

E.T. Richardson Middle School 2021-2022

Student Handbook and Family Guide



Welcome to E.T. Richardson Middle School *The Writing Center*

Welcome to E.T. Richardson Middle School and the 2021-2022 school year. Our school community is a learning community alive each day with the curious hearts, minds and voices of our students wondering, questioning, and discovering their unique potential. Through the pillars of Academic, Arts, Activities and Service, our students have the opportunity to learn about themselves, build relationships and realize their promise. We are so excited for our promising student thinkers and writers as we meet them each day.

The purpose of this handbook is to acquaint students and families with important information regarding school policies and procedures. The information contained in this handbook can serve as an informational resource.

Our philosophy is grounded in our belief: ***ETR celebrates the beauty in learning each day and the promise in each student's tomorrow.***

With much enthusiasm,

ETR Administration



Core Values

Collaborative

- We place high importance on our time to work together focusing on the needs of students in support of their unique success.

Accountable

- We are responsible for the success of our students, our commitment to each other, and our relationships with our families.

Respectful

- Honest and open communication is the foundation for our professional relationship.
- We respect, support and value each member of our learning community.

Passionate

- We enjoy our work together with our middle school students, and we model and mirror our love for learning.

Beliefs

We believe in a positive learning community:

- Our school should provide a secure and healthy environment where students can grow emotionally, physically, and academically.
- The middle level academic program should be standards-based and should challenge each student to achieve at their highest cognitive level.
- We should provide academically and developmentally appropriate learning experiences to support every student to learn and succeed.
- A clear, consistent, and appropriately enforced discipline policy will promote the structure that is essential for learning.
- All students should understand the relationship between the choices they make and the immediate and long-term consequences for themselves and others.
- Respect for self and others and the celebration of diversity strengthens the overall achievement of our school.
- Our school should provide for students to participate in both co-curricular activities and to develop social responsiveness.
- Our school should be committed to a collaborative approach to problem solving.
- Our school should provide students and staff with the tools and opportunities necessary for continued growth and development.

Respect, Responsibility, and Safety

Respect, responsibility, and safety are the guiding principles at ETR. Our goal is to be mindful of these principles every day to help our students to recognize and accept differences and uniqueness in each other; to reach their own unique academic potential; to act with dignity and respect; to contribute to our school community, and to conduct themselves in a safe responsible manner.

To successfully achieve these goals, students should

- attend school regularly and on time;
- exert maximum effort in all classes;
- participate in extra-curricular activities;
- become familiar with and follow the school rules.

2021-2022 E. T. Richardson Middle School
Faculty and Staff

<p><u>Language Arts</u> Corey Balaban Missy Booth Rourke Bonnell Laura Campbell Jennifer Ennis Lorie Epperson Jason Lebano Monica Mancini Stephanie Pierce Meg Rizzio Trey Reynolds Maura Rubley Sarah Staats Deb Uff Lauren Wiseley</p>	<p><u>Social Studies</u> Don Bradley Jennifer Gattoni Micah Marinelli Rich Turturici Kevin Steinke Madison Weary</p>	<p><u>Science</u> Lauren Christiansen Keith Broome Katie Dun *Alison Geiger Suzanne Griffin Mary McCarry Diane McDade Dan McHenry JJ Merrill Brian Tanen</p>	<p><u>Mathematics</u> Keith Bennett Rich Duffey *Alison Geiger Christine Hueber Al Humes Bridget McKnight Nicole Murphy Todd Odgers Amy Parsons Ginny Place Kelly Schmook Maeve Walsh Dan White</p>
<p><u>World Languages</u> Mary Kirchner Lori Pusztay Christyanne Schwartz</p> <p><u>Reading Workshop</u> Christo Johnson <u>ELL</u> Cynthia Barnes</p>	<p><u>Learning Support</u> Jen Aylmer Stephanie Collins Lauren DiBlasi Erica Finestone Mike Guille Pam Keller Amy May Lizzy Tansey Laura Tocci Cherie Williams</p>	<p><u>Music</u> Kathleen Boyer Pam Oppenheimer</p> <p><u>Art</u> Josh Bucolo Argie Fafalio</p> <p><u>Business Ed</u> Michelle Graff</p> <p><u>Building Technology</u> Jed Palmer</p>	<p><u>Administrative Technology</u> Katie Stewart</p> <p><u>Family & Consumer Sciences</u> Sarah Pizzica</p> <p><u>Challenge</u> Matt Stewart</p>
<p><u>Health/Physical Education</u> Dawn Blair Pam Corcoran Mike Heath</p>		<p><u>Athletics</u> Glenn Mallon Tom Lemieux</p>	
<p><u>Guidance</u> Maramei Beatty- 7th Grade Ivy Harris- 6th Grade Demetrius Spiropoulos- 8th Grade</p> <p><u>Nurse</u> Terri Missar Helene Stretch</p> <p><u>Psychologist & Social Worker</u> Daniel Cherry Staci McCans</p>	<p><u>Secretaries</u> Patricia Morgan – MO Carol Connelly – MO Pat Pellak – GU</p> <p><u>Attendance</u> Connie Marciano</p> <p><u>Library Assistant</u> Carol Romolini</p> <p><u>Duty Aide</u> Joe Spano</p>	<p><u>Learning Assistants</u> Bill Atwell Susan Barber Erin Booth Shonnte Braxton Elena Condi Sharon Destefeno Helen DuVernois Osmond Irons JoAnn Moore Norm Nelson Diane Pierangeli Missy Tomasura</p>	

Academic Period Regular Bell Schedule



E.T. Richardson Middle School Class Schedule

6th Grade Regular Period Schedule		
Advisory	7:55	8:20
Period 1	8:23	9:22
Period 2	9:25	10:24
Lunch	10:27	10:57
*Period 3	11:02	11:47
*Period 4	11:50	12:35
Period 5	12:38	1:37
Period 6	1:40	2:39
Homeroom	2:40	2:45

7th Grade Regular Period Schedule		
Advisory	7:55	8:20
*Period 1	8:23	9:08
*Period 2	9:11	9:56
Period 3	9:59	10:59
Period 4	11:02	12:03
Lunch	12:06	12:36
Period 5	12:41	1:40
Period 6	1:43	2:45

