



**Tredyffrin/Easttown Middle School
Student & Parent Handbook
2022-2023**



Goal Statement

The goal of Tredyffrin/Easttown Middle School is to educate and challenge students to fulfill their potential within a community where children are valued, empowering these emergent adolescents to discover and appreciate who they are, who they have become, and what they can contribute to others.

**Dr. Andrew Phillips, Principal
Dr. Jacqui Rothera, Assistant Principal
Mr. Orlando Carvajal, Assistant Principal**

**Emergency Closing Number: 854
School District Hotline: 610-240-1970
TEMS Athletic Hotline: 610-240-1250
Attendance Email Address: temattendance@tesd.net**

**Mascot – Bulldogs
Colors – Garnet & Gray**

**801 Conestoga Rd., Berwyn, PA 19312
(610) 240-1200, Fax (610) 240-1225
www.tesd.net/tems**

This agenda belongs to:

Name: _____

Address: _____

Town: _____ **State:** _____ **Zip:** _____

Grade: _____ **Homeroom:** _____

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General Information

Announcements

Announcements are shared regularly with students by the TEMS TV Studio or the Public Address system.

Assemblies

There are various assemblies held throughout the year. Announcements will be made for each assembly telling students when to report to the auditorium. If you are late to an assembly, wait outside the auditorium until there is a pause in the presentation and then take your seat. Exit as directed. No student may leave an assembly without permission. Students may be restricted from attending assemblies during social probation or for other disciplinary offenses.

Attendance

Absences: Students are required to be in regular attendance at school unless absent for illness or other urgent reasons.

- Parents should email the attendance office at temattendance@tesd.net to report a child's absence by 9:00 am on the morning that they will be absent.
- If unable to email an excuse note, a written excuse note signed by the parent or legal guardian should be submitted to the main office before school on the morning after the absence.
- Parents can submit up to 10 excuse notes for illness in one school year. Any absences beyond 10 must be excused by a doctor or medical professional.
- If after three days no email or written excuse note is received, the absence will be marked as unexcused.
- Absences are registered as excused for only those reasons cited in the PA School Code: personal illness, health care, death in the family, approved travel, religious holiday, and religious study. If a student is absent for any other reason, the absence will be recorded as "unexcused."
- Upon returning to school, students should report to teachers and find out what work has been missed.
- In order to participate in interscholastic sporting events, a student must be in attendance by 11:00 am on the day of the event.

Our school day is 8:27 AM – 3:10 PM. Students should be in Homeroom by 8:27 AM to be considered on time.

Tardiness (any arrival to Homeroom at 8:27 AM or later)

Tardiness is excused ONLY upon presentation of a note from a parent, guardian, or doctor indicating that the reason for tardiness is illness or a medical appointment, religious study, or religious holiday.

Unexcused tardiness may be penalized as follows:

- 1st and 2nd Offenses: Verbal Warning
- 3rd through 5th Offenses: School Detention
- 6th and Subsequent Offenses: Parent Conference

Excused or Unexcused, a student who arrives at school after 11:50 AM will be recorded as absent for half a day.

All notes for absences, tardiness, and early dismissals should be given to the main office before school begins.

CARE Team

The Student Assistance Program (SAP) is a state-mandated program to help students with drug, alcohol, mental health and other concerns that create obstacles to appropriate academic performance in school. T/E Middle School has titled its SAP team the CARE Team. The CARE Team is comprised of a group of teachers, counselors and administrators whose purpose is to identify students who are having problems in school because of mental health issues, concerns at home, frequent absences, social issues, drug or alcohol abuse (personal or family), or any other concerns affecting success in school. The team collects information, contacts parents, and then refers these students to appropriate resources for help. The CARE Team also sponsors education groups to which students may self-refer. The education groups are facilitated by counselors and cover topics such as: friendship, social skills, substance abuse, depression, changing families, and grief. Students may be referred to the CARE Team by a parent, a teacher, another staff member, a student or themselves. If you have any questions about the CARE Team or its referral process, please call 610-240-1203.

HOMELESS ASSISTANCE (McKinney-Vento Homeless Assistance Act)

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program exists to help students who experience homelessness by offering a wide variety of services to help during this time of change and stress.

Information for School-Age Youth

You may qualify for certain rights and protections under the federal McKinney-Vento Act if you live in any of the following situations: • A shelter. • A motel or campground due to the lack of an alternative adequate accommodation. • A car, park, abandoned building, bus or train station. • Doubled up with other people due to loss of housing or economic hardship.

As an eligible student you have the right to:

• Receive a free, appropriate public education. • Enroll in school immediately, even if lacking documents normally required for enrollment. • Enroll in school and attend classes while the school gathers needed documents. • Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision. • Receive transportation to and from the school of origin, if you request this. • Receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible or know someone who could be eligible, contact Dr. Oscar Torres, Director of State & Federal Programs at 610-240-1909 or torreso@tesd.net to find out what services and supports may be available.

Clubs

TE Middle School offers a variety of after school activities for students to participate in. Students should listen to morning announcements, as well as check the school website and the weekly bulletin for specific dates and times. Permission forms are required for club activities and are available in the main office or from the teacher/sponsor. After school buses are not available for students participating in Clubs. Clubs vary each year, but may include: 5th & 6th grade After School Sports, Art Club, Bulldog Press, and Tutoring Club. More information is available on the school website.

Dances

Dances are held for the social benefit of TEMS 7th and 8th graders only. Students are to conduct themselves responsibly and appropriately. School personnel will provide supervision for students while they attend the dance. The school is not responsible for students before they arrive at the dance or after they leave the school building after the dance.

Dances start at 7:00 P.M., and no one will be permitted to enter after 7:30 P.M. unless accompanied by a parent. No one will be permitted to leave before the end of the dance at 9:30 P.M., unless with parent permission. All school rules will be in effect. Students will dress in accordance with the requirements determined by the Student Council and the school's dress code. Students not in attendance at the dance are not to be on school property. Tickets will be sold in advance. Students on social probation will be excluded from attending dances.

Distance Learning / Virtual Participation in Classes

Should students be engaged in distance learning instruction or virtual meetings/participation in school activities, the following guidelines should be adhered to in order to ensure a positive learning environment:

- Students must use their own TESD username to log into all class meetings.
- Login credentials must not be shared. Sharing of login information violates other students' and teachers' rights to confidentiality and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that distract from the learning environment.
- Students must be respectful to other students and teachers during class meetings and maintain classroom decorum. Inappropriate, offensive or threatening comments, misrepresentation of identity, and/or disruptive behavior by any participants will not be tolerated.

- Students must be appropriately dressed when participating in virtual instruction sessions and comply with the Dress/Appearance section in the Code of Conduct.
- Students should stay logged in for the duration of their class period and actively participate when called upon.
- Students are encouraged, but not required, to utilize their camera during instruction.
- Students are responsible for the contents seen in their computer window. Students are encouraged to designate a quiet area in their home whenever possible, utilize the “blur background” feature when applicable, mute themselves when not speaking, and maintain academic integrity.
- Recording, sharing, livestreaming, or posting virtual instruction sessions is strictly prohibited unless permitted in writing.
- Students are prohibited from taking screenshots or pictures during recorded or livestreaming instructional sessions.
- It is expected that students log into their class meetings on time or they will be marked late or absent by the teacher.
- Self-advocate when necessary. The Help Desk is available for technical assistance. If you are having trouble accessing course materials or need additional support, communicate with the teacher, counselor, and/or grade level administrator.

Dropping Off & Picking Up Students and Items

Parents who wish to drop off or pick up their children before or after school should do so using either the Old Lancaster Rd. or the Conestoga Rd. entrance. No cars are permitted to drive through the bus loading area. No parking in the bus loading area will be enforced by Tredyffrin Township Police 7 days a week. The drop off/carpool circle at the Conestoga Road entrance has specific traffic directions. Cars should follow all traffic signs and arrows. Cars should enter and exit at Conestoga Road; cars should not enter/exit from Howellville Road. Please do not drop off or pick up students at the District Network Operations Center (NOC) parking lot across Howellville Rd. from TEMS. There is not a direct crosswalk from the NOC to TEMS due to PA Department of Transportation regulations.

Students should be dropped off after 7:45 AM when teachers and staff are available in the building for appropriate supervision. The building will not be open to students prior to 7:45 AM unless students are given a pass from a teacher. Music students who attend morning rehearsals for chorus, band, and orchestra may enter through the main office and report directly to the designated music room at 7:40 AM in order to start practice at 7:45 AM.

In order to minimize interruptions to class and to encourage student responsibility for their possessions, we ask parents to keep student drop offs to a minimum. We do not interrupt classroom time to contact students about forgotten lunches, homework, books, permission slips, sports equipment, etc. If a student calls home for forgotten items, it becomes their responsibility to check the office for those items. If there is an important message from home, we do our best to get the information to the student.

All items are dropped off in the main office. Parents are unable to take items directly to classrooms during the day and we discourage drop offs before and after school unless prior arrangements have been made with the teacher or student.

Students may be called to pick up instructional materials left for them during their lunch time or at 3:10 PM, depending on when it was dropped off. Lunches dropped off in the morning before 11:00 AM will be brought to the cafeteria in time for lunch. At the end of the day, students may be called down to pick up items not collected during the day.

The school is not responsible for items dropped off in the main office.

Parents should not drop off cupcakes, candy, or any other food items for children to share with their classes or friends during lunch time. Due to allergy concerns, students should not share foods with each other in school. Many students have allergies to specific foods, and we do our best to limit their exposure to allergens.

