



Valley Forge Middle School Student & Parent Handbook 2018-2019



105 W. Walker Road, Wayne, PA, 19087

www.tesd.net/vfms

Athletics: vfms.digitalsports.com

Morning Announcements: vfmtv.blogspot.com

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Mascot – Eagles

Colors – Blue & Gold

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Tredyffrin/Easttown School District Mission Statement

To inspire a passion for learning, personal integrity, the pursuit of excellence,
and social responsibility in each student.

Tredyffrin/Easttown School District Consensus Belief Statements

- We believe that every individual has intrinsic value.
- We believe that each individual has potential.
- We believe that individuals are responsible for their choices and actions.
- We believe that external and internal expectations strongly influence personal growth and achievement.
- We believe that individuals and communities are strengthened by a culture of participation, contribution and support.
- We believe that lifelong learning is essential for one to flourish in a continually changing world.
- We believe that meaningful growth comes from building on successes, experiencing challenges and overcoming adversity.

This agenda belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

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Handbook Cover Artwork

Front Cover – Willow Jacovini
Back Cover – Emily Zou
Middle Insert – Casey Kovarick

Academic Program

Academic Awards/Honor Roll

At the end of each marking period, each team at all grade levels will gather for a recognition program planned by the respective team of teachers. The following awards for academic excellence will be recognized as follows:

Academic Gold Eagle Award:

- The student must have a combined average grade of 90 or higher in all major subjects.
- The student must have a grade of 80/S or higher in all subjects.

Academic Silver Eagle Award:

- The student must have a combined average grade of 85 or higher in all major subjects.
- The student must have a grade of 80/S or higher in all subjects.

Other awards may be given based on the discretion of the teachers and teams. Additionally, a student of the month is selected by teams each month based on positive contributions to the school environment.

Guidelines for 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 ill 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.

The timeline for handing in missed assignments after an absence is as follows:

- 1-day absence – Missed work must be given to the appropriate teacher no later than the beginning of the second day after the student returns to school.
- 2 days absence – Missed work must be given to the appropriate teacher no later than the beginning of the third day after the student returns to school.
- 3 days absence – Missed work must be given to the appropriate teacher non later than the beginning of the fourth day after the student returns to school
- 4 days absence – Missed work must be given to the appropriate teacher no later than the beginning of the fifth_day after the student returns to school
- 5 days absence – Missed work must be given to the appropriate teacher no later than the beginning of the sixth 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.

Guidelines for Tests/Test Make-ups

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.

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.

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 objective and essay tests, portfolios of student work, and performance tasks that demonstrate acquisition and application of concepts and skills. Interdisciplinary teams aim to challenge students to fulfill their potential. The goal of evaluation is to assess individual progress using objective and subjective methods. Achievement, improvement, effort, ability, and citizenship are all considered in developing a thorough evaluation. Periodic evaluations of each student's academic, social, physical, and emotional development are provided through student-teacher conferences, parent-teacher conferences, mid-quarter progress reports, and quarterly report cards.

Students will receive report cards four times a year. Numerical grades will be used on the report cards to express academic achievement.

90 - 100	Excellent
80 - 89	Above average
70 - 79	Average
60 - 69	Below average
Below 60	Unsuccessful

Students are advised that unsatisfactory classroom performance may result in an unsuccessful evaluation for the entire year.

Promotion / Retention

Promotion to the next grade level will be contingent on the student passing four or more of his/her majors (the student may not fail more than one major subject area to be promoted). In the event that a student attains a failing academic status for the school year, he/she may complete a summer school program sponsored by the school district or the intermediate unit. Documented completion of the summer school program for the failed subject areas may result in the student advancing to the next grade level, based on administrative approval.

Eighth Grade Promotion Ceremony

The Eighth Grade Promotion Ceremony is a special event where eighth graders are identified for their academic performance, participation in extracurricular and co-curricular activities, citizenship, receipt of various school and grade level awards, as well as other contributions to their school experience at VFMS. The administration and staff regard the Eighth Grade Promotion as a highly visible opportunity to showcase the students' positive achievements and efforts at the conclusion of their middle school experience. For this reason, students must earn the opportunity to be recognized at this event. Academic failures or repeated violation of the student code of conduct may affect a student's participation in the Eighth Grade Promotion ceremony.

Music

Valley Forge Middle School offers a variety of co-curricular music opportunities for students including band, orchestra, and chorus.

Choral Music

Our Music Department includes the following choral groups:

- Grade level chorus
- Combined chorus
- Small ensembles

Students are invited to participate in the various choruses. Interest displayed by the student is considered an important requisite. We are eager to see that as many students as possible are given the opportunity to participate in singing activities, and especially choral groups, as music is an important part of their education in middle school. Choral groups rehearse in sectionals and as groups during activity periods in the day. The choruses perform in concerts during the winter and spring sessions, as well as for special events or requests. Piano students are encouraged to audition to be choral accompanists.

