



**Tredyffrin/Easttown Middle School
Student & Parent Handbook
2016-2017**



Mission Statement

The mission 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, what they have become, and what they can contribute to others.

**Mr. Andrew Phillips, Principal
Mr. John Mull, Assistant Principal
Mrs. Kim Morris, Assistant Principal**

**Emergency Closing Number: 854
School District Hotline: 610-240-1970
TEMS Attendance Hotline: 610-240-1230
TEMS Activities Hotline: 610-240-1218
TEMS Athletic Hotline: 610-240-1250**

**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 broadcast each morning into classrooms through our TEMS TV Studio or the PA announcement 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 call 610-240-1230 to report a child's absence by 9:00 am on the morning that he/she will be absent. Parents may also email the attendance office at temattendance@tesd.net.
- A written excuse note or email, signed by the parent or legal guardian or sent from their email address, must be submitted to the main office before school on the morning after the absence.
- If after three days no written excuse is received, the student will receive an Unlawful Absence on his/her permanent record.
- Absences are registered as excused for only those reasons cited in the PA School Code: personal illness, health care, death in the family, snow days, 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 10:30 am on the day of the event.

Tardiness

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. Lateness to school also is excused for religious study and/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 is more than 3 hours late (11:00 a.m. or after) to school will be recorded as having been 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 as The CARE Team. The CARE Team is comprised of a group of teachers, counselors and administrators whose purpose is to identify students who are in crisis or who are having problems in school because of drug or alcohol abuse (personal or family), mental health issues, frequent absence, social issues, or 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.

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 some Life Sports activities and are available in the main office or from the teacher/sponsor. Some Life Sports activities may include: 5th & 6th grade After School Sports, Art Club, Bulldog Press, Photo Club, Sewing Club, and Homework Club. More information is available on the school website.

Dances

Dances are held for the social benefit of the TEMS 7th and 8th graders only. Students are to conduct themselves in such a way that no one's good time is impaired, no facility is damaged and no unreasonable demands are placed on the school's responsibility for the students.

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 a parent. All school rules will be in effect. Students will dress in accordance with the requirements determined by the sponsor 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.

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 be aware that cars are not permitted in the bus lane. 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 7:15 AM when teachers and staff are available in the building for appropriate supervision. The building will not be open to students prior to 7:15 AM unless students are given a pass from a teacher. Seventh and eighth grade music students who attend morning rehearsals for chorus, band, and orchestra may report directly to the designated music room at 7:10 AM in order to start practice at 7:15 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 at 11:15 AM or 2:30 PM, depending on when it was dropped off. Lunches dropped off in the morning will be brought to the cafeteria in time for lunch or students will be called down at 11:15 AM. Students will be called down to pick up sports equipment at 2:30 PM. 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.

All food brought into school must be pre-packaged with ingredients listed or be very obvious (e.g. pizza). If it is home-made, a parent must specify what ingredients were included. Ingredients that may cause a medical situation to known allergies (e.g. nuts) will not be allowed. When in doubt, please err on the side of the safety of all of our students.

Drills

Fire drills occur monthly. When a fire alarm sounds, students are to form a single line and walk out of the building silently.

- Close all doors and windows and turn off the lights
- Stay in line both inside and outside the building without talking
- When told to come back in, return to the building.

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, and administrators and designees will unlock each classroom to signify the formal end of the lockdown. Students are expected to have appropriate behavior during all parts of the lockdown process.

Eighth Grade Recognition

The Eighth Grade Recognition Ceremony is a special event where eighth graders are recognized for their academic performance, participation in athletics and co-curricular activities, citizenship, receipt of various school and grade level awards, membership in clubs and school activities as well as other contributions to their school experience at T/E Middle School. The administration and staff regard the Eighth Grade Recognition as a highly visible opportunity to showcase the students' positive achievements and efforts. For this reason, students must earn the opportunity to be recognized at 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.

Late/Shuttle Bus

The late/shuttle buses run Monday through Thursday for only 5th and 6th grade students who participate in the after school clubs and music programs. Three buses provide transportation to Devon Elementary, Hillside Elementary and Beaumont Elementary, and the students then take their elementary bus home. Students must have a shuttle bus pass from their activity sponsor or the main office. The late/shuttle buses leave TEMS at 3:15 promptly.

Library Information Center

The library is located on the main floor in the center of the school. Typically the library is open from 7:15 AM to 3:30 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 the “Independent Internet Use” parent letter giving parents the option to deny internet use in school.