Drills

Fire drills occur monthly. When a fire alarm sounds, students are to form a single line and walk out of the building silently. Remain with your class and await directions. Lockdown drills may be conducted periodically during the school year. Office personnel will announce when the lockdown is beginning. Students and teachers are to remain in the classroom and position themselves away from the windows and doors. Any students in the hallway or bathroom areas should immediately go into the nearest classroom. After students are secured in the classrooms, the teachers will lock their doors. Teachers will take attendance of their students and any students reporting to their classrooms. Teachers will then immediately contact the office to report the attendance of all students within their classrooms. At the time that the lockdown is concluded, an administrator will announce that the lockdown is over. Students are expected to have exemplary behavior during all our emergency planning drills.

Eighth Grade Recognition

The Eighth Grade Recognition Ceremony is an event where eighth graders are recognized for their contributions to T/E Middle School and their completion of our academic requirements. The administration and staff regard the Eighth Grade Recognition as a highly visible opportunity to publicly acknowledge our students and the milestone of completing middle school. For this reason, students must earn the opportunity to participate in this event. Any misconduct or repeated violation of the student code of conduct may affect a student's participation in the Eighth Grade Recognition Ceremony.

Health Room

The school nurse is in the Health Suite in the Main Office area. Students must obtain permission from the teacher of the class they will be missing. Students should not go to the nurse between classes without first getting a pass from the teacher whose class they will have next. If the nurse is not present, students should report to the main office.

Health Screening

- Vision, hearing, height and weight screenings are done by the nurse and letters are sent to parents when further evaluation by a physician is required.
- A scoliosis screening is performed on all 6th and 7th grade students and letters are sent to parents when further evaluation by a physician is required.
- All 6th grade and new students must have a state mandated physical before entering school.
- All 7th grade and new students must have a state mandated dental exam.
- State legislation makes it mandatory for children attending school to have the following immunizations:
 - 4 doses of tetanus and diphtheria (with one dose given on or after the fourth birthday)
 - 3 doses of polio
 - 2 doses of measles (given after 12 months)
 - 2 doses of mumps (given after 12 months)
 - 1 dose of rubella (given after 12 months)
 - 3 doses of hepatitis B
 - 2 doses of varicella (chickenpox) vaccine or history of the disease

In addition, children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization, and 1 dose of meningococcal conjugate vaccine (MCV)

It is important to note that children who have not had these immunizations will not be permitted to attend school. Provisions are made for exceptions for certain medical or religious reasons.

- Students who contract any contagious conditions are not permitted to attend school for a set period of time as per the Pennsylvania Department of Health. Some examples of contagious conditions include:

* Conjunctivitis	* Chicken pox	* Strep Infections	*COVID-19
* Impetigo	* Measles	* Undiagnosed Rash or Fever	*Lice
* Mumps	* German Measles	* Ringworm	
* Whooping Cough	* Scabies	* Scarlet Fever	

These are just examples. Please call the Nurse to find out the specific information if your child contracts ANY contagious condition.

Medication Policy (District Policy/Regulation 5406)

- No medications will be administered in school without specific written orders from a physician and written parent request.
- Medication provided by the family must be delivered to the nurse’s office in the original pharmacy container, including the name of the student, date of prescription, time and dosage to be given, and the name of the doctor.
- If the date on the prescription is more than one year old, the medication will not be given in school.
- Except when self-administration of asthma and emergency medication for allergy is specifically authorized, all medications shall be stored and administered by the nurse.
- EpiPens- For life threatening situations, trained staff shall be authorized to administer the Epi-Pen.
- **Students are not permitted to carry medications unless given special permission.** Please review District Policy/Regulations 5405 and 5406 for more specific information regarding the use of medication in school.

Library Information Center

The library is located on the main floor in the center of the school. Typically, the library is open from 7:45 AM to 3:20 PM on school days. Students use the library with classroom teachers and may come to the library individually with a pass.

Books may be checked out for three weeks.

Reference books or items on teacher reserve may be borrowed overnight. They may be taken at the end of the school day, and need to be returned before homeroom the next day.

Magazines that are more than one month old may be borrowed for one week.

Please make every effort to return library materials on time.

We ask that lost or damaged materials and equipment be replaced. Replacement prices will be charged accordingly.

Behavior – Students using the library are expected to be engaged in individual study or homework. *No food or drink is permitted in the library.*

Library Resources – The library has more than 17,000 books and many electronic resources available for students to use. Books can be located with the electronic catalog that can be accessed from any computer in the school building or from a home computer via the library website. Electronic resources include encyclopedias, special information databases, and on-line research tools. The library provides research help to students working at home with connections from the library web page.

Internet Acceptable Use Policy – Students at TEMS may access the Internet for teacher approved topics only and must be supervised by a teacher when they work on line. Students are responsible for using the Internet in an acceptable manner. Internet access will be denied if a student violates the rules outlined below or any of the rules included in the TESD regulation (P6190).

Please be aware of the “Network Acceptable Use Agreement for Students” document that each student signs at the beginning of the school year as well as well as the “Independent Internet Use” parent letter giving parents the option to deny internet use in school.

Computer Use – When using computers and other electronic devices in school, the following behaviors are not permitted:

- Damaging computers, computer systems or computer networks
- Violating copyright or other Federal laws.
- Trespassing in others’ folders, work, or files
- Wasting limited resources, such as paper, ink or toner
- Sharing passwords
- Loading software programs onto District computers
- Entering District administrative programs, networks, or files

The use of school computers is a privilege. Students who are unable to use this privilege in a responsible way may forfeit their opportunity to use this equipment.

Lockers

The school provides hall lockers for student use during the school year. At no time should the student consider the locker to be his/her own personal property. Lockers are to be kept clean inside and out. To facilitate this, general locker clean-outs are scheduled from time to time during which teachers will inspect lockers for orderliness and their condition. In addition, the administration reserves the right to inspect lockers of students for whom evidence indicates the possible presence of inappropriate, illegal or dangerous items according to District Policy #5412.

Book bags are to be kept in students' lockers from the time they arrive at their locker in the morning until school dismissal in the afternoon. They are not to be carried to class. Students are permitted to go to their lockers before school, between classes, before and after lunch, and after school.

Lockers are not to be shared, and locker combinations are not to be given out to other students. Locker malfunctions should be reported to the main office as soon as possible. Sharing lockers or locker combinations may result in disciplinary action.

Some students like to decorate a friend's locker to celebrate the friend's birthday. This is permitted providing the decorations are temporary and easily removed. All decorations of this type should be removed one week following the birthday. Decorations inside the locker are permitted. All decorations should be in good taste and temporary in nature. These must be removed before the end of the school year.

The school is not responsible for items lost or stolen from hall or gym lockers.

Lunch

Students may bring lunch or purchase lunch in the school cafeteria. Prices for lunch and a la carte items can be found on the district website or by calling the Food and Nutrition Services Department at 610-240-1955 or 1956.

Music

T/E Middle School offers a variety of music opportunities for students, including 5 Band, 6 Band, 7/8 Band, 5/6 String Orchestra, 7/8 Orchestra, 5 Chorus, 6 Chorus, 7/8 Chorus, 7/8 Cantabile, Jazz Band and Jazz Ensemble. Students are invited to participate in multiple ensembles, if they desire.

Ensemble rehearsals for all students take place before school, from 7:45 AM to 8:22 AM in designated music rooms.

Students in Band, Orchestra, and Chorus have one small group sectional rehearsal each week in addition to the full-ensemble rehearsal. Band and Orchestra sectionals take place during the school day on a rotating schedule, and Chorus sectionals take place during students' scheduled activity period.

Physical Education

Each student must participate in the regular Physical Education program unless excused by a doctor or other competent authority.

- Each student must wear proper clothes and footwear suitable for exercise to each class.
- A physical education locker and combination will be assigned to each student.
- All personal items and valuables should be kept locked. The school is not responsible for lost or stolen items. Lockers are the property of the school and subject to search according to District Policy #5412.

School Closings & Delays

Serious weather conditions or other emergencies may make it necessary to close for the day, delay the opening of school or dismiss school early. In order to eliminate confusion for students and parents we ask you to consider visiting the district's website for up-to-date information and signing up for the **TE All-Call** system at www.tesd.net. The district's Information Hotline phone number is 610-240-1970. Families are urged to have a back-up plan for emergency closings and consider communication with neighbors, friends, and/or extended family members.

School Counseling Department

The school counseling department forms an integral part of T/E Middle School. Counselors are available to help students with their social, emotional and educational development. Students are encouraged to meet with their counselors regarding any concerns they may have. Counselors can be reached by calling 610-240-1208.

Visitors

All visitors (parent, prospective student, or otherwise) must report to the main office, register as a visitor, and wear a visitor's badge. Failure to follow this procedure may result in the visitor being asked to leave the school (TESD Policy & Regulation #1310) and possible referral to the proper authorities. Students should NOT open outside doors for any visitors or strangers. Students should tell a teacher or administrator if someone is attempting to enter school through an outside door. Students who have residency in T/E School District and are considering attending our schools, may visit our school for one half day for informational purposes. Permission must be secured from the principal or assistant principal at least three days prior to the visitation.

Academic Information

Academic Awards/Honor Roll

- Students who achieve Garnet or Gray Honor Roll are given a certificate at regular intervals (quarterly per year) based on the criteria below.
- Garnet Award – The Garnet Award is given to students who have a combined average grade of 90 or higher in all major subjects (that meet every day) with no grade lower than an 80 or an “S” in any course (major or minor).
- Gray Award – The Gray Award is given to students who have a combined average grade of 85 or higher in all major subjects (that meet every day) with no grade lower than an 80 or an “S” in any course (major or minor).
- Each month, the academic team of teachers will identify and recognize a Student of the Month.

