<sup>th</sup> grade students. This examination may be completed by your family physician at your own expense and the results returned to the school nurse on a form provided by the school. **Those students who do not return a completed physical exam form will be scheduled with the school physician in the months of November through January.** Parents will be informed of the scheduled time of their child's examination and you are welcome to be present during the school examination. Forms for physical exams can be found on the District Website under Health Services.

## **OTHER EXAMINATIONS/SCREENINGS**

Each child will be screened annually for height, weight, and vision.

## **PRESCRIBED MEDICATIONS**

Students should take prescribed medication at home when possible. Guidelines for medication, including over-the-counter medicines, while at school are:

1. Parent/guardian must notify the nurse in writing that the student is to receive the prescribed medication.
2. Students will not be allowed to take medication during the school day unless the medication is accompanied by a copy of written orders from the physician identifying the medication and directions for giving it.
3. Parents and their student will be responsible for informing the nurse. Students are responsible for reporting to the nurse to take their medication.
4. **Parents need to bring medications to the school office.** If this is not possible, please instruct your child to bring medication directly to the school office. Remind your child that under no circumstances should he/she show or pass around medication to other students.
5. Special arrangements may be made with the school health services staff to keep a small supply of prescribed medication at school which the student needs to take on a long term basis or needs to take only occasionally (medications for migraines, certain allergies, bee stings, etc.)
6. 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

### **FIRST AID**

In case of accidents on school grounds, first-aid will be administered by school personnel. If further treatment is necessary, parents will be notified. If the parent cannot be notified, the child will be taken to the Ephrata Community Hospital. **The school may only treat injuries that happen at school or on the way to school.**

### **HEAD LICE INFORMATION**

At different times in the year, head lice are found among our student population, and classrooms may routinely be screened for head lice at the discretion of the school nurse. Anyone can get lice. Having lice is not a disgrace, but informing the school that lice have been found is an important step in helping to control the problem. Lice are grayish-white insects that crawl on or near the scalp. They are one-eighth to one-fourth inch in length. The eggs or nits are teardrop-shaped and are firmly attached to the hairs, usually within one-half inch of the scalp. They do not flick off, and therefore, can be distinguished from dandruff. **Notify the school if you find lice or nits, and we will be able to advise you on how to treat it. If you choose, you may notify your doctor.**

### **SEVERE ALLERGIC GUIDELINES**

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

### **SPECIAL ORDERS FROM PHYSICIANS**

The following medications are permitted to be used in the Elementary level per school doctors' orders. **If you do NOT want your child to receive any of the following medications, send that request in writing to the nurse.**

1. Benadryl for allergic reaction
2. Acetaminophen (Tylenol) under these guidelines: child is not allergic, no medical contraindications, and the certified School Nurse makes the decision
3. Antacids for an upset stomach
4. Ibuprofen for pain

5. Bacitracin ointment for use on wounds that occur under dirty conditions (i.e. abrasions from falling).

### **GUIDANCE SERVICES**

Every building is staffed with a certified guidance counselor and/or school psychologist. These professionals are available to consult with students, teachers, and parents about social, emotional, and academic needs. The Elementary/Intermediate guidance department operates under a comprehensive model, utilizing a proactive approach. Referrals can be initiated by contacting your school.

### **LEARNING SUPPORT PROGRAMS**

The Ephrata Area School District provides learning support programs that are appropriate for students with learning difficulties. Emphasis in this program is on the development of basic skills and practical training for success in vocational, educational, social, and emotional areas of adult life. Learning Support staff are available in the District to support identified learning support students in their mainstreamed classes. Specialized Services are available for all exceptional students through Intermediate Unit #13. Information can be obtained through the guidance counselor or Student Support.

