



Valley Forge Middle School Student & Parent Handbook 2022-2023



105 W. Walker Road, Wayne, PA, 19087
610-240-1300
<http://www.tesd.net/vfms>

Mascot – Eagles
Colors – Blue & Gold

Mr. Matthew Gibson, Principal

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: _____

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Academic Program

Academic Awards/Honor Roll

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 grade level each month based on positive contributions to the school environment.

Assessment & Homework Guidelines When Absent From School

Students are responsible for obtaining and completing assignments missed because of absences from class. If a student is absent for one or two days, the student should call a classmate for assignments. If a student is absent for 3 days or more, parents may contact the grade-level school counselor, who will assist in coordinating work for pick-up or e-mail. Assignments may also be obtained from teachers directly. It is the student's responsibility to obtain assignments when class is missed due to vacation/travel. Upon return from an absence, students should complete and hand in missing assignments within a proportional number of days of absence. For example, if a student is absent for four days, assignments should be turned in on the fifth day after the student returns to school.

Staff members are encouraged to follow the homework timeline for students who are absent before or during the administration of class assessments. 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 can 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. 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. 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

Promotion/Retention

Promotion to the next grade level will be contingent on the student passing (60% or above) four of their major subject area classes. The student may not fail more than one major subject area to be promoted. If a student attains a failing academic status for the school year, they may complete an approved summer school program or tutoring, at the expense of the family. Documented completion of the summer school program or tutoring for the failed subject areas may result in the student advancing to the next grade level, based on administrative approval.

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 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.

Interscholastic Athletic Offerings

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

PIAA rules require that all students and families complete and submit the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) documents before beginning practice or try-outs for each season. These forms require parent's signatures and physician's information and signatures. Physicals must be scheduled after June 1st for it to be valid for the following school year. Forms are available in the main office and on the school's website. All forms should be submitted to the athletic office in room 118.

Athletic Behavior Eligibility

All student-athletes are representing VFMS at practices and at competitions. It is a privilege to participate on the school's athletic teams. Therefore, students are expected to be always positive school citizens. Students who repeatedly violate the school code of conduct can be ineligible to participate in both practices and games for a period of time as determined by school administration.

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 their 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.

Team 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.

Attendance

Absences

Students are required to be in regular attendance at school unless detained by illness or other urgent reasons. Parents should email vmattendance@tesd.net to report a child's absence on the morning that they will be absent. Notes from a parent can also be brought to the VFMS main office. 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 or if no note is provided within three days of the absence, the absence will be recorded as unexcused.

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 to school will be recorded as having been absent for half a day.

Building Rules and Procedures

Assemblies

Assemblies are an opportunity for students to experience a speaker, concert, or other performance. Students should be seated by the direction of a teacher or staff member. Students should remain quiet during a presentation and should show appreciation for a performance with appropriate applause. Students who need to enter or exit the assembly after it has begun should do so only at appropriate breaks in the assembly and 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 can 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. Rude and unkind 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.

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 does not impede the teacher's program nor the learning process of other students.

Guest/substitute teachers and guest speakers are to be shown the same respect as the regular classroom teacher.

Digital Devices

Personal cell phones, iPods and other electronic devices must be turned off and kept in the student's locker during the school day. Students may use their devices after school to communicate with parents/guardians. VFMS will not be responsible for any loss or theft of personal devices. 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.

Dress Code

VFMS students are expected to dress 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.

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. 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, 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.

Facilities

It is the responsibility of all students and staff at VFMS 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 administration or the police for further action.

Field Trips

Field trips are experiences outside of the school building to enhance the curricular experience and/or to provide a positive experience to students. 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, school administrators will determine whether or not a student will be permitted to attend a school sponsored trip.

Hallways

Students are not permitted in the halls during class, lunch, or activity periods unless they have a pass. 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
- Water Guns
- Cell phones and MP3 Players (permitted before or after school hours with teacher approval)
- Vehicles such as, but not limited to: Motor Scooters; Skateboards; Rollerblades; Roller Shoes
- Any item which interrupts classroom instruction or affects regular school operations

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, it can be a form of 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 can result in disciplinary action.

Leaving School Premises

The school is responsible for the safety of all students from the time one leaves the residence for school until one returns home after school. Therefore, no student may leave the school premises after arrival at school without permission. Doing so without permission may result in disciplinary action and police involvement.