Students may be in both band and orchestra. Students are required to attend a weekly rotating lesson. The instrumental groups perform in winter and spring concerts as well as other concerts throughout the year.

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 main office. It consists of a grey T-shirt (\$8.00), navy 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. Lockers should remain locked and students should not share their locker combination with others for any reason. The school is not responsible for any items lost or stolen from lockers. Lockers are the property of the school and subject to search according to District Policy #5412.

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

Athletic Program

Students in grades seven and eight are eligible to try out for PIAA (Pennsylvania Interscholastic Athletic Association) teams at VFMS. 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 year 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	Girls' Basketball	Girls' Softball
Boys' Soccer	Boys' Basketball	Boys' Baseball
Girls' Soccer	Boys' Wrestling	Girls' Lacrosse
Boys' Football (115lb. & unlimited)		Boys' Lacrosse
Girls' Volleyball		Boys' and Girls' Track

PIAA rules require that all students have the proper forms completed before beginning practice or try-outs for each and every sport:

- PIAA Comprehensive Initial Pre-Participation Physical Evaluation. These forms require parent's signatures and physician's information and signatures. Physicals must be scheduled after June 1st in order for it to be valid for the following school year.

Forms are available in the main office and on the school's website. Please return all forms to the athletic office, room 118.

A schedule of athletic events will be provided by coaches and can also be found on the website vfms.digitalsports.com and on the weekly bulletin.

Athletic Behavior Eligibility

All student-athletes are representing VFMS at practices and at competitions. We consider it a privilege to participate on the school's athletic teams. Therefore, students are expected to be positive school citizens at all times. Students who repeatedly violate the school code of conduct, will be behaviorally ineligible to participate in both practices and games for a period of time as determined by school administration (see disciplinary probation). Administrative detentions will result in a student automatically missing a practice or a game. If a student is suspended from school, they will be behaviorally ineligible to participate in both practices and games for a period of two weeks.

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.

Athletic Insurance

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

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

Selection Policy

VFMS 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. Because of oversubscription, certain sports, such as basketball, baseball, and soccer, must limit participation based on a tryout period.

Attendance

Absences

Students are required to be in regular attendance at school unless detained by illness or other urgent reasons.

- Parents should call 610-240-1330 to report a child's absence on the morning that he/she will be absent. In addition, a written excuse signed by the parent or legal guardian must be submitted to the attendance office before school on the morning after the absence. Notes can be brought in to room 118.
- Attendance may also be emailed to vmattendance@tesd.net on the day of the absence. No additional phone call or follow-up written note is required.
- If after three days no written excuse is received, the student will receive an Unlawful Absence on his/her attendance 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 receive school consequences. 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.

Behavior, Rules, and Procedures

Assemblies

- 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 removed from the assembly 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.

Bullying (District Policy/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.

Buses

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 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 your 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.**

Bus stops are an extension of the school. Misbehavior at a bus stop can be very dangerous. Therefore, students should conduct themselves in such a way that no one will be endangered. Student behavior at bus stops is fully within the jurisdiction of school authorities.

Music Shuttle Buses

The School District provides music shuttle buses for 5th and 6th grade students from the middle schools to the elementary schools to allow students to stay after school and participate in music programs and still get a bus from the elementary school to their home. Middle school students shall use existing elementary school bus stops. No new stops will be added to elementary school bus routes. No bus shall be rerouted to accommodate middle school students. Middle school students taking the music shuttle buses can view the elementary school bus schedules and stops on the District website. Musical instruments must be able to fit on each student's lap or under the seat ahead of the students. No musical instruments will be permitted to be in the aisle, behind the driver's seat or taking up any part of a seat designated for students.

Classrooms

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.

Behavior Expectations with Guest Teachers: Guest teachers and guest speakers are to be shown the same respect as the regular classroom teacher. Misbehavior in a guest teacher's classroom or during a guest speaker's presentation is looked upon with special disdain. Being referred to the disciplinarian's office by a guest teacher or during a guest speaker's presentation will result in disciplinary action for the offender.

Dress Code

VFMS students are expected to dress tastefully and appropriately for weather conditions. Guidelines apply to all areas of VFMS during school hours, and school sponsored events.

- 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 violence, drug, alcohol or tobacco products and the depiction of sexually explicit messages or images are prohibited.
- 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, and earmuffs; "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. Serious or repeated violations of the dress code are subject to discipline action.

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 parent drop off /pick up circle. If a student arrives at school before 7:15 a.m., they must wait in the designated location until walking the halls or going to their locker. Please do not bring students to school before 7:00 a.m. 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.

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 should be 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.

At the end of the school day (2:33 p.m.), students may be called to pick up instructional materials or sporting equipment that has been left for them. Lunches dropped off in the morning will be brought to the cafeteria in time for lunch. The school is not responsible for items dropped off in the main office.

All food brought into school for groups of students should be pre-packaged with ingredients listed (or be very obvious e.g. pizza). If it is home-made, a parent may 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.

