

**Policy Committee Agenda**  
**Thursday, January 21, 2016**  
**7:00 p.m.**  
Room 200, T/E Administration Offices

- 1. Approval of Minutes of the November 12, 2015 meeting**
- 2. Public Comment**
- 3. Review of Policies for 2<sup>nd</sup> Reading**
  - Policy 6193: Web Content, Hosting and Maintenance
  - Policy 4031: Resignations from Employment
- 4. Information**
  - None
- 5. Follow Up from Previous Policy Committee Meeting**
  - Policy and Regulation 4340: Electronic Communication Devices: Use by Employees
  - Policy 1124: Distribution of Promotional Information
- 6. Policies and Regulations for Review and Discussion**
  - Regulation 5401 Student Discipline
  - Policy 7100 Gifts and Bequests to the District
  - Regulation 4511 Promoting Student Travel/Tours
  - Regulation 5117 Student Travel
  - Regulation 6193 Web Content, Hosting and Maintenance
  - Regulation 5113 Procedures for Enforcing School Attendance
- 7. Other**
  - 2016 Policy Committee Goals
- 8. Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on February 18, 2016, March 17, 2016, April 21, 2016, May 19, 2016 and June 9, 2016. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, November 12, 2015  
TE Administrative Offices, Room 200  
6:30 p.m.**

**Attending all or part of the meeting:**

**Board Committee Members:** Kevin Buraks, Chair; Virginia Lastner; Jim Bruce

**Other Board Members:** Doug Carlson, Pete Motel, Karen Cruickshank

**T/E School District Representatives:** Rich Gusick, Mike Kristofco (Solicitor), Mike Szymendera, Jeanne Pocalyko and Mark Cataldi

**Community Members:** Kate Murphy and Todd Kantorczyk

**Approval of the Minutes:** The minutes of the October 15, 2015 meeting were approved.

**Public Comment:** None.

**Review of Policies for 2<sup>nd</sup> Reading:**

After review and discussion, it was recommended that each of the following Policies be sent to the Board of School Directors for a second reading at their meeting on November 16, 2015.

**Policy 4450: Performance Improvement Plans for Professional Employees**

This Policy reflects the September 21, 2015 Memorandum of Understanding between the Tredyffrin/Easttown Education Association and the District.

**Policy and Regulation 7095: Service Animals in Schools**

This new Policy and Regulation were introduced to establish procedures for individuals with disabilities that require the use of a service animal.

**Policy and Regulation 6190: Internet and Computer Network Safety and Use**

The current Policy authorized the District to provide email services to Conestoga High School students and the revision includes expanding that authorization to District middle school students in the event that the District decides to pursue that option.

**Information:** None.

**Follow Up from Previous Policy Committee Meeting:**

**Regulation 1300: Volunteers**

Revisions to this Regulation reflect changes in the law in defining the type of volunteers that need clearances. Check-in procedures at the schools were discussed as the Raptor system can be set up to indicate whether or not a volunteer has all of their clearances up to date.

**Regulation 8100: Transportation**

Revisions to this Regulation were made as a follow up to the discussion at the October 15, 2015 Policy Committee meeting regarding the courtesy middle school music shuttle buses and connecting elementary bus run. The revisions affirmed the practice of not adding extra bus stops to the elementary bus runs for middle school shuttle students. Availability of the music shuttle buses will be reviewed annually. In addition, bus stops may change from school year to school year. Bus schedules are available via the District website.

After review and discussion the following Policy and Regulation was pulled to be revised and presented at the next Policy Committee meeting.

**Policy and Regulation 4340: Electronic Communication Devices: Use by Employees**

**Policies and Regulations for Review and Discussion:**

**Policy and Regulation 6193: Web Content, Hosting and Maintenance**

Revisions to this Policy and Regulation relate to the updated media consent form, which requires parental permission to post student work, student photographs and student first and last names on web pages. Events that are open to the public are not intended to be part of this Regulation or the media consent form. These public events are subject to media coverage, including publication on the media outlet's web site or social networking sites. This Policy will be sent to the Board of School Directors for a first reading at their meeting on November 16, 2015.

**Revisions were made to the following Regulations to reflect the current administrative structure and positions:**

**Regulation 2200: Administrative Organizational Chart**

**Regulation 2121: Director of Curriculum, Instruction, Staff Development and Planning – Duties**

**Regulation 2124: Director of Individualized Student Services – Duties**

**Regulation 2125: Director of Assessment and Accountability – Duties**

**Regulation 2126: Director of Instruction Technology – Duties**

**Regulation 2123: Director of Human Resources**

**Regulation 2127: Supervisor of Special Education – Duties**

This new Regulation was introduced to delineate the duties of Supervisor of Special Education just as other professional positions have defined job descriptions in other Regulations.

**Regulation 5222: State Assessments**

This Regulation was revised to reflect the current state mandated testing of PSSAs and Keystone Exams. Supplemental instruction is offered to students who score less than proficient. This Regulation also cross references the newly approved Regulation 6138 Nonparticipation in Specific Instruction and State Assessments.

**Policy and Regulation 4031: Resignations from Employment**

This new Policy and Regulation governs separation from the District due to resignation, which includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignations. The Superintendent is authorized to accept resignations in a timely manner without further Board action. Resignations shall be listed in the agenda at the next regular Board meeting. The Regulation also specifies the final pay calculation. This Policy will be sent to the Board of School Directors for a first reading at their meeting on November 16, 2015.

**Additional discussion:**

**Policy 1124: Distribution of Promotional Information**

This Policy categorizes groups and organizations to indicate the types and methods in which they may communicate information through the District. The Committee discussed the consideration of classifying specific groups as Class B and will be discussed at the next Policy Committee meeting.

**Adjournment:**

This meeting was adjourned at 8:50 p.m.

**Future Meetings:**

Additional committee meetings will be scheduled after School Board reorganization in December 2015. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 740 West Valley Road, Suite 1700, in Room 200.

### *Web Content, Hosting and Maintenance*

The T/E School District web site is designed to provide information and resources to the students, staff, and residents of the District. ~~The web site may also be utilized to share classroom information and student work.~~ All pages displayed within the District web site will be directly related to the curriculum, District programs or events, or will provide general information about the District. Links to sites outside of the District web site will be to sites that have a direct connection to the curriculum and programs, or have a meaningful connection to the District community.

Any staff member wishing to post ~~purposeful~~ information on the District web site may submit web page documents that adhere to District policies, regulations and guidelines to the District Web Site Specialist or other designee for uploading to the web server. Staff members creating web pages directly related to student activities or using content produced within the school environment must adhere to District policies and regulations even if the pages are not located on the District web site or the District servers.

#### Student Privacy Safeguards

Personally identifiable student information must be kept to a minimum. ~~Student first name and last initial only will be listed on web pages.~~ Written parental permission on the District media consent form is required to post ~~any~~ student work, student photographs and ~~to list~~ student first and last names at the high school on web pages. Student ~~photographs (except for distant group photographs)~~, email addresses, phone numbers, mailing address, names of family members, names of friends or the physical location of the student at any given time may not be included on web page documents.

~~District web page documents may not include student photographs or video clips with the exception of group photographs.~~ Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects, and/or are open to the public and are not intended to be part of this Policy. These ~~public~~ events may be subject to media coverage outside the control of the District, including publication in the media outlet's web site or social networking sites.

#### Ownership and Retention

The District reserves the right to delete any files and/or links to web pages that exist on the server at any time without notice.

*Resignations from Employment*

This policy governs separation from the District due to resignation.

A resignation is a voluntary termination of employment initiated by the employee and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignation.

The Board authorizes the Superintendent to accept resignations, including resignations in lieu of termination, of all District employees (except the Superintendent) without further Board action. Resignations accepted by the Superintendent shall be listed in the consent agenda for the next regular Board meeting.

The Administrative Regulation related to this policy will outline the procedures regarding both resignation and also final pay calculation for employees who have voluntarily resigned. ~~These procedures shall ensure that individual resignations will be reviewed and handled in a manner that produces the lowest potential for compromise of confidential data.~~

~~Restrictions on Use of Electronic Communication Devices: Use by Employees  
(Tredyffrin/Easttown School District Employees)~~

Definition:

“Electronic Communication Devices” is defined in the accompanying regulation.

Authority / Guidelines:

District employees may possess electronic communication devices, ~~as defined in the accompanying regulation, including, but not limited to, cellular telephones, cameras and personal digital assistants with video/camera capabilities~~ within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic communication devices in addition to the following restrictions:

1. When appropriate, electronic communication devices must be turned off or set in silent mode.
2. Electronic communication devices must not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.
3. Electronic communication devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. Except when and where specifically authorized by their supervisor, use of electronic communication devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.
- ~~5. Except when and where specifically authorized by their supervisor, employees are prohibited from both holding and using a cell phone or similar electronic communication device while driving a vehicle on District business or using power machinery.~~

Notwithstanding the rules set forth in the regulation for this policy, electronic communication devices may be used at any time to respond to or report an emergency situation.

{01131307 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

Revised: \_\_\_\_\_

Tredyffrin/Easttown School District

Employees found in violation of this policy may be asked to relinquish their electronic communication devices. Employees are also subject to discipline in accordance with District procedures.

Additional ~~R~~estrictions for Bus Drivers

The Director of Transportation shall establish and publish procedures for use of electronic communication devices by transportation employees and contractors.

Contracts with transportation employees and/or providers must require adherence to the District's policies and procedures for use of electronic communication devices.

School bus drivers and any other employees or contractors transporting District students may not use handheld electronic communication devices at any time while operating a school bus or other vehicle while the bus or other vehicle is in motion.

{01131307 }Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: November 13, 2008

Revised: \_\_\_\_\_

Tredyffrin/Easttown School District



~~Restrictions on Use of Electronic Communication Devices: Use by Employees (Tredyffrin/Easttown School District Employees)~~

Definition:

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

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

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

Use of Handheld Cell Phones and Electronic Communication Devices While Driving

District employees ~~are discouraged~~ can obtain authorization for from holding and using a cell phone or ~~similar other~~ electronic communication device while ~~driving~~ operating a motor vehicle on school business while it is in motion. ~~District employees are prohibited from holding and using a cell phone or other electronic communication device or while using~~ power machinery on District property. by submitting a written request setting forth the reason for the requested authorization to the employee’s direct supervisor. The direct supervisor will review the request and determine whether the use is necessary and appropriate. If the use is necessary and appropriate, then the supervisor will give the employee authorization.