8th Grade Regular Period Schedule		
Advisory	7:55	8:20
Period 1	8:23	9:23
Period 2	9:26	10:26
Period 3	10:29	11:29
Lunch	11:32	12:02
Period 4	12:07	1:07
*Period 5	1:10	1:55
*Period 6	1:58	2:45

* Cycle Classes (Special Areas classes)

E.T. Richardson Academic Period-Two Hour Delay Bell Schedule

6th Grade 2 Hour Delay Schedule		
Advisory	9:55	10:05
Period 2	10:08	10:48
Lunch	10:51	11:21
Period 1	11:26	12:06
*Period 3	12:09	12:39
*Period 4	12:42	1:12
Period 5	1:15	1:55
Period 6	1:58	2:40
Homeroom	2:41	2:45

7th Grade 2 Hour Delay Schedule		
Advisory	9:55	10:05
*Period 1	10:08	10:38
*Period 2	10:41	11:11
Lunch	11:14	11:54
Period 3	11:57	12:37
Period 4	12:40	1:10
Period 5	1:13	1:56
Period 6	1:59	2:45

8th Grade 2 Hour Delay Schedule		
Advisory	9:55	10:05
Period 1	10:08	10:47
Period 2	10:50	11:31
Lunch	11:34	12:04
Period 3	12:07	12:48
Period 4	12:51	1:32
*Period 5	1:35	2:06
*Period 6	2:09	2:45

General Information

Telephone Numbers

Main Office	610-938-6300
Attendance Office	610-938-6310
Guidance Office	610-938-6330
Nurse	610-938-6315

Parent Resources <https://www.ssdcougars.org/parents/resources>

Emergency Opening/Closing

When the situation requires that school opens late/closes early, or the regular Schedule is altered, information will be communicated via the SSD Global Connect telephone call system to the students' homes; as well as, on the SSD Website at <https://www.ssdcougars.org/>

Arrival / Dismissal Procedures

Drop Off and Pick Up Procedures:

- Parents and Guardians dropping students via a vehicle should follow the traffic flow directional signs as their vehicles approach the student drop-off and pick-up location in front of the building.
- Vehicles should proceed to the end of the drop-off/pick-up zone (Stop Sign) before allowing students to exit or enter.
- After dropping off or picking up students, drivers should exit the zone so the remaining vehicles can enter the drop-off/pick-up zone.
- Students should only use the sidewalk side of the zone when exiting or entering vehicles. Do not allow students to enter/exit on the roadside.
- Walkers/Bike Riders should use the sidewalks upon entering the school grounds and follow to the main entrance door.

Student Arrival

Students should arrive at school by 7:45 each day. Homeroom starts promptly at **7:55 a.m.** Students are expected to be seated in their homerooms at this time. Students arriving at **7:25 a.m. prior to 7:45 a.m.** should go directly to their grade level areas:

Grade 6 -School Cafeteria
Grade 7-Auditorium
Grade 8- Gym

ETR Staff will be in these areas at **7:25 a.m.** to monitor the students as they arrive. At 7:45 a.m. students will be released to go to their lockers and homerooms. Locker locations and assignments are by homeroom. Homeroom teachers will provide locker assignments.

ETR Staff members are on duty to direct traffic and to direct students safely across the zebra crosswalks in front of the building both before and after school.

Student Dismissal

Students who do not have any after school obligations are released at 2:45 p.m.

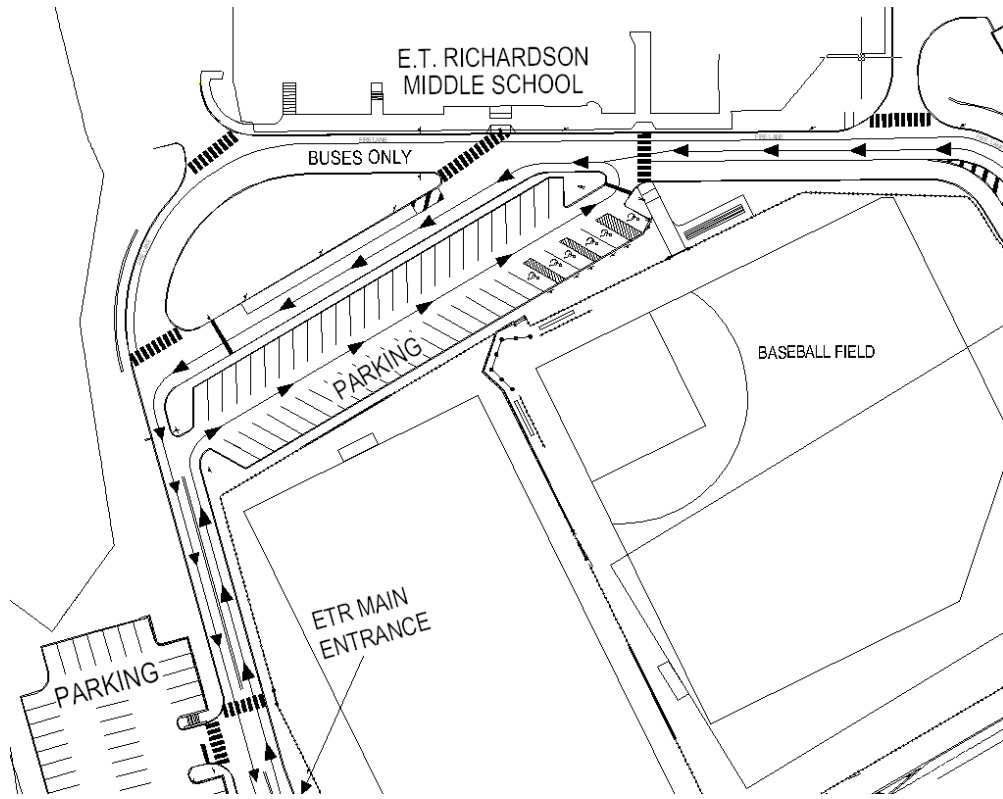
Bus Students

Bus students assigned to early buses will report immediately to their buses, which routinely line up in the bus lane closest to the cafeteria end of the building. **Students taking late buses must wait in the Auditorium (Grades 7-8) and the Cafeteria (6) under the direction of ETR Staff until their bus is called.**

Non-Bus students

Students who walk, ride a bike, or are picked up by car should exit the building and school grounds at 2:45 unless they are attending a scheduled meeting, event, or plan to work in the LMC. Walkers should obey crossing guards. If a bicycle is ridden to school, it should be locked in the bicycle racks located near the cafeteria end of the building. Bicycles should not be locked to sidewalk railings. For everyone's safety, **skateboards and roller blades are not permitted to be used on school grounds.**

When students are picked up by car after school, drivers must obey all parking signs and markings. (See map below.) Drivers **must not** park in yellow-lined areas. Drivers should drive into the upper parking area from the main entrance; form a single line of parked vehicles and pull up to the Parent Drop Off/ Pick Up Zone when space permits. **Drivers must not block the bus and fire lanes.** Administrators and school staff monitor students and facilitate traffic flow at dismissal. Please adhere to their directions.