Facilities

The facilities at VFMS are for student benefit and use. Therefore, as members of the student body, it is each person's responsibility to maintain the appearance and condition of all school property. Destroying, defacing, or littering on any school property is contrary to the functioning of the school and is strictly prohibited. Students destroying or defacing school property may be referred to the police for further 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 describes 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 disciplinary consequences for actions that cause concern for safety and concern for disruption/distraction may be excluded from attending field trips.
- Students who accumulate more discipline points than allowed for in the code of conduct will be excluded from attending field trips.

Hallways

- Students are NOT permitted in the halls during class, lunch, or activity periods FOR ANY REASON unless they have a pass.
- Students are given four minutes between classes to get to their next class or to lunch/activity. Students are expected to get to their destination within those four minutes.
- While in the halls, students are to walk in a quiet and orderly manner.

Inappropriate Classroom/School Items

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

- Cameras
- Chewing Gum
- Laser Pointers
- Cell phones and MP3 Players (permitted on trips or after school hours with teacher approval)
- Vehicles such as, but not limited to: Motor Scooters; Skate Boards; Rollerblades; Roller Shoes
- Water Guns
- Yo-Yos (May be played/used with teacher approval and in designated areas.)
- **Any item which interrupts classroom instruction or affects regular school operations**

Cell Phones, iPods and other electronic music players must be turned OFF and kept in the student's locker during the school day (7:50AM -2:33 PM). Students may use their MP3 players or cell phone after school to communicate with parents/guardians. VFMS will not be responsible for any loss or theft of cell phones, MP3 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.**

Intellectual Property

The Tredyffrin/Easttown School District expects all students to submit assignments and projects that are their own work, unless otherwise directed. When students copy ideas or programs without permission, they are basically stealing. The United States and most other countries have entered into a copyright agreement that says that the citizens of these countries will respect an individual's creative work. Copying another student's work or allowing another student to copy work will result in disciplinary action.

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.**

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. Depending on the Core Team rules, students will be 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 the day 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: <http://www.tesd.net/foodsvcs/menus.htm> or by calling the Food and Nutrition Services Department at 610-240-1955 or 1956.

Lunch/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 **MUST** be in designated area during activity period.

Students who do not adhere to these rules may be referred to an assistant principal for disciplinary consequences.

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, 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, 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. Disrespecting others verbally or physically is not tolerated.

School Dances

Dances are held for the social benefit of the VFMS 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 7:30 p.m., and no one will be permitted to enter after 8:00 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 may be excluded from attending dances based on their behavior and discipline record.

School Closings & Delays

Serious weather conditions or other emergencies may make it necessary to delay the opening of school or dismiss school early. VFMS does not have a parent phone chain, but we do utilize the T/E All Call system to communicate automatically with parents when there are school closings and/or delays. Parents are urged to have a plan for when school is closed due to weather. Consider coordinating carpools and open lines of communication with neighbors, friends, and/or extended family members. You can call the main office to make changes to your contact information in the T/E All Call, and if there is ever any confusion, you can check:

1. The School District Information Center at 610-240-1970.
2. Radio: KYW 1060 AM, WDOJ 1420 AM, WCHE 1540 AM.
3. TV Stations: KYW (CBS), WTXF (Fox 29), WCAU (NBC 10) & WPVI (ABC)

All school closing information is recorded and communicated as soon as the decision is made. Please call the District Information Line or check the District website before sending your student to school in case there is a change in school status.

Visitors

All visitors (parent, prospective student, or otherwise) must report to the front desk in the lobby or 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.

Students who are prospective VFMS students may visit with a current student for a defined period of time. Permission should be secured from the principal at least three days prior to the visitation. No visitors will be allowed during the last week of school or during testing times.

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.

Clubs and Activities

After School Clubs

VFMS offers a variety of after school activities in which students may participate. Students should listen to morning announcements, check the weekly bulletin, and check the school website for specific dates and times. Permission forms are required for some activities and are available in room 118, the cafeteria, or from the teacher/sponsor.

Student Council

Valley Forge Middle School Student Council is a group of students, elected by their peers, that serve the VFMS community. They work with school administration and faculty to create and implement programs, activities, fundraisers, and experiences to help promote a positive school environment. They also communicate with students to promote activities and to access feedback. They are assigned to a special homeroom and meet regularly during homeroom to discuss and plan programming. They are also asked to serve as Ambassadors for the school when new students or parents arrive or for occasional evening events.

Eagle Ambassadors

Valley Forge Middle School Eagle Ambassadors are students, nominated by the staff, that serve the VFMS community. They work to promote a positive school climate through their example and may plan activities to serve the VFMS and local communities. They are available to greet and support new students to VFMS and serve as tour guides for VFMS events. They are assigned to a special homeroom and meet regularly during homeroom to discuss and plan programming.