~~When an employee is authorized to hold and use a cell phone or other electronic communication device while driving a vehicle on school business or using power machinery, the employee must operate the device and the vehicle or power machinery in a safe manner so as not to enhance the likelihood of accident. Such operation must~~

{01131317 }Adopted: March 28, 2005

Revised: February 23, 2009

Revised: \_\_\_\_\_

Tredyffrin/Easttown School District

~~also be in accordance with any applicable law regulating the use of electronic communication devices while driving.~~

~~The only manner in which a cell phone or other electronic device can be used is for making or receiving calls while the vehicle is in motion.~~

*Occasions when Electronic Communication Devices Must Be Turned Off*

~~An employee~~District employees must turn off all electronic communication devices, with the exception of District-issued electronic communication devices, or put those devices in silent mode when the employee is present in a class with students and during school assemblies, except where the use of such electronic communication devices is for educational or instructional purposes and consistent with the employee's job responsibilities and normal work duties as determined by the employee's supervisor.

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*Additional Procedures and Restrictions for Transportation Employees*

Bus drivers and other employees and contractors transporting students must adhere to the following additional procedures and restrictions:

1. Do not drive while operating a cell phone.
  - a. Radio is to be your **number one** form of communication.
  - b. If there is a problem with your radio, notify your contract manager immediately for repairs. All radios should be tested during **pre-trip**.
  - c. If a driver does not answer his/her radio and there are no pending repair orders, disciplinary action **may** be taken.
  - d. If a driver is reported to be talking on ~~the~~a cell phone or text messaging when driving, disciplinary action **will** be taken. This also includes during field and sport trips.
2. If necessary to answer an important phone call, pull over to a safe place, turn off the motor, secure your bus, and answer your call.
3. If lost, pull over, turn off the motor, secure bus, receive your information from your radio, or if your radio is not available, your cell phone and then disconnect.

{01131317 }Adopted: March 28, 2005

Revised: February 23, 2009

Revised: \_\_\_\_\_

Tredyffrin/Easttown School District

4. If involved in an accident, notify dispatcher for them to call 911. The  
—transportation staff needs to be in control of the situation.

*Distribution of Promotional Information*

This Policy establishes:

- A. the restrictions on the types of organizations which may communicate through District media; and
- B. the restrictions on the nature and content of District-approved distribution of written or electronically-transmitted information by these organizations.

*A. Rules for Organizations and Groups Covered by this Policy*

Class A (Student Organizations and School-Sponsored Activities)

These organizations are all student organizations, including clubs and athletic teams, and school-sponsored activities.

- 1) Upon prior approval by the Superintendent or designee based on compliance with this Policy and its accompanying Administrative Regulation, Class A Groups may distribute promotional materials subject to reasonable time, place and manner restrictions as determined by the building principal.
- 2) When Class A Groups distribute promotional information on behalf of other organizations, the rules and restrictions pertaining to that organization shall apply.

Class B (District and School-Related Parent Organizations)

These organizations are District and school-related parent organizations.

- 1) Upon prior approval by the Superintendent or designee based on compliance with this Policy and its accompanying Administrative Regulation, Class B Groups may distribute promotional materials subject to reasonable time, place and manner restrictions as determined by the building principal. The only method for communicating such information shall be through routine announcements and incorporating the material in regular communications. Each building principal shall determine the mode, length and frequency of communication.
- 2) The schools may cooperate in publicizing and promoting the activities of Class B Groups provided the particular activity is parallel in nature, function, and purpose to the philosophy and educational program of the District as described in Policy 6121 "Philosophy of Education" or other applicable policies, and provided the time involved does not infringe on the school program or diminish the amount of time devoted to the school program.
- 3) Information about goods, services, performances, and activities produced or conducted by Class B Groups, the names of such groups, and the persons connected with such groups may be brought to the attention of students or parents, but only when the information would clearly be of interest or value to the students themselves.

- 4) When Class B Groups distribute promotional information on behalf of other organizations, the rules and restrictions pertaining to that organization shall apply.
- 5) Communications from Class B Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in the accompanying Administrative Regulation.

#### Class C (Community Non-Profit Groups)

These organizations are those groups whose primary function is to enhance the community by providing service to Tredyffrin/Easttown youth and adults. The participants in activities sponsored by these organizations should predominantly reside in the T/E District and/or actively support the students' educational program.

- 1) Upon prior approval by the Superintendent or designee based on compliance with this Policy and its accompanying Administrative Regulation, Class C Groups may distribute promotional materials subject to reasonable time, place and manner restrictions as determined by the building principal. The only method for communicating such information shall be through posting on physical or electronic bulletin boards. Each building principal shall determine the mode, length and frequency of communication.
- 2) The schools may cooperate in publicizing and promoting the activities of Class C Groups provided the particular activity is parallel in nature, function, and purpose to the philosophy and educational program of the District as described in Policy 6121 "Philosophy of Education" or other applicable policies, and provided the time involved does not infringe on the school program or diminish the amount of time devoted to the school program.
- 3) Information about goods, services, performances, and activities produced or conducted by Class C Groups, the names of such groups, and the persons connected with such groups may be brought to the attention of students or parents, but only when the information would clearly be of interest or value to the students themselves.
- 4) Communications from Class C Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in the accompanying Administrative Regulation.

#### Class D (TESD residents, current/former TESS employees, and Conestoga High School Graduates)

This classification pertains to TESS residents, current/former TESS employees and Conestoga High School graduates. This classification also covers Conestoga High School graduates who request our facilities for reunion/class-related events.

- 1) Upon prior approval by the Superintendent or designee based on compliance with this Policy and its accompanying Administrative Regulation, Class D Groups may distribute promotional materials subject to reasonable time, place and manner restrictions as determined by the building principal. The only method for communicating such information shall be through posting on physical or electronic

bulletin boards. Each building principal shall determine the mode, length and frequency of communication.

- 2) The schools may cooperate in publicizing and promoting the activities of Class D Groups provided the particular activity is parallel in nature, function, and purpose to the philosophy and educational program of the District as described in Policy 6121 “Philosophy of Education” or other applicable policies, and provided the time involved does not infringe on the school program or diminish the amount of time devoted to the school program.
- 3) Information about goods, services, performances, and activities produced or conducted by Class D Groups, the names of such groups, and the persons connected with such groups may be brought to the attention of students or parents, but only when the information would clearly be of interest or value to the students themselves.
- 4) Communications from Class D Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in the accompanying Administrative Regulation.

#### Class DD (TESD Employee-Run Programs)

This classification pertains to TESP employee-run programs and camps that primarily benefit T/E students or residents, regardless of whether or not an admission fee or tuition is charged.

- 1) Upon prior approval by the Superintendent or designee based on compliance with this Policy and its accompanying Administrative Regulation, Class DD Groups may distribute promotional materials subject to reasonable time, place and manner restrictions as determined by the building principal. The only method for communicating such information shall be through posting on electronic bulletin boards. Each building principal shall determine the mode, length and frequency of communication.
- 2) The schools may cooperate in publicizing and promoting the activities of Class DD Groups provided the particular activity is parallel in nature, function, and purpose to the philosophy and educational program of the District as described in Policy 6121 “Philosophy of Education” or other applicable policies and provided the time involved does not infringe on the school program or diminish the amount of time devoted to the school program.
- 3) Information about goods, services, performances, and activities produced or conducted by Class DD Groups, the names of such groups, and the persons connected with such groups may be brought to the attention of students or parents, but only when the information would clearly be of interest or value to the students themselves.
- 4) Communications from Class DD Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in the accompanying Administrative Regulation.

Class E (Youth Education Programs)

These are organizations that provide youth (generally under 19 years of age) education programs that are available to and provide benefit for TESD residents.

- 1) The District does not distribute information on behalf of for-profit entities.
- 2) Class E Groups may not distribute information except through the District or a sponsoring Class A Group (Student Organizations and School-Sponsored Activities) or Class B Group (District and School-Related Parent Organizations).
- 3) In that regard, goods, services, performances, and activities produced or conducted for private gain or other purposes, and the names of organizations and persons connected with Class E Groups, may be brought to the attention of students and parents by either the District, Class A Groups (Student Organizations and School-Sponsored Activities) or Class B Groups (District and School-Related Parent Organizations); when they
  - a. are directly related to the educational or recreational program, or
  - b. appear in instructional material as the simple identification of the name of the organization and not as a dominant theme.
- 4) Communications from Class E Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in the accompanying Administrative Regulation.

Class EE (Adult Education Programs)

These are organizations that provide adult education programs that are available to and provide benefit for TESD residents.

- 1) The District does not distribute information on behalf of for-profit entities.
- 2) Class EE Groups may not distribute information except through the District or a sponsoring Class A Group (Student Organizations and School-Sponsored Activities) or Class B Group (District and School-Related Parent Organizations).
- 3) In that regard, goods, services, performances, and activities produced or conducted for private gain or other purposes, and the names of organizations and persons connected with Class EE Groups, may be brought to the attention of students and parents by either the District, Class A Groups (Student Organizations and School-Sponsored Activities) or Class B Groups (District and School-Related Parent Organizations); when they
  - a. are directly related to the educational or recreational program, or
  - b. appear in instructional material as the simple identification of the name of the organization and not as a dominant theme.
- 4) Communications from Class EE Groups regarding promoting, sponsoring or advertising a commercial product or service must include the disclaimer described in

the accompanying Administrative Regulation.

#### Class G (Local For-Profit and Other Organizations)

These organizations or groups include private enterprise groups, business and local for-profit organizations.

- 1) The District does not distribute information on behalf of for-profit entities for their private gain.
- 2) Class G Groups may not distribute information except through the District or a sponsoring Class A Group (Student Organizations and School-Sponsored Activities) or Class B Group (District and School-Related Parent Organizations).
- 3) In that regard, goods, services, performances, and activities produced or conducted for private gain or other purposes, and the names of organizations and persons connected with Class G Groups, may be brought to the attention of students and parents by either the District, Class A Groups (Student Organizations and School-Sponsored Activities) or Class B Groups (District and School-Related Parent Organizations); when they
  - a. are directly related to the educational or recreational program, or
  - b. appear in instructional material as the simple identification of the name of the organization and not as a dominant theme.