Student Early Dismissal

If a student must leave the building during the school day, a note from a parent or guardian requesting an early dismissal should be presented to the main office during advisory on the day of the early dismissal. The office staff will give the student a pass which should be presented to the teacher whose class the student will be leaving. For each early dismissal, a parent or guardian must present identification to sign the student out.

Students Remaining after School

Students remaining in the building after school hours should be under the direct supervision of the ETR Staff. Prior arrangements should be made with the parent or guardian for transportation home if the student is not a walker. Calls to parents may be made from the classroom phone of the teacher monitoring the student after school.

ETR Academics

ETR Curriculum can be found at:

<https://www.ssdcougars.org/academics/office-of-teaching-learning/middle-school-curriculum#GRADE6>

Academic Terms

	Trimester 1	Trimester 2	Trimester 3
Begins	08/31/2021	12/06/2021	03/14/2022
Ends	12/03/2021	03/11/2022	06/14/2022

Academic Achievement

Distinguished Honor Roll

For each trimester, students who maintain an “A” average in all academic and special area Classes are recognized by being named to the ETR Distinguished Honor Roll.

Honor Roll

For each trimester, students who maintain a “B” average in all academic and special Area classes are recognized by being named to the ETR Honor Roll.

Academic Integrity

Plagiarism and cheating are not acceptable at ETR. Plagiarism involves an attempt by a student to present another's work as their own. This definition applies to classwork, homework, projects, and/or assessments.

Plagiarism and cheating include but are not limited to:

- Copying or giving an assignment to a student to be copied unless specifically directed to do so by a teacher.
- Submitting another student's work as one's own.
- Using the exact word or close paraphrase from another person's writing without correct citations.
- Submitting any work that is not the student's original work.
- Using textbooks, notes, calculators, or computer programs during a test or quiz unless specifically directed to do so by the teacher.
- Unauthorized access to an exam or the answers to an exam.

Consequences:

1 st Incident:	Student receives an "F/0" for the assignment and an Administrative Detention. Student receive an "F/0" for the assignment and an Administrative Detention (minimum). Teacher completes a behavior referral and notifies the student, parent, and counselor.
Repeated Incidents:	Student receives and "F/0 for the assignment. Teacher completes a behavior referral and notifies the student, parent, and counselor. Conference is held with the student, parent(s), teacher, counselor, and principal. Consequences may include, but are not limited to, suspension and/or a loss of privileges.

Assessments and Grading

All academic and enrichment/cycle classes at ETR are graded classes. Individual teachers may use a variety of assessment rubrics to determine the marking period grade. Final assessments are given in all academic courses. Students' grades are maintained in the Home Access Center (HAC). You may access your child's grades at any time online. Login information will be sent home and you may access the site via the district website <https://www.ssdcougars.org> to view grades or tutorial videos.

Extra Help

Teachers are typically available for extra help from 2:45 to 3:15 p.m. Monday through Thursday. It is advisable to plan ahead with teachers.

Students should make arrangements for transportation home when staying for extra help. Before school and lunchtime help sessions may also be scheduled with the teachers. Teachers will provide students with a pass in advance of these sessions so that the staff monitoring students will permit them to leave their grade areas to go to that teacher's classroom.

In the event of student absences, students should reference teacher Canvas pages for coursework and information.

Student Attendance

Policy No. 204 Administrative Regulations

ABSENCE NOTIFICATION: Email Procedures for Reporting Student Absence

The following procedures will be adhered to in administering the Springfield School District's attendance procedures regarding absences. Failure to comply with these requirements will result in the absence being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance will be applied accordingly (please see below).

Absences to inform the school that the student will not be in attendance are preferably received via email and must be sent on the day of absence. The attendance hotline email address is: etrattendance@ssdcougars.org. The email must include: the name and phone number of the parent or guardian reporting the absence, the student's name, grade, date of absence(s) and the reason. This email will serve as the written note confirming the student's absence in accordance with PA Attendance Laws and in lieu of the ETR Absence Card. Once received, an automated response confirming the receipt of the email will be returned to the sender's email account.

Absences can also be phoned into the Attendance Hotline (610) 938-6310 to inform the school that the student will not be in attendance. In addition, and in accordance with PA Attendance Laws, a signed written note is required for each phoned in absence(s). An approved SHS Absence Card must be submitted within 3 days of return from an absence.

If a student is absent five (5) consecutive days, parents/guardians must secure a note from a doctor or medical professional for the absences to be excused. Failure to comply with this requirement will result in the absences being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance shall be applied accordingly (please see below).

Students who accumulate 10 absences must submit a doctor's note for subsequent absences to excuse the absences. Failure to comply with this requirement will result in the absence being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance shall be applied accordingly (please see below).

In cases where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justified. Absences for a portion of the school day will be treated as cumulative and translated into equivalent days.

NOTE: Parents/guardians will be notified in writing of if/when a student's attendance record becomes concerning or reaches the level of non-compliance with compulsory attendance codes.

Excused Absence

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, students in the Springfield Schools may be excused temporarily from school attendance for the following reasons:

- Sickness
- Quarantine
- Death in the immediate family
- Inclement weather that would endanger the health of the child or make roads impassable
- For observance of a major religious holiday - In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration will excuse absences only for those days on the list of major religious holidays published by the State Department of Education.
- Student educational workshop/seminar/visit with the approval of administration:
 - Failure to receive prior approval for such trip may result in the absence from school being regarded as unexcused.
 - Advanced approval required.
 - Student must be in good academic standing and attendance.
 - It is the student's responsibility to make up completely any required assignments missed during such a trip.
 - It is also the student's responsibility to submit all assignments to the appropriate teacher upon return to school.
- For other exceptional reasons with the approval of Administration.