Insurance

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

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 warning, detention, suspension or expulsion, and parents shall be promptly notified by the principal or assistant principal. (P5401)

Disciplinary Offenses

Violations of the above mentioned school rules and expectations will be addressed with students in order to maintain a high standard of appropriate behavior and a productive and safe learning environment. Consequences for students are meant to help maintain order, foster self-discipline, and create opportunities for students to learn from their mistakes. Disciplinary offenses include, but are not limited to:

- Bullying, excessive teasing, hazing
- Bus Violation
- Cutting class(es)
- Dangerous behavior / materials
- Dismissal by a guest teacher or guest speaker
- Dismissal from a school detention
- Disrespectful behavior
- Disrupting the educational environment
- Engaging in severe or repeated vulgarity
- Failing to comply with instructions of school personnel
- Fighting or fighting behaviors (for example, kicking, pushing, punching, tripping)
- Forgery/Plagiarism/Dishonesty/Cheating/Copying
- Harassment
- Hitting
- Humiliating another
- Inappropriate behavior
- Insubordination/ Disobeying authority
- Intimidation
- Late to class
- Leaving school premises without authorization
- Lying
- Name calling
- Not attending a teacher or school detention
- Nuisance item
- Out of designated location / remaining in an unsupervised area
- Profanity
- Refusal to cooperate or follow directions from a staff member
- Selling of any item
- Setting off fire alarms
- Sexual Harassment

- Sharing passwords, locker combinations or pin numbers
- Smoking/Drugs/Alcohol
- Stealing
- Taunting
- Theft
- Threatening
- Throwing objects
- Touching other people
- Using or possessing cigarettes, chewing tobacco, matches or lighters
- Vandalizing school property or personal property while on school grounds
- Verbal abuse
- Violating the school behavior code repeatedly
- Vulgarity
- **Other offenses as deemed appropriate by the Administration**

Teacher Detentions

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

Lunch / Activity Detentions

Lunch / Activity detentions are assigned when the behavior of a student does not meet the school's expectations. Such detentions are held during a student's lunch / activity period. Students are assigned a location to eat under the supervision of an adult rather than attend lunch and activity with their peers. Each Lunch / Activity Detention counts for 1 discipline point on a student's record.

Administrative Detentions

Building Administrators may issue a student an administrative detention when students are in violation of the school rules. These detentions are held afterschool in room 118. Students must report to detention by 2:40 p.m. and remain there until 3:00 or 3:30 p.m, as determined by the administrator. Each Administrative Detention counts for 2 discipline points on a student's record.

Extended Administrative Detention

Building Administrators may issue a student an extended administrative detention when students are in violation of the school rules. These detentions are held in assigned locations afterschool. Students must report to detention by 2:40 p.m. and remain there until 4:00 p.m. Each Extended Administrative Detention counts for 4 discipline points on a student's record.

In-School Suspension (ISS)

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

Out of School Suspension (OSS)

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

Discipline Points System

Teacher Detention = 1 Discipline Point

Lunch/Activity Detention = 1 Discipline Point

Administrative Detention = 2 Discipline Points

Extended Administrative Detention = 4 Discipline Points

In-School Suspension (ISS) = 6 Discipline Points

Out of School Suspension (OSS) = 8 Discipline Points

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

Disciplinary Probation

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

Health Room

The school nurse can be found in the Health Suite. To visit the nurse, a student must obtain permission from a staff member. should not go to the nurse between classes without first getting a pass from the teacher whose class you will have next. If the nurse is not present you should report to the main office.

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. (see page 25)

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 grade 7 students and letters are sent to parents when further evaluation by a physician is required.
- All 6th grade and new students must have a state mandated physical before entering school.
- 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 dose 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 in 2018-2019 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 the following contagious condition are not permitted to attend school for a set period of time:
 - * Conjunctivitis
 - * Chicken pox
 - * Lice
 - * Impetigo
 - * Measles
 - * Undiagnosed Rash or Fever
 - * Mumps
 - * German Measles
 - * Ringworm
 - * Scarlet Fever
 - * Whooping Cough
 - * Scabies

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 diseases.

Media Center

The library is open from 7:00 am to 2:45 pm Monday through Thursday and from 7:00 to 2:30 pm on Friday. Students may use the library with classroom teachers and or come to the library individually with a pass.

Circulation Policy - Students, teachers, and parents are welcome to checkout library materials. No library card is needed. Books may be checked out for 2 weeks. Reference Books and Encyclopedias may be checked out overnight only. Magazines and videos may be checked out for 3 nights.

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. Electronic resources include CD ROM encyclopedias, special information databases, and on-line research tools. The library also provides research help to students working at home with connections from the library web page, at <http://www.tesd.net/vfsm/library.htm>

Internet Acceptable Use Policy – Students at VFMS 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 (6190). Please be aware of the "Network Acceptable Use Agreement for Students" document distributed by Applied Technology teachers at the beginning of the year. A copy of the document is at the end of this handbook.

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, like 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.