#### B. *Restrictions on Nature and Content of Information*

##### Type of Media

This Policy applies to information distributed through any District communication medium, including but not limited to:

1. items sent home with students,
2. intraschool and interschool mail,
3. bulletin boards, whether physical or electronic,
4. District produced cable television,
5. the District website,
6. publications produced by the District on behalf of school-sponsored student organizations, such as the student newspaper, and
7. District internet and network.



Approval Criteria

Only information about the school system or a particular program that is parallel in nature, function and purpose to the philosophy and curricular program of the School District as described in Policy 6121 “Philosophy of Education” or other applicable policies may be distributed to or through students and staff members.

Content Limitations

In addition to the other limitations set forth elsewhere in this Policy, organizations and other groups covered by this Policy may only be permitted to distribute information that:

1. Does not convey political partisanship, with the intent to advocate for a particular candidate or party rather than to instruct, except at designated polling places on election day or except by Class A Groups (Student Organizations and School-Sponsored Activities);
2. Does not promote or denigrate a particular religion or religious practice in a manner that suggests that the District is endorsing a particular set of religious beliefs;
3. Does not incite discrimination against any group or person based upon race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion of the group or person;
4. Does not promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
5. Does not primarily promote commercial enterprises, except for approved advertising which otherwise complies with this Policy’s content limitations and contains the required disclaimers;
6. Does not libel an individual or group, or interfere with or advocate interference with the rights of any individual or the operation of the schools;
7. Does not promote use of tobacco products, alcoholic beverages, illegal substances or paraphernalia;
8. Does not conflict with prevailing standards of decency;
9. Does not violate applicable copyrights, trademarks and other protected interests;
10. Does not run counter to the best interests of the students, staff or schools, in the opinion of the Superintendent or designee upon consultation with the Solicitor or other District legal counsel in order to ensure legality.

Additional Conditions for Items Sent Home with Students

Only Class A and B Groups may distribute materials through students.

All other organizations and groups, including the Boy Scouts of America and Girl Scouts will have access to bulletin boards as a means to distribute information as opposed to sending items home with students.

Additional Conditions for Cable Television

Programs must be suitable for family viewing and cannot contain objectionable or questionable material or language

The TE/TV channel will be used primarily to:

1. Keep students, parents/guardians and the community informed of important information and events pertaining to the District.
2. Further the community's knowledge of and participation in the current mission and goals of the District
3. Promote District programs, activities, and functions.
4. Showcase student activities and accomplishments.
5. Provide Class A (Student Organizations and School-Sponsored Activities) and Class B (District and School-Related Parent Organizations) Organizations with access, so that they may communicate their social, charitable, cultural, and artistic activities. No other class of organization may access TE/TV for this purpose.
6. District staff members and students may be identified by name and image in TE/TV programs unless they or, in the case of students under the age of 18, their parents or guardians, specify their objection in writing to the Superintendent on a yearly basis.
7. The Superintendent shall make the final determination as to the merit of a program to be aired on TE/TV.

Delegation of Authority

The Superintendent or Superintendent's designee shall be responsible for developing procedures to implement this Policy. Those regulations shall include, but not be limited to:

1. Procedures for obtaining advance approval of District-approved distribution of information;
2. Requirements for disclaimers on information (particularly those transmitted electronically) to be distributed, to avoid confusion to the intended recipients;
3. Criteria determining whether, and to what extent, information from Class B (District and School-Related Parent Organizations) may be linked to the District website or have access to District controlled cable television; and

4. Provisions for orientation of Class A (Student Organizations and School-Sponsored Activities) and Class B (District and School Related Parent Organizations) to this Policy and its accompanying administrative regulation, to ensure compliance and to ensure that these groups do not exceed the scope of their authorization

Adopted: May 11, 1970  
Revised: November 23, 1998  
Revised: June 12, 2006  
Revised: February 26, 2009  
Revised: May 11, 2009  
Revised: February 25, 2013  
Revised: October 27, 2014

*Student Discipline*

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*Guidelines for Developing Self-Discipline*

1. The development and maintenance of self-discipline is an integral aspect of learning.
2. Each professional staff member, as a part of the normal teacher-learning process, shall develop and emphasize self-disciplinary procedures with students.
3. Each staff member is responsible for contributing to the maintenance of these standards of behavior which are conducive to learning not only in the classroom but in corridors, the cafeteria and throughout the school site.

*Definitions*

“Bullying” as used in Policy 5401 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 meets all of the following criteria:

- a) occur during the school day, on school property, on a school bus, or at a school-sponsored activity or event
- b) are severe, persistent or pervasive; and
- c) include any written, verbal, or physical act including but not limited to:
  - Written intimidating/threatening, and/or demeaning letters, notes, messages, emails and/or any other electronic means.
  - Verbally intimidating/threatening comments, slurs, innuendos, or taunting
  - Visual gestures
  - Physical hitting, slapping, kicking, and pinching, etc.
  - Making reprisals, threats of reprisal, or implied threats of reprisal, social isolation or manipulation of a student
  - Engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student
  - Any other behavior or acts which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school

See Bullying Procedures set forth later in this Regulation

*Disciplinary Action*

Building Level

1. Under these districtwide guidelines, basic standards of behavior shall be developed and then reviewed annually within each building of the District.
2. Appropriate and consistent action shall be taken not only in the classroom, but throughout the entire building to maintain these standards. Punishment (or consequences) will be proportional to the severity of the infraction with consideration of academic consequences associated with discipline.
3. Building administrators shall be responsible for maintaining such standards building-wide.
4. The individuality of each student and each incident shall be taken into consideration in any disciplinary action.
5. If a student is suspended from school, a building administrator shall contact the parents or guardian by telephone or face-to-face prior to re-admittance of the student.

District Level: Extended suspension or expulsion

1. Recommendation for suspension or expulsion when made to the Superintendent for action shall include:
  - a. A chronology of the incident(s).
  - b. Statement(s) by those involved in crucial incident(s).
  - c. Statement(s) of student status from educators currently involved with student(s).
  - d. A review and recommendation by the principal and Director of Individualized Student Services.
2. As soon as extended suspension or expulsion is considered as a possible course of action, the principal shall consult with the Superintendent and request legal guidance on the matter.
3. The Superintendent or designee shall review such information, including the student's file, and recommend to the Board the setting of a hearing to consider possible expulsion from school.

Protocol for Risk Assessment of Threatening Behaviors

1. Building administrator or designee conducts initial investigation to verify incident and probability of student involvement; Office of Individualized Student Services is notified.
2. Building administrator or designee contacts parent/guardian to review these steps in the protocol:
  - Student will be suspended out of school pending further investigation and results of mental health assessment conducted by a certified child and adolescent psychiatrist or other qualified mental health professional to determine if student poses a threat to self or others and what supports and services may be required to assist student.
  - Office of Individualized Student Services or designee will contact family to discuss arrangements for assessment. Signed parent/guardian permission will be required.
  - If suspension exceeds three days, family has the right to an informal hearing.
  - Police must be notified in the event of a weapons or drug offense.
  - Police will be notified by the building administration in situations involving assault resulting in bodily injury.
3. Office of Individualized Student Services or designee prepares permission for building administrator to secure parent signature.
4. Office of Individualized Student Services arranges assessment and contacts parent/guardian and building administrator.
5. Building administrator prepares summary of incident for Superintendent.
6. Upon receipt of parental permission, building administrator or designee contacts mental health professional to provide information about the incident and records containing pertinent background information. The administrator or designee makes arrangements with the mental health professional to contact the building administrator or designee immediately following the assessment as to whether the student is safe to return to school.
7. Following the risk assessment, the mental health professional contacts the building administrator or designee as per previous agreement. The administrator or designee contacts the family.
8. The mental health professional sends a written report to the Office of Individualized Student Services, which, in turn, disseminates this to the building administrator and to the parent/guardian.

9. Disciplinary action is determined within the context of the mental health assessment. If student is not considered a threat to self or others, then student returns to school following a term of suspension determined by building administration. Supports and services are determined by appropriate building based team (Student Assistance, IEP, IST).
10. Building and District personnel work with family to discuss and implement recommendations.

*Suspensions of Students with Disabilities*

Typically, students with disabilities and students determined to be handicapped under Chapter 15, may not be suspended beyond ten (10) consecutive school days and fifteen (15) cumulative school days ("the 10/15 day limits") allowed by State Board of Education regulations, 22 Pa. Code §14.143. The exception to this general rule is where the IEP team determines that the student's conduct was not a manifestation of the student's disability. No later than the day on which the decision to take disciplinary action is made, the district shall notify the parents of the decision and of all procedural safeguards under the IDEA.

When discipline is to be imposed upon a student with disabilities, school personnel have the authority to (1) remove the child from his or her current placement to an appropriate interim alternative educational setting or suspension for a period of not more than the 10/15 day limits to the extent such discipline would be applied to students without disabilities; (2) assign the student to an alternative educational setting for the same period as such discipline would be imposed upon children without disabilities if there has been a determination that the conduct at issue was not a manifestation of the child's disability or (3) assign the student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the conduct at issue was a manifestation of the child's disability if the special circumstances for emergency placement described on page 6 apply.

When a student with a disability has committed an act that would result in a suspension from school all regular disciplinary procedures must be followed. If the proposed suspension is longer than 10 school days, or longer than 15 school days when added to prior suspensions in the school year, or involves the exclusion of a student with Intellectual Disability, it is considered a change of educational placement as defined in 22 Pa. Code 14.143. Any recurring, part-day removals may constitute a change of placement just as recurring full day removals of the student from the class constitute a change in placement.

If proposed discipline would result in a change in placement, then in addition to other applicable procedures, within ten (10) school days of any decision to change the placement of a student with a disability, the relevant members of the IEP team must conduct a manifestation determination as set forth below.



### Emergency Exclusions for Students with Intellectual Disability

The protection afforded students with intellectual disability in the Commonwealth concerning suspension is greater than the protection afforded other students with disabilities. For students with intellectual disability, any suspension is a change in placement; however, the regulations provide a mechanism for emergency exclusions of students with intellectual disability, where necessary.