Grades

Numerical and letter grades for courses are both used in the middle school depending on the subject. Teachers will continue to assess and evaluate student progress throughout the year, using a system of graded assignments and assessments. Course assignments, assessments and associated grades will be posted throughout the year for students and parents to view in Schoology.

Report Cards containing students’ final grades for each course will be generated at the conclusion of the year.

Homework

In grades 5-8, students can expect to be assigned homework each day. Students are responsible for obtaining and completing assignments missed as a result of absences from class. If a student is absent for one or two days, the student should call a classmate for assignments and use Schoology to access the information that is available there. If a student is absent for 3 days or more, parents may email their teachers to inquire about what work has been missed and if there is a way to access it from home. Once a student returns to school it is their responsibility to talk with their teachers to obtain information about assignments and assessments that were missed.

Students will have an equal amount of days to hand in missing assignments as they were absent from school. For example, if a student was absent for three days, the missed work must be given to the appropriate teacher no later than the fourth day after the student returns to school.

Failure to meet these requirements (or the specific arrangements made by individual teachers) may result in the student receiving no credit for the assignments.

Tests & Test Make-ups

T/E Middle School instructional staff members are encouraged to follow the “Guidelines for Homework” timeline for students who are absent before or during the administration of classroom/curricular tests. However, depending upon individual circumstances, class schedules, and curricular timelines, teachers may decide on an individual basis when to schedule students to take or make-up tests. Students are encouraged to communicate with their teachers about testing schedules when they have been absent before or during tests.

Promotion / Retention

Promotion to the next grade level will be contingent upon the student passing four of their major subjects classes (a full-year course which meets every day of the cycle for a full year). A passing grade is defined as 60 or higher. Students may not more than one major subject area class in order to be promoted. In the event that a student attains a failing academic status for the school year, they must complete an approved summer school program. Documented completion of the summer school program for the failed subject area/s may result in the student advancing to the next grade level, based on administrative approval.

Athletics

Students in grades seven and eight are eligible to try out for PIAA (Pennsylvania Interscholastic Athletic Association) teams at TEMS. The PIAA is the governing body of the secondary schools in Pennsylvania and sets the policy and regulations concerning all interscholastic sports.

The Mission of Middle School Interscholastic Athletics

The mission of the Tredyffrin/Easttown and Valley Forge Middle School interscholastic athletic programs is to provide an enjoyable educational experience based upon the developmental needs and characteristics of the young adolescent. This period of early adolescence is characterized by the most dramatic changes in physical, psychological, social, emotional and intellectual growth since the first years of life. Therefore, it remains imperative that middle level coaches treat members of this age group with the special care that these students' personalities require. These particular student-athletes are in a period of becoming, striving for the discovery, development and refinement of their own individual personalities. The middle school interscholastic program emphasizes participation, fun, and safety.

In order to participate in interscholastic sporting events students must be in attendance by 11:00 AM on the day of the event.

Interscholastic Athletic Offerings:

Fall Sports	Winter Sports	Spring Sports
Girls' Field Hockey (7 th and 8 th)	Girls' Basketball (7 th and 8 th)	Girls' Softball (7 th and 8 th)
Boys' Soccer (7 th and 8 th)	Boys' Basketball (7 th and 8 th)	Boys' Baseball (7 th and 8 th)
Girls' Soccer (7 th and 8 th)	Boys' Wrestling (7 th and 8 th)	Girls' Lacrosse (7 th and 8 th)
Boys' Football (120 lb. and unlimited)		Boys' Lacrosse (7 th and 8 th)
Girls' Volleyball (7 th and 8 th)		Boys' and Girls' Track (7 th and 8 th)

PIAA rules require that all students have the Comprehensive Initial Pre-Participation Physical Evaluation forms completed by parents and a physician. Physicals must be scheduled after June 1st to qualify for the school year.

Forms are available in the main office and on the school's website. Please return all forms to the Main Office.

A schedule of athletic events can be found on the weekly bulletin and on the school's website.

Athletic Academic Eligibility

The following is an excerpt from the Pennsylvania Interscholastic Athletic Association (PIAA) bylaws, Article IX – Curriculum:

Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office.

To be academically eligible for an interscholastic athletic competition the student must be passing at least four full-credit subjects or the equivalent as of each Friday during the grading period (a student who is failing two or more academic subjects is academically ineligible). If the student fails to meet this requirement, they will be academically ineligible from the following Sunday through the Saturday immediately following the next Friday as of which they meet this requirement.

Where school is closed on a Friday for any reason, the principal may, at his/her discretion, determine whether the student as of that day meets the standards provided for in this section.

At the coach's discretion, students who are academically ineligible may or may not be allowed to attend games or matches.

Athletic Behavior Eligibility

All student-athletes are representing TEMS in the classroom and school building, at practices, and at home and away competitions. Therefore, they are expected to be positive school citizens at all times. Student-athletes who are placed on social probation, according to the school discipline guidelines, will be behaviorally ineligible to participate in both practices and games for a period of three weeks. Please see the description of social probation in the discipline section for further details.

ImPACT Testing Program

Offered free to District student-athletes through Rothman Institute, ImPACT is an objective, non-invasive, web-based evaluation of a student's neurocognitive state. The ImPACT program collects information about a student's memory, reaction time, brain-processing speed, concentration, and visual motor skills. A typical exercise may consist of a student being shown pairs of numbers and symbols (triangle, square, etc.) and later, under timed conditions, being asked to identify which numbers paired with which symbols. Data recorded from a series of similar exercises would be used for future reference should a student sustain a head injury. Data gathered from a second test taken by the student immediately following head injury would be compared to baseline data and used to inform decisions regarding student return-to-play. The program recommends that student-athletes receive a baseline test once every two years; therefore TEMS student-athletes will take the baseline test once during their time at middle school. It is required for students participating in the following sports: Field Hockey, Soccer, Football, Basketball, Wrestling, Lacrosse, Volleyball, Softball, and Baseball.

Selection Policy

TEMS strives to accommodate interested student-athletes in pursuing participation on an athletic team. However, when facilities, equipment availability, and supervision limit safe involvement, a process of selection is implemented. Certain sports may have to limit participation, based on a tryout period.

Athletic Insurance

The District has purchased insurance to cover most medical expenses from injury due to interscholastic sports, band, intramurals, gym classes, special activities, school time field trips, recess and volunteer activities as related to a covered activity for all T/E schools.

Rules & Expectations

Academic Honesty

TEMS expects that all students will be responsible students and will practice academic honesty. Academic honesty is completing all school work on your own and giving proper credit when appropriate. There are two primary forms of academic dishonesty: plagiarism and cheating. Plagiarism is copying words, sentences, images or ideas for use in a written or oral assignment or examination, and not giving proper credit or attribution to the source. Internet and hardcopy texts are considered sources. Cheating is acquiring or providing information about the content of instructional materials used in the assessment of student achievement in order to gain or to give an unfair advantage on the assessment.

Examples of academic dishonesty include:

- claiming credit for work that is not your own
- allowing others to take credit for your work
- cheating on a test or quiz by using notes when not allowed, looking at someone else's answers, showing your answers to someone else, or using information on an unapproved electronic or digital device (calculator, cell phone, tablet, etc.)
- handing in a paper or portion of a paper as your own which has been taken from the internet or someone else
- copying or sharing homework
- forging a signature

Upon suspicion of cheating or plagiarism, a referral to the building administrators shall be made. Upon determination that a violation of academic honesty has been committed, the teacher may assign the student(s) involved in the incident a grade of zero for that assessment instrument (e.g. quiz, report, project, homework, etc.). Other disciplinary measures may be assigned in lieu of no credit or in addition to no credit.

Announcements

Announcements contain information about the school which students and teachers need to hear. As a result, they are to be listened to silently. Additionally, in the mornings, students are to behave in such a way that no one's right to hear and respectfully participate in the opening exercises is infringed upon.

Assembly Behavior

- Students are to walk quietly and in an orderly way both to and from assemblies.
- Students are to remain in their assigned groups.
- Students are to behave in such a way that no one in the audience is disturbed and no performer is embarrassed. Appreciation for the performance is to be shown by applause only.
- Students are not to leave or enter the seating area while a performance (speech, etc) is going on. Students who need to enter or exit the assembly after it has begun should do so only at appropriate breaks in the assembly and then only with the permission of a teacher.
- The guidelines above relating to manners also apply to students attending evening performances.
- Students who do not adhere to these guidelines will be assigned two assembly detentions and may be prohibited from attending future assemblies.

Athletic Events

The school community considers all visiting players and their fans to be our guests. Failure to treat them as such is poor citizenship and poor sportsmanship. Booing and rude remarks to players, coaches, officials or fans is not permitted. Additionally, no food or beverages are permitted in the gyms at any time.

Bathrooms

Bathrooms in the school are for convenience and comfort. Students are expected to behave appropriately when in the bathrooms. During class, students must get permission from their teacher to use the bathroom. Destroying, defacing, or littering on any school property is contrary to the functioning of the school and is strictly prohibited. Students destroying or defacing school property may be suspended or referred to the police for further action.

Bullying (District Policy and Regulation 5401)

Bullying means intentional and repeated hurtful or intimidating words, acts or other behaviors, such as name-calling, threats and/or deliberate ostracism, committed by one or more students against another student. Bullying includes systematic harassment, attacks or intentional electronic, written, verbal, or physical acts, perpetrated by a student or group of students, on another student or students, which occurs during the school day or on school property. Disciplinary consequences will be assigned according to the school discipline policy and will be based on the seriousness and repetitiveness of the behavior. Additional information can be found in School Board Policy and Regulation 5401.