### **PSYCHOLOGICAL SERVICES**

School psychologist services are available in the Ephrata Area School District. The services include consultation with school personnel, parents, and students; evaluation of individual students, which requires written parental permission; and appropriate referral for counseling or additional evaluation when necessary. Conferences with a psychologist or requests for psychological evaluation may be arranged through the building principals.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

Student Assistance Programs are a primary vehicle for schools in Pennsylvania and across the nation to address students' behavioral health needs and concerns. SAP identifies and links students to behavioral health care education, programs and services in the school and community to address students' barriers to learning due to a social, emotional or mental health concern or problem. Ephrata Intermediate/Middle School SAP team members work collaboratively to meet the needs of students who might be susceptible to at-risk behaviors.

### **HOME AND SCHOOL VISITORS**

The Ephrata Area School District employs two home and school visitors who work with families and the school to provide assistance in accessing various community services. They are also involved in the

monitoring of attendance and the development of a School Attendance Improvement Plan (SAIP) to improve school attendance.

### **HOMEBOUND INSTRUCTION**

Instruction by a qualified teacher will be provided by the school district for pupils who are sick or injured and will be absent for an extended period. This teacher will come into the child's home or hospital room and provide the same work as was done in the classroom. When this service is needed, please contact the building principal or guidance counselor.

### **TOUGH TIMES AFFECT EVERYONE**

Homelessness, high mobility, and extreme poverty place children at even greater risk for educational challenges. 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 Homeless Liaison, Dr. Jacy Clugston-Hess at (717) 721-1413. You may also contact the National Center for Homeless Education toll-free at (800) 308-2145 for more information.

### **STUDENT INSURANCE**

Each year pupils have an opportunity to participate in a student insurance program. This insurance covers all accidents incurred while attending school or traveling to and from school. This program is voluntary and enrollment is only open during the second week of school.

### **DISCIPLINE**

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others. Our school uses a Positive Behavior Improvement System (PBIS) to develop good school

citizens, teach behavior expectations, and positive character traits. The PBIS Student Handbook is located on our EIS webpage.

### **BULLYING/CYBERBULLYING**

The prevention of bullying is the responsibility of all staff and students in the buildings. School counselors provide guidance lessons at each grade level to address bullying. These lessons include identifying bullying and peer conflict, ways to combat bullying, and where to go for help with conflict. (See School Board Policy 249 for more information)

### **FIELD TRIPS**

Periodically, students take field trips that are designed to support the educational program and/or extend learning opportunities. Attending a field trip is a privilege, and students may have this privilege revoked. The final determination for a student to attend any field trip rests with the building administration. All school rules apply for field trips.

### **VOLUNTEERS AND CHAPERONES**

School volunteers make valuable contributions to the educational program. The use of school volunteers is, endorsed by the School Board, subject to legal requirements and administrative procedures. Please consult the Parent/Guardian tab under the Community Resource link on the EASD website.

### **STUDENT ACADEMIC PROGRESS**

The District uses a formal system of reporting academic progress to parents. The report cards were designed to evaluate individual achievement. Adaptations that are used are noted, as well as special services received. Report cards are issued quarterly.

Teachers are encouraged to use Interim Progress Reports at mid-marking period intervals to report student progress. Conferences for all grade 1 – 6 students are held at the end of the first marking period. Classroom teachers will contact parents about scheduling this conference. Every effort shall be made to accommodate parent schedules. Parents may request a conference with teachers at any time during the school year.

### **LANGUAGE INSTRUCTION FOR ENGLISH LEARNERS**

The district shall provide an appropriate planned instruction program for identified students whose dominant language is not English. Students who have limited English proficiency (LEP)

will be identified, assessed, and provided instruction, and shall be provided an equal opportunity to achieve their maximum potential in educational programs and extracurricular activities. Please see School Board Policy 138 for more information.

## **COMMUNICATION ARTS**

The communication arts are emphasized in all grades. Instructional purposes focus on reading, writing, speaking, and listening skills. A literature-based, process approach is used to teach students the strategies and skills needed to become successful independent readers and writers. Formal instruction in phonics, grammar, usage, punctuation, and spelling is incorporated into reading and writing instruction throughout the grades. These skills are introduced at developmentally appropriate times and are integrated into other subject areas.

Supportive reading services are provided by district and Title I reading specialists. The reading specialists work with staff regarding effective instructional practices. They also work with students individually, in small groups, and in large groups. The instruction is based on needs as diagnosed by the specialist in conjunction with the classroom teacher.