Computer Use – There are computers available for student use in classrooms, labs, and in the library. 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 the student’s locker from the time he/she arrives in the morning until he/she goes home 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 their lunches, purchase soup, salads and sandwiches, or purchase the platter of the day. There is a separate line for platters and for soup and sandwiches. 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.

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.
- 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

Children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization
- 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 have contracted any of the following contagious conditions are not permitted to attend school for a set period of time as per the Pennsylvania Department of Health:

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

Please call the Nurse to find out the specific amount of time that your child must remain out of school if he/she contracts one of these conditions.

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/Regulation 5406 for more specific information regarding the use of medication in school.

Music

TE 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, Jazz Ensemble, 6 Handbells, and 7/8 Handbells. Students are invited to participate in multiple ensembles, if they desire.

Ensemble rehearsals for 7th and 8th grade students take place before school, from 7:15 AM to 7:45 AM, while ensemble rehearsals for 5th and 6th grade students take place after school, from 2:35 PM to 3:10 PM.

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 gym clothes to each class. The gym uniform is to be purchased in early September in the school store. It consists of a grey T-shirt (\$8.00), maroon shorts (\$7.00), socks and gym shoes. It is recommended that each student also have sweat pants, a sweatshirt, and a gym bag.
- A gym 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 listen to the radio, watch the television, call the school district information hotline at 610-240-1970, or call the TEMS Activity Line at 610-240-1218. The district's closing number is **854**. Please consider signing up for the **TE All-Call** system at www.tesd.net. Families are urged to have a back-up plan. Consider coordinating carpools and open lines of 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

Students who have residency in T/E School District may visit with a specific T/E student for a defined period of time. Permission should be secured from the principal or assistant principal at least three days prior to the visitation. 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. 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).

Academic Information

Academic Awards/Honor Roll

- Garnet Award – The Garnet Award is given to students who have a combined average grade of 90 or higher in all major subjects with no grade lower than an 80 or an “S”.
- Gray Award – The Gray Award is given to students who have a combined average grade of 85 or higher in all major subjects with no grade lower than an 80 or an “S”.
- 8th grade end of year recognition.
- Student of the Month – Grade level awards.

Homework

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. If a student is absent for 3 days or more, parents may call the office before 9 AM and assignments will be obtained from the child’s teachers and made available for pick-up in the main office by 3 PM. Assignments may also be obtained from teachers in advance of an absence if the class work makes this appropriate. It is the student’s responsibility to obtain assignments when class is missed due to vacation/travel.

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 requirements of an exception if the student is granted an exception by an individual teacher) may result in the student receiving a zero 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 receiving passing grades in no fewer than all major subjects except one (a full-year course which meets every day of the cycle for a full year). A passing grade is defined as 60 or higher. In the event that a student attains a failing academic status for the school year, he/she may 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.

Report Cards

Numerical and letter grades are both used on the middle school report card depending on the subject. Teachers are able to choose two comments per student per subject from a wide selection of computer generated comments on academic performance, work/study skills and social skills. Additionally, teachers who choose to write a personalized comment to accompany the report card are able to use a supplemental form, which is attached to the report card and given to students and parents.

Report cards are issued quarterly and ability levels in reading and math are indicated by the course code.

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 10:30 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 (115 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 of 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, on the school's website and by calling the hotline daily at 610-240-1250.

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, he/she will be academically ineligible from the following Sunday through the Saturday immediately following the next Friday as of which you 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 that 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.

Athletic Insurance

Optional insurance is offered to cover the student in school until the time of returning home in the afternoon. The insurance is required of all participants in interscholastic sports. However, a form may be picked up from the Athletic Director in the main office which, when signed by the parent, states that the student is covered by a family insurance policy, relieving the school of all insurance responsibilities.

ImPACT Testing Program

Offered free to District student-athletes through Orthopaedic Specialists, 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 all 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.

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, MP3 player, cell phone, PDA)
- 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 will be suspended and will be referred to the police for further action.

Bullying (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 his/her full attention to the road when students misbehave. The bus and bus stop is considered to be an extension of the school and the following rules for 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 his/her 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 will 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 could 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: head coverings including hats, bandanas, combs, scarves, hoods, facemasks, earmuffs and sport head bands; “spaghetti” strap tops, bare midriff tops, halter tops, tube tops, one shoulder tops, and low cut or very short pants and skirts are not permitted.

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 are 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 may 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.