Bus

Bus safety depends upon student cooperation with the driver. It is impossible for the driver to give their full attention to the road when students misbehave. Students may be assigned a seat on the bus for any misbehavior. The bus and bus stop is considered to be an extension of the school and the following rules for all riders apply:

- Students must remain seated and keep their hands, heads and feet inside the bus.
- There is to be no eating or drinking on the bus at any time.
- The throwing of any object on or at the bus is prohibited.
- Smoking results in suspension of bus privileges, school suspension and a possible civil fine.
- Tampering with the bus or any of its equipment (including the emergency exit when there is not a bona fide emergency) is prohibited.
- Students must ride on their assigned bus and depart only at the assigned stop, unless given approval through the principal's office and the transportation office.
- Students must be courteous and refrain from using profane language.
- Students must follow the directives of the bus driver.

Violation of school rules while riding the bus or waiting for it may result in the loss of riding privileges.

Permission to ride a bus other than a student's own may be granted on a day to day (temporary) basis. **A note from the parents to the main office listing the date, reason and destination (address and bus number) is required. Such requests should be made prior to the start of homeroom and are granted only for supervision reasons.**

Cafeteria & Activity Period

The cafeteria should be treated as any restaurant or dining area. Students are to act and eat in such a manner that no other person is prevented from full enjoyment of their meal. As a result, the following rules apply:

- Food is not to be thrown or left on the floor.
- Tables are to be clean.
- No disruptive behavior or excessive noise will be tolerated.
- No one may leave the cafeteria until the end of lunch.
- Food may not be taken from the cafeteria into the adjacent hallways or stairwells.
- Students are expected to keep their areas clean.
- Students should be in a designated area during lunch activity.

Care of School Property

The facilities at T/E are for student benefit and use. Therefore, as members of the student body, it is each person's responsibility to maintain the appearance and condition of all school property. Destroying, defacing, or littering on any school property is contrary to the functioning of the school and is strictly prohibited. Students destroying or defacing school property may be suspended and will be referred to the police for further action.

Classroom

Students must abide by the teacher's rules out of respect for both the teacher and other students. Students should behave in such a way that neither the teacher's program nor the learning process of other students is interrupted. The rules of the teacher will be communicated to the students. Guest teachers and guest speakers are to be shown the same respect as the regular classroom teacher. Being referred to the Assistant Principal's office by a guest teacher or during a guest speaker's presentation will result in disciplinary action for the offender. Dismissal from class by a guest teacher is considered a serious offense and will result in disciplinary action.

Dress Code

TEMS students are expected to dress tastefully and appropriately for weather conditions. Guidelines apply to all areas of TEMS during school hours and school sponsored events. Administrative exceptions to the dress guidelines may be made for special circumstances.

- Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders.
- Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed.
- Clothing of a revealing or sexually suggestive nature is prohibited.
- Clothing with printed messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness. The advertisement of drug, alcohol or tobacco products and the depiction of sexually explicit messages or images are prohibited.
- Winter coats are not permitted to be worn throughout the school day.
- Writing, markings, or paint on exposed face, arms or legs are not permitted.
- Display of messages, or images with double meanings, and those, which strain interpersonal or inter-group relations, is prohibited.

While a listing of all prohibited items is not possible, the following is a guide: clothes, head coverings and/or face coverings should not prevent staff and students from being able to identify an individual or cause fear, concern, or alarm. “Spaghetti” strap tops, bare midriff tops, halter tops, tube tops, one shoulder tops, or low cut or very short pants/shorts/skirts are not acceptable in a school setting.

A student whose attire does not conform to the standards listed will be removed from class attendance until the item of clothing is either replaced or covered or until the school day ends. The student’s name will be recorded in the assistant principal’s office. Serious or repeated violations of the dress code may be subject to discipline action.

Field Trips

Field trips are regarded as extensions of the school day. Students are encouraged to participate in field trips only to the extent that they are able to conform to expected standards of behavior. Participation in a field trip may be contingent upon the demonstration of good citizenship and the following of specific rules and deadlines established for the trip. It is the student’s responsibility to become aware of and follow the specific expectations for preparation and participation that each field trip has.

The school authorities (teachers and administrators) reserve the right to exclude a student from field trips for disciplinary purposes and/or behavior issues that pose a safety concern. At the recommendation of a student’s teacher(s), school administrators will determine whether or not a student will be permitted to attend a school sponsored trip. The following is a partial list of behaviors that may exclude a student from field trip participation:

- Any student possessing or distributing illegal drugs and/or alcohol on school property will automatically be prohibited from attending school field trips without eligibility for appeal.
- A student who receives several disciplinary consequences causing concern for safety and concern for disruption/distraction may be excluded from attending field trips.
- Students on social probation will be denied social field trip privileges.

Except when being disciplined for drugs or alcohol and/or a weapons violation, students who have been excluded from field trips for disciplinary purposes will have their field trip status reviewed if a significant improvement in behavior is observed.

Students who are not picked up by a parent within thirty minutes of arriving back from a field trip may receive disciplinary action and/or lose future field trip participation privileges.

Halls

- Students are NOT permitted in the halls during class, lunch, or activity periods FOR ANY REASON unless they have a pass. While in the halls, students are to walk in a quiet and orderly manner.

Harassment

Harassment includes, but is not limited to, slurs, jokes, bullying, hazing or other verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion. Sexual harassment is a specific form of harassment which includes comments, gestures, or inappropriate verbal or physical conduct of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment. Reports of harassment must be handled in accordance with school district Policy 5401. Information can be found in School Board Policy and Regulation 5401, which can be found on the school district's website. Disciplinary consequences for harassment will be assigned according to the school discipline policy and will be based on the seriousness and repetitiveness of the behavior.

Inappropriate Classroom/School Items

The following items are not permitted while students are in school:

- Cameras
- Chewing Gum
- Laser Pointers
- Weapons, fake weapons
- Cell Phones and Music Players (permitted before school or after school hours with teacher approval)
- Vehicles such as, but not limited to: Scooters, Motor Scooters, Skateboards, Roller Shoes, or other similar vehicles.
- Any item which disrupts or interrupts regular school operations or standards for safety.

Cell Phones and all other digital devices must be turned OFF and kept in the student's locker during the school day (7:45AM – 3:10PM). Students may listen to personal music and use cell phones before and after school to communicate with parents/guardians. TEMS will not be responsible for any loss or theft of cell phones, music players, or their accessories. They will be confiscated if students are carrying them around during the school day. They will be returned to the student at the conclusion of the school day for the first offense. All subsequent offenses will require parent pick-up of the device.

Tablets, E-Readers, Smart Watches or and Other Electronic Devices:

Other than school-issued computers, students do not need to bring other devices to school that can access the internet or communicate electronic messages. If they are brought to school, they should be turned off and placed in the student's locker. Failure to comply with this rule will result in the device being confiscated by the administration and returned to the student's parents. Disciplinary action may also occur. School-issued devices may be used in classes at the teachers discretion.

Leaving School Premises

The school is responsible for your safety from the time you leave your house for school until you return home after school. This responsibility can be fulfilled only if you remain on the property during classes or during school functions (practices, dances, concerts, etc.). **As a result, no student may leave the school premises after arrival at school without permission. Doing so without permission may result disciplinary action and police involvement.**

Respect for Adults and Students

A student may receive disciplinary action when they behave in a way that subjects a staff member or other adult (parent volunteer, guest teacher, or guest speaker) to rudeness or any other behavior that would disturb, humiliate, endanger or in any other way diminish a staff member's (or parent volunteer's, guest teacher's, or guest speaker's) ability to conduct their professional responsibilities.

Students must respect the rights of other students to learn, express opinions, and develop into mature, responsible persons at all times. Some examples of inappropriate behavior follow. **Extortion** (getting money or other things by threatening violence, humiliation, or harassment if you are not given what you ask for) is unacceptable behavior and will result in disciplinary action. **Fighting**, and any form of physical violence towards another student, is also specifically prohibited and will result in disciplinary action for the offenders. **Bullying/Harassing/Teasing behaviors** are a form of disrespect for classmates and will not be tolerated. The minimum response to such an action will be parental notification and may result in detentions or suspension depending upon the specific details of the offense. **Peer Mediation** is suggested to resolve student-to-student conflict and is supervised by counselors.

Staying After School

If you are staying after school, **you must stay with a staff member in a supervised location**, and the staff member must know ahead of time that you are staying. Unsupervised activity may result in disciplinary action. If you are staying for athletics, club meetings, or other afterschool activities, listen carefully to announcements to make sure that there are no schedule changes.

Substance Abuse

Students are prohibited from using, distributing, possessing, or being under the influence of controlled substances in any of the buildings owned by the District, on District property, in school vehicles and/or while participating in school-sponsored activities on or off District property.

Students who are found to be in violation of this prohibition shall be suspended from school and disciplined in accordance with TESD School Board Policy 5405 and the applicable student handbook. Aiding or abetting any of the above-mentioned prohibited conduct shall be treated in the same manner. The issue will be reported to local law enforcement.

“Controlled substance” shall mean any of the following: 1. Controlled substances prohibited by federal and state law; 2. Look-alike drugs; 3. Alcoholic beverages; 4. Anabolic steroids; 5. Drug paraphernalia; 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products; 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids; or 8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board Policy.

“Distribution” means the unauthorized delivery, sale, transfer, sharing, or turning over, directly or indirectly, of a controlled substance to/with another student or individual.

“Look-alike drugs” are substances that may be used to feign or mimic the appearance, actual use or effects of substances that alter behavior or judgment.