Procedures Regarding Intellectual Property – The Tredyffrin/Easttown School District expects all students to submit assignments and projects that are their own work, unless otherwise directed. Copying ideas or programs without permission is considered stealing. The United States and most other countries have entered into a copyright agreement that says that the citizens of these countries will respect an individual's creative work. Copying another student's work or allowing another student to copy work will result in disciplinary action.

Safety

Emergency Drills

When the emergency alarm sounds, you are to walk out of the building quietly.

- Close all doors and windows and turn off the lights.
- Stay with the designated teacher or adult.
- When told to come back in, return to the building.

Lockdown drills will 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.

School Counseling

Counseling Department

The school counseling department forms an integral part of Valley Forge 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.

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. Valley Forge 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 it 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. Early in the school year, members of the CARE Team visit classrooms and explain the student assistance program to the students. 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.

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.

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 and R5461)

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

A copy of School Board Policy 5461 and Administrative Regulation 5461 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5461.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5461.pdf>, respectively. Select excerpts and summary information from this Policy and Administrative Regulation are also presented below.

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

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

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

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

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

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

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

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student, shall immediately notify the Superintendent, principal or other administrator. Individuals who make good faith reports of potential or actual violations of Policy or Regulation 5461 shall not be subject to retaliation, discipline or other adverse action. Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students.

STUDENT DISCIPLINE (P5401 & R5401)

In order to maintain a safe school climate that encourages learning for all students, teachers and administrators shall respond to actions or situations that disrupt this learning process. Discipline measures may include warnings, detentions, suspensions, expulsions or other appropriate responses to the circumstances.

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

1. Inappropriate physical contact, verbal threats or attacks, bullying, hazing, harassment or fighting;
2. The use of, distribution of, or possession of, any substance subject to Policy 5405 (Student Substance Abuse) or 5411 (Tobacco, Smoking Products and Electronic Smoking Products). Aiding or abetting any of the above actions regarding substances subject to Policy 5405 or 5411 shall be treated in the same way;
3. The use, possession, or transfer of any item which could be considered a weapon or which is dangerous in nature, as outlined in Policy 5410 or in accordance with applicable law;
4. Consistent lateness to or cutting of class or detentions;
5. Destruction or defacing of school property;
6. Infraction of school rules that carries the consequence of suspension or expulsion, as outlined in the applicable Code of Conduct or otherwise in Board Policy or an accompanying Administrative Regulation;
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 other retaliatory conduct directed at school staff members, their property, or their families;
9. Chronic insubordination.

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

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

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

HAZING/BULLYING/HARASSMENT (P5401 and R5401)

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

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

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

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person or that 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 school organization, club, team, group or activity.

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 that 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.

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, beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety 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.

Harassment means 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 when such conduct:

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

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. Harassment also includes sexual harassment, as defined below.

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

It is the Policy of the Board to maintain a safe, positive and respectful environment for students and staff that is free from bullying, hazing, and harassment. Any form of bullying, hazing, or harassment that is a part of a school sponsored activity is prohibited.

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

Students who have been subjected to bullying, hazing or harassment are encouraged to promptly report such incidents to a building administrator, teacher and/or school counselor.

Students, administrators, coaches, sponsors, volunteers, District employees, representatives, agents, and contactors shall be alert to incidents of bullying, hazing and harassment and shall promptly report such conduct to their supervisor or the building principal.

Complaints of bullying, hazing and harassment shall be promptly investigated, and appropriate discipline shall be administered to any individual who violates the District's prohibitions against bullying, hazing and harassment, in accordance with applicable Board Policies, Administrative Regulations, and any applicable Code of Conduct.

Each building administrator or designee shall be responsible for reviewing and investigating any reports received alleging bullying, hazing or harassment. To the extent that the report involves allegations of sexual misconduct, including peer-on-peer sexual harassment or sexual violence, the staff member responsible for reviewing and investigating the complaint shall contact the Director of State and Federal Programs as the District's Title IX Coordinator for these types of situations. Complaints of bullying, hazing and harassment may also be referred to the appropriate law enforcement agency for investigation, as required by law or as determined by the Superintendent or designee.

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

HARASSMENT OF STUDENTS BY NON-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, gender identity, gender expression, 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, gender identity, gender expression, 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. Complaints of harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations. 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. Students who believe that they have been subjected to harassment by an employee or any other adult member of the school community have the right and are encouraged to file a complaint in accordance with the formal and informal complaint procedures in R5420. 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.

NONDISCRIMINATION OF STUDENTS IN SCHOOL AND CLASSROOM PRACTICES (P6141 and R 6141)

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, gender identity, gender expression, 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.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

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

SEARCHES (P5412 and R5412)

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 is reasonable suspicion 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 suspicionless testing (as defined in this policy) may be performed at school dances or proms. Testing may be by breathalyzer or similar non-invasive testing.