Inappropriate Classroom/School Items

- Cameras
- Cell Phones
- Gum
- Hacky Sacks and Yo-Yos (may be played/used only outside on the grass or in a designated area of the gym)
- Laser Pointers
- Music Players (permitted on trips or after school hours with teacher approval)
- Vehicles such as, but not limited to:
 - Motor Scooters
 - Powered Cycles
 - Skate Boards, Rollerblades, Roller Shoes
 - Other similar vehicles or equipment
- Water Guns
 - **Any item which interrupts classroom instruction or affects regular school operations**

Cell Phones and digital music players must be turned OFF and kept in the student's locker during the school day (7:15AM -2:33 PM). Students may listen to personal music and use cell phones 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 they are misused or cause a disruption to classroom instruction or affect regular school operations. 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.

Personal Digital Assistants, E-Readers, or Similar Devices:

PDA's or similar devices may be used in class at the teacher's discretion. These items should be used to support instruction and organization and not be disruptive to classroom learning. 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.

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 in suspension.**

Respect for Adults

A student may receive disciplinary action when he/she behaves in a way that subjects a staff member (or 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, guest teacher, or guest speaker) ability to conduct his/her professional responsibilities.

Respect for Students

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**, the ultimate show of disrespect for 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 teacher**, and the teacher must know ahead of time that you are staying. Unsupervised activity may result in disciplinary action. If you are staying for athletics, club meetings, the school newspaper, student council activities or music rehearsals, listen carefully to announcements to make sure that there are no schedule changes.

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).

Detentions

Detentions are assigned by a teacher or administrator when the behavior of a student does not meet teacher and school expectations. Teacher detentions are normally conducted in the assigning teacher's classroom. Students are expected to stay on the appointed afternoon. Teacher detentions can be rescheduled around conflicts. School detentions (activity, lunch/activity, after-school, or extended school suspension (ESS)), are assigned by an administrator and are conducted in the main office. Students must secure their own transportation home after a detention.

In-School Suspension (ISS)

The purpose of the in-school suspension 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 an out of school suspension for violating the guidelines. While in ISS, students are not permitted to sleep or speak with visitors. ISS students will complete all work assigned by their teachers and/or by the ISS Supervisor.

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 make up missed 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 the administrator.

Consequences and Demerit System

Teacher Detention = 1 Demerit

School Detention = 1-2 Demerits

Extended School Suspension (ESS) = 3 Demerits

In-School Suspension (ISS) = 5 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.

Social Probation

- For every eight demerits that a student accumulates, he/she will be placed on social probation for **three weeks**.
- Students and parents will be notified in the event that social probation is assigned.
- Students on social probation will be assigned to lunch and activity detention each day during the three weeks.
- Students on social 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 **18** demerits or more within one academic year, he/she will not be permitted to attend field or social trips for the remainder of the school year. Accumulation of **16** demerits will prohibit a student from attending an overnight field trip.
- 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, kicking, pushing, punching, tripping)
- 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/engaging in harassing behaviors
- 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.**

Tredyffrin/Easttown School Board Policies and Regulations Summary

The summaries in this section represent the School Board policies and regulations which are most pertinent to student responsibility and school safety. The summarized information is for your quick reference only. The full text of all current policies and regulations are listed on the TESD web site: www.tesd.net. Select the link to ***Our District***, and select ***Policies and Regulations***. A booklet containing the full texts is available by mail. Please call 610-240-1900 to request a booklet by mail. **Note:** All policies are subject to revision. Please check the TESD website or call 610-240-1900 for information.

ELECTRONIC COMMUNICATION BETWEEN EMPLOYEES AND STUDENTS (P4344)

This policy limits electronic communication between staff members and students to educational or extra-curricular programs or activities. This policy is also reflected in the *CHS Activities Handbook* and *CHS Coaches' Handbook*.

All electronic communications conducted by an employee 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.

School District employees are prohibited from using any electronic communication methods with a student for purposes not related to educational or extra-curricular programs or activities, except as specifically authorized in Administrative Regulation.

TOBACCO – POSSESSION AND USE (P5411)

The smoking of any substance, use of smokeless tobacco, or the use of “electronic smoking products” by anyone is prohibited within the buildings owned by the District, on school grounds, on school buses, and while participating in school-sponsored activities off school premises. Possession of tobacco or tobacco products by a student is strictly prohibited. At a minimum, violators of this policy will be suspended and fined. The possession of electronic smoking devices is also prohibited.

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 Districts’ chemical pest control treatments for the past three (3) years are available to the public at the Districts’ administrative office.

VIDEO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070)

In order to provide a safe environment for students and school personnel, schools may be equipped with video monitoring devices in public areas such as hallways and classrooms, and school buses may be equipped with video recording devices that provide video surveillance of passengers. When applicable, students and school bus passengers will be notified as to the presence and possible activation of any video recording devices.