“Under the influence” means noticeable impairment of ability to ambulate, converse, comprehend or perform motor tasks as a result of consumption of prohibited items.

A student who is found to be in violation of Policy 5405 for the first offense (except for distribution) shall be suspended out of school for five (5) school days and will not be permitted to participate in school-sponsored activities for fifteen (15) school days following the infraction. Following an informal hearing, additional school-based discipline may be imposed. A student’s agreement to attend, without undue delay, a counseling and/or treatment program, as determined by an assessment conducted by the liaison to the Student Assistance Program or a licensed substance abuse treatment facility, will be considered as a mitigating factor in determining whether additional schoolbased discipline will be imposed.

Any student who is found to be in violation of Policy 5405 for distributing a controlled substance shall be suspended from school for ten (10) school days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. Following an informal hearing, the matter shall be referred to the Superintendent to determine whether expulsion charges will be brought against the student.

Additional information can be found in School Board Policy and Regulation 5405.

Threatening Behavior

Threatening behavior shall mean a physical, verbal or written threat to (1) commit violence with intent to terrorize, injure or damage another or others, (2) cause evacuation of a building, place of assembly or facility of transportation, or (3) otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Threat means a communication of intent to harm another individual or property or behavior suggesting intent to harm an individual or property. Disciplinary consequences will be assigned according to the school discipline policy and will be based on the seriousness and repetitiveness of the behavior. Additional information can be found in School Board Policy and Regulation 5401.

Discipline

Efforts of the development of student self-discipline are not only critical to a student's growth as a learner, but are also essential to maintain a school climate that encourages learning for all students. While every effort shall be made to assist each student in developing self-discipline, staff members shall respond appropriately to actions or situations that disrupt the learning process (P5401). The principal or assistant principals shall have the authority to discipline students for sufficient reason in accordance with PA School Code of 1949 and other applicable state and federal laws and/or regulations.

Discipline measures may include warnings, detentions, suspensions or expulsion, and parents shall be promptly notified by the principal or assistant principal (P5401).

Teacher Detentions

Teacher detentions are assigned by a teacher when the behavior of a student does not meet school expectations for respect, responsibility, or safety. Teacher detentions are normally conducted in the assigning teacher's classroom. Students are expected to stay on the appointed afternoon or lunch/activity period. Students must secure their own transportation home after an afterschool detention. Teacher detentions result in 1 demerit.

Lunch/Activity Detentions

Lunch/ Activity Detentions are assigned when a student violates the school's rules or expectations. Such detentions are held during a student's lunch/activity period. Each Lunch/Activity Detention results in 1 demerit.

Administrative Detentions

School district administrators may issue a student an Administrative Detention when a student violates the school's rules or expectations. The time, length, and location of the detention will be determined by the administrator. Administrative detentions are assigned by an administrator and are conducted in the main office. Students must secure their own transportation home after a detention. Each Administrative detention results in 2 demerits.

Extended Administrative Detentions

School district administrators may issue a student an Extended Administrative Detention when a student violates the school's rules or expectations. The extended detention will provide additional time for reflection and discussion with the student regarding the nature of the violation. Students must secure their own transportation home after a detention. Each Extended Administrative Detention results in 4 demerits.

In-School Suspension (ISS)

ISS is an alternative form of student discipline for serious infractions of the school's rules. The purpose of the ISS is to maintain the student's attendance in school while separating the student from his/her peers. Students in ISS must serve the full number of hours assigned. In addition, students in ISS may lose privileges in school activities on the day(s) assigned to ISS. A student not successfully completing the requirements of an ISS may receive additional consequences for violating the guidelines. While in ISS, students should complete all work assigned by their teachers and/or by the ISS Supervisor. Each In-School Suspension counts for 6 demerits.

Out of School Suspension (OSS)

Students may be given an out of school suspension for up to five school days or longer (with superintendent approval) for very serious offenses. During an out of school suspension, students are expected to remain home under adult supervision. Students given an out of school suspension may take home study materials and incomplete work. However, it is the student's responsibility to arrange making up work with his/her teachers. Upon completion of the suspension period, parents must accompany the student back to school and have a conference with an administrator. Each Out of School Suspension counts for 8 demerits.

Consequences and Demerit System

Teacher Detention = 1 Demerit

Administrative Detention = 2 Demerits

In School Suspension (ISS) = 6 Demerits

Lunch/Activity Detention = 1 Demerit

Extended Administrative Detention = 4 Demerits

Out of School Suspension (OSS) = 8 Demerits

Demerits are assigned in a consistent manner; however, the determination of demerits for offenses is at the discretion of the administration in individual cases. As discipline is a learning process, students may have their demerits reduced as they consistently display appropriate behavior. If a student has no disciplinary referrals for a period of 6 weeks or more, demerits may be reduced by 4 at the conclusion of the second marking period and by 2 at the conclusion of the third marking period.

Disciplinary Probation

- For every eight demerits that a student accumulates, they will be placed on disciplinary probation for **three weeks**.
- Students and parents will be notified in the event that disciplinary probation is assigned.
- Students on disciplinary probation will be assigned to lunch and activity detention each day during the three weeks.
- Students on disciplinary probation are not permitted to participate in any after school activities, such as interscholastic sports practices and games, club meetings, dances, concerts, social trips or other evening events, nor are they permitted to remain on school grounds for any reason other than disciplinary action (such as to serve a detention or ESS) beyond the departure of the last bus and may be denied field trip privileges.
- If a student accumulates **16** demerits or more within one academic year, he/she will not be permitted to attend field trips, dances, or social events for the remainder of the school year.
- Students who receive a disciplinary office referral while on social probation may have their probation extended.

Disciplinary Offenses

- Any Unlawful Behavior, Possession, Harassment, or Violence
- Avoiding supervision or hiding from authority
- Bullying
- Creating an unsafe situation
- Cutting a class
- Dismissal from a classroom or activity by a teacher, guest teacher or guest speaker
- Disrespectful/Inappropriate behavior
- Disruptive behavior
- Fighting or fighting behaviors (for example, shoving, tripping, pushing, grabbing, kicking, punching, choking)
- Forgery/Plagiarism/Dishonesty/Cheating/Copying
- Harassment
- Hazing
- Hurting another person
- Inappropriate physical contact
- Insubordination/Disobeying authority
- Interfering or not cooperating with a school investigation
- Late to assigned class, activity, or assembly
- Leaving school premises without authorization
- Loitering in an unsupervised location
- Not attending an assigned teacher or school detention
- Not following the school schedule, avoiding class, wandering the halls
- Possessing medication, drugs, alcohol, tobacco products, or weapons
- Refusal to cooperate or follow directions from a staff member
- Selling/Buying of any item on school grounds
- Setting off fire alarms
- Teasing, laughing at, or purposely annoying others
- Unsafe behavior
- Sharing or stealing passwords, locker combinations, or pin numbers
- Stealing
- Threats of any kind – transient, substantive, “joking,” verbal, non-verbal, veiled, drawn, written, etc
- Throwing objects
- Using or possessing cigarettes, chewing tobacco, illegal substances, matches, lighters or other paraphernalia.
- Vandalizing school property or personal property while on school grounds
- Violating the school behavior code repeatedly
- Vulgarity
- **Other offenses as deemed appropriate by staff members or school officials.**

Middle School Student Network Acceptable Use Agreement

The T/E educational network and information technology resources are provided for educational purposes that advance critical thinking, construct knowledge, and facilitate communication and collaboration in a connected world. Access to the T/E educational network is a privilege and entails safe, legal, and responsible use. When using a District-provided electronic communication device* during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Users agree to be bound by the terms and conditions contained below, as well as the guidelines contained in Board Policy and Administrative Regulation 6190 (Internet and Computer Network Safety and Use).

To respect and protect the privacy and safety of others and themselves, users must:

1. Use only assigned network accounts or approved network folders.
2. Keep passwords private and secure, and refrain from distributing private identifying information.
3. Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.

To respect our T/E educational community, users must:

1. Communicate in ways that are respectful, safe, and appropriate.
2. Report threatening or discomfoting materials to a teacher or administrator.
3. Refrain from buying, selling, advertising, or otherwise conducting business.
4. Access, transmit, or create only educationally-appropriate materials, avoiding materials of a violent, sexual, obscene, illegal, discriminatory, defamatory, or otherwise inappropriate nature, regardless of whether the content is blocked by District filtering programs.

To respect and protect the intellectual property of others, users must:

1. Cite sources and give credit when using another person's work.
2. Follow copyright laws by not copying, downloading, installing, or distributing illegal copies of copyrighted materials such as games, images, music, or video.

To respect and protect the integrity, availability, and security of all technology resources, users must:

1. Observe all T/E educational network Internet filters, and not use anonymous proxies or other technologies to bypass District filtering programs.
2. Not destroy or damage files, folders, software, network servers, equipment, or other resources.
3. Refrain from accessing, streaming, downloading, installing, and storing unauthorized files such as games, audio, or video files.

Consequences for Non-Compliance:

Failure to comply with the T/E School District Middle School Student Network Acceptable Use Agreement may result in the loss of a user's privileges to use District-provided and/or personal electronic resources, disciplinary action up to and including suspension or expulsion from school, depending upon the severity of the offense, and/or referral to the appropriate law enforcement agency where appropriate.

Supervision and Monitoring:

As stated in Regulation 6190, "Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure."

The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and use. Classroom teachers will determine what constitutes appropriate use of electronic devices within their classroom. However, electronic devices may be used when and as required pursuant to a student’s Individual Education Program or Section 504 Service Agreement.

Electronic devices may be used at any time to respond to or report emergency situations.