STUDENT CONDUCT ON BUSES (P5413 and R5413)

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

VIDEO MONITORING IN SCHOOLS AND ON SCHOOL BUSES (P8070 &R8070)

In order to provide a safe environment for students, school personnel, and contracted personnel, schools may be equipped with audio and 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. Students and, when applicable, school bus passengers will be notified as to the presence and possible activation of any video recording devices.

EVALUATION OF PUPIL PROGRESS (P5221 and R5221)

Each student will receive a comprehensive appraisal of their progress by each teacher in all subjects. In conducting the assessment, teachers may include scores using a variety of assessment strategies, including 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.

STUDENTS' FREEDOM OF EXPRESSION (P5400 and R5400)

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

STUDENT PUBLICATIONS (P5332 and R5332)

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 would cause a substantial disruption or interference with school activities.

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

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.

DRESS AND APPEARANCE (P5415 and R5415)

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

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

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

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

Clothing bearing or depicting messages, images, or advertisements relating to drugs, alcohol tobacco is not permitted.

Clothing depicting violent or sexually explicit messages or images is also prohibited.

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

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

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

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

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

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

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

STUDENT RECORDS (P5225 and R5225)

The Board recognizes its responsibility for the collection, retention, disposition and security of student records. The Board further recognizes its duty to maintain the confidentiality of such records as required by law.

Parents/Guardians and eligible students, as defined in the accompanying Administrative Regulation, shall be notified upon initial enrollment and annually thereafter of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose primary language is other than English. Notice of the rights of parents/guardians and eligible students with respect to student records, as well as other District guidelines governing the collection, retention, disposition and disclosure of student records is available for review in Board Policy and Administrative Regulation 5225, which are available at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5225.pdf> and

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5225.pdf>, respectively.

FIELD TRIPS (P6153 and R6153)

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

INTEGRATED PEST MANAGEMENT (P8012)

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

COMPLAINTS REGARDING THE DISTRICT (P1122 and R1122)

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

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

STUDENT WELLNESS (P5402 and R5402)

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

TOBACCO, SMOKING PRODUCTS, AND ELECTRONIC SMOKING PRODUCTS – POSSESSION AND USE (P5411 and R5411)

The possession and/or use of tobacco by students is prohibited 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. Use of tobacco shall mean all uses of tobacco, including possession of lighted or unlighted cigars, cigarettes, pipes or other smoking products or material, smokeless tobacco in any form, and electronic smoking products. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals. Students who violate this Policy and Administrative Regulation will be subject to school-based discipline.

STUDENT SUBSTANCE ABUSE (P5405 and R5405)

Detected evidence of use of, distribution of, possession of, or being under the influence of prohibited items within any of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off District premises shall cause the student or students to be placed on immediate suspension and delivered into the custody of their parents or legal guardian. Aiding or abetting any of the above shall be treated in the same manner. The proper law enforcement authorities will be notified of such action. Expulsion proceedings may be initiated as warranted.

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.

- 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.
- 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, although the District will notify the parent or legal guardian of any such referral.

- Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- 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

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.

A. "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.

B. 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.

C. 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.

D. 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.

USE OF MEDICATION (P5406 and R5406)

Administration of Medications to Students

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 that 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. Students are not permitted to carry medications on their persons during the school day except as authorized by Policy and Administrative Regulation.

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.

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 and R5113)

Students of compulsory school age (under 17) are required to attend school. Regular, timely attendance will ensure every student has the opportunity to achieve. Many of the rules and procedures governing tardiness, absences and truancy are mandated by Pennsylvania law and school code.

Compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of eight (8) years, until the age of seventeen (17) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean (1) a custodial biological or adoptive parent; (2) a noncustodial biological or adoptive parent; (3) guardian of the person of a child; or (4) a person with whom a child lives and who is acting in a parental role of a child.

School attendance improvement conference shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assessment in an alternative education program, provided the program does not include a program for disruptive youth.

Attendance Officers

Attendance officers are in charge of enforcing the provisions of the Pennsylvania School Code regarding compulsory attendance for their individual schools. At the elementary school levels, principals shall be the attendance officers for their individual schools. At the middle school and high school levels, assistant principals designated by the principals shall be the attendance officers for their individual schools

Attendance Officers possess powers and responsibilities including but not limited to:

1. Tracking student attendance.
2. Communicating with parents/guardians regarding truancy.
3. Coordinating, attending and participating in school attendance improvement conferences and documenting the outcome of the conference in a written school attendance improvement plan in accordance with the guidelines contained herein.
4. Filing truancy citations in the Magisterial District Court when necessary.
5. Attending court procedures related to truancy and presenting truancy cases in court.
6. Requesting the Magisterial District Court to subpoena any school staff member as a witness in order to prove the District's truancy case.
7. Referring habitually truant children to a school-based or community-based attendance improvement program or to the Chester County Office of Children and Youth for services when appropriate and/or required or permitted by law.

