



**Tredyffrin/Easttown Middle School
Student & Parent Handbook
2020-2021**



Goal Statement

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

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

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

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

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

This agenda belongs to:

Name: _____

Address: _____

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

Grade: _____ **Homeroom:** _____

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TREDYFFRIN/EASTTOWN SCHOOL BOARD POLICIES AND REGULATIONS STATEMENT

Many of the TESD School Board policies and regulations are pertinent to student responsibility and school safety, such as those listed below. The contents of these policies and regulations are not contained in this student handbook, but students and parents/guardians are encouraged to review the policies and regulations on the TESD web site: www.tesd.net. Click ***Our District***, and select ***Policies and Regulations***. All policies and regulations are reviewed and revised periodically.

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

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

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

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

Unexcused tardiness may be penalized as follows:

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

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

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

CARE Team

The Student Assistance Program (SAP) is a state-mandated program to help students with drug, alcohol, mental health and other concerns that create obstacles to appropriate academic performance in school. T/E Middle School has titled its SAP team 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.

HOMELESS ASSISTANCE (McKinney-Vento Homeless Assistance Act)

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

Information for School-Age Youth

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

As an eligible student you have the right to:

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

If you believe you may be eligible or know someone who could be eligible, contact Dr. Oscar Torres, Director of State & Federal Programs at 610-240-1915 or torreso@tesd.net to find out what services and supports may be available.

Clubs

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

Dances

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

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

Distance Learning

Due to the COVID-19 Pandemic, the T/E School District will be enacting a Distance Learning program for the 2020-2021 school year. Instruction will be provided in a synchronous format in an alternate-day block schedule. Students can access their daily schedule in Schoology, PowerSchool, and their Office 365 account / Microsoft Teams.

In order to ensure a positive virtual learning environment, students should adhere to the following behavioral guidelines:

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

behavior by any participants will not be tolerated.

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

Dropping Off & Picking Up Students and Items

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

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

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

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

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

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

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

Drills

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

- Stay in line without talking both inside and outside the building. Remain with your class.
- 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. Students are expected to have exemplary behavior during all our emergency planning drills.

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.

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

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

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

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

- Students who 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.

Library Information Center

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

Books may be checked out for three weeks.

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

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

Please make every effort to return library materials on time.

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

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

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

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

Please be aware of the “Network Acceptable Use Agreement for Students” document that each student signs at the beginning of the school year as well as 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. Prices for lunch and a la carte items can be found on the district website or by calling the Food and Nutrition Services Department at 610-240-1955 or 1956.

Music

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 and Jazz Ensemble. Students are invited to participate in multiple ensembles, if they desire.

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

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

Physical Education

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

- Each student must wear proper gym clothes to each class. The gym uniform is to be purchased during the first month of school 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 consider visiting the district's website for up-to-date information and signing up for the **TE All-Call** system at www.tesd.net. The district's Information Hotline phone number is 610-240-1970. Families are urged to have a back-up plan for emergency closings and consider communication with neighbors, friends, and/or extended family members.

School Counseling Department

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

Visitors

Students who have residency in T/E School District and are considering attending our schools, may visit our school for one half day for informational purposes. Permission must be secured from the principal or assistant principal at least three days prior to the visitation. 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

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

Grades

Numerical and letter grades for courses are both used on the middle school depending on the subject. Teachers will continue to assess and evaluate student progress throughout the year, using a system of graded assignments and assessments. Due to the pandemic, the use of four “grading periods” or “marking periods” will not be used during the 2020-2021 school year. Students’ cumulative grades will be will posted on an ongoing basis throughout the year for students and parents to view in Schoology.

Report Cards will be generated at the conclusion of the year and will be mailed home at the end of the school year.

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 and use Schoology to access the information that is available there. If a student is absent for 3 days or more, parents may email their teachers to inquire about what work has been missed and if there is a way to access it from home. Once a student returns to school it is his/her responsibility to talk with their teachers to obtain information about assignments and assessments that were missed.

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

Failure to meet these requirements (or the specific arrangements made by individual teachers) may result in the student receiving 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 must complete an approved summer school program. Documented completion of the summer school program for the failed subject area/s may result in the student advancing to the next grade level, based on administrative approval.

Athletics

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

The Mission of Middle School Interscholastic Athletics

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

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

Interscholastic Athletic Offerings:

Fall Sports	Winter Sports	Spring Sports
Girls' Field Hockey (7 th and 8 th)	Girls' Basketball (7 th and 8 th)	Girls' Softball (7 th and 8 th)
Boys' Soccer (7 th and 8 th)	Boys' Basketball (7 th and 8 th)	Boys' Baseball (7 th and 8 th)
Girls' Soccer (7 th and 8 th)	Boys' Wrestling (7 th and 8 th)	Girls' Lacrosse (7 th and 8 th)
Boys' Football (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 to qualify for the school year.