Lockers

The school provides hall lockers for student use during the school year. The locker is not considered the personal property of a student. Lockers are to be kept clean inside and out. 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 they arrive in the morning until they go home in the afternoon. They are not to be carried to class. Students will be permitted to go to their lockers before school, between classes, before and after lunch and after school, and at teacher discretion. 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. The school is not responsible for items lost or stolen from hall or gym lockers.

Lunch

Students may bring their lunches or purchase items from the school cafeteria. Prices for lunch and a-la-carte items can be found on the District Website: <https://www.tesd.net/Page/131> or by calling the Food and Nutrition Services Department at 610-240-1955 or 1956.

The cafeteria should be treated with respect. 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 and Students

A student may receive disciplinary action when they behave in a way that subjects a staff member and other adult to rudeness or other behavior that would disturb, humiliate, endanger or in any other way diminish a staff member or other adult's ability to conduct their professional responsibilities. Students must respect the rights of other students to learn, express opinions, and develop into mature, responsible persons always. Disrespecting others verbally or physically is not tolerated.

School Buses

School bus safety depends upon student cooperation with the driver. The bus is 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. 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.

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.

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. 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. 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. Families 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:

The School District Information Center at 610-240-1970.

Radio: KYW 1060 AM, WDOJ 1420 AM, WCHE 1540 AM.

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 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 (<https://www.tesd.net/domain/513>) 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	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 behaviors	Throwing objects
Touching other people	Verbal abuse
Using or possessing cigarettes, chewing tobacco, matches or lighters	
Vandalizing school property or personal property while on school grounds	
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. The length and location of the detention will be 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 after school and will last 90 minutes. 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, they can be placed on disciplinary probation for a period of two weeks. Students and parents will be notified if 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, they 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.

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 grade 6 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 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 they contract one of these diseases.

Media Center

Students may use the library with classroom teachers and or come to the library individually with a pass. 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.

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>

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.

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.

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 can result in disciplinary action.

Music Program

Choral Music

Choral music ensembles include grade-level choruses, combined choruses, and small ensembles and are open to all interested students. Choral groups rehearse in sectionals during activity periods in the day and with the full ensemble in the morning before school. 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.

Instrumental Music

Instrumental music ensembles include grade-level band, string ensembles, orchestra, jazz band and ensemble. Students attend a weekly rotating lesson along with the weekly full ensemble rehearsal in the morning before school. The instrumental groups perform in winter and spring concerts as well as other concerts throughout the year.

Safety

Safety drills (fire drills, lockdown drills, relocation drills) are practiced at scheduled times throughout the school year. When the emergency alarm sounds or an emergency announcement is made, all students and staff should follow the school safety plans. Students and staff are expected to follow all instructions from administrators and emergency personnel.

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.

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.

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.

Handbook Cover Artwork

Front Cover – Sasha Brown

Back Cover – Leanne Ko

Center Insert – Aubree Thomas

Tredyffrin/Easttown School District

2022—Calendar—2023

NOTE: First full day for ALL students Gr. 1 - 12: August 29, 2022; 1st day for Kindergarten students: September 6, 2022
 Tentative Last Day for students: June 13, 2023 (1/2 day) No Kindergarten students report
 Tentative Last Teacher Day: June 15, 2023

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
	1	2	3	4	5	6	20				△	△	3												1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12					
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
28	△	△	△			3	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30			17						
													30	31					20													
DECEMBER							JANUARY							FEBRUARY							MARCH											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
17				1	2	3	1	2	3	4	5	6	7	18		1	2	3	4	23			1	2	3	4						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11					
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18					
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25					
25	26	27	28	29	30	31	29	30	31			20	26	27	28				26	27	28	29	30	31								
APRIL							MAY							JUNE							MS/HS Marking Periods August 29- Nov.4... .47 Days Nov. 7 - Jan. 20.....43 Days Jan. 23 - March 31.....48 Days April 10 - June 13.... .44 Days											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
14						1	1	2	3	4	5	6	9			1	2	3														
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10												
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17												
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24												
23	24	25	26	27	28	29	28	29	30	31		21	25	26	27	28	29	30														
30																																