8. Full police power without warrant, and may arrest or apprehend any child who fails to attend school in violation of compulsory attendance.
9. If an arrest or apprehension takes place, the Attendance Officer must promptly notify the parent/guardian and place the child in school.
10. Authority to inspect places where children are employed and inspect employment certificates.

If a discovery is made that any child of compulsory school age is unable to attend school due to the lack of necessary clothing or food, the case must be reported to any suitable relief agency operating in the District or to the proper County board of assistance for investigation and relief.

Unexcused Absences

All absences shall be treated as unexcused until the District receives a written excuse explaining the reason for an absence. Parents/guardians may submit excuses as follows:

- 1) written note signed by a parent/guardian; or
- 2) email from a parent/guardian's email account as designated by the parent/guardian.

Excused Absences

A student absence is considered excused under the following circumstances:

- 1) When the student is prevented from attendance for mental, physical, or other urgent reasons such as • Illness • Family Emergency • Death of a Family Member • Medical or Dental Appointments • Authorized School Activities • Educational Travel with Prior Approval • Pre-approved religious instruction (limit 36 hours per year) • Bona Fide Religious Holiday • For purposes of receiving tutorial instruction in a field not offered in the District's curricula, when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of the commencement of such tutoring
- 2) When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
- 3) If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.
- 4) If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- 5) For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- 6) If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.
- 7) Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, "rare" means typically no more than 1 or 2 per year District-wide and "extraordinary circumstances" means the student is engaged in a profession or activity at a nationally recognized level.

Ten Consecutive Absences

Students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the absences are excused or the school is pursuing compulsory attendance prosecution.

Policy Notification

Parents/guardians shall be given copies of the District's attendance Policy and Administrative Regulations upon request. District attendance information, including the Policy, Administrative Regulations, and other documents will be posted on the District's website.

School Responses and Procedures for Unexcused Absences

Parents/guardians and students shall submit the required excuse within three (3) school days of the absence. A maximum of ten days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. The absence may be reclassified if a valid excuse note is forthcoming within ten (10) school days from the date of the absence. A maximum of ten days of cumulative excused absences for illness verified by parental notification may be permitted during a school year. All absences for illness beyond ten cumulative school days shall require an excuse from a physician familiar with the student who may not be the student's parent/guardian.

When a child is absent from school, the Attendance Officer or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 1. For parents/guardians with no designated email address, Attachment 1 will be mailed to the parent or guardian.

Third Unexcused Absence

Within ten (10) school days of a child of compulsory school age's third unexcused absence, the Attendance Officer shall send an Official Notice of Truancy. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the parent in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

Continued Absenteeism

If a child of compulsory school age continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then schedule a school attendance improvement conference, unless a conference was previously held following the Official Notice of Truancy. (See Attachment 3). The following shall apply with respect to a school attendance improvement conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.
- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled school attendance improvement conference has passed.

The District shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

Procedure for Addressing Habitually Truant Children

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school: Shall i. refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Chester County Office of Children and Youth for services or possible disposition as a dependent child; and ii. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either i. Refer the child to a school-based or community-based attendance improvement program or service; or ii. File a citation in the office of the magisterial district judge having jurisdiction in the region against the child or the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled.

If a child of compulsory school age who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or fails to participate in the such a program as recommended through the school attendance improvement conference, the school may refer the child to the Chester County Office of Children and Youth for possible disposition as a dependent child.

When referring a habitually truant child to the Chester County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over the region, the school shall provide verification that a school attendance improvement conference was held.

No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of school attendance if any of the following circumstances apply: • A proceeding is already pending against the child or person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served. • A referral for services has been made to the Chester County Office of Children and Youth and the agency has not closed the case. • A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the Juvenile Court.

Exempt from Compulsory Education

Pennsylvania School Code section 1330 states that a 16-year-old student who is regularly engaged in any useful and

lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law is exempt from compulsory attendance. In order to be a student who is exempt from compulsory education, the student must be 16 years of age or older and must be engaged in useful and lawful employment or service for 40 hours per week or more.

If a student is absent or tardy for reasons other than those listed under Excused Absence, the absence or tardy will be marked as Unexcused.

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

Individual student access will be offered to all students only after students have submitted the completed Network Acceptable Use Agreement. Individual users of the District computer networks are responsible for their behavior and communications over these networks. In compliance with the Children's Internet Protection Act, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Blocking software will be used on the Internet in an attempt to protect minor students from obscene material, all pornography, including but not limited to child pornography, other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act), and other categories deemed necessary by the administration (see Regulation 6190). Other Internet users will also have these categories blocked. An administrator, supervisor, or person authorized by the Board may disable the technology protection measure if needed for bona fide research or other lawful purpose.

The Information Services Department monitors its network for unauthorized access or unlawful activity on District network computers and servers. Inappropriate, unauthorized or illegal use (including hacking or attempted hacking) may result in the cancellation of the offender's privileges. Appropriate legal and disciplinary action may be taken. Information placed on any District computer or server is subject to review and may be deleted without notice.