If a discipline problem with a student with intellectual disability is so immediate or severe as to warrant immediate action, the school district via the Director of Individualized Student Services with the approval of the Secretary of Education or a designee, may implement an interim change in educational placement, including exclusion from school, as long as notice is provided to the parents and a due process hearing is scheduled as soon as possible. The Secretary approval process is available only for an exclusion of a student with intellectual disability for 10 days or less. A school district proposing to exclude a student with intellectual disability must first notify the student's parent/guardian in writing requesting approval. If the approval is not given, the parents and/or school district have the right to a due process hearing to determine whether a change in placement is appropriate.

In the event of a weapons incident, the appropriate procedures are followed including police notification, documentation for state reporting and recommendation to the Superintendent by administration for discretionary action if warranted.

### IEP/Multidisciplinary Team Consideration

Within 10 school days after the decision to change the placement, the relevant members of the IEP team as determined by the parent(s) and the Administration, must consider whether the student's behavior is attributable to the student's disability. In making this determination (hereafter called the manifestation determination), the IEP team must review all relevant information in the student's file, including the IEP, any teacher observations and any relevant information provided by the parents to determine: (a) whether the conduct in question was caused by or had a direct and substantial relationship to the student's disability and (b) whether if the conduct in question was the direct result of the district's failure to implement the IEP. If the team determines that the answer to either of these questions is "yes", then the conduct shall be deemed a manifestation of the student's disability.

### Conduct Deemed a Manifestation of Disability

If the conduct is deemed a manifestation, then the IEP team must (a) conduct a functional behavioral assessment of the student unless such an assessment was previously conducted and develop and implement a behavior intervention plan, unless such a plan has already been developed; or (b) if a behavior intervention plan was previously developed, then the IEP team must review the plan and modify it as necessary to address the behavior.

The behavioral intervention plan will provide the vehicle in the determination of what constitutes a change in educational placement for each student's program. If the IEP team has included certain school responses to student behavior in the behavior intervention plan, the application of the agreed upon procedures will not constitute a change in educational placement.

Additionally, if the conduct is deemed a manifestation of the student's disability, then the student must be returned to placement from which the student was removed unless (a) the parent(s) and the district agree to a change in placement as part of a behavioral intervention plan or (b) the special circumstances for emergency placements set forth on page 6 apply. If the conduct in question involved any of these special circumstances, then the district may assign the student to an alternative educational setting for not more than forty-five (45) school days, regardless of whether the conduct was a manifestation of the student's disability.

If the conduct is deemed a manifestation, but the district believes that maintaining the current placement is substantially likely to result in injury to the child or others, then the district may request an expedited due process hearing which must be scheduled within 20 school days of the request. The student must remain in the current placement pending the hearing officer's decision, unless the district and the parent(s) agree to an alternative placement.

#### Conduct Not a Manifestation of Disability

If the conduct is not deemed a manifestation of the student's disability, then the district may proceed with the disciplinary measures applicable to students without disabilities in the same manner and for the same duration as they would apply to students without disabilities. The district is still required to provide a free appropriate public education to the student, but it may provide the education in an alternative setting. If a hearing before the School Board is necessary, then the School Board must receive the complete special education and disciplinary record of the child.

If the parents disagree with determination that the behavior was not a manifestation of the student's disability, then the parents have the right to an expedited hearing to challenge the determination. During the appeal, the student must remain in the interim alternative educational setting until the disposition of the appeal or until the expiration of the period of exclusion, whichever occurs first, unless the district and the parent agree otherwise.

If the conduct is not deemed a manifestation, then the district must, as appropriate, provide a functional behavioral assessment, behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur.

#### Special Circumstances For Emergency Placements

The Administration can remove a student with disabilities to an interim alternative educational setting for a period of forty-five days regardless of whether the conduct in

question was a manifestation of the student's disability under the following circumstances:

Weapons

A student with a disability who carries or possesses a dangerous weapon to or at school, on school premises or to or at a school function can be placed in an interim alternative educational setting for a maximum of 45 calendar days (the IEP team determines the setting and the student returns to regular education on the 46th day unless a mutually agreed upon new placement has been identified). Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

Controlled Substances

A student with a disability who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function can be placed in an interim alternative educational setting for a maximum of 45 calendar days (the IEP team determines the setting and the student returns to regular education on the 46th day unless a mutually agreed upon new placement has been identified). The term "illegal drug" means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional. This does not include a legally-prescribed drug. A "controlled substance" is a substance as defined in the Controlled Substances Act (21 U.S.C. § 812(c).) Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

Serious Bodily Injury

A student with a disability who has inflicted serious bodily injury upon another person while at school, on school premises or at a school function can be placed in an interim alternative educational setting for a maximum of 45 calendar days (the IEP team determines the setting and the student returns to regular education on the 46th day unless a mutually agreed upon new placement has been identified). Serious bodily injury is defined as "bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty." Procedures described above related to the manifestation determination and development of a functional behavioral assessment and implementation or modification of a behavioral intervention plan still apply.

For any of these special circumstances for emergency placements, if a student's conduct is deemed not to be a manifestation of the student's disability, then the district can impose discipline beyond the 45 school days to the extent and for the duration that it would impose such discipline on students without disabilities. If the district proposes such a placement beyond the 45 school day alternative placement, then the district must offer a School Board hearing as it would for students without disabilities.

#### Procedures for Suspensions of Students with Disabilities

For suspensions of 1 to 3 school days and 4 to 10 school days for all students with disabilities, except those who have intellectual disability, follow procedures used for regular education students set forth above. In addition the principal should notify the appropriate special education supervisor of the suspension and the readmission date.

For special education students who are being suspended for periods of time longer than 10 consecutive school days or more than 15 cumulative school days (i.e., student commits a serious violation of school rules) the following procedures apply:

1. Prior to the student actually serving any suspension in excess of ten consecutive or fifteen cumulative school days, the relevant members of the IEP team must conduct a manifestation determination.
2. If the IEP team determines the conduct was a manifestation of the student's disability, then the IEP Team must conduct a functional behavioral assessment, unless one was already conducted and develop/modify a behavior intervention plan. Additionally, the student may not be suspended in excess of the 10/15 school day limits unless the special circumstances for emergency placement set forth on pages 9-10 apply (dangerous weapon, illegal drugs/controlled substance, inflicted serious bodily injury on another). If special circumstances do not apply and district believes that maintaining the current placement is substantially likely to result in injury to the student or others, then the district can request an expedited due process hearing.
3. If the IEP team determines the conduct was not a manifestation of the student's disability, then the student may be suspended in excess of the 10/15 school day limits. The decision of the Team need not be unanimous and can be made over the parents' objections subject to the parents' right to contest the determination.
4. If the conduct is deemed not a manifestation, then the district issues a NOREP with a copy of the Parents' Rights letter indicating the alternative educational placement as the placement and (under "Reasons for the Recommendations") indicating that the IEP team determined that the conduct was not a manifestation of the student's disability.
5. If the student's parents do not reject the NOREP or otherwise request a hearing, the suspension or expulsion and alternative placement may be implemented as if the student were in regular education. If the suspension is in excess of ten consecutive school days, the district must offer a hearing before the Board of School Directors in the same manner as it would for any regular education student. This hearing may be waived by parental consent. If the conduct involved special circumstances for

emergency placement, then a School Board hearing would only be necessary if and to the extent that the alternative placement would exceed 45 school days.

6. If parents reject the NOREP, then the student can be assigned to the interim alternative educational placement and an expedited due process hearing on the manifestation determination must take place within 20 school days of the date of the request and must result in a determination within ten school days after the hearing. If the removal exceeds 10 school days, and the conduct involved does not involve the special circumstances for emergency placements, then a hearing before the Board of School Directors must be offered as it would be for students without disabilities. If the conduct involved the special circumstances for emergency placement, then the School Board hearing would only be necessary if and to the extent that the alternative placement would exceed 45 school days.
7. If the district prevails in the due process proceedings, then it can continue to implement the alternative placement for the duration of the exclusion as if the student were in regular education (subject to the Board Hearing requirement, if applicable).

Suspension of a Student Who Has NOT Been Determined to be Eligible for Special Education

1. The school may expel the child for more than ten school days to the same extent that it would expel a nondisabled child for the same offense, provided, however, that
  - A. the school did not have knowledge that the child was a child with a disability before the violation occurred; and
  - B. if an evaluation is requested after the violation occurs, the school conducts the evaluation in an “expedited manner.”

The school will be deemed to have knowledge of a disability if, prior to the violation,

- A. the parent expressed a concern, in writing, to supervisory or administrative personnel or a teacher of the child that the child requires special education and related services; or
- B. the teacher of a child has expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Director of Special Education or other supervisory personnel; or
- C. the parent has requested an evaluation.

The school will not be deemed to have knowledge of a disability if:

- A. the parent of the child has not allowed an evaluation; or
- B. the parent of the child has refused services; or
- C. the child has been evaluated and it was determined that the child was not a child with a disability under the IDEA.

*Bullying Procedures*

Reporting Procedures

1. Each building administrator will identify a staff person responsible for receiving reports of and documenting alleged bullying and publicize that information as set forth below.
2. The staff person responsible for receiving reports of bullying will document and investigate each alleged incident and report to the building administrator.
3. Annually, the building administrator will compile a report for the District administration to be incorporated into the District safety report to the Pennsylvania Department of Education

Disciplinary Consequences

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;
2. Loss of privileges, including limitations on participation in extracurricular activities;
3. External suspension;
4. Risk assessment; and
5. Police contact.

Publicity

1. These Bullying Procedures and the definition of bullying set forth in this Regulation will be posted on a publicly accessible page of Tredyffrin/Easttown School District's website. The posting shall be as set forth in Attachments A.
2. Within 90 days of the effective date of this Regulation, each school will introduce this Policy to its students and explain the procedures for reporting bullying incidents.
3. Once each school year, each school will review with its students these Bullying Procedures.
4. Building administrators or designees will ensure that these Bullying Procedures and the definition of bullying set forth in this Regulation is posted in each classroom and in a prominent location within the school building. An age-appropriate summary shall be included as part of this posting. The summaries for the elementary school, middle schools and high schools are attached to the Regulation as Attachments B, C and D respectively.