## **MATHEMATICS**

The elementary mathematics program is based on a curriculum generated from the Pennsylvania State Standards for Mathematics. It is designed to develop proficient problem solvers and thinkers capable of explaining and justifying their strategies, procedures, and answers. Students are expected to become competent users of computation skills.

## **SCIENCE**

Science curriculum materials are sequentially developed to introduce students to scientific discovery and the basic principles and concepts of science. FOSS Kits will be utilized to foster a hands-on approach to learning science principles and concepts.

## **SOCIAL STUDIES**

The social studies program will help students acquire a body of basic knowledge of self, citizenship, neighborhood, community, Pennsylvania, the United States, and the world. The interdisciplinary approach includes facts, concepts, skills, and values to provide a strong base necessary for coping with the demands of a changing world.

## **TECHNOLOGY**

Computer literacy instruction is offered in grades 5 and 6. A *Student Network Acceptable Use Agreement* is required for students to access computer technology. Networked computers and software are available and used daily to reinforce curricular objectives.

## **LIBRARY / MEDIA CENTER**

Our media center provides a rich collection of fiction and nonfiction media to provide students and teachers materials to extend and enrich classroom curriculum as well as enhance personal reading growth. Students in grades 5 and 6 have scheduled book exchanges, direct instruction in research and media skills, and collaborative lessons within the content areas that include information networks, Internet resources, and online databases. Electronic resources are available at the district's website ([easdpa.org](http://easdpa.org)) under [Library Media Services](#).

A student-designed makerspace available to teachers and students is located within the media center. Equipped with a greenspace, hands-on manipulatives, tear-down tech, and a variety of arts materials, the space will complement the curriculum and encourage exploration, creation, and collaboration. The media center is a safe, nurturing place for all of our school community.

## **RELATED ARTS**

All students in 5<sup>th</sup> and 6<sup>th</sup> grade will have the opportunity to explore growing interests in the related arts on a daily basis. On a rotating schedule, introduction and experience in classes such as physical education, technology education, computer, family/consumer science, art, and music will occur.

## **PHYSICAL EDUCATION**

Students in grades 5 and 6 will participate in physical education class with a certified physical education teacher. The physical education program is comprised of basic skills, movement exploration, and self-testing activities, along with some team-oriented sports strategies. The program promotes physical fitness, neuromuscular development, and the acquisition of socially desirable traits that contribute to the overall fitness of the child.

Students are encouraged to wear clothing suited to physical activity on the days they have gym class. Athletic shoes are the preferred footwear for class. Sandals, flip-flops, open-back, and platform footwear are prohibited. Students will participate in both indoor and outdoor activities. Students should dress appropriately for outdoor weather.

A written excuse from the parent/guardian is necessary if a child is unable to participate in a physically challenging activity in the class. This note will also prohibit the participation in recess. A doctor's note is necessary to excuse a child from class for more than a week.

## **HEALTH, DRUG AND ALCOHOL EDUCATION**

The development of a positive self-esteem is encouraged in each student. Good personal health habits are emphasized. Students also study the body systems and parts.

## **INSTRUMENTAL MUSIC / CHORUS**

**String Program** – Students may receive small-group instruction on string instruments. String students perform in one or two concerts each year. String students may be required to participate in after school orchestra rehearsals.

**Band Program** - Students may receive small-group instruction on brass, woodwind, and/or percussion instruments. Band students also practice as a performance group and hold two concerts each year. Instrumental lessons are taught during the school day. Instrumental students may be required to participate in after school rehearsals.

**Chorus Program** – Students are able to join a vocal ensemble. Practices occur 1-2 times per week, during the school day. Chorus students perform twice per year.

## **ASSESSMENTS**

It is important to determine how well students are performing in relation to state academic standards. Students are periodically assessed using a variety of tools, including both formal and informal means. Required Pennsylvania assessments (PSSA) are listed below, with the testing window dates. Please avoid planning vacations during these times.

