

“Through These Halls Walk the Greatest Kids in the World”



**New Eagle
2020-2021
Student Handbook**

**New Eagle Elementary School
507 Pugh Road, Wayne, PA 19087
610-240-1550**

TREDYFFRIN EASTTOWN SCHOOL DISTRICT
STUDENT HANDBOOK

Dear Parents and Students:

Welcome to New Eagle Elementary School!

The teaching staff and I are looking forward to a year that is rewarding and productive for all students. It is our mission as educators to address the academic and social needs of all students by implementing a curriculum that is aligned to the Pennsylvania State Academic Standards through quality instruction, authentic assessment and character development activities.

The handbook serves as a communication tool for both home and school. Please make it a priority to read so our program and policies are carefully understood. Reading pertinent sections to and with your children will help to prepare for the opening of school.

Please note: The handbook does NOT include all changes related to COVID-19 for the 2020-2021 school year. Please consult the District website (<https://www.tesd.net/Page/16600> and <https://www.tesd.net/coronavirus>) for specific changes, updates and information related to the impact of COVID-19 on the elementary schools.

Please contact us with questions and concerns as they arise. The education of our children is precious. When parents, teachers and administrators work collectively our children reap the benefits.

Thank you for helping to make this vision a reality at New Eagle Elementary School.

Sincerely,

Patrick J. Gately, Ed.D.
Principal

TREDYFFRIN EASTTOWN SCHOOL DISTRICT
MISSION STATEMENT

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

CONSENSUS BELIEF STATEMENTS

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

I. GENERAL INFORMATION

School Hours

Grades 1 - 4: School begins at 9:10 AM and ends at 3:45 PM for children in grades 1 -4. Students arriving after 9:15 AM must obtain a late pass.

AM Kindergarten begins at 9:10 AM and ends at 12:05 PM. Bus transportation is provided to school and parents provide transportation home.

PM Kindergarten begins at 12:50 PM and ends at 3:45 PM. Parents provide transportation to school and children may begin arriving in the lobby at 12:45 PM. Bus transportation is provided at dismissal time.

Half Day Sessions: When school is in session for a half day because of parent/teacher conferences, grades 1-4 dismiss at 12:45 PM. Kindergarten sessions are not held on these days.

STUDENT ABSENCES

Pennsylvania State Law allows a limited number of reasons for which a child may be excused from school for all or part of a day. These include:

- 1) Illness
- 2) Urgent reason such as a death in the family, a court appearance, or a family emergency.
- 3) Religious Holiday
- 4) Student travel (educational): Prior permission must be given by the Principal for trips up to five days and by the superintendent for longer trips. The educational value of the trip must be stated on the request form. This form is available from the office and should be turned in two weeks prior to the trip. **Please note that teachers are not required to provide assignments or homework prior to extended student travel. All work will be made up when the student returns to school.**

Upon returning to school from an absence, a student must turn in the school absence excuse card to his/her homeroom teacher within 3 school days. Without such an excuse, any absence must be considered illegal. **Parents should call the Attendance Voice Mail (610-240-1560) before 9:30 AM or send an e-mail to NESATTENDANCE@tesd.net to report a child's absence or lateness.**

TRANSPORTATION (610-240-1680)

Every child who rides a bus must ride the assigned bus and get on and off at the assigned stop. No exceptions can be made unless approved by the Principal following the Transportation Department's guidelines.

Students residing the Tredyffrin/Easttown School District shall be transported to and from elementary and secondary schools and other educational centers established and/or approved by state and local governmental bodies having jurisdiction in accordance with state law.

Children may not ride a bus other than their own without a bus pass that is provided by the main office staff. Written parental permission to take another bus or to exit at a different stop is required. Long-term bus change requests may be made on a form that is available at the main office.

Transportation shall not be provided for those students residing less than one mile from the school attended unless the route is considered by the district and the Commonwealth to be a hazard and unsuitable for walking.

The transportation of kindergarten children is a responsibility shared jointly with the parent. The district shall provide one-way transportation for kindergarten children.

In the case of shared child custody, the student shall be transported to and from the primary residence as designated by the parents.

A schedule of bus routes shall be made available at each school and at the Transportation Department.