Review of Bullying Procedures

The Superintendent or designee, in cooperation with other appropriate administrators, shall review these Bullying Procedures every three (3) years and recommend necessary revisions to the Board.

Revised: August 1995  
Revised: November 2003  
Revised: April 15, 2004  
Revised: October 2005  
Revised: January 2007  
Revised: October 27, 2008  
Tredyffrin/Easttown School District

### **Pupil Bullying**

The development and maintenance of self-discipline is an integral aspect of learning. Efforts at such development are not only critical to a student's growth as a learner, but are essential to maintain a school climate that encourages learning for all students. As such, the bullying of a student by other students will not be tolerated within the Tredyffrin Easttown School District.

Board Policy and Regulation 5401, Student Discipline, provides information on the subject of bullying within the District. This Policy is extended to the transportation of students to and from school. No student should be in an environment that makes him/her feel unsafe, intimidated, or abused. It is the practice of Tredyffrin Easttown School District to maintain an environment in which bullying in any form is not tolerated. **Students engaging in this behavior may be subject to disciplinary actions including but not limited to: loss of bus riding privileges, parent conference, detention, suspension, or expulsion from school, and police referral.**

#### *Definition of Bullying*

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 meets all of the following criteria:

- d) occur during the school day, on school property, on a school bus, or at a school-sponsored activity or event
- e) are severe, persistent or pervasive; and
- f) include any written, verbal, or physical act including but not limited to:
  - Written intimidating/threatening, and/or demeaning letters, notes, messages, emails and/or any other electronic means.
  - Verbally intimidating/threatening comments, slurs, innuendos, or taunting
  - Visual gestures
  - Physical hitting. slapping. kicking. and pinching. etc.
  - Making reprisals, threats of reprisal, or implied threats of reprisal, social isolation or manipulation of a student
  - Engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student
  - Any other behavior or acts which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school

*Bullying Procedures*

Reporting Procedures

1. Each building administrator will identify a staff person responsible for receiving reports of and documenting alleged bullying and publicize that information as set forth below.
2. The staff person responsible for receiving reports of bullying will document and investigate each alleged incident and report to the building administrator.
3. Annually, the building administrator will compile a report for the District administration to be incorporated into the District safety report to the Pennsylvania Department of Education.

Disciplinary Consequences

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;
2. Loss of privileges, including limitations on participation in extracurricular activities;
3. External suspension;
4. Risk assessment; and
5. Police contact.

Publicity

1. These Bullying Procedures and the definition of bullying set forth in this Regulation will be posted on a publicly accessible page of Tredyffrin/Easttown School District's website. The posting shall be as set forth in Attachments A.
2. Within 90 days of the effective date of this Regulation, each school will introduce this Policy to its students and explain the procedures for reporting bullying incidents.
3. Once each school year, each school will review with its students these Bullying Procedures.
4. Building administrators or designees will ensure that these Bullying Procedures and the definition of bullying set forth in this Regulation is posted in each classroom and in a prominent location within the school building. An age-appropriate summary shall be included as part of this posting. The summaries for the elementary school, middle schools and high schools are attached to the Regulation as Attachments B, C and D respectively.

Review of Bullying Procedures

The Superintendent or designee, in cooperation with other appropriate administrators, shall review these Bullying Procedures every three (3) years and recommend necessary revisions to the Board.



## BULLYING

### What is bullying?

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

Specific forms of bullying behaviors may include:

- verbal bullying (put downs)
- social exclusion or isolation
- negative physical contact
- lies and false rumors
- having money or other things taken or damaged
- threats
- being forced to do things
- cyber bullying (technological communications)

### What should you do if you are being bullied?

If you know that you or someone is being bullied, you should tell an adult at home and an adult at school.

### What will the school do?

The school will follow the Code of Conduct in assigning appropriate consequences to students who bully. Meetings with parents, counselors, and teachers may also take place.

### What are Our School's Anti-Bullying Rules?

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

*Information taken from the Olweus Bullying Prevention Program, ©2007*

Bullying Attachment C

BULLYING

What is Bullying?

Sometimes a student can be a bully because of his or her words and sometimes a student can be a bully because of his or her actions. A student is being a bully if he or she...

Says hurtful, demeaning things to you or calls you names.

Says scary things to you a lot because they want to make you feel frightened.

Tells you they are going to hurt you or threatens you.

Teases or taunts you a lot, especially if you asked the student to stop.

Tells other people bad things about you.

Tells other students not to play with you, talk to you, be around you, or include you.

Writes you a lot of mean, threatening, demeaning letters, text messages or email messages.

Makes cruel faces at you on purpose.

Hits, kicks, slaps, punches, or pinches you on purpose.

Tries to hurt your body in any way.

Forces you or somehow gets you to do something that you do not want to do.

Tells you lies a lot that make you feel upset.

Makes you feel like you do not want to come to school or like you cannot concentrate in school.

What Should You Do if You are Being Bullied?

If you think that someone is bullying you, you should tell your teacher or an adult at school immediately.

What Will the School Do?

Sometimes the school will decide to have a meeting with the bully's parents.

Sometimes the school will take privileges away from the bully including school activities.

Sometimes the bully will be suspended from school.

Sometimes the police will need to talk to the bully, especially if the bully threatened someone or tried to hurt someone.

## BULLYING

### Definition of Bullying

Bullying is when a student or a group of students intentionally and repeatedly uses hurtful or intimidating words, actions or other behaviors against another student.

A student is bullying you if he or she does any of the following things **intentionally** and **repeatedly**:

Says unkind, harsh, demeaning, or abusive things to you or calls you names.

Threatens or intimidates you in writing, email, notes, messages, to you in person, or by any electronic means.

Teases, taunts, or harasses you.

Makes negative comments, slurs, or innuendos towards you.

Tells other people offensive or insulting things about you.

Ostracizes you, isolates you or tells other students not to talk to you, involve you, or be around you.

Writes threatening, demeaning, or intimidating letters or email messages to you.

Makes cruel faces or physical gestures at you.

Physically hits, kicks, slaps, punches, pinches or purposely assaults you in any way.

Forces, coerces, influences or manipulates you do something that you do not want to do.

Frequently tells you lies that make you feel upset or that affect you in a negative manner.

Makes you feel like uncomfortable to attend school or disrupts your concentration at school.

### What Should You Do if You are Being Bullied?

If you think that someone is bullying you during the school day, on school property, on a school bus, or at a school-sponsored activity, you should tell your teacher or an adult at school immediately.

### What Happens if You Report a Bully?

The school will investigate the situation.

Bullying Attachment D

The school may decide to have a conference with the bully's parents.

The school may take privileges away from the bully, including participation in extracurricular activities.

The bully may be suspended from school.

The police and law enforcement may need to be contacted, especially if the bully threatened someone or tried to hurt someone.

*Gifts and Bequests to the District*

The Board of School Directors graciously accepts and appreciates gifts and bequests to the District. However, the Board reserves the right to specify the conditions governing the donation and acceptance of gifts.

Gifts may not be made directly to the District, a District school, District students or Student Organizations without the approval of the applicable building principal or other designee of the Superintendent. The principal or other designee may place restrictions on or refuse acceptance of a gift not made in furtherance of the goals and conditions of this Policy or if a gift would create an inappropriate or illegal inequity between or among District schools, students or Student Organizations.

Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the Tredyffrin/Easttown School District and shall become the property of the District to be utilized in the best interest of the students, schools and community. Any installation required as part of the gift shall be under the authority of the District with the donor bearing the installation costs at the discretion of the School Board.

With the consent of the donor, the purpose of a monetary gift designated for a specific future use or project may be changed by the Board if the original designation no longer benefits the school nor is in the best interests of the District. If the donor does not approve of the change in designation the amount of the principal will be returned. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

The District will not accept memorials paying tribute to deceased community members, including memorials in the form of monetary funds designated to a particular school activity or department, purchase of books, media supplies or equipment, memorial scholarships, or engraved plates.

Except as expressly stated above, any gift or bequest given to the District will carry with it no expectation by the contributor of favor in return.

{01183216 }Adopted: December 7, 1987

Revised: January 24, 1994

Revised: May 24, 2004

Reviewed: April 18, 2006

Revised: October 26, 2009

*Promoting Student Travel/Tours*

The Tredyffrin/Easttown School District assumes no responsibility for non-District sponsored trips.

A “non-District-sponsored trip” is a journey outside the District by an organized group led by a guide which is neither:

1. funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board; nor
2. supervised by a District employee or contractor acting within the scope of their employment or contractual relationship with the District.

To avoid any conflict with the interests of the District when a District employee sponsors or chaperones a non-District sponsored trip, all District employees are required to adhere to the below provisions. Waiver of any of provisions below must be in writing from the Superintendent of his/her designee.

1. Staff may not solicit students or their parent(s)/guardian(s) to sign up for or otherwise participate in a non-District sponsored trip during work time.
  - a. The term “solicit” includes, but is not limited to, in-person conversation as well as the distribution and posting of information in a location reasonably calculated to come to the attention of students or their parents.
2. Staff may not use confidential information learned about students during the ordinary course of their employment with the District for the purpose of soliciting student participation in a non-District sponsored trip.
3. Staff may not use the District’s internet, District network resources, or other District property for soliciting student participation in a non-District sponsored trip or planning the trip.
4. There shall be no posting or distribution of information regarding non-District sponsored trips on District property or during work time.
5. No meetings may take place on District property during the school day or work hours regarding non-District sponsored trips. Meetings during non-school/work hours shall be governed by applicable Board policy and administrative regulation regarding use of District facilities.
6. Compliance with Board policy and administrative regulation regarding electronic communications between employees and students is required at all times before, during and after trip.
7. All materials developed to solicit student participation in non-District sponsored trips must clearly indicate that the trip is not sponsored or endorsed by the District.

{00006327 }Adopted:

Tredyffrin/Easttown School District

- a. District staff members who sponsor a non-District sponsored trip must notify, in writing, any students/parents who are considering participating in such trip that the trip is not sponsored by the District and that the District assumes no responsibility with respect to the trip.
- b. All staff members who participate in a non-District sponsored trip will remain responsible for all work-related responsibilities.