KEY	Rescheduled student days for use in the event of emergency closings.
□ = No School	Day 1 June 14, 2023
△ = Kindergarten Screening & Parent Conferences, no Kindergarten	Day 2 – 6 FIDs
└ = 1/2 Day: Elem. Parent Conferences, Gr. 1-4, no Kindergarten	Day 7 June 15, 2023
▤ = 1/2 Day: Elementary / MS Parent Conferences, Gr. 1-8, no Kindergarten	Day 8 June 16, 2023
○ = Districtwide Parent Conference Day, no school for students	Day 9 June 20, 2023
■ = New Teacher Inservice, no school for students	Day 10 June 21, 2023
○ = Instr. Staff Inservice, no school for students	
∩ = 1/2 Day for Gr. 1-12, no Kindergarten/ 1/2 Day Staff Inservice	
— = Rescheduled days for emergency closings as per the list on this calendar. If needed, rescheduled days could extend until June 30.	FIDs = Flexible Instructional Days do not need to be made up.
Section 15-1502(a) Local Holidays—No School Defined by the PA School Code as days that will not be used as make up for emergency closings. November 25, 2022, December 26, 2022, December 27, 2022, December 30, 2022 and April 7, 2023	

August 25, 2022, August 26, 2022, November 8, 2022, November 28, 2022, February 3, 2023, May 16, 2023 and June 14, 2023 are additional Act 80 Days.

Daily Time Schedule

	5TH GRADE	6TH GRADE	7TH GRADE	8TH GRADE
H R	8:27 - 8:37	8:27 - 8:37	8:27 - 8:33	8:27 - 8:33
1	8:37 - 9:22	8:37 - 9:22	8:37 - 9:22	8:37 - 9:22
2	9:24 - 10:09	9:24 - 10:09	9:26 - 10:11	9:26 - 10:11
3	10:09 - 10:24 Recess 10:24 - 11:09 Core	10:09 - 10:24 Break 10:24 - 11:09 Core	10:15 - 11:01	10:15 - 11:01
4	11:11 - 11:56	11:11 - 11:56	11:05 - 11:29 Activity 11:29 - 11:53 Lunch	11:05-11:29 Lunch 11:29-11:53 Activity
5	11:58 - 12:22 Lunch 12:22 - 12:46 Activity	11:58 - 12:22 Activity 12:22 - 12:46 Lunch	11:57 - 12:42	11:57 - 12:42
6	12:49 - 1:34	12:49 - 1:34	12:46 - 1:31	12:46 - 1:31
7	1:37 - 2:22	1:37 - 2:22	1:35 - 2:20	1:35 - 2:20
8	2:25 - 3:10	2:25 - 3:10	2:24 - 3:10	2:24 - 3:10

VFMS Special Day Schedules

Two Hour Delay

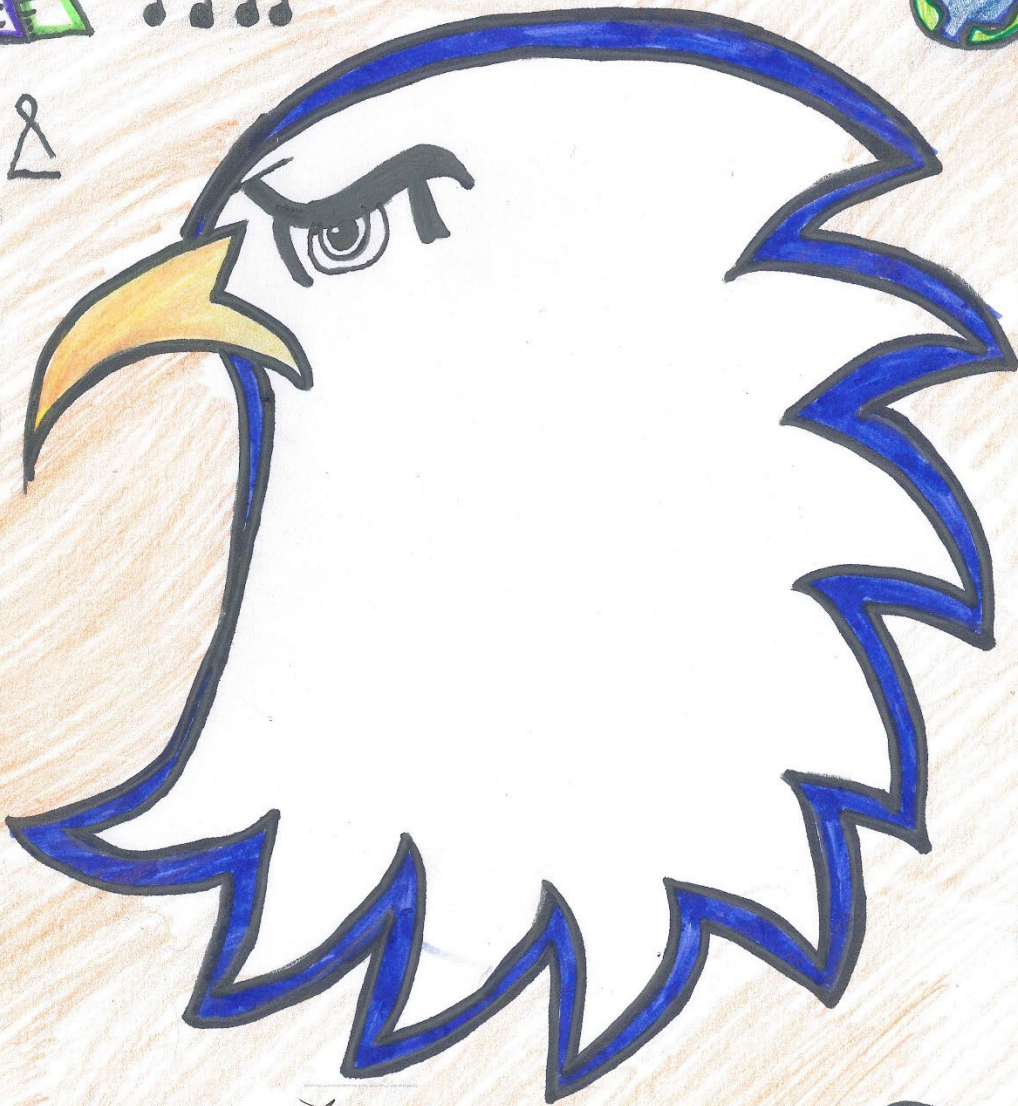
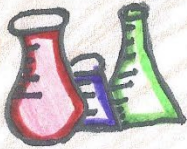
First Bell	10:17
Homeroom	10:27-10:35
1	10:38-11:06
2	11:09-11:37
5	11:39-12:21 (11:39-12:00) (12:00-12:21)
4	12:24-1:06 (12:24-12:45) (12:45-1:06)
3	1:09-1:37
6	1:40-2:08
7	2:11-2:39
8	2:42-3:10