Acknowledgement:

I have read or have had read to me the T/E School District Middle School Student Network Acceptable Use Agreement. I agree to follow these guidelines.

I understand that if I violate the T/E School District Middle School Student Network Acceptable Use Agreement my network account may be terminated and I may face other disciplinary measures as indicated above and consistent with District policy.

I understand that I am responsible for my network account and all activity within my account.

Student Name (printed) _____ **Grade** _____

Student Signature _____ **Date** _____

*Definition of "Electronic Communication Device," as outlined in Regulation 5414
“Electronic Communication Devices” shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are lasers, are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.

Annual Notice of Special Education Services

The Tredyffrin/Easttown School District provides – without cost to parents – screenings, evaluations, appropriate programs, and services to all students thought to be exceptional and in need of specially designed instruction, from age 5 through the end of the school year that the student turns 21. These programs and services are made available to children who meet the qualifications of being a student with intellectually disabled, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, emotional disturbance, multiple disabilities, orthopedic impairments, autism, traumatic brain injury, other health impairments, and specific learning disability.

School-age children who do not meet the eligibility criteria outlined above may be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973. Children are entitled to such protections, adaptations, and/or accommodations if they have a diagnosed mental or physical disability that substantially limits or prohibits participation in or access to an aspect(s) of the school program.

Public schools must educate children to the maximum extent appropriate in the regular education setting and they must receive instruction that conforms as much as possible to the instruction received by non-disabled students. Depending on the nature and severity of the disability, Tredyffrin/Easttown School District can provide programs and services beginning in the least restrictive environment to the most restrictive setting; in the one of the following.

- The public school the child would attend if not disabled
- An alternative regular public school either in or outside of the district
- A special education program or center operated by a public school entity
- An approved private school or other private facility licensed to serve children with disabilities
- A residential school
- An approved out-of-state program
- In the home

Special education services are provided according to the primary educational needs of the child and not the category of disability. The types of educational services available include:

- Learning support
- Life skills support
- Emotional support
- Deaf or hearing impaired support, blind or visually impaired support, physical support, autistic support
- Multiple disabilities support
- Related services such as speech and language support, occupational therapy, physical therapy, nursing services, audiologist services, counseling, and family training

For further information regarding the Child Find process and related parent rights and protections, or other student services or special education information, please contact the Office of Individualized Student Services at 610-240-1921.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act and the Pennsylvania Education for Children and Youth Experiencing Homelessness Program exist to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face.

Information for School-Age Youth: If you live in any of the following situations (or similar situations), you may qualify for certain educational rights and protections under the federal McKinney-Vento Homeless Assistance Act.:

- A shelter
- A motel or campground due to the lack of an alternative adequate accommodation
- A car, park, abandoned building, bus or train station, or other public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Doubled up with other people due to loss of housing or economic hardship
- Unaccompanied homeless youth

If you are determined to be an eligible student, you may have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled) if that is your preference and is feasible; if the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

If you believe you may be eligible or know someone who could be eligible, contact Dr. Oscar Torres, Director of Equity and Public Programs at 610-240-1909 or torreso@tesd.net to find out what services and supports may be available. Additional information can also be found in Board Policy and Regulation 5455 (Homeless Students), which is available on the District's website at <https://www.tesd.net/page/50>.

DISTRICT POLICIES AND REGULATIONS SUMMARY

Please see <https://www.tesd.net/site/default.aspx?PageID=50> for a complete list of Policies and Regulations.

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 and R5461)

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. "District Adults" means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with District students or are present on District grounds.

A copy of School Board Policy 5461 and Administrative Regulation 5461 are available at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5461.pdf>

and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5461.pdf>,

respectively. Select excerpts and summary information from this Policy and Administrative Regulation are also presented below.

In order to maintain professional boundaries, District Adults shall ensure that their interactions with students are appropriate. Social interactions and electronic communications by District Adults with students shall be for legitimate educational reasons only, unless an exception applies as outlined in Board Policy and Administrative Regulation 5461. District Adults shall be prohibited from entering into or attempting to form romantic or sexual interactions with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with District Adults. All electronic communications conducted by District Adults with a student must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Telephones (not including texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities.

When available, all employees, including extra-duty employees such as coaches and activity sponsors, shall use District-provided email or other District-provided communication devices when communicating electronically with students. The use of District-provided email or other District provided communication devices shall be in accordance with District policies and procedures. District employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District employees shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. An example of allowable communications in this context includes where the adult is a family relative of the student.

If an employee plans to communicate electronically with students through the use of text messages, the employee must obtain permission to do so from their building principal using the form attached as Attachment A to R5461. Also, if permission from the building principal is received, the employee must also obtain written parental/guardian permission to do so.

Policy 5461 applies to conduct committed on or off school property and extends beyond the workday. However, this Policy is not intended to interfere with appropriate personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in Regulation 5461. The District Adult shall be prepared to articulate the reason for any deviation from the requirements of this Regulation and must demonstrate that they have maintained an appropriate relationship with the student.

Administrative Regulation 5461 includes examples of conduct that could or may violate District Policy regarding maintaining professional boundaries with students. District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board Policies, Administrative Regulations, rules and procedures.

Any District Adult or student who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student or who is aware of or suspects a violation of Board Policy or Administrative Regulation 5461 shall immediately, or as promptly as possible thereafter under the circumstances, notify the Superintendent, Title IX Coordinator, principal or other administrator. The District's Title IX Coordinator is the Director of Equity and Public Programs. Contact information for the Title IX Coordinator is available in Administrative Regulation 5461. Individuals who make good faith reports of potential or actual violations of Policy or Regulation 5461 shall not be subject to retaliation, discipline or other adverse action. Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students.

STUDENT DISCIPLINE (P5401 and R5401)

In order to maintain a safe school climate that encourages learning for all students, teachers and administrators shall respond to actions or situations that disrupt this learning process. Discipline measures may include warnings, detentions, suspensions, expulsions or other appropriate responses to the circumstances. Violations of this Policy and Administrative Regulation shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency and any applicable Board Policy.

Offenses committed on school grounds, in school vehicles or while participating in school-sponsored activities on or off school premises or that have some other legally recognized nexus to the school that are considered to be of an extremely serious nature and may result in either suspension or expulsion, include but are not limited to the following:

1. Inappropriate physical contact, attack, fighting, bullying, hazing, harassment, threatening behavior or threats;
2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco Products: Possession and Use). Aiding or abetting any of the above actions regarding substances subject to Policy 5405 or 5411 shall be treated in the same way;
3. The use, possession, or transfer of any item which could be considered a weapon or which is dangerous in nature, as outlined in Policy 5410 or in accordance with applicable law;
4. Destruction or defacing of school property;
5. Infraction of school rules that carries the consequence of suspension or expulsion, as outlined in the applicable Student Handbook, Code of Conduct or otherwise in Board Policy or an accompanying Administrative Regulation;
6. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others;
7. Inappropriate physical contact, attack, threatening behavior, threat or other retaliatory conduct directed at school staff members, their property, or their families.

When a suspendable offense occurs, the principal or designee will meet with the student, at which time the student will have the opportunity to offer an explanation of the infraction. After that meeting the principal or designee may suspend the student from school. Parents/guardians will be notified.

When a suspension exceeding three (3) school days is under consideration, the principal or designee shall offer the student and student's parents/guardians an informal hearing, as required by law. After such hearing the principal or designee may extend the suspension for a period of up to ten (10) total school days.

Parents/guardians will be notified.

When discipline is to be imposed upon a student with disabilities, District employees are required to follow the additional procedures outlined in the District's Administrative Regulation (R5401) and applicable law.

Policy and Administrative Regulation 5041 are available in their entirety on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5401.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5401.pdf>, respectively. Students and parents/guardians are encouraged to review these documents carefully in their entirety.

HAZING, BULLYING, DISCRIMINATORY HARASSMENT, THREATS, THREATENING BEHAVIOR (P5401 and R5401)

Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts which meet the following criteria:

1. directed at another student or students;
2. occurs in a school setting;
3. is severe, persistent or pervasive; and
4. has the effect of doing any of the following:
 - a. substantially interfering with a student's education;
 - b. creating a threatening environment; or
 - c. substantially disrupting the orderly operation of the school.

School setting shall mean in school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the District.

Hazing occurs any time a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate Federal or State criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the District.

Bodily injury shall mean impairment of physical condition or substantial pain.

Serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Discriminatory harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects a student's educational performance or creates an intimidating, threatening or abusive educational environment; and/or
2. Has the purpose or effect of unreasonably interfering with a student's educational performance; and/or
3. Adversely affects a student's educational opportunities.

Discriminatory harassment includes, but is not limited to, slurs, jokes, bullying, hazing or other verbal, written, electronic, graphic or physical conduct relating to an individual's actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status, or handicap/disability. Discriminatory harassment also includes sexual harassment, as defined below.

Sexual harassment is a specific form of discriminatory harassment which means unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom or the school environment.

Title IX sexual harassment is a specific form of sexual harassment which means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Dating violence means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for their safety or the safety of others; or
2. Suffer substantial emotional distress.

Threat means a communication of intent to harm another individual or property or behavior suggesting intent to harm an individual or property.

Threatening behavior shall mean a physical, verbal or written threat to (1) commit violence with intent to terrorize, injure or damage another or others, (2) cause evacuation of a building, place of assembly or facility of transportation, or (3) otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Title IX Coordinator means the District's Director of Equity and Public Programs, whose contact information is included in Administrative Regulation 5401.

Transient threat means there is no sustained intent to harm.

Substantive threat means the intent of the threat is present (or not clear) and therefore requires protective action.