The network is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. 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.

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.

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414 and R5414)

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.

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.

DISTRICT ISSUED LAPTOPS (P6194 AND R6194)

The District-network refers to the District's system of computers, data, and telecommunication networks and resources made available through the District, regardless of location or ownership. This includes email, cloud-based storage, programs, and applications made available through the District.

Laptops

1. The Superintendent or designee shall provide formal written notification to District parents and guardians whose child is issued a Laptop relating to the One-to-One Laptop Initiative and how it works.
2. Each student and the student's parent or guardian must sign an Agreement for Laptop Use acknowledging receipt of the terms and conditions set forth in this and other applicable policies related to appropriate use of the Laptop. The Agreement shall be attached to the Administrative Regulation accompanying this Policy.
3. The Superintendent shall establish regulations to implement the One-to-One Laptop Initiative which provide for the following:
 - a) Internet filtering in accordance with Policy 6190;
 - b) Remote downloading of information and software updates. At no time will any District employee remotely activate any camera device or audio listening/recording capabilities installed in a District-issued Laptop;
 - c) Prohibitions against any District employee from looking at or reviewing a student's files stored on the Laptop, except as expressly authorized by the regulation;
 - d) Necessary accommodations for a student in the event the parent/guardian or student refuses to sign the required Agreement for Laptop Use to ensure that the student's education is not adversely affected; and
 - e) Training to students issued a Laptop regarding safe and appropriate use. Orientation for parents/guardians of students to whom Laptops are issued.

Sanctions

A student's failure to abide by the rules and regulations of this Policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or District Policies/Administrative Regulations and, depending on the nature and seriousness of the offense, could result in referral to law enforcement. Students who fail to abide by such rules and regulations may also have access to their Laptop limited and/or otherwise restricted. Parents, guardians and students may be held financially responsible for all uninsured damage, loss or theft of the Laptop while the Laptop is/was in the possession, custody or control of student.

Annual Written Notification to Parents/Guardians

The District shall provide written notification to parents and guardians whose child is eligible to be issued a Laptop for the first time.

Cost Sharing Fee

Families of students participating in the One-to-One Laptop Initiative will be asked to pay an annual cost-sharing fee of \$50 per student, with a maximum annual family fee of \$100. This fee will cover the manufacturer's extended warranty and Accidental Damage Protection, as well as a case and set-up/maintenance of the device. Parents/guardians who would like their child to participate in the One-to-One Laptop Initiative but who cannot afford the cost-sharing fee shall contact their child's school counselor or building principal to discuss available solutions.

Accidental Damage Protection and Other Repairs

The annual cost-sharing fee paid by the families of students participating in the One-to-One Laptop Initiative shall include a manufacturer's extended warranty for the life of the Laptop in the District to cover hardware repairs due to defective parts. Additionally, the cost sharing fee includes Accidental Damage Protection, which covers Laptop repairs or replacement due to damage that occurs during normal use of the laptop. There is no deductible for the first Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

- Incident #2 within the same school year: \$100, or the repair cost, whichever is less.
- Incident #3 within the same school year: \$150, or the repair cost, whichever is less.
- Incident #4 within the same school year: \$200, or the repair cost, whichever is less.

Accidental Damage Protection excludes theft, loss, and damage due to fire, flood, or other acts of nature. Accidental Damage Protection also excludes damage or loss due to negligence or intentional damage (vandalism) as those terms are defined in the warranty to be made available on-line.

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or replacement (\$385, prorated) if the damage cannot be repaired.

Notwithstanding the above provisions, students or their parent/guardian are responsible for the cost of the laptop (\$385, prorated) and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

Procedure for Reporting Laptops Missing or Stolen

Students issued Laptops are required to immediately report missing, stolen, or suspected stolen Laptops to a school administrator. To report a Laptop missing or stolen, the student must contact a school administrator by phone, email, or by visiting his/her office.

Notice Regarding Filtering

Although students are primarily responsible for the use of the Laptop and other District provided technology resources, the District has installed blocking software designed to protect students from obscene material, child pornography and other visual depictions deemed harmful to minors (as defined by the Children's Internet Protection Act) when accessing the Internet through the Laptop on or off school property. An authorized administrator may disable the technology protection measure if needed for bona fide research or other lawful purpose. The District's current content filter meets the guidelines contained in the Children's Internet Protection Act.

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

School Meal Account Procedures / Meal Charging Policy

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

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

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

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

Low & Negative Account Balance Notification

If a student has an account balance of \$5.00 or less, the parent/guardian will be notified at least weekly by email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice should be marked "confidential – to be opened by addressee only." If the student's outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches, a request for payment letter will be mailed or emailed to the student's parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program. In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

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

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

Additional Information

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

Delinquent School Meal Account Debt

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

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

Distribution

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

McKinney-Vento Homeless Assistance Act

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

Information for School-Age Youth

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

As an eligible student you have the right to:

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

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

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