All students are expected to ride the bus to which they have been assigned. Written parental requests for occasional, short-term bus exceptions are to be directed to the principal, who in turn will evaluate the requests and, if approved, issue day passes.

Parents who desire a long-term exception to bus assignments specifically for the purpose of child care or student employment shall meet with the principal and complete a **Request for Long-Term Alternate Bus Assignment** form. Consideration will be given only to requests for alternate transportation for childcare on a regular basis for a semester or academic year subject to space availability. After conferring with the Supervisor of Transportation to assess the feasibility of the alternate assignment, the principal shall be responsible for acting upon the request. In this regard, the following specific considerations shall be in effect:

- 1) Long-term alternate bus arrangements shall be considered only for the purpose of childcare and student employment.
- 2) Bus exceptions shall be granted only within the student's attendance area; students shall not be transported across attendance boundaries.

- 3) A change in bus assignment shall be granted on a regular basis for a period of no more than one academic year, not less than one semester (or the end of the school year).
- 4) Each request is subject to space availability. A bus with 55 or more students assigned to it shall be considered “filled.”
- 5) Once given, permission will be rescinded should space be needed to accommodate new students living along the bus route. In that event, the last exception granted will be the first to be rescinded.
- 6) Students granted exceptions shall use existing bus stops; no new stops shall be neither added nor established stops relocated. No bus shall be rerouted to accommodate an alternate bus assignment.
- 7) No request for an exception shall be granted which, in the opinion of school personnel, may in anyway endanger the safety of the students.
- 8) No request for an exception shall be granted which causes the district to incur additional expense.

Transportation Safety Rules

At the Bus Stop:

- Be at the bus stop at least 5 minutes before the scheduled bus stop time.
- Students with house stops should be waiting outside their homes at least five minutes prior to their scheduled bus stop time.
- Be considerate of private property.
- Stay off the road while waiting for the bus.
- No ball playing or game playing is permitted at the stop.
- Wait until the bus *comes to a complete stop* before trying to board.
- Do not crowd the entrance while getting on the bus.
- If you are late, please do not try to catch a moving bus.
- Parents are responsible for their children at the bus stops.

On the Bus:

- Keep your hands and head inside the bus at all times.
- Help keep the bus clean. Don't throw trash on the floor or out the windows.
- Keep objects out of the aisle. Gym bags, instruments, or school projects must be held in your lap or under the seat in front of you, or they will not be allowed on the bus. All sports equipment must be in a contained bag.
- Find a seat as soon as you board the bus. Do not leave your seat while the bus is moving.
- Absolute quiet is required when the bus approaches a railroad crossing.
- Always follow the directions of the bus driver.

- No smoking, lighted matches, or open flame is permitted in the bus.
- No eating or drinking is allowed on the bus.
- Cell phone use is not permitted on the bus, except in an emergency.

Leaving the Bus:

- Always cross the street in front of the bus where the driver can see you.
- Never cross behind the school bus!
- Stay a safe distance from the side of the bus.
- Drivers are allowed to drop off passengers only at their regular assigned stop.

Remember, riding the school bus is a privilege. These rules help ensure safe bus transportation for students and bus drivers. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

PICKING UP AND DELIVERING STUDENTS

In order to keep the bus loop clear in front of the school and to avoid a hazardous situation, cars should not use the bus loop between 8:40 - 9:20 AM. and 3:00 - 4:00 PM Children may be dropped off and picked up at the parent drop off area **near the upper division parking lot**. Students should not be dropped off before 8:45 AM.

At the beginning of the school year, each family will receive a name card for their vehicle. In order to keep the carpool line running smoothly and to allow school personnel to safely and efficiently load children into the correct vehicle, we ask that parents display the name card on the dashboard or under your visor while in the carpool loop.

Please pull forward as far as possible to allow school staff to load several children into their cars at one time. If parents need to wait for their child or buckle them in, please pull up as far as possible to allow the carpool line to move quickly. Please do NOT get out of your car to retrieve your child from the line.

For those parents who wish to pick your child up from the main entrance of the school at dismissal, please remember that you **must** park in a legal parking space before entering the school building. You may not double park, nor should you park along the curbs that are painted yellow. Doing so will block buses and school vans attempting to leave the school grounds and disrupt the flow of carpool dismissal. Parents picking children up from the main entrance will need to sign out with a staff member in the cafeteria. Please consider picking up your child from the carpool line.