Behaviors targeting others means bullying, hazing, harassment, threatening behaviors, and threats collectively. It is the Policy of the Board to maintain a safe, positive and respectful environment for students and staff that is free from bullying, hazing, discriminatory harassment, threatening behavior and threats. Any form of bullying, hazing, discriminatory harassment, threatening behavior or threats that is a part of a school sponsored or student activity or organization is prohibited.

No student, coach, activity sponsor, volunteer, District employee, administrator, representative, agent, or contractor shall plan, direct, encourage, assist, engage in, tolerate, condone, ignore, or fail to properly report any known instances of bullying, hazing, discriminatory harassment, threatening behavior or threats.

Students who believe they or others have been subjected to bullying, hazing, discriminatory harassment, threatening behavior or threats are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor. Students are also encouraged to report allegations of sexual harassment to the District's Title IX Coordinator.

Students, administrators, coaches, activity sponsors, volunteers, District employees, representatives, agents, and contractors shall be alert to incidents of bullying, hazing, discriminatory harassment, threatening behavior and threats and shall promptly report such conduct to their supervisor or the building principal. Individuals are also encouraged to report allegations of sexual harassment to the District's Title IX Coordinator.

Complaints of bullying, hazing, discriminatory harassment, threatening behavior and threats shall be promptly investigated, and appropriate discipline shall be administered to any individual who violates the District's prohibitions against bullying, hazing, discriminatory harassment, threatening behavior and threats, in accordance with applicable Board Policies, Administrative Regulations, and any applicable Code of Conduct. Appropriate corrective and preventative action shall be taken when allegations are substantiated.

Reports of alleged bullying or hazing that could be interpreted to also constitute discrimination and/or discriminatory harassment shall be handled in coordination with the Title IX Coordinator. Reports of alleged sexual harassment must be handled in accordance with the procedures set forth on the District's website at <https://www.tesd.net/domain/1894> in the document titled "Grievance Process with Exhibits." Complaints of bullying, hazing, discriminatory harassment, threatening behavior and threats may also be referred to the appropriate law enforcement agency for investigation, as required by law or in accordance with Board Policies and Administrative Regulations.

No reprisals nor retaliation shall occur as a result of good faith charges of bullying, hazing, discriminatory harassment threatening behavior or threats. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141 and R6141)

The District will provide an equal opportunity, for all students to achieve their maximum potential through the programs and activities offered by the District without discrimination on the basis of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin/ethnicity, veteran status, marital status or handicap/disability, as required by Title VI, Title IX and Section 504. Furthermore, the District provides equal access to the Boy Scouts and other designated youth groups, as required by law.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The District shall comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The District's Title IX Coordinator is the Director of Equity and Public Programs, whose contact information can be found in Administrative Regulation 6414.

Depending on the specific allegations raised in a complaint received pursuant to this Policy, the Superintendent may designate additional individuals to assist the Title IX Coordinator in carrying out their responsibilities. Students and third parties who believe they or others have been subject to discrimination are encouraged to promptly report such alleged incidents in accordance with Policy and Administrative Regulation 6141, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P6141.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R6141.pdf>, respectively. Additional information regarding the investigation and disposition of complaints can be found in the Policy and Administrative Regulation referenced above.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

Possession of a weapon or weapons on District property (as defined in this policy) or at school-sponsored activities is specifically prohibited. In addition, with very limited exceptions, Pennsylvania law *requires* public schools to report to police, and expel, for a minimum of one year, any student found in possession of any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury on District property.

SEARCHES (P5412 and R5412)

Authorized school officials are permitted to conduct searches of students, including their persons, lockers, motor vehicles, and other possessions, when there is a reasonable suspicion that such a search will uncover evidence of a violation of Board Policy, Administrative Regulations, school rules, or local, state or federal law on the part of the student. In order for the requisite level of reasonable suspicion to exist, the school official must be able to point to a "particularized suspicion" for conducting a search. Searches that arise out of generalized concerns or merely suspicious behavior, where the school official is not looking for any object in particular, have been struck down as illegal. The scope of any search must be reasonable under the circumstances, taking into consideration the student's age, the intrusiveness of the search, and the immediacy of any threat prompting the search. A copy of School Board Policy and Administrative Regulation 5412 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5412.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/r5412.pdf>, respectively, and contain additional information and procedures for the various types of searches (including, but not limited to, systematic suspicionless testing) to which student may be subjected. Students are encouraged to familiarize themselves with this information and procedures.

STUDENT RECORDS (P5225 and R5225)

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law. Parents/Guardians and eligible students shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English. Notice of the rights of parents/guardians and eligible students with respect to student records, as well as other District guidelines governing the collection, retention, disposition and disclosure of student records is available for review in Board Policy and Administrative Regulation 5225, which are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5225.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5225.pdf>, respectively.

PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312 and R5312)

No student shall be denied the opportunity of participating in curricular programs and activities, including field trips, because of an inability to pay necessary fees for participation or costs of materials. For students wishing to participate in extracurricular programs and activities who are unable to pay the necessary fees or costs to participate, the District will make a good faith effort to identify funds to cover the fees or costs for such students, but cannot guarantee that such funds will always be available in all cases.

STUDENT CONDUCT ON DISTRICT-PROVIDED TRANSPORTATION (P5413 and R5413)

No student shall be permitted to engage in conduct that could endanger that student's safety or the safety of others. Discipline will be imposed as the situation warrants, in accordance with Board Policy, applicable Administrative Regulations, this Student Handbook, and the Code of Student Conduct.

RECORDING IN SCHOOLS AND ON SCHOOL BUSES/VEHICLES (P8070 and R8070)

In order to promote a safe school environment for all stakeholders, the interior and exterior of schools and other District property may be equipped with video recording devices. The Superintendent is authorized to provide law enforcement with access to live images captured by video recording devices in order to promote the health, safety and welfare of student, staff, and other individuals. The Board of School Directors has also authorized the use of video and audio recording on school buses and vehicles while transporting students for school-related purposes for disciplinary and security purposes. Students and, when applicable, school bus passengers will be notified as to the presence and possible activation of any video recording devices. Additional information can be found in Board Policy and Administrative Regulation 8070, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8070.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8070.pdf>, respectively.

STUDENTS' FREEDOM OF EXPRESSION (P5400 and R5400)

Freedom of expression is a right guaranteed by the United States Constitution. Students have the right to express themselves in accordance with law; however, expression that materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights is prohibited.

DRESS AND APPEARANCE (P5415 and R5415)

Students have the right to determine their dress and appearance as long as it conforms to norms of decency as set forth below and does not substantially and directly endanger physical health or safety, damage property or substantially disrupt activities.

Students may be required to wear certain types of clothing while participating in physical education classes or in activities such as music performances and athletics. A student may not be disciplined or excluded from regular instruction because of their appearance if style, fashion, or taste is the sole criterion for such action.

Students are expected to dress appropriately for weather conditions and in accordance with Board Policy.

Student attire or appearance that materially and substantially interferes with the educational process, threatens the school or community, depicts or encourages unlawful or otherwise prohibited activity, or interferes with another student's rights is not permitted.

Clothing bearing or depicting messages, images, or advertisements relating to drugs, alcohol tobacco is not permitted. Clothing depicting violent or sexually explicit messages or images is also prohibited.

Absent an administrative exception to the contrary, students are expected to dress in accordance with Board Policy and the guidelines established in the applicable Student Handbook during school hours and at school-sponsored events.

Each school's dress code policy shall be gender-neutral. Schools cannot enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school sponsored activities.

Students whose attire does not conform to the applicable standards will be asked to put on appropriate clothing. Students may be asked to change into appropriate clothing, if available at school, or the student's parent/guardian will be called and asked to bring appropriate clothing to school.

Students with questions about the applicable dress code or the appropriateness of particular attire/appearance shall direct such questions to the building principal or assistant principal.

Serious or repeated violations of the dress code will be subject to disciplinary action.

STUDENT ACCIDENTS AND INJURIES – TREATMENT AND REPORTING (P5422 and R5422)

The Board has created procedures for students who suffer injuries at school or during school events, including students who suffer brain injuries or cardiac arrest. The Board requires that brain injuries or symptoms of sudden cardiac arrest to student-athletes be taken extremely seriously and with the short-term and long-term health of the student-athlete kept uppermost in mind. Regulations which have been established with regard to this policy are available in the Athletic Office or Main Office and in the Athletic Handbook.

FOOD AND NUTRITION SERVICES – STUDENT MEAL CHARGE POLICY (R8120)

School Meal Account Procedures / Meal Charging Policy

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register.

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and/or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied a meal because of the insufficient funds in their student meal accounts. In addition to purchasing a meal, students are permitted to charge a la carte food items, even if their individual student meal accounts lack sufficient funds, as long as their balance is not negative \$50 or more. In any event, the District will initiate procedures to restrict a la carte purchases when the student's negative meal account balance exceeds \$50 and the student will only be permitted to purchase a breakfast and lunch meal.

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student meal account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student meal account balance.

Low & Negative Account Balance Notification

If a student has an account balance of \$5.00 or less, the parent/guardian will be notified at least weekly by email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice should be marked "confidential – to be opened by addressee only." If the student's outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches, a request for payment letter will be mailed or emailed to the student's parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program.

In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

If the student's outstanding account balance due is in excess of \$50.00 and remains unpaid for more than 30 days, the parent/guardian may incur additional collection charges on the outstanding balance. If a good faith effort is not made towards payment of the outstanding balance due, then a referral to an outside authority or agency may be made.

Parents/guardians experiencing economic hardships may request payment arrangements from the District.