In the case of non-District sponsored trips, the Superintendent reserves the right to communicate directly with students and their parents/guardians concerning the participation of District students and/or staff in these trips in the event of war, acts of terrorism, natural disasters or other circumstances which might endanger the students or staff.

Cross reference:

Policy and Administrative Regulation No. 4344 “Electronic Communications between Employees and Students”

Policy and Administrative Regulation No. 7040 “Use of District Facilities.”

*Student Travel*

Students who travel with parent(s) or guardian(s) may be legally excused for up to five (5) school days by the building principal providing the travel can be described as educational in nature and certain conditions pertaining to parental request, parental supervision during the trip, and arrangements by the student to complete assignments are satisfactorily met. Any requests for granting an excused absence for travel may be granted by the Superintendent upon recommendation of the building Principal so long as a signed statement (see Attachment A) is received by the principal from the parent(s) or guardian(s) one (1) week prior to the anticipated absence. For absences in excess of 5 school days (“long-term absences”) but no more than 20 school days, the following conditions must be met for a student to be excused legally:

1. A signed statement (see Attachment A) is received by the principal from the parent(s) or guardian(s) two (2) weeks prior to the anticipated absence. The statement is to include:
  - a. The specific educational nature of the trip including any related special projects.
  - b. The dates the student will be absent for the purpose of travel.
  - c. The name(s) and signature(s) of the parent(s) or guardian(s) accompanying the student during the anticipated travel.
2. A commitment on the part of the student to contact each of his or her teachers to arrange for the completion of assignments following the trip. Teachers are not authorized to provide work prior to the trip and there should be no expectation that this will occur.
3. Notification of approval to the student and parent or guardian by the principal and Superintendent that the long-term absence will be considered excused.

Any absences for students in excess of the approved number of days of an approved long-term absence shall be regarded as unexcused. In communicating a positive response to the student and parent(s) or guardian(s), it should be made clear that the granting of the legal absence does not carry with it an assurance of a passing grade for any course of study. The responsibility rests entirely with the student to satisfactorily complete all required assignments.

Cross reference: Administrative Regulation No. 5113 “Procedures for Enforcing School Attendance”



**REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR STUDENT TRAVEL**

Circumstances sometimes necessitate absence from school for reasons other than sickness or death in the family. As defined in the Tredyffrin/Easttown School District Regulation 5117, an excused absence may be granted for student educational travel by the respective building principal for absences up to five (5) school days per year. Any requests for absences for a longer duration may be granted by the Superintendent of Schools after the recommendation of the principal. Approval may be granted pending review of the individual request, the specific educational value of the trip, and the student's progress and attitude. The principal will consult with the student's teachers to evaluate these factors.

Requests for such long term absences shall be received by the building principal two (2) weeks prior to the absence. *The granting of an excused absence does not, however, assure a passing grade for any subject/course of study. The responsibility for the completion of any assignment rests entirely with the individual student and the discretion and convenience of the subject teacher. This request constitutes a commitment on the part of the student to contact each of his or her teachers to arrange for the completion of assignments following the trip. Teachers are not authorized to provide work prior to the trip and there should be no expectation that this will occur.*

Date: \_\_\_\_\_ School: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ Total Number: \_\_\_\_\_

Who will be responsible for the student(s) during absence? \_\_\_\_\_

Purpose of trip? \_\_\_\_\_

Description of specific educational nature of travel. *(If needed, please use the reverse side of this form).*

Signature of: \_\_\_\_\_ or \_\_\_\_\_

*Father*

*Mother*

*Guardian*

*Please refer to information on the reverse side of this form*

**For Official Use Only**

**Absences of more than five (5) days**

**Permission is recommended:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**not recommended:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permission of the Superintendent**  
**is granted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**not granted:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

Description of specific educational nature of travel (continued).

*Web ~~Content Development, Hosting, and Maintenance of District Website~~*

The District web site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission.

The District uses a web site hosting platform that provides shared authoring responsibilities. Account permission to update District web pages, other than standard teacher web pages, requires approval from the building principal or staff member's supervisor.

Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities. Failure to do so may result in the loss of authoring privileges or other more stringent disciplinary measures.

*Content Standards*Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others; or it should relate to the School District, or the schools within the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Teacher web pages will include the teacher's name, grade, email address, room number and phone number. Staff members may also choose to post classroom information on teacher web pages. Home pages for, or links to, other individuals or organizations not directly affiliated with the District are not acceptable without permission from the Superintendent or designee. If approved such links must set forth a disclaimer, substantially in the following form, to be displayed next to, or as a popup triggered by, the link to the non-District website or any other linked page:

**You are now leaving Tredyffrin/Easttown School District's website and are going to a website that is operated by a third party and not by the District. Tredyffrin/Easttown School District is not responsible for the content or availability of this site. This link is provided in our website solely for your convenience and may assist you in locating other useful information on the Internet. The District is not an agent for this third party nor do we endorse or guarantee its products. We make no representation or warranty regarding the accuracy of the information contained in the linked sites. We suggest that you always verify the information obtained from linked websites before acting upon this information. Also, please be aware that the security and privacy policies on these sites may be different than the District's policies, so please read third party privacy and security policies closely. If you have any questions or concerns about the products and services offered on linked third party websites, please contact the third party directly.**

### Quality

~~All web pages must be well-written, and free of spelling and grammatical errors.~~

Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District Policies. Regarding questions of quality or propriety of web page material, appearance, or content, the judgment of the Communications Specialist, Teacher on Special Assignment for Technology and the Instructional Technology Manager shall prevail.

### Ownership and Retention

The District reserves the right to delete any files that exist on the server at any time without notice.

## *Technical Standards*

### Consistency

The District's web site hosting platform includes a framework that provides consistent elements on all District web pages.

1. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the District and adhere to copyright regulations.
2. A staff member who creates a web page, shall edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this Policy prior to posting it on the District web site.
3. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the Communications Specialist, the Teacher on Special Assignment for Technology and the Instructional Technology Manager

## *Student Safeguards*

1. ~~Written parental permission on the District media consent form is required to post any student work, student photographs and student first and last names on web pages. Inclusion of student first name and last initial on web page documents must be appropriate to the grade level.~~
2. Documents may not include a student's grade level, e-mail address, phone number, mailing address, names of other family members, or names of friends.

3. Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in school activities.
- ~~4. Web page documents may not include individual student photographs or video clips with the exception of group photographs.~~
- ~~45.~~ Decisions on publishing student work are based on the supervising teacher's judgment. ~~Only a student's first name and last initial will be listed with student work at the elementary and middle school level. Student first and last names may be included with student work at the high school level.~~ Written permission must be obtained from the student's parent/guardian before student work will be published on web page documents.
5. Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects and/or, are open to the public and are not intended to be part of this Regulation or the District's media consent form. These public events may be subject to media coverage outside of the control of the District, including publication on the media outlet's web site or social networking sites.

### *District Policies*

All documents on the Tredyffrin/Easttown web site must conform to District Policies and Regulations as well as established school guidelines. Copies of District Policies and Regulations are available in all school offices and on the school district network. Persons developing or maintaining web documents are responsible for complying with these and other Policies. Some of the relevant issues and related District Policies include the following:

1. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server.
2. Documents created for the web and linked to District web pages shall meet the criteria for use as an instructional resource.
3. All communications via the District web pages will comply with the District's Internet and Computer Networks Policy and Regulation. Material that is offensive to groups or individuals due to religious, racial, violent, or sexual content is expressly prohibited.
4. Non-curricular materials shall be limited to information about parent groups, other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

5. Any deliberate tampering with or misuse of the District web site, network services or equipment shall be considered vandalism and handled in accordance with District Policy and applicable law.

*Other*

1. Material on web pages may reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Tredyffrin/Easttown School District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the Communications Specialist.
2. Given the rapid change in technology, the standards outlined in this Regulation are subject to change at any time. Such changes will be made by the Web Site Specialist, with approval of the Instructional Technology Manager or the Network Coordinator, and shall be instituted immediately, unless specific provision is made to the contrary in the revised Regulation.

*Procedures for Enforcing School Attendance*

*Compulsory School Age*

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than eight years of age, until the age of seventeen or graduation from a high school, whichever occurs first.

*Attendance Officers*

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

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

1. Tracking student attendance.
2. Communicating with parents/guardians regarding truancy.
3. Attending and participating in school-family conferences and in formation of student Truancy Elimination Plans pursuant to the District's responses and procedures for unlawful absences.
4. Filing truancy citations in the Magisterial District Court when necessary.
5. Attending court procedures related to truancy and presenting truancy cases in court.
6. Requesting the Magisterial District Court to subpoena any school staff member as a witness in order to prove the District's truancy case.
7. Referring habitually truant children to the Chester County Office of Children and Youth for services when appropriate and/or necessary pursuant to law.
8. Full police power without warrant, and may arrest or apprehend any child who fails to attend school in violation of compulsory attendance.
9. If an arrest or apprehension takes place, the Attendance Officer must promptly notify the parent/guardian and place the child in school.
10. Authority to inspect places where children are employed and inspect employment certificates.

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

### *Unlawful Absences*

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

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

### *Lawful Absences*

A student is considered lawfully excused under the following circumstances.

1. When the student is prevented from attendance for mental, physical, or other urgent reasons such as:
  - Illness
  - Family Emergency
  - Death of a Family Member
  - Medical or Dental Appointments
  - Authorized School Activities
  - Educational Travel with Prior Approval
  - Pre-approved religious instruction (limit 36 hours per year)
  - Bona Fide Religious Holiday
2. When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
3. If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act.
4. If a student whose parent or legal guardian has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with regard to school attendance, tests and extra-curricular or cocurricular activities, at the discretion of the Superintendent or designee, no penalties shall be imposed for absences of up to five (5) days. Teachers shall assist students in making up work caused by such absences.



4.5. Where the Superintendent has approved an attendance plan necessitated by rare and extraordinary circumstances. In this context, “rare” means typically no more than 1 or 2 per year District-wide and “extraordinary circumstances” means the student is engaged in a profession or activity at a nationally recognized level.

#### *Ten Consecutive Absences*

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

A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days shall require an excuse from a physician.

#### *Policy Notification*

Parents/guardians shall be given copies of the District’s attendance Policy and Regulations at the beginning of each school year and at time of enrollment for new students. District attendance information, including the Policy, Regulation, and other documents will be posted on the District’s website.