- PSSA English Language Arts – Grades 5, 6 (April 20<sup>th</sup> – 24<sup>th</sup>)
- PSSA Math – Grades 5, 6 (April 27<sup>th</sup> – May 1<sup>st</sup>)

## **HUMAN GROWTH AND DEVELOPMENT**

As part of our Human Growth and Development curriculum, all students in grades 5, 8, and 11 will receive instruction during the school year about human sexuality and reproduction. Units are designed and presented by health and physical education teachers and the District nursing staff. Information about HIV/AIDS is included in the instruction, as mandated by the Commonwealth of Pennsylvania, in grades 5, 8, and 11.

Parents are invited to review curriculum materials and supplementary resources used in the instruction of these topics. If you desire to discuss or review any curricula, please contact your building principal. Parents may exclude their child from the instruction in either of these topics. To request for your student to be excluded, please inform your building principal in writing.

Parent Preview Nights for this program are scheduled in April, and the program is presented to Grade 4 students in May.

### **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

The policy of the EASD is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. All district programs and practices are free from discrimination against all qualified students with disabilities. The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education. (EASD Board Policy 103/103.1)

### **FEDERAL TITLE 1/NCLB NOTIFICATION**

All of the elementary schools receive Title I funding and are included under the regulations of the "No Child Left Behind Act" (NCLB) of 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). You have the right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal.



## 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.

## TEACHER REQUESTS

If you want to request a teacher for an upcoming school year, please contact the office of your child's school to complete a teacher request form. Requests are taken into consideration but never guaranteed. **Completed request forms are due by May 1 of the upcoming school year.**

## DELIVERIES

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

## MAIL

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

## 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. Students may not put stickers/bumper stickers on their lockers. All items on lockers must be teacher/administrator approved.
- 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 locker.
- 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.

## **BACKPACKS, DRAWSTRING BAGS AND 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.

## **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.

## **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.

## **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/GUARDIAN 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.
- Non-school-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. 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.

### **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.

- 1<sup>st</sup> unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes.
- 3<sup>rd</sup> 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).
- 6<sup>th</sup> 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.

## **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.

## **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/guardians may come into school to sign their student out OR a note with the signature of either a parent/guardian 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.

## 2019-2020 EIS School Calendar

August 26	First Day of School for All Students
August 30- September 2	Vacation Days – No School
September 26	Staff Development – No School
October 9	Half Day – Early Dismissal
October 14	Vacation Day – No School
October 25	Staff Development – No School
November 7-8	Family/Teacher Conferences – No School
November 27- December 2	Vacation Days – No School
December 11	Half Day – Early Dismissal
December 22- January 1	Vacation Days – No School
January 2	School Resumes
January 20	Staff Development – No School
January 29	Half Day – Early Dismissal
*February 5	*Weather Make-up for 1/29 Early Dismissal
February 14	Staff Development – No School
February 17	Vacation Day- No School
March 11	Half Day - Early Dismissal
April 8-9	Weather Make-up or Vacation
April 10-13	Vacation – No School
April 20- May 8	PSSA Testing Window (Fifth and Sixth Grade Students)

May 6	Half Day – Early Dismissal
May 22	<i>Weather Make-up or Vacation</i>
May 25	Vacation Day – No School
June 4	Last Day for Kindergarten and EHS Graduation
June 5	Last Day of School (No Breakfast or Lunch Served)
June 8-10	<i>Weather Make-up or Vacation</i>

**School Board Policies of Note**

Nondiscrimination Policies- 103, 103.1, 104	Hazing- 247
Curriculum Related Policies- 105 – 107	Unlawful Harassment- 248
Special Education Policies- 113 – 113.4	Bullying- 249
Field Trips- 121	Student Activity Funds- 618
Assessment System- 127	Safety- 7
Attendance- 204	Child Abuse- 806
Medications and Asthma Inhalers/Epi-pens- 210, 210.1	Acceptable Use- 815
Reporting Student Progress- 212	Suicide Awareness- 819
Student Discipline Policies- 218 – 233	AED/CPR- 822
Electronic Devices- 237	Adult/Student Boundaries- 824