ATTENDANCE (P5113)

Frequent or prolonged absence without satisfactory reason or in willful violation of the compulsory attendance laws shall be handled in conformity with the procedures in the District's Administrative Regulation R5113 and applicable law.

NONRESIDENT STUDENTS (P5116)

The Tredyffrin/Easttown School District (TESD) operates for the benefit of resident children eligible for enrollment. Students are only eligible to enroll in TESD schools when they reside in the TESD at time of enrollment as determined by law. In this regard and by way of examples, the following do not establish residency:

1. Ownership or proof of future ownership of property (regardless of whether the property is residential, commercial or industrial) in the TESD without actual residency in the TESD at time of enrollment.
2. Residency with another family without complying with requirements established elsewhere in this Policy.
3. Residency with a parent who has less than 50% custody, without a court order specifically designating the TESD as the District of residence for school attendance purposes.

The TESD will only permit the enrollment of nonresident students when they are eligible for a specific reason as set forth in this Policy or as required by law. While the TESD's practice is not to enroll nonresident students on a tuition basis, nothing in this Policy shall preclude the TESD from assessing tuition charges to families whose children attend school in violation of this Policy and its accompanying regulation.

STUDENT DISCIPLINE (P5401)

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.

Offenses that are considered to be of an extremely serious nature, including but not limited to the following, may result in either suspension or expulsion:

1. Inappropriate physical contact, verbal threats or attacks, bullying or fighting on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises.
2. The use of, distribution of or possession of, any substance subject to Policy 5405. Aiding and abetting any of the above shall be treated in the same way.
3. Carrying of any item which could be considered a weapon or which is dangerous in nature in accordance with State Law
4. Consistent lateness to or cutting of class or detentions
5. Willful destruction or defacing of school property
6. Chronic infraction of building rules
7. Conduct adversely affecting the school routine or otherwise endangering the safety, morals, health or welfare of others.
8. Physical or verbal threats or attacks or retaliatory conduct directed at school staff members, their property, or their families.
9. Chronic insubordination

When a suspendable offense occurs, the principal or assistant principal 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 assistant principal may suspend the student from school for a period of up to three school days. Parents will be notified immediately in writing.

When a suspension exceeding three (3) school days is under consideration, the principal or assistant principal will offer the student and student's parents a hearing as required by law. After such hearing the principal or assistant principal may extend the suspension for a period of up to ten (10) school days. The Superintendent must approve suspensions in excess of five (5) days. Parents will be notified immediately in writing.

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

RISK ASSESSMENT OF THREATENING BEHAVIORS PROTOCOL (R5401)

The Tredyffrin/Easttown School District is committed to providing a safe and secure environment for all students and staff. Toward that end, the administration, with Board support, has developed a protocol for responding to threatening student behaviors.

When a student makes a verbal or written comment or gesture that could suggest a threat, our protocol involves immediate student suspension followed by a risk assessment arranged by the District and conducted by a certified mental health professional. The majority of assessments are conducted within 72 hours, at District expense, by one of our local contracted providers.

Building administrator or designee conducts initial investigation to verify incident** and probability of student involvement; Office of Individualized Student Services is notified.

Building administrator or designee contacts parent/guardian to review these steps in the protocol: Student will be suspended out of school pending further investigation and results of mental health assessment conducted by a certified child and adolescent psychiatrist to determine if student poses a threat to self or others and what supports and services may be required to assist student.

Office of Individualized Student Services or designee will contact family to discuss arrangements for assessment. Signed parent/guardian permission will be required.

If suspension exceeds three days, family has the right to an informal hearing.

Police must be notified in the event of a weapons or drug offense.

Police may be notified at the discretion of building administration in situations involving assault resulting in serious bodily injury.

Office of Individualized Student Services or designee prepares permission for building administrator to secure parent signature.

Office of Individualized Student Services arranges assessment and contacts parent/guardian and building administrator.

Building administrator prepares summary of incident for Superintendent.

Upon receipt of parental permission, building administrator or designee contacts mental health professional to provide information about the incident and records containing pertinent background information. The administrator or designee makes arrangements with the mental health professional to contact the building administrator or designee immediately following the assessment as to whether the student is safe to return to school.

Following the risk assessment, the mental health professional contacts the building administrator or designee as per previous agreement. The administrator or designee contacts the family.

The mental health professional sends a written report to the Office of Individualized Student Services, which, in turn, disseminates this to the building administrator and to the parent/guardian.