Additional Information

The Principal or designee shall notify Food and Nutrition Services regarding departing students so that account balances can be rectified prior to their departure. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District's Food and Nutrition Services webpage.

Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least two written correspondences, as outlined above, to the student's parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Business Manager for appropriate action. Such unrecovered/delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and transferred to the Food Service Fund at the appropriate time to offset unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

Distribution

This Administrative Regulation, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.

STUDENT WELLNESS (P5402 and R5402)

A copy of the District's Student Wellness and Nutrition Policy and Administrative Regulation are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5402.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5402.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully, as they contain important information about fundraisers in school involving the sale of food and regulations regarding bringing outside food into school.

TOBACCO PRODUCTS – POSSESSION AND USE (P5411 and R5411)

The possession, distribution and/or use of tobacco products by students is prohibited in all buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The foregoing is a total ban, for all students, on all possession, distribution and/or use of tobacco products in any District building, on any District property, in any District vehicle and/or during any

District-sponsored activity. The definition of “tobacco products” is outlined in detail in Policy 5411, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5411.pdf>. Students who violate this Policy will be subject to school-based discipline.

STUDENT SUBSTANCE ABUSE (P5405 and R5405)

Students are prohibited from using, distributing, possessing, or being under the influence of controlled substances in any of the buildings owned by the District, on District property, in school vehicles and/or while participating in school-sponsored activities on or off District property. Students who are found to be in violation of this prohibition shall be suspended from school and disciplined in accordance with Board Policy and the applicable student handbook. Aiding or abetting any of the above-mentioned prohibited conduct shall be treated in the same manner. The definition of “controlled substances” is outlined in detail in Policy 5405, which is available on the District’s website at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5405.pdf>. Violations of this Policy shall be referred to the appropriate law enforcement agencies in accordance with applicable law or regulations, Board Policy, and the Memorandum of Understanding in effect with local law enforcement. The District reserves the right to enforce this Policy and the accompanying Administrative Regulation with respect to off-campus conduct to the fullest extent permitted by law.

The District, recognizing the need to address the problem of substance abuse on a District-wide basis, supports the maintenance of a Student Assistance Program. The purpose of the Student Assistance Program is three-fold: (1) to identify students who are having problems because of substance abuse or due to mental health problems, (2) to intervene when appropriate either by personal contact or through support groups, and (3) with the involvement and approval of parents/guardians, to refer those students for appropriate help. Additional information regarding the Student Assistance Program and procedures for students to seek help for themselves or on behalf of another student with a drug, alcohol, or substance abuse problem can be found in Administrative Regulation 5405, which is available on the District’s website at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5405.pdf>.

ADMINISTRATION OF MEDICATION TO STUDENTS (P5406 and R5406)

Unless specifically authorized otherwise by Board Policy, the administration of medication to a student during school, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity, will be permitted only upon prior consent of the student’s parent/guardian and at the direction of a licensed healthcare provider, in the following circumstances:

1. Where failure to take or make available such medication would jeopardize the health of the student or would prevent the student from attending school or participating in a school-sponsored activity; or
2. Where the administration of medication is part of a student's accommodation plan, service agreement, or Individualized Education Program (IEP), in accordance with applicable law.

A copy of the District’s Board Policy and Administrative Regulation 5406 are available for review on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5406.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5406.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

FIELD TRIPS (P6153 and R6153)

Students may have the opportunity to participate in supervised, school-sponsored field trips. Students are reminded that all rules and regulations of the District remain in effect. In the event that a trip is cancelled for any reason, the District shall not be responsible for monetary deposits lost due to such cancellation.

INTEGRATED PEST MANAGEMENT (P8012)

When pesticide applications are planned and scheduled in school buildings and/or on school grounds, the District will provide notification including: (1) posting a pest control sign in an appropriate visible area, (2) providing the pest control information sheet to all individuals working in the school building, and (3) providing required notice to all parents and guardians of students or to a list of parents or guardians who have requested notification of applications of pesticides. Records of the District's chemical pest control treatments for the past three (3) years are available to the public at the District's administrative office.

COMPLAINTS REGARDING THE DISTRICT (P1122 and R1122)

Complaints concerning the District's programs or operations should be directed to the staff member or the administrator immediately in charge of the area in which the complaint arises. Complaints received anonymously by the District, by the Board or by its members will not be recognized as formal correspondence; and therefore, typically will not be given a response.

The Superintendent shall promulgate Administrative Regulations detailing the process and procedures District personnel will follow for handling complaints received by the District. Special procedures provided by law or other District Policy for handling complaints in certain areas such as discrimination, sexual harassment, and resolving issues of concern for non-contract staff shall supersede the provisions of this Policy and its accompanying Regulation.

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 and R5113)

Students of compulsory school age are required to attend school. Regular, timely attendance will ensure every student has the opportunity to achieve. Many of the rules and procedures governing tardiness, absences and truancy are mandated by Pennsylvania law and school code. The District's Board Policy and Administrative Regulation governing student attendance are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5113.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5113.pdf>, respectively. It is important that students and their parents/guardians review these documents and familiarize themselves with the District's procedures.

Electronic Devices (P5414 and R5414)

Electronic devices include all devices that can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio or video data, calls, messages, images, or any other form(s) of communications; or that can connect to the internet. This definition includes all devices with voice, data, text, and/or navigation capabilities, those that perform word processing functions, and those that support computer and online applications (apps).

The District has the right to regulate the use of electronic devices in accordance with applicable law. Students may possess electronic devices in buildings owned by the District, on school grounds, in school vehicles, and/or while participating in school-sponsored activities, subject to the conditions contained in Board Policy and Administrative Regulation 5414 and any additional regulations imposed by the building principal or designee. The use of electronic devices is subject to the following restrictions:

1. Electronic devices may not be used to conduct any activities that violate applicable law, Board Policy, Administrative Regulations, school rules, or any applicable student handbook or code of conduct.
2. Electronic devices may not be used in any manner that interferes with, or is disruptive to, educational or extracurricular activities or events of the District.

3. Unless authorized by a teacher or building administrator for use in connection with an activity related to the curriculum or other District-sponsored activity, electronic devices must be turned off or set on silent mode when students are in classrooms and other locations where instruction is taking place.
4. Use of electronic devices in restrooms, locker rooms, and other areas where individuals would have a similar expectation of privacy is expressly prohibited.
5. Without prior permission from an administrator or teacher, students may not use electronic devices in school to capture videos, photos or audio.
6. The District is not responsible for any damages or theft that may occur to electronic devices.
7. Personal electronic devices must be used in accordance with Board Policy and Administrative Regulation 8080 (Acceptable Use of Technology).

Notwithstanding the rules set forth above, electronic devices may be used at any time for the purposes of reporting an emergency situation or a violation of Board Policy, Administrative Regulations, school rules, or any applicable student handbook or code of conduct to an appropriate school official when such violation constitutes a threat to the health, safety or welfare of members of the school community. Electronic devices may also be used in accordance with a student's IEP or Section 504 Service Agreement. Violations of Board Policy or Administrative Regulation 5414, including any regulations imposed on the use of electronic devices by individual building principals, may result in disciplinary action, including suspension, expulsion and/or referral to law enforcement.

A copy of the District's Board Policy and Administrative Regulation 5414 are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5414.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5414.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

Acceptable Use of Technology (P8080 and R8080)

The Board recognizes the need to establish rules and regulations for the use by students, staff, and other authorized users of District-owned or issued technology resources, consistent with the educational and operational goals of the District.

District owned or issued technology resources (referred to hereafter as "District technology resources") shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the District;
2. All District-owned or issued resources and hardware devices such as computers, laptops, tablets, telephones, cellular phones, drones, fax machines, printers, copiers, scanners, etc.;
3. All web-based and cloud-based storage; and
4. Web and cloud-based applications provided by the District through a third party.

The use of District technology resources shall at all times be in accordance with applicable law and other Board Policies and Administrative Regulations.

The use of District technology resources is a privilege, not a right, and may be revoked at any time for abusive conduct or violation of the terms outlined in Board Policy or Administrative Regulation 8080.

District technology resources shall be used primarily for school, District employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with Policy and Administrative Regulation 8080, and further provided that such limited incidental personal use does not interfere with and is not disruptive to District or school operations or another user's use of District technology resources.

The District reserves the right to prevent unauthorized, inappropriate or illegal use of District technology resources, and to administer appropriate discipline to users who violate Policy or Administrative Regulation 8080. Discipline could include, but is not limited to, usage restrictions, loss of access privileges, suspension, expulsion, termination, restitution, referral to law enforcement, and/or any applicable consequence outlined in any student handbook, collective bargaining agreement, or Board Policy/Administrative Regulation, as appropriate under the circumstances.

Users of District technology resources shall have no expectation that their activity on the District network, including files, communications, and internet activity, will be private, regardless of whether activity takes place

on or away from school property. Files, communications, and internet activity on District technology resources are subject to review and may be deleted without notice.

The availability of information on District technology resources does not imply endorsement by the District of such content, nor does the District guarantee the accuracy of such content.

The District shall not be responsible for any information lost, damaged or unavailable while using District technology resources or for any charges or fees resulting from such use.

The District will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing District technology resources.

Users of District technology resources shall immediately report any violations of Policy or Administrative Regulation 8080 to their building principal, immediate supervisor, or the Director of Technology or designee.

The rules, regulations, and procedures that form the District's Acceptable Use of Technology Policy are outlined in detail in Board Policy and Administrative Regulation 8080. A copy of the District's Board Policy and

Administrative Regulation 8080 are available for review on the District's website at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8080.pdf> and

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8080.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.