State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal. Parents are requested to email or call the student's school prior to the start of the school day to report their child's absence. In the event an email or call is not received, an email communication will be sent to inform the guardian that the student is absent without proper notification.

Unexcused Absences

An unexcused absence is defined as any absence, partial or full day, for which the parent/guardian does not provide written proof of the reason of the absence, either a parent or medical note. Conditionally, the reason for the absence must align with those reasons listed above.

It is important for parents to realize that other reasons for missing school, such as those listed below, will result in an unexcused absence or lateness. This list includes but is not limited to:

- a) Oversleeping
- b) Missing the bus
- c) Babysitting
- d) Shopping
- e) Participating in private hobbies, lessons
- f) Studying for an assessment
- g) Habitual car problems/typical traffic patterns
- h.) Family vacations that are not pre-approved or exceed the excused five (5) days

Students who are absent have three (3) school days after their return to school must submit a written absence note to the Main Office if the absence had been documented via parent or guardian phone call on the day of the absence. Failure to submit the written note will result in that absence permanently coded as unexcused.

In accordance with the updated Pennsylvania Truancy Act 138, **a student with three unexcused absences is considered truant, and we are required to alert parents/guardians.** After the fourth unexcused absence, we are required to schedule a School Attendance Improvement Conference with the student and parents. Pennsylvania Truancy Act 138 defines a student with six or more unexcused absences in one school year as habitually truant.

Pennsylvania law requires that a student who is habitually truant (six or more unexcused absences) must be referred to either an attendance program and/or to the County Children and Youth Agency. Habitual truancy may also result in a citation being filed against the parent in magisterial district court. Most importantly, regular school attendance is essential to academic success; therefore, habitual truancy may put a student at risk for academic remediation and/or grade retention.

PA Act 138 Unexcused Absence Thresholds and Outcomes

Students with 3 Unexcused Absences

The student is considered “truant” as a result of the third unexcused absence. If further unexcused absences occur an attendance improvement conference will be scheduled with administration, the parent/guardian, and the student.

Students with 4 Unexcused Absences

- An Attendance Improvement Conference is scheduled with the parent/guardian and student (If appropriate). Conference must be held with or without parent/guardian participation.
- Complete School Attendance Improvement Plan

Students with 6 Unexcused Absences

- Student is “habitually truant” as defined by PA law.
- The school must refer the child to either: (1) a school-based or community-based attendance improvement program and/or (2) the County Children and Youth Agency (CCYA) for services or possible disposition as a dependent child under the Juvenile Act.

Students with 10 Unexcused Absences

- Student must be referred to CCYA (if it was not done at 6 unexcused absences)
- Student referred to Child Guidance Attendance Program

Students with 12 Unexcused Absences

A citation is filed against the parent of a habitually truant child under fifteen (15) in a magisterial district court; Child between the age of 15-17 a citation is filed against the student in a magisterial district court.

Absences and tardiness as related to extracurricular activities:

In order to participate in or attend any after-school activities a student must be in attendance during the entire school day on which that activity takes place.

- An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.
- Emergency situations must be cleared with the appropriate school administrator.

Late Arrival to School

Every late arrival to school will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in the Excused Absences paragraph for which students may be temporarily excused from school attendance). Unexcused lateness (10 or more) may result in administrative recommendations regarding grade retention or other action, which may be made in writing to the Superintendent.

Late Arrival to School Procedures

Being on time is an important skill valued in all areas of society including post-secondary institutions and businesses. The school day begins at 7:45 a.m. and a student is considered tardy when arriving after 7:55 a.m. Below are the procedures for tardiness to school:

- Students are to report directly to the Main Office.
- Students will sign in and present any documentation for the reason for tardiness.
- The attendance clerk will make the determination if the tardiness is excused or unexcused
- Students entering school after 9:15 a.m., but before 11:00 a.m. will be recorded as absent ½ day.
- Students entering school after 11:00 a.m. will be recorded absent the entire school day.

For special after school/weekend functions students must be present at school the entire day.

Excessive Late Arrival to School – Procedures and Administrative Actions

Students who accumulate more than 10 occurrences of lateness, excused or unexcused, must submit a doctor's note for each subsequent tardy to be considered excused.

Excused Late Arrivals

- Students should have a note from a parent explaining the reason for their lateness. Lateness resulting from missing the bus, oversleeping, or personal problems is not excused.
- Lateness for doctor or dental appointments will be considered an excused lateness if students present a note from the doctor or dentist indicating the date and time of the appointment.

After ten (10) excused occurrences of lateness, the student will receive disciplinary action for each late arrival without a doctor's note. Disciplinary action may include:

- Conference with student
- Parent Contact
- Referral for counseling
- After-School Detention

After fifteen (15) excused occurrences of lateness, the student will receive disciplinary action for each late arrival without a doctor's note. Additional action will be taken as needed and a Truancy Elimination Plan may be created.

Disciplinary action may include any listed actions listed above and:

- Referral to Administration
- Suspension from extra-curricular activities
- Possible referral for Truancy

Unexcused Late Arrivals:

After five (5) unexcused occurrences of lateness, the student will receive disciplinary action. Disciplinary action may include:

- Conference with student
- Parent contact
- Referral for counseling
- After-School Detention

After ten (10) unexcused occurrences of lateness, the student will receive disciplinary action. Additional action will be taken as needed and a Truancy Elimination Plan may be created. Disciplinary action may include any listed actions listed above and:

- Referral to Administration
- Suspension from extra-curricular activities
- Possible referral to Truancy

Absences and Tardiness as Related to Extra-Curricular Activities

- In order to participate in or attend any after-school activities (sports practices or contests, play rehearsals or performances, concerts, etc.), a student must be in attendance during the entire school day on which that activity takes place.
- An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.

Additional Information

Athletics, Intramurals and School Activities

ETR offers a variety of activities geared toward student interests and abilities. Sign-ups and informational meetings are set up by the advisor or coach. It is the responsibility of the student to listen to announcements regarding any after school activities. After school activities, unless otherwise specified, occur between 3:00 p.m. and 4:30 p.m.

Building Security

At 7:55 a.m., all exterior building doors are locked. Visitors to ETR may enter the building through the main entrance and will be buzzed into the office from the vestibule area. All visitors are required to sign in and wear a visitors' badge while in the building.