DISMISSAL

At the conclusion of the school day, children who are walkers, car riders, and those going to A Child's Place are dismissed first. Parents wishing to pick up their children on any given day must write a note and send it to the teacher in the morning.

PROCEDURE FOR STUDENTS WHO MISS THE BUS:

If a child misses their bus in the afternoon the following will take place:

- 1) Parent will be contacted. Cell phone numbers are important to have since a parent may be at the bus stop when the school is attempting to call the home.
- 2) If the parent cannot be contacted, the emergency cards are used to contact a neighbor to pick up the child.

EARLY DISMISSAL

Parents who need to have students dismissed early or excused from school for a brief period of time must send a note to school. As children arrive in the morning, they should give the note to their homeroom teacher who will forward it to the main office for approval.

Parents should sign in with the greeter. Students will be called down to the greeter's desk. Parents must sign all students out of the building with the greeter.

It is most helpful to each child's learning that classes only be missed when absolutely necessary. When, possible, please try to plan appointments around school hours.

EMERGENCY EARLY DISMISSAL PROCEDURES

SCHOOL CLOSING

In the event that the need arises to close school early during the school day we will initiate our TE All-Call emergency calling system. Parents must remember to press "1" to confirm that they heard the TE-All Call message. Every parent should plan emergency procedures with their child. An Emergency Closing Procedures paper will be included in your child's first day packet. It must be completed and returned with all other necessary items.

LATE OPENING

In the event of inclement weather conditions, school may open two hours late. The T/E All-Call System will be used to communicate this message

On late opening days, children will be picked up at their bus stops two hours after the usual time. A modified Kindergarten schedule will be used on days when inclement weather results in a 2-

hour delayed opening. Each kindergarten session will be reduced by 1 hour each so that there is equal instruction time for both sessions. This modified schedule will be as follows:

AM Kindergarten 11:10 AM – 1:05 PM

PM Kindergarten 1:50 PM – 3:45 PM

SCHOOL HEALTH SERVICES

Physical examinations are required for all new students to the district. State law requires that all children enrolled in the school district must be properly immunized **before** entering school. The completed immunization card will be kept on file at school. You may call the school nurse if you have any questions.

Parents can help to prevent and control disease by keeping children home when they are sick, and notifying the school promptly when a child is home because of a communicable disease.

First aid is given in school for pupils injured or sick while attending school. Parents are expected to give information to the school to cover emergency situations, and to make transportation available when needed. **The school is not responsible for treating injuries that happen at home.**

TREDYFFRIN-EASTTOWN SCHOOL DISTRICT MEDICATION POLICY AND REGULATION 5406

1. Students are not permitted to carry prescription or over-the-counter medications to school. A parent or guardian must deliver the medication and any necessary refills to the nurse's office.
2. Medications may be given in school if failure to take the medication would jeopardize the student's health or prevent a child from attending school. The initial dose of a medication can not be given at school except in a life threatening situation.
3. Acetaminophen (generic Tylenol), Ibuprofen (generic Advil), and Benadryl for allergic reactions may be dispensed by the nurse under the direction of the school physician at the discretion of the school nurse, and with the permission of a parent or guardian. A check off area for permission to give these medications is included on the emergency card.
4. Prescription medications and over-the-counter medications may be dispensed by the school nurse with a written order from a physician indicating the student's name, the name of the medication, the dosage, the route of administration, the time, any special circumstances under which the medication should be administered, and the length of the period for which the medication is prescribed. A note from the parents or guardians requesting the school nurse to administer the medication is also required.
5. Epipens and inhalers are considered emergency medications and may be carried by the student if a physician's and parent's request form is on file in the nurse's office. Students must sign a medication form in the nurse's office each time a dose is self-administered.