Disciplinary action is determined within the context of the mental health assessment. If student is not considered a threat to self or others, then student returns to school following a term of suspension determined by building administration. Supports and services are determined by appropriate building based team (i.e. Student Assistance, IEP).

Building and district personnel work with family to discuss and implement recommendations.

-Excerpted from Administrative Regulation 5401

**As per PA Act 126, in the event of a weapons incident, the appropriate procedures are followed including police notification, documentation for state reporting and recommendation to the Superintendent by administration for discretionary action if warranted.

BULLYING (P5401 & R5401)

It is the policy of the District to provide a safe and positive learning environment free from bullying behaviors. Bullying occurs when a student or a group of students **intentionally** and **repeatedly** uses hurtful or intimidating words, actions or other behaviors against another student. A detailed description of bullying behaviors is posted in each classroom at Conestoga High School for student access. If a student thinks that someone is bullying him/her during the school day, on school property, on a school bus, or at a school-sponsored activity, the student should tell an adult at school immediately so the school can begin the process of investigating the issue. Following the investigation, school officials may apply a range of consequences from a parent conference to police contact.

STUDENT CONDUCT ON BUSES (P5413)

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.

COMPLAINTS REGARDING THE DISTRICT (P1122)

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. Board members who receive complaints concerning the District's programs or operations will encourage the complainants to follow this same procedure. 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.

Since the District requires its employees to make mandatory reports to law enforcement and other agencies for suspected child abuse, possible violation of criminal law and educator misconduct, among other required reports, complaints regarding the District's referral of matters to governmental agencies shall not be subject to the procedures required by this Policy.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

Possession of a weapon or weapons in the schools or at school 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 in school or school program, while traveling to or from any school or at a school program.

SEARCHES (P5412 and R5412)

For the safety of the entire school community and to the extent permitted by law, any student is subject to having his/her person searched, motor vehicle, and/or personal belongings inspected upon entrance to any school building, program, or conveyance. Under ordinary circumstances, a search will be justified where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the District. Furthermore, lockers, locks, desks, and storage compartments may be provided for the use of students, but remain the property of the District. Consequently, the District has the right to randomly or periodically inspect lockers, desks or other storage areas at any time. Students do not have the right to be present during such searches. Systematic suspicion-less testing may be performed at school dances or proms. Testing may be by breathalyzer or similar non-invasive testing.

EVALUATION OF PUPIL PROGRESS (P5221)

Each student will receive a comprehensive appraisal of his or her progress by each teacher in all subjects. In conducting the assessment, teachers may include scores on additional objective and essay tests, portfolios of a student's work, and performance tasks that demonstrate the student's acquisition and application of concepts and skills.

STUDENT PUBLICATIONS (P5332)

Student publications published, funded or otherwise formally sponsored by the District represent the students, the staff and the District to the community at large and, as such, shall be created and published under the auspices of the District. Student publications shall not be printed or distributed should they contain printed or graphic representation that could be considered libelous, slanderous, obscene or morally objectionable to the community at large.

PARTICIPATION OF FINANCIALLY DISADVANTAGED PUPILS IN CURRICULAR ACTIVITIES (P5312)

No student will be denied the opportunity of participating in school sponsored curricular activities including field trips because of an inability to pay necessary fees.

USE OF MEDICATION (P5406 and R5406) ADMINISTRATION OF MEDICATIONS

This policy specifies the conditions and circumstances under which medication shall be administered in school and during school-sponsored activities. This policy is intended to align with all applicable Federal and State laws relevant to the administration of medication in the school setting.

"Medication" means:

- "prescribed medication," which is any drug prescribed by a medical provider licensed to write prescriptions for any state in the United States for treating an injury, disease or disorder; or
- "over-the-counter medication," which is any drug obtained by an emancipated minor or by the parent/guardian of an unemancipated minor student as an over-the-counter drug, and there exists a standing order from a school physician or both an order from a licensed prescriber and written

authorization by the parent/guardian to administer the drug during the school day. This definition includes any homeopathic or herbal remedy administered for the purpose of treating a physical or mental impairment.

“research or investigational medications,” which are substances undergoing formal study, are currently involved in clinical trials, but do not have FDA approval.

- “asthma inhaler” means a prescribed device used for self-administration of short acting, metered doses of prescribed medication to treat an acute asthma attack.
- "supervised self-administration" means pre-approved medication administered directly by the student to herself/himself in the presence of a designated adult.
- “unsupervised self-administration” means self-administration of pre-approved medication, including but not limited to, an epinephrine auto-injector, insulin, asthma inhaler or lactose, not in the presence of a school nurse,
- to avoid immediate and substantial risk to health.