#### *School Responses and Procedures for Unlawful Absences*

Parents/guardians and students shall submit the required excuse within three calendar days of the absence. In the absence of a written excuse within three calendar days of the absence, the Attendance Officer or designee will send a notice via email to the parents/guardians in the form set forth in Attachment 1. For parents/guardians with no designated email address, Attachment 1 will be mailed to the parent or guardian. The failure of the parent/guardian to provide written excuse within three calendar days of receipt of this notice will cause the absence to be permanently categorized as “unlawful” and will trigger the procedures set forth below.

##### 1. First Unlawful Absence

The Attendance Officer shall send a notice of unlawful absence to the student’s parent/guardian, which includes an attachment of the legal penalties established by law for violation of compulsory attendance requirements. In addition, the name and telephone number of the school Attendance Officer shall be included so that parents/guardians are able to contact a specific person to request assistance in resolving the child’s truant behavior. (See Attachment 2)

##### 2. Second Unlawful Absence

The Attendance Officer shall send a second notice of unlawful absence to the student’s parent/guardian. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number

of the school Attendance Officer shall be included. Additionally, another offer of assistance should be made to the parent/guardian. (See Attachment 3)

3. Third Unlawful Absence

The Attendance Officer shall send a third notice of unlawful absence by certified mail providing “official notice of child’s third illegal absence.” Attached to this notice shall be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.(See Attachment 4).

The Attendance Officer shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the conference all parties should sign a comprehensive TEP that is agreed to by the school Attendance Officer, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. (See Attachment 5)

Subsequent Unlawful Absence

After agreeing to a TEP, or if there is not agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice of the child’s third illegal absence, if a child is unlawfully absent, at any point within the school year, the Attendance Officer shall send an official notice of unlawful absence to the parents/guardians. The purpose of this correspondence is to inform the child’s parent/guardian that the child has violated the TEP or, if there is not a TEP, to inform the child’s parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge by the school’s Attendance Officer. To ensure the parent/guardian receives the notice, this notice shall be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absences but it is recommended that the Attendance Officer continue to call the parent/guardian to inform them of additional truant behavior. Also, the Attendance Officer should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region. (See Attachment 6)

**NOTE: The truancy violation date and the court citation filing date shall not be more than thirty (30) days apart.**

4. Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

Any child who has not attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school Attendance Officer to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child's truant behavior, or possible adjudication as a "dependent" child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge or an Attendance Officer may decide to refer a family to the local county children and youth agency instead of sending a citation to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the TEP should be forwarded to the county children and youth agency.

(b) Children 13 Years of Age and Older

Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant may, in lieu of being prosecuted (as described in Section V below), be referred by the school Attendance Officer to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child's truant behavior or, possible adjudication as a dependent child under the Juvenile Act.

(c) Habitually Truant

The School Code defines habitually truant as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

5. Continued Truancy

If a child of any age continues to be truant after the above actions have been taken, then school Attendance Officers are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place.

6. Further Corrective Measures

Under Title 55 Pa Code, Chapter 3490.223, children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county children and youth agency for assessment

as possibly needing services until after the school has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

*Charter Schools*

Charter schools shall inform the District's Director of Individualized Student Services when a student has accrued three or more days of unlawful absences, and the Director will then follow the truancy procedures set forth above.

*Exempt from Compulsory Education*

Pennsylvania School Code section 1330 states that a 16 year old student who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law is exempt from compulsory attendance. A student who is 16 years of age or older to be exempt from compulsory education must be engaged in useful and lawful employment or service for 40 hours per week or more.

Adopted: September 1973

Revised: August 1995

Revised: July 2009

Revised: October 1, 2009

Revised: May 9, 2011

Revised: August 2012

Attachment 1

(Send if no excuse provided after 3 days from absence)

To the Parent(s)/Guardian(s) of:

«first\_name\_of\_student» «last\_name\_of\_student»  
«guardian\_apartment\_complex» «guardian\_apartment\_number»  
«guardian\_lot\_number» «guardian\_street\_name»  
«guardian\_city», «guardian\_state» «guardian\_zip\_code»

**IMMEDIATE ATTENTION REQUIRED**

**RE: Student Absence**

**Name of Student:** «first\_name\_of\_student» «last\_name\_of\_student»

**Grade of Student:** «grade»

**Date of Absence:** «absence\_details\_for\_the\_letter»

**Date of Notice:** «run\_date\_of\_the\_attendance\_letter\_calcul»

Your child was absent on the above date. Pursuant to state law, all absences must be categorized as UNLAWFUL until the District receives a written excuse explaining the reason for an absence. You may provide this excuse by checking the appropriate excuse below and then returning this form. You may also submit the written excuse as follows:

- 1) written note signed by a parent/guardian sent to the address set forth below
- 2) telefacsimile signed by a parent/guardian sent to the number set forth below
- 3) email to the address below

**For reply:**

**My child was absent on the above date because of:**

- Illness**
- Family Emergency**
- Death of a Family Member**
- Medical or Dental Appointments**
- Authorized School Activities**
- Educational Travel with Prior Approval**
- Pre-approved Religious Instruction (limit 36 hours per year)**
- Bona Fide Religious Holiday**

**Name of Parent/Guardian:**

\_\_\_\_\_

**Signature of Parent/Guardian:**

\_\_\_\_\_

*(Signature not required if emailed from designated email address)*

If the district does not receive a valid response to this notice within three calendar days of the "Date of Notice" listed above, this absence will be categorized as UNLAWFUL.

Thank you for your prompt attention to this matter.

School Attendance Officers:

School name and address

School fax #

School attendance email address

Attachment 2

**First Unlawful Absence**

To the Parent(s)/Guardian(s) of:

«first\_name\_of\_student» «last\_name\_of\_student»  
«guardian\_apartment\_complex» «guardian\_apartment\_number»  
«guardian\_lot\_number» «guardian\_street\_name»  
«guardian\_city», «guardian\_state» «guardian\_zip\_code»

Dear «guardian\_title» «first\_name\_of\_guardian», «last\_name\_of\_guardian»,

As you are aware from prior notifications, «first\_name\_of\_student» «last\_name\_of\_student» was absent unlawfully on «absence\_details\_for\_the\_letter». This letter is sent to make you aware that this absence has been categorized as unlawful because the District has not received a written excuse. If «first\_name\_of\_student» «last\_name\_of\_student» accumulates three additional days of unlawful absences or the equivalent, the District must notify the magisterial district judge.

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and school policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty for «first\_name\_of\_student» «last\_name\_of\_student».

Our District has active student assistance services that are available to you and your family. We share a common goal to ensure that your child reaches his/her full potential. In addition, any absences of ten cumulative days will require a written excuse that indicates «first\_name\_of\_student» «last\_name\_of\_student» was seen by a doctor or medical practitioner. Enclosed are the penalties for violation of compulsory attendance requirements.

If you have any questions, please call my office at <PHONE> or the guidance office at <PHONE> so that we may work together to ensure «first\_name\_of\_student» «last\_name\_of\_student»'s educational success.

Sincerely,

---

Assistant Principal/Attendance Officer

Enclosures: 24 PA Statute  
Section 1333- Penalties for Violation of Compulsory Attendance Requirements  
Section 1338.1- Suspension of Operating Privilege

cc: Attendance Officer  
Guidance Counselor  
Attendance Coordinator  
Student File

Attachment 3

**Second Unlawful Absence**

To the Parent(s)/Guardian(s) of:

«first\_name\_of\_student» «last\_name\_of\_student»  
«guardian\_apartment\_complex» «guardian\_apartment\_number»  
«guardian\_lot\_number» «guardian\_street\_name»  
«guardian\_city», «guardian\_state» «guardian\_zip\_code»

Dear «guardian\_title» «first\_name\_of\_guardian» «last\_name\_of\_guardian»,

This letter is to inform you that «first\_name\_of\_student» «last\_name\_of\_student» was absent unlawfully from school on «absence\_details\_for\_the\_letter». This is the second unlawful absence recorded this year. Attendance requirements are meant to benefit your child's educational experience. I appreciate your cooperation in trying to improve your child's school attendance and in helping «first\_name\_of\_student» «last\_name\_of\_student» complete missed assignments on those occasions when «first\_name\_of\_student» «last\_name\_of\_student» must be absent.

If «first\_name\_of\_student» «last\_name\_of\_student» accumulates two additional days of unlawful absences or the equivalent, the District must notify the magisterial district judge. Commonwealth of Pennsylvania law and school policy require that every child of compulsory school age attend school daily. A child must present a written excuse from the parent/guardian or medical practitioner within three days of an absence or the absence will be counted as illegal. Mental, physical or other urgent reasons are the only lawful excuses for absences. Enclosed are penalties for violation of compulsory attendance requirements.

I strongly encourage you to contact myself, the guidance office or a building administrator to discuss ways to ensure your child's school attendance. Continued unlawful absences could lead to notification of the magisterial district judge, as well as a referral to the County Children and Youth Agency. You may request a school-family conference at this time to explore possible solutions to your child's unlawful absences. If you have any questions, please call my office at <PHONE>.

Sincerely,

---

Assistant Principal/Attendance Officer

Enclosure: 24 PA Statute  
Section 1333- Penalties for Violation of Compulsory Attendance Requirements  
Section 1338.1- Suspension of Operating Privilege

cc: Attendance Officer  
Guidance Counselor  
Attendance Coordinator  
Student File



**Attachment 4**

**3<sup>rd</sup> Unlawful Absence**

To the Parent(s)/Guardian(s) of:

«first\_name\_of\_student» «last\_name\_of\_student»  
«guardian\_apartment\_complex» «guardian\_apartment\_number»  
«guardian\_lot\_number» «guardian\_street\_name»  
«guardian\_city», «guardian\_state» «guardian\_zip\_code»  
«guardian\_title» «first\_name\_of\_guardian» «last\_name\_of\_guardian»

**OFFICIAL NOTICE OF CHILD’S ILLEGAL ABSENCE**

Dear «guardian\_title» «first\_name\_of\_guardian» «last\_name\_of\_guardian»:

This letter is to officially notify you «first\_name\_of\_student» «last\_name\_of\_student» has been absent from school without a lawful excuse on the following dates:

«absence\_details\_for\_the\_letter»

These absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

You are therefore notified of your child’s repeated unlawful absences and strongly encouraged to ensure that your child receives no subsequent unlawful absences. The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Act 29 of 1995 provides for a \$300 fine and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who do not show that they took reasonable steps to ensure the child’s school attendance. Act 29 also provides that truant students lose their driver’s license for ninety (90) days for the first offense, and six (6) months for the second offense.