Half Day

First Bell	8:17
Homeroom	8:27-8:37
1	8:41-9:08
2	9:12-9:40
3	9:44-10:11
4/5	10:15-10:42
6	10:46-11:14
7	11:18-11:45
8	11:49-12:17

VALLEY

FORGE



*together we
stand*



MIDDLE

22-23

SCHOOL



Annual Notice of Special Education Services

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

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

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

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

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

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

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

McKinney-Vento Homeless Assistance Act

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

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

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

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

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

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

POLICIES AND REGULATIONS

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

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 and R5461)

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

A copy of School Board Policy 5461 and Administrative Regulation 5461 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5461.pdf>

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

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

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

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

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

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

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

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

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

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

STUDENT DISCIPLINE (P5401 and R5401)

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

Violations of this Policy and Administrative Regulation shall be reported to local law enforcement in accordance with the Memorandum of Understanding in effect between the District and the local law enforcement agency and any applicable Board Policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

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

Dating violence means violence committed by a person:

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

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

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

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

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

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

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

Transient threat means there is no sustained intent to harm.

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

Behaviors targeting others means bullying, hazing, harassment, threatening behaviors, and threats collectively.

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

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

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

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

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

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

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

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

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

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

The District shall comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The District's Title IX Coordinator is the Director of Equity and Public Programs, whose contact information can be found in Administrative Regulation 6414. Depending on the specific allegations raised in a complaint received pursuant to this Policy, the Superintendent may designate additional individuals to assist the Title IX Coordinator in carrying out their responsibilities.

Students and third parties who believe they or others have been subject to discrimination are encouraged to promptly report such alleged incidents in accordance with Policy and Administrative Regulation 6141, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P6141.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R6141.pdf>, respectively. Additional information regarding the investigation and disposition of complaints can be found in the Policy and Administrative Regulation referenced above.

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

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

SEARCHES (P5412 and R5412)

Authorized school officials are permitted to conduct searches of students, including their persons, lockers, motor vehicles, and other possessions, when there is a reasonable suspicion that such a search will uncover evidence of a violation of Board Policy, Administrative Regulations, school rules, or local, state or federal law on the part of the student. In order for the requisite level of reasonable suspicion to exist, the school official must be able to point to a "particularized suspicion" for conducting a search. Searches that arise out of generalized concerns or merely suspicious behavior, where the school official is not looking for any object in particular, have been struck down as illegal. The scope of any search must be reasonable under

the circumstances, taking into consideration the student's age, the intrusiveness of the search, and the immediacy of any threat prompting the search.