Except for the specific exceptions enumerated in the Administrative Regulation, the school principal or nurse must receive a written request from the parent/guardian before any medication may be administered to a student during school hours.

Responsible Personnel

The administration of medication to a student may not be delegated to other personnel. A certified school nurse or other licensed personnel, such as a registered nurse or a licensed practical nurse, must administer medication to students.

Course of Action

Planning for administration of medication during school and school-sponsored activities should begin before the school year or at the beginning of the school year and should include school administration, family and health care providers. Nothing in this policy is designed to prevent the administration of first aid, including administration of an epinephrine auto-injector, to a student without the express written permission of a parent where deemed necessary by a nurse, pursuant to the nurse’s professional judgment.

Exceptions to this policy must be approved by the Superintendent with direction from the District physician.

STUDENT ACCIDENTS AND INJURIES – TREATMENT AND REPORTING (P5422)

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 at CHS and in the Athletic Handbook.

STUDENT SUBSTANCE ABUSE (R5405)

It is generally agreed that the most meaningful approaches to substance abuse involve a cooperative effort on the part of students, parents, the school and community social agencies. Furthermore, the best contribution schools can make is to provide a positive, meaningful learning environment and an educational program of value for each student. Students attend school so that they may develop to their fullest potential. In order to create and maintain an academic environment, the school, with the support of the students and parents, must strive to eliminate substance abuse. The following regulations define practices intended to meet this goal.

I. STUDENT ASSISTANCE PROGRAM (SAP)

The District, recognizing the need to manage and treat the problem of substance abuse on a District-wide basis and to take appropriate measures to prevent the problem of such abuse, 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, to refer those students for appropriate help.

The Student Assistance Program is not a treatment program. It seeks to improve identification of students who exhibit "at risk" behavior, such as suicidal intent, depression and substance abuse. It also provides for intervention by alerting parents or guardians to behavioral changes or related school problems and by making referrals to outside agencies or school support services.

II. STUDENTS SEEKING HELP

Any student who is self-referred or who is voluntarily referred by anyone else and who seeks help with a drug, alcohol, or substance abuse problem, and who is not under the immediate influence or in possession of a substance governed by Policy 5405 is not subject to the disciplinary provisions outlined in Administrative Regulation R5405. In such instances, an intervention plan will be developed and implemented at the principal's direction in conjunction with the Student Assistance Team.

- A. School personnel to whom a student reports and from whom he or she seeks help should consult with the student and make an appropriate referral to the Student Assistance Team, counselor or administrator.
- B. The Student Assistance Team will make an appropriate assessment and referral for psychological, medical or other types of help as indicated. If assessment or treatment appears necessary, the consent of the parent or legal guardian of the student shall not be necessary to refer the student for treatment (71 P.S. §1690.112), although the District will notify the parent or legal guardian of any such referral.
- C. Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- D. In accord with the Pennsylvania Drug and Alcohol Abuse Control Act, a student in the District who suffers from the effects of substance abuse may consent to counseling or medical care related to its diagnosis and treatment.

III. VIOLATION OF POLICY 5405

- A. Policy 5405 is violated when any student, employee, visitor, guest or any other person manufactures, uses, abuses, possesses, is under the influence of, distributes or attempts to distribute substances subject to Policy 5405 or paraphernalia associated with substances subject to Policy 5405 on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of substances subject to Policy 5405.
- B. "Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motoric tasks as a result of consumption of substance subject to policy 5405.
- C. Simulated ("look alike") medication is prohibited and its possession is a violation of this regulation. This would include sale, distribution, or possession of substances which look like controlled pills, alcohol, marijuana or other substances which alter behavior or judgment.

- D. The principal or designee is authorized to prevent any person from entering District premises, who possesses or attempts to distribute, or is under the influence of substances subject to Policy 5405.
- E. Students who are on field trips or are participating in school-sponsored activities at or away from school are subject to Policy 5405 and these regulations. Any students covered by the rules in the *Coaches Handbook* or by agreements governing participation in non-athletic extracurricular activities shall also be subject to these regulations. Students who violate these regulations may be returned home, if warranted, before completion of the activity, and the appropriate authorities shall be notified as indicated elsewhere in Administrative Regulation R5405.