6. Parents of students who have life-threatening allergies should provide to the nurse each year a completed Emergency Allergy Plan and any needed emergency medications as indicated in Allergy Policy and Regulation 5403.
7. A medication will not be given if the prescription date is over a year old, or if the medication has expired. All requests for medication administration by parents and physicians must be renewed each school year.
8. All medication must be picked up from the nurse's office during the last week of school by a parent or guardian. Medications remaining after the last day will be destroyed.
9. Students are not permitted to carry medications on **School Field Trips** except as stipulated in item 5. All prescription and over-the-counter medications must be given to the nurse or staff member accompanying the students on the trip. The medication must be in the original pharmacy container. A parent's request to administer the medication and a physician's order must be provided. The physician's order must include the student's name, the name of the medication, the dose, the route of administration and the time or special circumstances under which the medication should be given.

EMERGENCY MEDICAL INFORMATION

Emergency medical information is completed by parents at the beginning of the school year or upon a child's entry into school. This information is necessary for immediate use in the event of illness or accident.

LIFE THREATENING ALLERGIES

TESD Allergy Regulation (P5402)/Safeguards for Students with Food Allergies

Our District continues to see an increase in the prevalence of life-threatening food allergies within our schools. Almost every classroom at the elementary level has at least one student with a life-threatening allergy and some students have multiple food allergies. The need to recognize the risk of accidental exposure to allergens through cross contamination has become more important so the District has changed our past practice with respect to food in the elementary schools.

The Elementary food practice is as follows:

- **In accordance with Regulation 5402, no food of any kind is permitted to be brought to school to be shared with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine's Day, cultural events, and end-of-year festivities at grades K – 4.**
- At snack time, students are not permitted to have any foods that contain peanuts, tree nuts, peanut or tree nut oils, peanut butter, or any peanut or tree nut products that would be consumed in a classroom. During lunchtime in the cafeteria, children may continue to pack or buy a peanut butter and jelly sandwich or eat foods containing peanut or tree nut products.

FOOD AND NUTRITION SERVICES

The Tredyffrin-Easttown School District Food and Nutrition Services department provides nutritious meals that meet the recommended dietary allowances for school-age children. Their nutrition standard is based on Dietary Guidelines for Americans and the Food Guide Pyramid.

Each school cafeteria utilizes the Cafeteria Point of Sale System. This system eliminates the need for daily cash to make cafeteria purchases. Children receive a personal identification number (PIN) that remains with them from grade K through 12. A student must enter his/her PIN for all purchases. The cashier screen displays the student's photo, spending limits, restrictions, and student food allergy information. Students may still pay by cash on a daily basis for cafeteria purchases; however, parents are encouraged to pre-pay money in their child's account.

CONTACTING STUDENTS DURING THE SCHOOL DAY

We request classrooms are not interrupted during the school hours. If it is necessary to deliver a message or drop something off for your child or a teacher, please leave it with our greeter who will gladly take care of it. Children are permitted to call home only in emergency situations; forgotten lunches or homework is not normally considered an emergency. Students will be helped in handling these situations.

ACADEMIC PROGRAM

ACADEMIC PROGRAM

The Tredyffrin/Easttown School District Philosophy encourages each child to develop to his/her maximum potential and to acquire skills in ways that stimulate curiosity, foster creativity, and develop self-discipline. New Eagle Elementary School provides experiences that will develop intellectual excellence and promote a positive understanding of one's self and others.

Individual progress is highlighted and supported in the reading/language arts and mathematics programs, and by the many support services available. Children also have the opportunity to develop their talents in the arts and in physical activities.

GRADE LEVEL TEAMS

New Eagle is organized into teams and divisions so that the collaborative efforts of teachers can best serve the learning and developmental needs of each child. On a grade level "team," a group of teachers share students, plan together, have similar schedules, and are located in a common area of the school building. Grade level teams provide small learning communities within the school for children. Students will have opportunities to learn with other students on their team in various subjects, units and activities and will share lunch and recess with them.

Teachers on the team meet regularly to discuss individual student needs, to plan curriculum, to integrate subject areas, to share ideas, and to plan for the grouping and regrouping of students for instruction.

INSTRUCTIONAL PROGRAM

INTEGRATED CORE

Language Arts (includes reading, writing, spelling, grammar and mechanics, speaking and listening) and Math classes meet daily.

Science, Social Studies, and Special Area Classes rotate on a six (6) day cycle. Special Area classes include music, art, physical education and library.

Reading – Leveled texts, literature, language experience, sustained silent reading (SSR) and a wide variety of multi-sensory experiences are used to teach reading.