Be advised that the process for development of a Truancy Elimination Plan for your child has now begun, which requires your participation in a school-family conference. If your child is unlawfully absent again, a proceeding will be initiated against you before a magisterial district judge, and a referral for general protective services made to the county children and youth agency, without further notice from school authorities. Please refer to the enclosed sections in the Pennsylvania School Code for specific penalties for violation of compulsory attendance requirements for both you and your child.

Sincerely,

---

Assistant Principal/Attendance Officer

Enclosure: 24 PA Statute  
Section 1333 - Penalties for Violation of Compulsory Attendance Requirements  
Section 1338.1 – Suspension of Operating Privilege

cc: Attendance Officer  
Principal  
Guidance Counselor  
Attendance Coordinator  
Mental Health Specialist  
Student File

**[TO BE INCLUDED WITH ATTACHMENTS 2, 3, AND 4]**

**24 PA Statute**

**Section 1333- Penalties for Violation of Compulsory Attendance Requirements**

“(a) (1)- Every parent, guardian, or person in parental relation, having control or charge of any child or children of compulsory school age, who shall fail to comply with the provisions of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, not exceeding three hundred dollars (\$300) and to pay court costs or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources, and, in default of the payment of such fine and costs or completion of the parenting program by the person so offending, shall be sentenced to the county jail for a period not exceeding five (5) days. Any person sentenced to pay any such fine may appeal to the court of common pleas of the proper county, upon entering into a recognizance, with one or more proper sureties, in double the amount of penalty and costs. Before any proceedings are instituted against any parent, guardian, or person in parental relation, for failure to comply with the provisions of this act, the district superintendent, Attendance Officer, or secretary of the board of school directors shall give the offending person three (3) days' written notice of such violation. If, after such notice has been given, the provisions of this act regarding compulsory attendance are again violated by the persons so notified, at any time during the term of compulsory attendance, such person, so again offending, shall be liable under the provisions of this section without further notice.

(2) The child and every parent, guardian or person in parental relation must appear at a hearing established by the district justice. If the parent, guardian or person in parental relation charged with a summary offense under this subsection shows that he or she took every reasonable step to insure attendance of the child at school, he or she shall not be convicted of the summary offense.

(3) Upon a summary conviction, the district justice may suspend, in whole or in part, a sentence in which a parent, guardian or person in parental relation is summoned to pay as required under this section: Provided, That the child no longer is habitually truant from school without jurisdiction.

(4) In lieu of or in addition to any other sentence imposed under this section, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.

(b) (1) If the parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to insure attendance of the child at school, a child of compulsory school age who has attained the age of thirteen (13) years and fails to comply with the provisions of this act regarding compulsory attendance or who is habitually truant from school without justification commits a summary offense and except as provided in clause (4) shall, upon conviction, be sentenced to pay a fine not exceeding three hundred dollars (\$300) for each offense for the benefit of the school district in which such offending child resides or shall be assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520 (relating to adjudicative alternative program).

(2) For any child who has attained the age of thirteen (13) years who fails to pay the fine under clause (1) or to comply with the adjudication alternative program, the district justice may allege the child to be dependent under 42 Pa.C.S. § 6303(a)(1) (relating to scope of chapter). The failure

by the child to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 Pa.C.S. Ch.63 (relating to juvenile matters).

(3) Upon a summary conviction or assignment to an adjudication alternative program, the district justice may suspend, in whole or in part, a sentence or an adjudication alternative program in which a child who has attained the age of thirteen (13) years must pay or comply with the adjudication alternative program: Provided, That the child no longer is habitually truant from school without justification.

(4) Any child who has not attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant shall be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302 (relating to definitions). Any child who has attained the age of thirteen (13) years who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of a prosecution under clause (1), be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302 (relating to definitions).

(5) The following words, when used in this subsection, shall have the following meaning, except where the context clearly indicates or requires a different meaning:

**"Community resources"** shall mean those agencies and services for children and youth provided by the juvenile court, the county, the Department of Health, the Department of Public Welfare and other public or private institutions.

**"District justice"** shall mean such court as the court of common pleas shall direct in counties not having district justices.

**"Habitually truant"** shall mean absence for more than three (3) school days or their equivalent following the first notice of truancy given under section 1354. A person may be habitually truant after such notice.

**"Offense"** shall mean each citation which goes before a district justice or court of common pleas.

**"Person in parental relation"** shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa.C.S. § 6302 (relating to definitions).

(c) If a child is convicted for a violation of this section, the court, including a court not of record, shall send to the Department of Transportation a certified record of the conviction or other disposition on a form prescribed by the department.

(d) Nothing in this section shall be construed to apply to a parent, guardian or person in parental relation whose child or children are in a home education program under section 1327.1.

### **Section 1338.1- Suspension of Operating Privilege**

“(a) The Department of Transportation shall suspend for 90 days the operating privilege of any child upon receiving a certified record that the child was convicted of violating section 1333. If the department receives a second or subsequent conviction for a child’s violation of section 1333, the department shall suspend the child’s operating privilege for six months. (b) Any child whose record is received by the department under section 1333(c) and who does not have a driver’s license shall be ineligible to apply for a driver’s license under 75 Pa.C.S. §§ 1505 (relating to learners’ permits) and 1507 (relating to application for driver’s license or learner’s permit by

minor) for the time periods specified in subsection (a). If the child is under sixteen (16) years of age when convicted, suspension of operating privileges shall commence in accordance with 75 Pa.C.S. § 1541 (relating to period of revocation or suspension of operating privilege) for the time specified in subsection (a). (c) An insurer may not increase premiums, impose any surcharge or rate penalty or make any driver record point assignment for automobile insurance; nor shall an insurer cancel or refuse to renew an automobile insurance policy on account of suspension under this section.

**Private Criminal Complaint (AOPC 411) – A current form may be obtained on the Internet at:** <http://forms.lp.findlaw.com/form/courtforms/state/pa/pa000003.pdf>

## Attachment 5

**Truancy Elimination Plan (TEP)**

Date: \_\_\_\_\_

**Goal:** Increase *(Insert Student's Name)* school attendance.

<b><u>Name of Student</u></b>	Address	<b><u>Special Needs</u></b>
<b><u>Date of Birth</u></b>		
<b><u>Gender</u></b>	Phone Number	Health Concerns
<b><u>Grade Level</u></b>		
<b><u>Name of School</u></b>	Address	<b><u>Principal's Name</u></b>
	Phone Number	<b><u>Referring Teacher's Name</u></b>
<b><u>Name of Parent/Guardian</u></b>	Home Address	Work Address
	Home Phone Number	Work Phone Number

<b>Date of Absence</b>	<b>Written Excuse Provided? (Y/N)</b>	<b>Reason(s) for Absence</b>	<b>Action Taken</b> (e.g. Parent Letter 1 sent out on 04/01/2006, John Doe called parent, Mrs. Smith to discuss)
1.			
2.			
3.			
4.			

**Assessment**

Description	Solution(s)	Responsible Party
1.		
2.		
3.		

**Strengths**

Description	Relevance to the Plan
1.	
2.	
3.	

**Solutions**

Description	Responsible Party(ies)	Completion Date
1.		
2.		
3.		

Consequences for non-compliance
1.
2.
3.

Benefits for compliance
1.

2.
3.

This TEP was created collaboratively to assist the student in improving attendance, to enlist the support of parent/guardian and to document the school's attempts to provide resources to promote student success.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**cc:** student \_\_\_ (initial upon receipt)  
parent/guardian \_\_\_ (initial upon receipt)  
school personnel \_\_\_ (initial upon receipt)  
other \_\_\_ (initial upon receipt)

Date for Follow-up Outcomes Meeting:

<p><b>Outcomes:</b></p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><b>Next Steps:</b></p> <p>1.</p> <p>2.</p> <p>3.</p>

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**In order for agencies outside of the District to assist with this plan, your permission is needed to release the plan to the following:**

\_\_\_\_\_

**Please sign below:**  
**Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attachment 6

**After 3<sup>rd</sup> Unlawful Absence**

To the Parent(s)/Guardian(s) of:

«first\_name\_of\_student» «last\_name\_of\_student»  
«guardian\_apartment\_complex» «guardian\_apartment\_number»  
«guardian\_lot\_number» «guardian\_street\_name»  
«guardian\_city», «guardian\_state» «guardian\_zip\_code»  
«guardian\_title» «first\_name\_of\_guardian» «last\_name\_of\_guardian»

**NOTICE OF REFERRAL TO DISTRICT MAGISTRATE  
FOR FORMAL TRUANCY PROCEEDINGS**

Dear «guardian\_title» «first\_name\_of\_guardian» «last\_name\_of\_guardian»:

This letter is to officially notify you «first\_name\_of\_student» «last\_name\_of\_student» has been absent from school without a lawful excuse on the following dates:

«absence\_details\_for\_the\_letter»

These absences are unlawful and, therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

Consequently, I regret to inform you that the District has no alternative but to refer this matter to the District Magistrate for formal truancy proceedings.

The series of unexcused absences constitute a summary offense under the Public School Code for which penalties may be imposed against you as parent or guardian. Act 29 of 1995 provides for a \$300 fine and allows the court to impose parent education classes with your daughter or son and community service sentences for parents of a truant child who do not show that they took reasonable steps to ensure the child's school attendance. Act 29 also provides that truant students lose their driver's license for ninety (90) days for the first offense, and six (6) months for the second offense.

Please contact me if you can provide information about your student's absences or if the information in this letter does not correspond with your understanding of your student's school attendance.

Sincerely,

---

Assistant Principal/Attendance Officer

Enclosure: 24 PA Statute  
Section 1333 - Penalties for Violation of Compulsory Attendance Requirements  
Section 1338.1 – Suspension of Operating Privilege

cc: Attendance Officer  
Principal  
Guidance Counselor  
Attendance Coordinator  
Student File  
Mental Health Specialist