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

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

Athletic Academic Eligibility

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

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

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

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

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

Athletic Behavior Eligibility

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

ImPACT Testing Program

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

Athletic Insurance

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

Rules & Expectations

Academic Honesty

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

Examples of academic dishonesty include:

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

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

Announcements

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

Assembly Behavior

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

Athletic Events

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

Bathrooms

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

Bullying

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. Students may be assigned a seat on the bus for any misbehavior. The bus and bus stop is considered to be an extension of the school and the following rules for all riders apply:

- Students must remain seated and keep their hands, heads and feet inside the bus.
- There is to be no eating or drinking on the bus at any time.
- The throwing of any object on or at the bus is prohibited.
- Smoking results in suspension of bus privileges, school suspension and a possible civil fine.
- Tampering with the bus or any of its equipment (including the emergency exit when there is not a bona fide emergency) is prohibited.
- Students must ride on their assigned bus and depart only at the assigned stop, unless given approval through the principal's office and the transportation office.
- Students must be courteous and refrain from using profane language.
- Students must follow the directives of the bus driver.
- Violation of school rules while riding the bus or waiting for it may result in the loss of riding privileges.
- Permission to ride a bus other than a student's own may be granted on a day to day (temporary) basis. **A note from the parents to the main office listing the date, reason and destination (address and bus number) is required. Such requests should be made prior to the start of homeroom and are granted only for supervision reasons.**

Cafeteria & Activity Period

The cafeteria should be treated as any restaurant or dining area. Students are to act and eat in such a manner that no other person is prevented from full enjoyment of 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 will result in disciplinary action.

Distance Learning

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. Taking screenshots, photos, video recordings, or sharing the contents of a virtual class meeting or instructional session is strictly prohibited and will result in disciplinary consequences.

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 will be denied social field trip privileges.

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

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

Halls

- Students are NOT permitted in the halls during class, lunch, or activity periods FOR ANY REASON unless they have a pass.

- While in the halls, students are to walk in a quiet and orderly manner.

Harassment

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

Inappropriate Classroom/School Items

Any items which interrupt classroom instruction or affect regular school operations are not permitted.

- 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

Cell Phones and other digital devices must be turned OFF and kept in the student's locker during the school day (7:45AM – 3:10PM). Students may listen to personal music and use cell phones 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 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.

Laptops, Tablets, E-Readers, or Similar Devices:

School-issued electronic 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 will result in police notification and immediate 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**, and any form of physical violence towards another student, is also specifically prohibited and will result in disciplinary action for the offenders. **Bullying/Harassing/Teasing behaviors** are a form of disrespect for classmates and will not be tolerated. The minimum response to such an action will be parental notification and may result in detentions or suspension depending upon the specific details of the offense. **Peer Mediation** is suggested to resolve student-to-student conflict and is supervised by counselors.

Staying After School

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

Threatening Behavior

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

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

Discipline

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

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

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 rest/sleep and they are expected to work on assignments provided by their teachers or 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 = 2 Demerits

In School Suspension (ISS) = 5 Demerits

Lunch/Activity Detention = 1 Demerit

Extended School Suspension (ESS) = 3 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, shoving, tripping, pushing, grabbing, kicking, punching, choking)
- Forgery/Plagiarism/Dishonesty/Cheating/Copying
- Harassment
- Hazing
- Hurting another person
- Inappropriate physical contact
- Insubordination/Disobeying authority
- Interfering or not cooperating with a school investigation
- Late to assigned class, activity, or assembly
- Leaving school premises without authorization
- Loitering in an unsupervised location
- Not attending an assigned teacher or school detention
- Not following the school schedule, avoiding class, wandering the halls
- Possessing medication, drugs, alcohol, tobacco products, or weapons
- Refusal to cooperate or follow directions from a staff member
- Selling/Buying of any item on school grounds
- Setting off fire alarms
- Teasing, laughing at, or purposely annoying others
- Unsafe behavior
- Sharing or stealing passwords, locker combinations, or pin numbers
- Stealing
- Threats of any kind – transient, substantive, “joking,” verbal, non-verbal, veiled, drawn, written, etc
- Throwing objects
- Using or possessing cigarettes, chewing tobacco, illegal substances, matches, lighters or other paraphernalia.
- Vandalizing school property or personal property while on school grounds
- Violating the school behavior code repeatedly
- Vulgarity
- **Other offenses as deemed appropriate by staff members or school officials.**

Tredyffrin/Easttown School District
Middle School Student Network Acceptable Use Agreement

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

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

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

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

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

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

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

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

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

Consequences for Non-Compliance:

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

Supervision and Monitoring:

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

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

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

Acknowledgement:

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

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

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

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

Student Signature _____ **Date** _____

*Definition of "Electronic Communication Device," as outlined in Regulation 5414

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

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

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