Writing – Students’ ideas are important. Students learn how to brainstorm, use graphic organizers, write rough drafts, revise, edit, and rewrite as they move through the grade levels. The goal of the writing program is to develop students’ confidence and abilities in expressing their own ideas clearly and fluently.

English – Grammar and mechanics are taught and refined. An English textbook is used in grades three and four. Students learn how to apply learned skills in their own writing.

Spelling – Students have a list of high frequency and curriculum related words which they are tested each week.

Speaking and Listening – These basic skills are refined and reinforced at all levels.

Students first learn **MATHEMATICS** concepts using manipulatives. Experience with concrete objects leads to abstract mathematical concepts and applications. A strong foundation in the basic skills of addition, subtraction, multiplication, and division is developed while students work with whole numbers, fractions, decimals, and percents. Other essential skills in problem solving, geometry, measurement, and graphing are also taught.

The **SCIENCE** program explores life science, physical science, and earth and space science. Students learn about science topics and actively participate in experiments and simulations. Science is taught in the science lab which is equipped with a variety of scientific tools, instruments and materials.

SOCIAL STUDIES in kindergarten and grade one focuses on the concept of “Our Global Village.” Grade two concentrates on the theme “Where Am I in Time?” Geographical regions and cultures of the United States are incorporated into the third and fourth grade programs.

HEALTH units at all levels focus on drug and alcohol education, family life education, safety/first aid, care of the body, and body systems.

PHYSICAL EDUCATION encourages personal fitness, teaches “how to play,” and emphasizes team play in games and sports.

COMPUTERS – New Eagle has a range of computers including desktops, Dell laptops, and iPads. Students become familiar with the keyboard, commands, and the various functions of the computer in their classrooms and have opportunities to use these skills in various settings. A large variety of software which reinforces, extends, and enriches classroom learning is available in most subject areas.

In **ART** class, students have the opportunity to develop artistic skills and talents, to learn the basics of visual art, and to develop an understanding and appreciation for artistic works.

The major goal of **MUSIC** class is to increase the sensitivity of all children to the power of music as an art. The Kodaly approach of the teaching of sight singing is used. Students learn the fundamentals of music while developing an appreciation for listening and performance.

GUIDANCE

Our guidance counselor meets with children individually, in small groups, and in homeroom classes throughout the year. The guidance program assists children as they develop a positive self-concept, relate to others, make choices, develop values and a sense of responsibility, and cope with stress and change. Additionally, the counselor is available to consult with parents and teachers regarding specific children. Parents may contact the guidance counselor at 610-240-1556.

LIBRARY

Students visit the library regularly with their classes. During these periods the students will learn library skills, research skills or listen to a story with a lesson extension. Students also visit independently with their teacher's approval to do research or select a book for leisure reading.

Parental involvement is encouraged in their child's book selection and we are happy to assist you in finding books that you may read with your child. Parents are also invited to volunteer to assist with the daily operation of the library. Your assistance is greatly appreciated.

Book Loan periods and Number of books by Grade Level:

Kindergarten

1 book for 1 week. Remind students that their book is due at next week's library class.

First and Second Grades

2 books for 1 week. Remind students that their book is due at next week's library class.

Third and Fourth Grades

2 or more books for 2 weeks.

Students with overdue books:

If a student has 1 overdue book he/she may check out 1 book.

If a student has 2 (+) overdue books, we will hold books he/she selected for one (1) day. The overdue books must be returned before the student may check out additional books.

Students are responsible for any material they check out or use in the library. Damage or loss of an item will be charged to the individual student.

RESOURCE PROGRAMS AND SERVICES

Reading Support Program

This program is designed to provide supplemental instruction for students in need of additional support in grades one through four. Specific levels and areas of instruction are determined by the reading specialist in collaboration with the core teacher. Ongoing communication with parents is encouraged throughout the year.

Kindergarten BRIDGE Program

(Beginning Reading Instruction, Developing Guided Experiences)

This program is designed to provide early intervention to kindergarten students who require additional literacy support. Kindergarten students in the BRIDGE Program meet in a small group setting and practice pre-reading activities so they can benefit from ongoing classroom instruction. Ongoing communication with parents is encouraged throughout the year.