Students who need to leave early due to doctors'/dentists' appointments should bring a note to the main office in the morning and will be given a pass to leave class at the requested time. Parents/Guardians must sign the student out in the main office.

For the safety and security of our students and staff, cameras are placed strategically throughout the building and school grounds. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by the security cameras.

Bus Transportation

Bus Transportation and Conduct Bus transportation is provided for students who live beyond a one-and-a-half-mile radius of the school. All eligible students are issued and must carry a bus pass which must be presented at the driver's request. Policy 218(a) states that the Student Discipline Code applies to students using Springfield School District transportation. In addition, the transportation privileges may be suspended for incidental or continued acts of misconduct while using the transportation system. Loss of riding privileges may increase in duration depending on the number and type of infractions incurred by the student.

Cell Phones/Telephones

Students **may not** have cell phones on their person during the school day. If cell phones are needed for after-school contact with parents/guardians, they must be turned off and kept in the book bag in the student locker all day.

The school is not responsible for lost or damaged cell phones. Cell phones in evidence during the school day will be confiscated, sent to the main office, and returned only to the student's parent or guardian.

Each classroom has a telephone for teacher use and emergency student use. Students may use the classroom telephone only under the direct supervision of the classroom teacher. Students who attend afterschool activities with a teacher and who have a need to phone home should use the telephone in the classroom. Students may use the Main Office phones in emergency situations.

Computer Usage

Internet, Electronic Mail and Network Resources Acceptable Use Policy (Student)

For more information about E.T. Richardson Middle School's technology program, please visit the SSD Technology webpage on website,

<https://www.ssdcougars.org/district/districtdepartments/technology>

SSD Acceptable Use Policy (AUP) for Technology Overview

- To comply with a federal law (CIPA), schools must use technology that blocks or filters internet access (content filter, firewall, etc.).
- The Springfield School District reserves the right to log, monitor and review internet, email and other network use of each student.
- There is no expectation of privacy or confidentiality when using school district technology.
- Your Google Drive or other storage areas may be considered like a school locker.
- You need to respect the rights of others to a polite and courteous technology environment. General school rules and policies for behavior and communicating apply when using a school district technology. Chromebooks, email, and use of the internet are for your education. Inappropriate activity while using school district technology may result in disciplinary consequences.

Conferences

Parent-Teacher conferences are encouraged and may be arranged directly with the teacher. Formal conferences are scheduled in the Fall and Spring. Specific dates are posted on the School Calendar, on the District Website.

Emergency Cards

Emergency cards are kept on file for all students, and it is important that they be kept current. Emergency cards are filled out and signed by parents/guardians during the first week of school. Please notify the school office of any changes, such as change of parent's employer, telephone number, doctor, or emergency contacts.

Emergency Evacuation Procedures

The building may need to be evacuated for various reasons during the student day. Posted in each classroom is a diagram of the evacuation route for that particular classroom. The procedures and expected behavior during building evacuations are posted in the classroom and reviewed with each student in homeroom and in each classroom to which the student is assigned. Evacuations are practiced periodically during the school year to familiarize the students with our evacuation procedures and help ensure safe and rapid evacuation of the building.

Emergency School Closure

In the event that the school must be closed because of an emergency, an announcement will be made via a Global Connect telephone call, and an email will be sent via the Home Access Center (HAC).

You can also register to receive text message alerts at www.ssdcougars.org/emailsignup. Finally, early dismissal information will also be posted on the district homepage (www.ssdcougars.org).

It is important that we have accurate emergency contact information in order to notify parents/guardians of unexpected emergency school closings. Please make sure that your contact information is up-to-date and accurate in the Home Access Center, and that you have completed an Emergency Contacts Form.

This will be used to contact parents/guardians in an emergency if a student is not picked up in a timely manner and parent contact cannot be made.

If no announcement is made or telephone call received, assume school is in session. In order to keep telephone lines clear, **please do not call the school.**

FERPA Annual Notice to Parents and Eligible Students

The following information is provided to notify Students and their families of their rights and privileges under the Family Education Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of students' educational records by limiting their disclosure. **FERPA** guarantees parents and "eligible students" (students eighteen years of age or older) certain rights which are described below.

Access to Record

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records please contact the Guidance Office.

Challenge of Records

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading, or violate students' rights, and to have a hearing if that request is refused.

Disclosure

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

Directory Information

Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, and birth date. You may prevent its disclosure by contacting the school district. Please address these requests to Dr. Anthony Barber, Superintendent of Schools.

Complaints

If you believe that the School District is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below.

FERPA Office
Department of Education
Washington, D.C. 20202

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is presented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting Dr. Anthony Barber, Superintendent of Schools.

Guests and Visitors

No one is permitted in our building except currently enrolled students and adults employed by the school district or assigned to the school. When visitors are permitted in the building, **all visitors, including staff from other schools, parent volunteers, and parents attending meetings with school personnel, contractors, or delivery persons are required to sign in and out in the Main Office.**

When visitors sign in, they will receive a visitor's identification badge. This badge must be worn while in the building and surrendered when the visitor checks out in the Main Office.

Guidance Department

The Guidance Department serves all ETR students. The goal of our Guidance Counselors is to assist all students socially and academically during their years at ETR. If students have any personal or school problems, they should go to their counselor for help.

Appointments with counselors may be made through our Guidance Office Secretary, Mrs. Pellak. If a parent or guardian would like to speak with a counselor, they may call the Guidance Office for a conference at 610-938-6330.

Hall Passes/ Hallway Courtesy

With the exception of changing classes, students are required to sign-out using eHall Pass when moving about the building. Class time is important learning time and students should not be excessively out of class on passes.

Students are expected to follow these guidelines when passing through the halls at ETR:

- Keep halls open to traffic by walking to the right.
- Do not block traffic by standing in groups.
- Pass through halls quietly. Be considerate of others in the halls and classrooms.
- There is no running in the hallways.
- Discard trash in containers provided.
- Keep the school clean by picking up paper from the floors.

Health Services

The school nurse looks to promote the health of every child in order to raise educational achievement because a child who is not healthy cannot learn.

Health Room Opens **7:55 a.m. - 2:45 p.m.** Students may visit the Health Room with a pass from a teacher or the main office. Emergencies, crisis situations, and scheduled medication distributions are seen on an "as needed" basis.

Please note the following:

Health Room Procedures

If a student becomes sick or hurt during the school day, he/she may ask their teacher for a pass to the Nurse's Office. If the Nurse(s) is not in the nurses' office, the child should report to the main office.