IV. INVESTIGATION, IDENTIFICATION AND CONSEQUENCES

A. Identification of Students Suspected of Substance Abuse

1. Responsibilities of School District Employees

- a. An employee who suspects a student of being in violation of Policy 5405 while on school property has a duty to ensure that the student is taken immediately to the building principal or designee. Suspicion may include smelling of alcohol or marijuana or other circumstances leading the employee to reasonably suspect a violation of Policy 5405.
- b. An employee who suspects a student of being in violation of Policy 5405 while involved in any school-related activity on or off school property has a duty to ensure that the student is taken immediately to the professional staff member supervising the activity. After confirming the suspicion of violation of Policy 5405, the activity supervisor will immediately notify the building principal or responsible school personnel.
- c. District personnel are advised that knowledge of the investigation, diagnosis or treatment of a student's substance abuse is to be held in professional confidence.

2. Responsibilities of Principal or Designee

- a. A conference will be held between the student and appropriate school personnel to explore the reasons for the exhibited symptoms and to afford the student an opportunity for explanation regarding the exhibited symptoms.
- b. If reasonable suspicion of a violation of Policy 5405 exists, the parent will be contacted, apprised of the situation, and invited, where feasible, to offer possible explanations for the child's exhibited behavior. The building principal or designee shall also notify the Superintendent of Schools.
- c. The principal or designee may also arrange for an examination by police or medical personnel to determine whether the student is under the influence of illegal drugs, alcohol, or other substances. If the parent or student refuses to cooperate, the principal will refer the case to the appropriate local police authorities and implement disciplinary procedures.
- d. Upon admission from the student or confirmation from the examination that the student has used any substance subject to Policy 5405, the student will be subject to disciplinary action as detailed in the following section. Medical assessment or treatment will be pursued as warranted by the student's condition.

B. Treatment and Discipline for Confirmed Violation of Policy 5405

1. All students will be referred to the Student Assistance Team or its grade level equivalent. Students must attend a counseling or treatment program as determined by an assessment conducted by the COAD liaison or a licensed substance abuse treatment facility. An alternative licensed substance abuse treatment facility may also be pursued at parents' expense with approval of the Superintendent of Schools. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to attend a program will be in violation of disciplinary regulations and pursued accordingly. Failure to participate or follow through with the recommendations for treatment will result in a recommendation for expulsion or alternative placement to the Superintendent of Schools.
2. The following disciplinary procedures will be used in connection with any violation of Policy 5405.
 - a. The building principal or designee will contact the student's parent(s) or guardian(s) and request that they come to the principal's office immediately.
 - b. The principal or designee will notify the proper local authorities for appropriate investigation and disposition.
 - c. The principal or designee will schedule an informal hearing in accordance with District Policy at which time the student and parents may offer an explanation of the circumstances.
 - d. If after the informal hearing, the principal or designee determines the offense has been committed by the student, the principal or designee will take the following action:
 - 1) A student who is found to be in violation of Policy 5405 for the first time (except for distribution) shall be suspended out of school for five (5) days and will not be permitted to participate in school-sponsored activities as defined at the end of this regulation for fifteen (15) school days following the infraction.
 - 2) A student with more than one violation of Policy 5405 for use or possession (but not distribution) of drugs, alcohol, or substances subject to Policy 5405 will be suspended from school for ten (10) days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. A substance abuse assessment conducted by a licensed substance abuse treatment provider at parents'/guardian's expense will be required. At the expense of the parent/guardian, the student must complete a treatment plan based on the recommendations cited in the assessment conducted by the licensed substance abuse treatment provider. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to participate in the recommendations cited in the assessment and/or in the treatment plan will result in referral to the Superintendent for expulsion proceedings or alternate placement.
 - 3) For a student who distributes drugs, alcohol, or substances subject to Policy 5405, the principal or designee will refer the case to the Superintendent who may request a formal disciplinary hearing to be scheduled before the Board of School Directors, where expulsion or alternative placement will be recommended as warranted by the results of the investigation.
 - 4) Additional penalties for prohibited use of anabolic steroids are as follows:

- a) First violation – suspension from school athletics for the remainder of the season or 30 school days, whichever is longer.
- b) Second violation – suspension from school athletics for the remainder of the season and for the following season.
- c) Third violation – permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroid exists.

For purposes of Administrative Regulation 5405, "participation in school-sponsored activities" means attendance at (including representation of the school or District in) athletic events or other school activities such as cultural programs or academic activities. The student may still participate in graduation ceremonies but may not represent the school as an individual, such as a speaker or other program participant. Exclusions from participation in school-sponsored activities under this Regulation carry over from year-to-year except in the case of graduating seniors.

STUDENTS' FREEDOM OF EXPRESSION (P5400)

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.