First Grade Reading Intervention Program

This program is designed to provide supplemental reading instruction for first grade students who have the greatest need of additional support. Specific levels and areas of instruction are determined by the reading specialist in collaboration with the core teacher. Instruction for these students occurs during a minimum of three thirty-minute lessons a cycle. Ongoing communication with parents is encouraged throughout the year.

Support Services in Grade Two through Four

This program is designed to provide supplemental reading instruction for students who have the greatest need of additional support. Instruction for these students occurs on a daily basis for a minimum of thirty minutes at a time. Students work either individually or in small groups. Specific levels and areas of instruction are determined by the reading specialist in collaboration with the core teacher. Ongoing communication with parents is encouraged throughout the year.

Math Support Program

This program provides supplemental instruction for students needing additional support in mathematics. Instruction is delivered via small groups, and may occur either during or in addition to the child's regularly scheduled math class. Inclusion in these groups is flexible and varies according to content strands and individual student needs. The specific level and area of instruction is determined by the math support teacher in collaboration with the mathematics teachers. Ongoing communication with parents is encouraged throughout the year.

Speech and Language

The Speech therapist diagnoses speech, voice and/or language difficulties, and provides therapy suited to a child's needs. Students requiring therapy meet with the speech therapist one or two times per six (6) day cycle.

English Language Development (ELD)

Students whose first language is not English and require support receive special instruction from the ELD teacher to help them develop skills in English proficiency. The goal of the ELD program, mandated by federal and state regulations, is to provide students with the capacity to succeed in school, both academically and socially. Recognizing the diversity of T/E students, ELD teachers believe it is important to foster their students' participation in American society, while preserving the individual's language and culture. For English Learners, the ELD teacher is the language arts teacher and provides several blocks of instruction according to the student's proficiency level. As the student's skills in English increase, the child gradually receives more instruction from the Core teachers.

English Learners are referred for ELD testing through the Home Language Survey completed at registration. Teachers, counselors, administrators and the child's parent or guardian can also refer the student for testing. English Learners exit the program by meeting the state exit criteria.

Special Education Supports and Services

The District provides a range of special education supports and services for eligible students. An Individualized Education Program (IEP) is developed to specify the type of support needed to enable the student to fully access the curriculum. This may include direct instruction by the special education teacher, curriculum adaptations, or other accommodations in the regular classroom. Placement in the program is a team decision involving staff, parents, the school psychologist, and the student when appropriate.

At the elementary level, the District operates programs of learning support, emotional support, autistic support and speech and language support. In addition, related services such as occupational, physical, vision or hearing therapies are provided by qualified personnel when the student requires these services. The IEP is reviewed at least annually. Any team member may request a meeting at any time during the school year to review the program.

Programming for Gifted Students (Challenge)

Programming for gifted students in the elementary schools provides a wide range of services. A Gifted Individualized Educational Plan (GIEP) is developed that specifies the type of support and instruction that meets the students' needs. Options may include direct instruction by the gifted support teacher, small group enrichment, curriculum and instruction differentiation and collaboration with the classroom teacher.

The program is aligned with the requirements of the Pennsylvania state regulations.

REPORT CARDS

Report Cards for Kindergarten through Fourth Grade are issued three times during the school year: November, February, and June.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held each year in the Fall and Spring and are listed on the school calendar. Parents may schedule conferences on-line. Home-school communication is highly encouraged and additional conferences may be scheduled by contacting your child's teacher.

If you would like a teacher to contact you, call the teacher's voicemail or ask the school office to leave a message for the teacher.

STUDY SKILLS/HOMEWORK

The development of good organizational and study skills is an essential part of schooling. Both staff and parents have worked to design tools to assist children with these skills. Topics such as time management, planning for long and short term assignments, organizing work space and materials, and studying for tests are taught and reinforced at the appropriate team levels.

The PTO provides students with appropriate study skills materials for each team. Students are taught how to use these organizational materials and assignment folders.

Homework varies according to the teacher and team level involved. Typical homework includes reading, follow-up or review in any subject area, projects, and drill work in math computation. The length of time spent on homework can vary greatly from child to child. The following homework time guidelines may be helpful to you:

First Grade (second half of year)	15 to 30 minutes per week
Second & Third Grade	15 to 30 minutes per night
Fourth Grade	30 to 60 minutes per night

If your child spends an excessive amount of time doing his/her homework, it would be wise to assess your child's use of his/her time and to contact the teacher. Likewise, if your child seldom has homework contact the teacher so that this can be discussed.