- Written permission must be received from a parent or guardian for the school to administer **all** medications at school.
- Written orders from a physician are required for **all medications**, prescriptions as well as Over-The-Counter medications, giving the name of the medication, dosage, time to be taken, diagnosis, and/or reason for it being given. Our school doctor has given the nurse's a standing written order to administer Tylenol, Ibuprofen, and Antacids with a parent's permission.
- Medication must be sent in a container appropriately labeled by the pharmacy, and over-the-counter medicine must be sent in the original container labeled with the child's name. Do not send medication in other containers or plastic bags
- Whenever possible, parents and guardians are requested to administer medication at home.
- **Students are not permitted to carry either prescription or Over-The-Counter medications.** With physician/parent permission, students may carry asthma inhalers or epi-pens.
- The elevator is available for those students with a medical problem or injury. A physician's note will be required for long term use. The School Nurse will issue the elevator key.

Student Physical Examination

Pennsylvania State Law requires every student in the 6th Grade to have a physical examination by a physician or the School Doctor. At the end of 5th Grade, student will be given a form for their parents /guardians to sign , indicating if the family doctor or the school doctor will perform the required physical examination. No immunizations are given at ETR.

Students who wish to play on one of the interscholastic athletic teams in 7th and 8th Grades are required to submit a completed "Sports Physical" before participating on any athletic team.

The sports physical forms are located at the Main Office or the PIAA.

Specific information can be found:

<https://www.ssdougars.org/athletics/middle-school-athletics>

Screenings

Throughout the year, the nurse will screen all students for vision, height and weight, and will send results home to parents. Separate referrals will be issued as necessary, with follow up to ensure that those students receive the care that they need in order to for them to learn at the best of their ability.

Students in the 7th grade will also be given a Rapid Hearing Screening and a Scoliosis Screening Test. Results, if not within the accepted range, will be referred to the parents for follow-up with their family physician.

Home Access Center (HAC)

The Home Access Center (HAC) allows parents and students to view grades, attendance <https://www.spihost.com/HomeAccess2.3/?SiteCode=spr>

It is important for the school to have correct contact information for every student. Parents are requested to keep their contact information (home phone number, cell phone numbers, e-mail addresses) updated in the

HAC. Usernames and passwords are mailed home. If you have any problems accessing the site, please email: parentportal@ssdcougars.org and include the following information:

1. Student Name
2. Student Grade
3. Student Birthdate
4. Student Homeroom

Homework Guidelines

Homework is a support of the school experience, utilized to increase knowledge, ability and skill. Homework in the upper grades helps to develop a positive work ethic, academic independence, good study habits, academic perseverance, and assists in informing parents about academic courses of study and progress. Homework should challenge students to think critically, problem solve and to make real world connections to foster lifelong learning.

There are four types of homework:

1. *Before Instruction* is intended to help students prepare for upcoming lessons and classroom activities.
2. *After Instruction* is intended to practice and review concepts that were taught in the classroom lesson
3. *Extension* is intended to expand upon concepts and lessons that were taught in the classroom through application and analysis.
4. *Innovation* is intended to challenge students to be inventive and resourceful by asking students to develop their own ideas through evaluation and creativity.

Grading Homework: The teacher-student interaction in class is primary and dynamic. Authentic assessments, projects, labs, etc. should comprise the majority of a student's grade; therefore, homework assignments shall be worth no more than 20% of the quarter grade. If grades are based on total points, it is the teacher's responsibility to have the total homework points not worth more than 20% of the quarter grade. Homework can be checked for completion and/or accuracy based on the nature of the assignments and the objectives of the lesson. Each teacher sets their own guidelines for late work.

Time Requirements: The times listed below are approximate averages. Certain assignments may require additional time based on a variety of factors. Performance based programs may require additional time throughout the year (concerts, musicals, art shows, etc.).

Grade 6

30 to 45 minutes (10 - 15 minutes per subject) per night

Honors level classes can expect an addition of 15-20 minutes per class

Grades 7 and 8

45 to 75 minutes (15 - 25 minutes per subject) per night

Plus/Enriched level classes may expect an addition of 15 – 20 minutes per night

Student Responsibilities:

- Dedicate time to complete homework outside of classroom time.
- Seek help or guidance when necessary.
- Record homework assignments and complete homework assignments on time to the best of your ability.

Teacher Responsibilities:

Assign meaningful and relevant work that reflects students' needs and abilities.

- Provide ample time to complete assignments with consideration of the total homework demands from other courses.
- Balance daily homework requirements and larger project demands.

Parent Guidelines:

- Provide a place free of distractions for students to complete homework
- Provide a time for students to complete homework
- Provide information to the teacher about homework questions or concerns, and feedback regarding homework.
- Be an integral part of the learning process.

Lost and Found

Clothing, lunch bags, books and other valuables, including eyeglasses, watches, pocketbooks, wallets, keys and calculators will be placed in the Main Office. Please remind your student(s) to be accountable for their belongings and to check for their missing item promptly. Parents are urged to label all clothing (especially sweatshirts, coats and gym uniforms), notebooks, pencil and eye glass cases, calculators, lunch bags, etc. Every attempt will be made to return labeled items to their owners. At the end of each trimester, unclaimed items will be donated to a local charity.

Make-Up Work

The responsibility for making up missed work lies with the student. Students should check with their teachers regarding make-up work immediately following an absence for an illness.

Absence Due to Illness

A reasonable guideline is that the amount of time allowed to make up work following an illness should not exceed the amount of time the student was absent. (For example, if you are out of school for one week, you should have the work made up within a week after you return.) **If the absence is a week or more, assignments may be obtained**

through the Guidance Office. Contact the Guidance Office at (610) 938-6330. Test or quiz make-ups are arranged through the student's subject area teacher.

Personal Property

Students must assume responsibility for loss or damage of any school or personal property issued to or belonging to them. The school will try to protect these properties, but it is not the school's responsibility. Students should not bring expensive items to school as they might get lost or stolen.

Electronic devices including but not limited to iPods, personal laptops/computers, radios, iPads, electronic games, are not allowed in school. These and any other items that interfere with instruction will be confiscated and kept in the school office. A parent or guardian will need to pick it up from the office. Toys or other types of games should not be brought to school.