A copy of School Board Policy and Administrative Regulation 5412 are available at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5412.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/r5412.pdf>, respectively, and contain additional information and procedures for the various types of searches (including, but not limited to, systematic suspicionless testing) to which student may be subjected. Students are encouraged to familiarize themselves with this information and procedures.

STUDENT RECORDS (P5225 and R5225)

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

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

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

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

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

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

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

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

STUDENTS' FREEDOM OF EXPRESSION (P5400 and R5400)

Freedom of expression is a right guaranteed by the United States Constitution. Students have the right to express themselves in accordance with law; however, expression that materially and substantially interferes with the educational

process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's rights is prohibited.

DRESS AND APPEARANCE (P5415 and R5415)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

School Meal Account Procedures / Meal Charging Policy

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

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

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

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

Low & Negative Account Balance Notification

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

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

Additional Information

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

Delinquent School Meal Account Debt

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

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

Distribution

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

STUDENT WELLNESS (P5402 and R5402)

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

TOBACCO PRODUCTS – POSSESSION AND USE (P5411 and R5411)

The possession, distribution and/or use of tobacco products by students is prohibited in all buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The foregoing is a total ban, for all students, on all possession, distribution and/or use of tobacco products in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. The definition of "tobacco products" is outlined in detail in Policy 5411, which is available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5411.pdf>. Students who violate this Policy will be subject to school-based discipline.

STUDENT SUBSTANCE ABUSE (P5405 and R5405)

Students are prohibited from using, distributing, possessing, or being under the influence of controlled substances in any of the buildings owned by the District, on District property, in school vehicles and/or while participating in school-sponsored activities on or off District property. Students who are found to be in violation of this prohibition shall be suspended from school and disciplined in accordance with Board Policy and the applicable student handbook. Aiding or abetting any of the above-mentioned prohibited conduct shall be treated in the same manner. The definition of “controlled substances” is outlined in detail in Policy 5405, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5405.pdf>. Violations of this Policy shall be referred to the appropriate law enforcement agencies in accordance with applicable law or regulations, Board Policy, and the Memorandum of Understanding in effect with local law enforcement. The District reserves the right to enforce this Policy and the accompanying Administrative Regulation with respect to off-campus conduct to the fullest extent permitted by law.

The District, recognizing the need to address the problem of substance abuse on a District-wide basis, supports the maintenance of a Student Assistance Program. The purpose of the Student Assistance Program is three-fold: (1) to identify students who are having problems because of substance abuse or due to mental health problems, (2) to intervene when appropriate either by personal contact or through support groups, and (3) with the involvement and approval of parents/guardians, to refer those students for appropriate help. Additional information regarding the Student Assistance Program and procedures for students to seek help for themselves or on behalf of another student with a drug, alcohol, or substance abuse problem can be found in Administrative Regulation 5405, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5405.pdf>.

ADMINISTRATION OF MEDICATION TO STUDENTS (P5406 and R5406)

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

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

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

FIELD TRIPS (P6153 and R6153)

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

INTEGRATED PEST MANAGEMENT (P8012)

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

COMPLAINTS REGARDING THE DISTRICT (P1122 and R1122)

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

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

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 and R5113)

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

Electronic Devices (P5414 and R5414)

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

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

The use of electronic devices is subject to the following restrictions:

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

Notwithstanding the rules set forth above, electronic devices may be used at any time for the purposes of reporting an emergency situation or a violation of Board Policy, Administrative Regulations, school rules, or any applicable student handbook or code of conduct to an appropriate school official when such violation constitutes a threat to the health, safety or welfare of members of the school community. Electronic devices may also be used in accordance with a student's IEP or

Section 504 Service Agreement. Violations of Board Policy or Administrative Regulation 5414, including any regulations imposed on the use of electronic devices by individual building principals, may result in disciplinary action, including suspension, expulsion and/or referral to law enforcement.

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

Acceptable Use of Technology (P8080 and R8080)

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

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

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

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

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

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

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

Users of District technology resources shall have no expectation that their activity on the District network, including files, communications, and internet activity, will be private, regardless of whether activity takes place on or away from school property. Files, communications, and internet activity on District technology resources are subject to review and may be deleted without notice.

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

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

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

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

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

are available for review on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8080.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8080.pdf>, respectively. Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.