UNLAWFUL HARASSMENT BY AND OF STUDENTS (P5420 and R5420)

The District's policy is to maintain a positive learning environment and to prohibit any form of unlawful harassment. "Unlawful harassment" means verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. The term unlawful harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion. Sexual harassment includes 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. It shall be a violation of the District's policy for any student or staff member to harass any student or staff member. The administration shall report the circumstances of the unlawful harassment to law enforcement officials and the district attorney's office as required by law.

Any student or parent who alleges sexual harassment by any staff member or student may complain directly to a teacher, a guidance counselor, or a building administrator. The allegations will be investigated promptly and thoroughly. If any student or staff member is found, after appropriate investigation, to have engaged in sexual harassment, he or she shall be subject to disciplinary action. Detailed procedures for resolving complaints involving sexual harassment will be distributed on a periodic basis to students and staff and will be posted in prominent locations in each school building.

HAZING (P5421)

The District's policy is to maintain a safe, positive and respectful environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which results in the willful destruction or removal of public or private property for

the purpose of initiation, admission into, affiliation with, or continued membership in any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include but not be limited to any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment or otherwise adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Any form of hazing that is a part of a school sponsored activity is prohibited.

The District will promptly investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. Complaints of hazing may also be referred to the appropriate law enforcement agency for investigation.

Students who have knowledge of hazing activities shall promptly report such conduct to a building administrator. Any student who has been subjected to hazing is also encouraged to promptly report such incidents to a building administrator and/or school counselor.

NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141)

It is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The District shall provide to all students, without discrimination, course offerings, counseling assistance, employment, athletics, and extracurricular activities. 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.

Students who believe they have been subjected to discrimination and students who become aware of discrimination against a student or students are encouraged to promptly report such alleged incidents to a counselor or administrator. The District takes complaints of discrimination very seriously. Such complaints shall be investigated expediently, and appropriate corrective action will be taken when allegations are substantiated. To the extent permitted by the District's legal and investigative obligations, confidentiality of all parties affected by the investigation will be maintained. There shall be no reprisals or retaliation as a result of good faith charges of discrimination.

STUDENT RECORDS (P5225 and R5225)

"Student records" refer to those documents directly related to students and maintained by the school/District which are necessary for the educational development of students and for the orderly functioning of the school. The District has developed guidelines for maintaining such student information and for providing access to student records by parents and students who are 18 years of age or older. Any release or dissemination of student records shall be made in compliance with the Pennsylvania Public School Code and

the recently amended Family Educational Rights and Privacy Act of 1974, and with the Individuals with Disabilities Education Improvement Act.

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.

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414)

Except where the use of electronic devices has been prohibited by law, students may possess electronic devices within all of the 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 administration shall have the right to regulate the use and possession of all electronic devices. In addition to limitations on use and possession imposed by the school administration, possession of electronic devices is subject to the following restrictions:

1. Students may not use electronic devices to conduct any activities which violate state and/or federal law, Board Policy, District Administrative Regulations or school rules.
2. Students may not use electronic devices in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
3. Students may not use electronic devices or have them readily accessible when they are in restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.

Notwithstanding the rules set forth above, electronic devices may be used:

1. At any time to respond to or report an emergency situation; and
2. When and as required pursuant to a student's Individualized Education Program or Section 504 Service Agreement.

Violations of this Policy may result in disciplinary action, including suspension and/or expulsion.

INTERNET AND COMPUTER NETWORK SAFETY AND USE (P6190 AND R6190)

Students and staff are expected to act in a responsible ethical and legal manner in accordance with the District Policy

6190, acceptable rules of network etiquette and Federal and State law. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
4. Use of the network for non-school related work on more than an incidental basis.
5. Use of the network for product advertisement or political lobbying.
6. Use of the network to transmit hate mail/speech, discriminatory remarks and objectionable, offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Use of the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of the network to disrupt the work of other users.
12. Impersonation of another user.
13. Sharing District password with, or allowing password to be used by, anyone else.
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

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** _____

Resiliency

Remember the ABCs! Adversity..., Belief..., Consequence

How To Put Things In Perspective

BEST,

WORST,

MOST LIKELY

- 1.) Identify the situation.
- 2.) Identify the catastrophic belief.
- 3.) Identify the worst-case outcome.
- 4.) Identify the best-case outcome.
- 5.) Identify the most likely outcome.
- 6.) Identify 3 things you can do to plan for the most likely outcome.

Practice resiliency every day. We're here to help you, and you can do it!