The district will not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or district property.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by non-owners, the owners of the Personal Electronic Devices are jointly responsible with the non-owner for the misuse and/or violation of district policy, regulations, rules, or procedures.

School Calendar

ETR uses the District Calendar to list all events. Families can also access the calendar on the District Website: <https://www.ssdcougars.org/>

Student Assistance Team (STAT)

The Student Assistance Team (STAT) is comprised of trained school administration, faculty, staff and consultants who are here to help students. STAT can help students and families if they are having problems at school or at home. Students, staff or family members may make referrals. Referral forms and boxes are located in the Main Office and the Nurse's Office.

STAT is a support program, not a discipline program. Referrals are confidential and students are not disciplined as a result of a STAT referral. The aim is that students get the help they need to be successful. STAT also runs support groups for students during the school year.

Student Dress Code

Students at E.T. Richardson Middle School are expected to dress in clothing that is both conducive to the overall educational process and promotes a positive academic atmosphere. It is each student's responsibility to attend dressed in a manner that reflects good taste and modesty in order to present a positive reflection of the Springfield School District. Additionally, whenever students are on a field trip or traveling to other school for extracurricular events, they should

All specifications listed below refer to the base item of clothing with some exceptions – i.e., shorts or skirts can be worn over leggings or tights. For example, a shirt with inappropriate words or message(s) or a tank top with a shoulder strap smaller than 2 inches cannot be worn under another article of clothing like a light sweater or unbuttoned shirt.

Please observe the following guidelines when considering how to dress for school:

- Clothing and accessories that degrades or demeans others; suggests disrespectful references and/or refers to or promotes alcohol, drugs, and violence are not permitted to be worn in school.
- Clothing and accessories that display inappropriate words, slogans, obscenities, double meanings or that are demeaning and/or degrading to genders or ethnicities, may not be worn in school.
- Clothing with excessive holes, tears, or rips (especially to the point where undergarments are visible) is not permitted.
- Hats, bandanas, hoods, (along with other types of head wear) and sunglasses are not to be worn while students are in the building. Head coverings for religious purposes and are permitted when administration is notified.
- ***ALL** skirts, dresses, shorts must be at least a fingertip or longer along the edges of the entire garment.* All ETR sports team uniforms may be subject to the dress code at the discretion of the school administration.
- Excessively tight-fitting shorts, pants, or dresses are not permitted to be worn as stand-alone items. This includes spandex, tights and some styles of leggings.
- Yoga pants and leggings, as compared to looser fitting exercise pants or sweatpants/joggers, are permitted to be worn in school at the discretion of the school administration, with the understanding that they are not permitted to be excessively tight or see through. ***All shirts/tops must have a shoulder strap of at least 2 inches wide, must cover a student's upper torso, meet the top of the lower garment, i.e., no exposed midriff area, and must cover all undergarments at all times.***
- See-through clothing is not permitted to be worn.
- Sleepwear, pajamas, slippers, and blankets are not permitted.
- **Pants, shorts and skirts** must be worn at the waist and cover all undergarments.
- For safety and /or health conditions, footwear must have hard plastic or hard leather soles.

Any other clothing, jewelry, **spikes/chains**, excessive make-up or face paint, etc..., that detracts from the educational environment and/or jeopardizes the health and safety of students may not be worn. **This is not considered to be an all-inclusive list. The administration reserves the right to make decisions concerning the appropriateness of student attire.**

Student Locks and Lockers

A locker will be assigned to each student in homeroom for books and other school-related materials. The lock is built into the locker and each student will be issued a combination for the lock. Students are also assigned a locker for gym class.

Lock combinations should not be shared with anyone and lockers should be locked at all times.

Problems with locks or lockers should be reported to the student's homeroom teacher or the Guidance Office staff. **Reminder: Lockers are school district property. (School Board Policy 226)**

General Procedures

- Students are not permitted to change lockers unless they have received permission from the Assistant Principal, the Guidance staff, or the homeroom teacher.
- Combinations will be issued to students privately at the beginning of the year by homeroom teachers. Homeroom combination lists are considered confidential information, and as such, will be handled and disclosed by the homeroom teacher in a carefully guarded manner.
- Informal homeroom teacher inspection of lockers can be done at any time.
- Formal locker inspections will take place from time to time during a homeroom period. These will be announced in advance and students will be expected to:
 - Remove exterior marks, etc. from lockers.
 - Clean out waste paper, etc. from lockers.
 - Students are to take home or discard items not required in school.

Student Textbooks

Students will be issued textbooks during the school year. Students are responsible for the books that are issued.

- All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year.
- **If a book is lost or damaged, the student will be charged a fee to replace the book.** Report cards are not issued until all fines are paid.

Student Schedule- Team Teaching

Students are assigned to four-teacher academic teams at each grade level. The teachers share the responsibility for planning and teaching each of the core academic subjects: Language Arts, Social Studies, Math, and Science.

A team combines several homerooms and meets regularly to cooperatively plan the instruction for the pupils in the team. Students at each grade level participate in interdisciplinary activities that may be common to all teams in their grade level or specific to their team. At each grade level there are Team Leaders who coordinate the activities of the teams. Each academic teaching team provides an environment that is stimulating and secure, stable and flexible, and, at the same time, promotes a sense of identity and belonging to a learning community.

2021-2022 ETR Teams

<i>GOLDEN RAMS</i>	<i>KNIGHTS</i>	<i>PRIDE</i>
Keith Broom	Lori Epperson	Jennifer Ennis
Laura Campbell	Diane McDade	Jason Lebano
Alison Geiger	Todd Odgers	Mary McCarry
Meg Rizzo	Deb Uff	Amy Parsons
Sarah Staats		
Maeve Walsh		
<i>EXPLORERS</i>	<i>HAWKS</i>	<i>WILDCATS</i>
Corey Balaban	Rourke Bonnell	Keith Bennett
Suzanne Griffin	Bridget McKnight	Dan McHenry
Micah Marinelli	J.J. Merrill	Kevin Steinke
Kelly Schmoock	Madison Weary	Stephanie Pierce
<i>DRAGONS</i>	<i>OWLS</i>	<i>QUAKERS</i>
Katie Dun	Lauren Christiansen	Don Bradley
Nicole Murphy	Al Humes	Christine Hueber
Rich Turturici	Monica Mancini	Trey Reynolds
Lauren Wiseley		Brian Tanen

Student Discipline Code

At E.T. Richardson Middle School, we believe students learn best when they feel safe and have a feeling of belonging. No student has the right to interfere with the education of his or her fellow students. Our discipline code has standards and expectations that promote appropriate behavior and focus on respect, responsibility, and safety. ETR is a community that must work together to model, learn, and teach appropriate behavioral expectations. All of us – students, staff, and parents – must act as a team to develop a school climate that is conducive to learning.