ACTIVITIES

CHORUS

Upper Division students who enjoy singing may participate in the school chorus. Rehearsals are held once each week before the school day. Concerts are presented in the winter and spring.

ORCHESTRA/BAND

String lessons and other orchestra instruments are offered to students beginning in third grade, while band instruments begin in fourth grade. The music teacher will provide advice and recommendations to parents on the selection of an instrument. The Orchestra/Band rehearse before school once a week. Students have the opportunity to perform in the winter and spring concerts.

DAISIES/BROWNIES/GIRL SCOUTS

The Girl Scouts of America meet each week at New Eagle Elementary School. New Eagle has several active Brownie Troops. Information on membership, schedules and dates for the year is sent home periodically.

WEBELOS/CUB SCOUTS/BOY SCOUTS

Cub Scout Pack 47 meets at New Eagle Elementary School. Individual den meetings are held at the home of individual den leaders. Information on these groups is sent home during the school year.

AFTER SCHOOL SPORTS

There is an after-school sports program for second through fourth grade students with a variety of sports that include flag football, floor hockey, basketball, soccer, and softball, depending upon the season. Playing time is 3:45 PM – 5:00 PM. Sneakers are required for after school sports, as for all physical education activities.

Before any student may participate in the program, he/she must have written parental permission and must also have school insurance, or an insurance waiver form signed by his/her parents. Seasonal activities will be announced in the newsletter. Participating students must wait at the front door of the school for their rides home. No bus service will be provided. Parents must pick students up **promptly** at 5:00 PM

SUPPLIES NEEDED

There are students attending New Eagle Elementary who are allergic to ingredients found in some supplies. We have listed specific brands (Crayola and Elmer's) that are "allergy friendly" and will not cause allergic reactions. Thank you for your cooperation in helping us keep all our students safe. Grade-level supply lists are found here :<https://www.tesd.net/Page/5457>

Please label all supplies and clothing unless noted otherwise below. Individual teachers may ask for additional supplies in the fall. Please do not buy Trapper Keepers® or binders as they do not fit into the desks. It is recommended that students' supplies be refurbished each marking period.

NEW EAGLE SCHOOL STORE

Most school supplies needed by students are sold at the New Eagle School Store. The School Store is located in the lobby and is open Monday, Wednesday, and Friday from 8:50 AM – 9:05 AM. The School Store’s main objective is to serve the entire student body by offering school supplies throughout the year. The PTO sponsors the store while fourth grade students manage it. The operation of the store provides a unique and exciting learning experience for our “store managers.”

NEW EAGLE SCHOOL GARDEN

In partnership with the Chester County Food Bank, New Eagle Elementary broke ground on our school garden in March 2013. The garden consists of five raised beds that are tended by students, staff, parents, and community volunteers. A variety of produce is planted including lettuce, spinach, kale, carrots, chard, beets, and peas. Seventy percent of the yield from the school garden is donated to local food banks. The remaining produce is used in classrooms as snacks and distributed to the school community.

HALLOWEEN PARADE AND PARTIES

Participation in the Halloween Parade and parties is optional. If you do wish to have your child participate, please adhere to the following guidelines:

Students are asked to wear costumes that **don’t** include:

- 1) Gory subjects – blood, death, horror creatures etc.
- 2) Weapons – swords, guns, rifles, knives, etc.
- 3) Material or masks that inhibit vision or breathing

CLASSROOM PARTIES

Our District continues to see an increase in the prevalence of life-threatening food allergies within our schools. **No food of any kind is permitted to be brought to school to be shared with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine’s Day, cultural events, grade level curricular events and end-of-the-year festivities in grades K-4.**

LOST AND FOUND

A lost and found area is located in a closet between the main office and the nurse’s office. Students should check this area carefully when items are missing. Please be sure to label all clothing.