Anti-Bullying Policy

By law, bullying is an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting, is severe, persistent, or pervasive, and substantially interferes with a student's education, creates a threatening environment, and/or substantially disrupts the orderly operation of the school. Bullying includes cyber bullying.

Bullying can be either physical or psychological in nature, can be carried out by an individual or a group, and can target an individual or a group. Ethnic/religious/sexual harassment is another form of bullying. Behavior is bullying when there is intent to harm, and there is intensity and duration. Mutual teasing should not be considered bullying behavior.

ETR will not tolerate any type of bullying behavior. It is the responsibility of students, teachers, and parents to report and address such behaviors when they are observed. All incidents of alleged bullying should be reported *immediately* to a teacher, counselor, or administrator.

If it is determined that bullying has occurred, the student engaging in a bullying activity will be subject to an appropriate disciplinary action as listed in the Student Discipline Code. This will include parent/guardian contact, administrative detentions(s), suspension, or referral to the appropriate law enforcement/social service agency.

Please consult the district website for the Board Policy BP 252 Bullying and Cyber-bullying

Discipline Referrals

Student participation in extra-curricular, special events and functions throughout the school year is a privilege and, at the discretion of the administration, these privileges can be revoked at any time. A student's attendance record, detention time, and suspension time do impact these privileges and, as such, will be taken into consideration prior to the date of the event(s). Example: dances, special events, talent shows, concerts.

ETR Discipline Procedures

Level I Minor Misbehavior

Level I infractions include misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of school. These misbehaviors are usually handled by an individual teacher but sometimes may require the intervention of the school administration. Once the second offense occurs, parental contact will be made. Similar offenses not listed will be dealt with similarly. All written reprimands are to be written on the disciplinary referral form. Professional staff includes teachers, counselors, nurses, learning assistants, duty aides, and house subs.

Examples of Misbehavior	Examples	Possible Consequences
Cutting Assigned Period or Detention	Cutting teacher/administrative detention	Verbal Reprimand Classroom Pass Restriction Confiscation Retention Of Electronic Devices Teacher Detention Removal from Class to Main Office Conduct Referral Parent Contact Detention In School Removal from Educational Setting
Disruptive in Class	Violation of Dress Code	
Student Dress Code Violation	Offensive Language	
Offensive language/profanity	Pass Violations	
Leaving Assigned Area w/out permission	Running in hallways Public Displays of Affection	
Inappropriate behavior-non-Instructional	Tardy to School/Tardy to Class	
Excessive lateness to school or class	Non-approved use during prohibited times Violation of AUP	
Inappropriate Use of Computer or Electronic Devices	General Misconduct	
Other		

Level II

Level II infractions disrupt the learning climate of the school. These infractions may require the intervention of personnel on the administrative level. Also included in this level are misbehaviors which represent a direct threat to the health and safety of others and are serious enough to require corrective action. Parental contact will be made upon the first offense in Level II.

Examples of Misbehavior	Examples	Possible Consequences
Excessive Cutting of Assigned Period	Chronic class cutting/Excessive unexcused tardiness	Administrative Detentions(s)/ Contact parents/ guardians
Insubordination	Defiance/Refusal to comply with reasonable direction	
Disrespectful Actions, Attitudes or Comments	Refusal to cooperate with faculty and staff/Refusal to follow classroom and school procedures.	Contact parents/ guardians/No makeup of work missed on day of cut
Inappropriate Behavior within Instructional Setting	Behaviors/actions that create a substantial disruption	Administrative Detention/Loss of privileges
Acts of Academic Dishonesty	Cheating/Plagiarism/Forgery	
Safety Violations	Leaving school without permission Opening or propping an entrance or exit at any time.	Notify Superintendent
Minor Altercation	Involves a single offender who commits a minor violent act against another individual, the other individual does not respond, and the incident does not elevate to a more severe type of incident	
Chronic Level I Infractions	Misbehavior, unimproved by previous corrective actions.	

Level III

Level III infractions are directed against persons or property and result in seriously endangering the health and safety of others in the school. Administrative action is required. These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Where applicable, appropriate legal or police action may be taken. Restitution of property and damages will be made when the situation warrants.

Examples of Misbehavior	Examples	Possible Consequences
<p>Use of racial epithets</p> <p>Fighting (confrontation in which the altercation is mutual, requiring physical restraint, or resulting in injury or property damage)</p> <p>Bullying/Harassment/Intimidation</p> <p>Possession of dangerous objects (include lighters, matches, knives, firecrackers, etc.)</p> <p>Obscene Conduct, Behavior or Sharing of Obscene Material</p> <p>Possession and/or distribution of unauthorized item(s).</p> <p>Level III Issues</p>	<p>Racial/Ethnic Intimidation</p> <p>Physical Contact with the intent to do harm.</p> <p>Harassment- Bullying/Intimidation Harassment- Sexual, Racial/ Ethnic, Religious</p> <p>Possession or observed use or distribution of vaping devices, paraphernalia or nicotine distribution systems</p> <p>Sexually explicit comments or messages. Derogatory comments to staff or students</p> <p>Theft, Vandalism, Bus Violations</p>	<p>Consequences continue to escalate based on the severity of the behavior.</p> <p>Parent conference</p> <p>Suspension</p> <p>Notify Superintendent</p> <p>Police referral</p>

Level IV

Level IV infractions result in violence to another person or another's property, posing a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which results in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of School Directors.

Examples of Misbehavior	Examples	Possible Consequences
Assault Possession and/or distribution of unauthorized item(s). Level IV Level IV Issue	Assault/Battery Possession of drugs/ alcohol, weapon(s), or related items. Chronic Levels II and III Bomb Threats Activating false firearms	Consequences continue to escalate based on the severity of behavior. OSS Notify Superintendent Police Referral.

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[ssdcougars.org](https://www.ssdcougars.org)

All about ETR :

<https://www.ssdcougars.org/schools/et-richardson-middle-school>