PTO BLASTS/NEWSLETTER

The PTO sends out email BLASTS to each family on a monthly basis. These BLASTS contain a current calendar of upcoming events, information on school programs and PTO activities, messages from the Principal, advice and tips on how to help your child's learning at home, and the lunch menu. Families who do not have access to a home computer will have a hard copy of the newsletter sent home.

PARENT TEACHER ORGANIZATION (PTO) 2020-2021 PTO BOARD

President:	Susie Geib
Executive V.P.:	TBD
V. P. of Cultural Arts:	Amy Terlecki
V. P. of Fundraising:	TBD
Co-V.P.s of Programming:	Bryn Arata and Meredith Gibson
V.P. of Volunteers:	Candace Holbert
V.P. of Communications:	Joanna Patterson
Treasurer:	Julie Barnes
Asst. Treasurer:	Shima Briggs
Secretary:	Katie Messinger

PTO SPECIAL EVENTS AND PROJECTS

A vast array of parent volunteers provide important support and enrichment through New Eagle PTO sponsored events and projects. In addition to sponsoring after-school clubs and activities, the PTO provides volunteer assistance in the classroom and media center, cultural arts programs, educational and physical enhancements to the school, and social events, all of which are financed by PTO-sponsored fundraisers.

HOMEROOM PARENTS

Parents who volunteer to help in the homeroom are given one of the following duties:

- 1) Assisting with coordinating activities and decorations for special holiday parties.

- 2) Communicating with parents of other students in the classroom concerning emergency information and volunteer opportunities.
- 3) Working with students as the classroom Publishing Center Volunteer.
- 4) Organizing the homeroom Spring Fair raffle basket.

Being a homeroom parent is a delightful way to learn more about your child's school, the teachers, and other students and their parents. However, keep in mind that this is not a social opportunity for parents and siblings, or a time for an impromptu teacher conference. Enhancement of the students' activities is the primary goal. Volunteers are assigned early in the school year, so watch your newsletter for details if you are interested in volunteering as a homeroom parent.

NEW EAGLE PUBLISHING CENTER

Our Publishing Center offers students the opportunity to publish their own books. Students work with teachers and parent volunteers assigned to the homeroom, to plan, type, illustrate and assemble original stories and poems into a hardbound edition. Children have the option of lending their book to the media center for display for the balance of the school year, and then the book is theirs to keep. It is an exciting opportunity to work with the children and encourage all our budding young authors. Our hope is that every student has the opportunity to be published at least once while at New Eagle.

BEAUTIFICATION

In addition to cultural and educational enhancements, the PTO also has committees that are involved in improving the physical environment of the school. The Beautification Committee and the School Refurbishing Committee plan improvements for the interior and exterior of the building.

SOCIAL EVENTS

Social events for students and the entire family are on the calendar for the coming year. There will be Skating Parties, a Pizza Bingo Night, the Spring Fair, and the Fourth Grade Party.

CULTURAL ARTS PROGRAM

PURPOSE

The New Eagle Cultural Arts Program will enrich the students' educational experience by providing programs and activities that will enhance each child's awareness of the many forms of art and culture that exist in our world.

DEFINITION

Cultural Arts Program is a year-long enrichment program for New Eagle students, sponsored by the New Eagle PTO, which may consist of 3-4 assembly-type programs spaced strategically throughout the year, followed by a total immersion program, all under one theme. The

immersion may consist of any combination of whole school, small group, or class-sized programs or hands-on activities.

LEARNING FAIR

The Learning Fair is a PTO sponsored school-wide, non-competitive fair in which children prepare a “learning” project of their choice at home and then display it at school during a time scheduled annually. The fair encourages children to expand their interests and explore new areas of interest. Projects may represent a child’s unique talent or something that a child has learned from areas such as science, social studies, mathematics, personal writing, carpentry, crafts and so on. All students are encouraged to develop and display a project for the Learning Fair. Exact dates of the fair will be announced and published in the newsletter.

THE SPRING FAIR

This enjoyable family fair of fun, food, games and prizes, is the end result of much hard work by many active parents. Activities include raffle baskets, cake walk, and special new attractions each year. This event is held in May or June and is an event to anticipate as the year comes to a close. All the proceeds go to benefit PTO projects.

DISTRICT COMMITTEES

The New Eagle PTO has representatives on district wide committees, such as ARCH (the community group dedicated to eliminating drug and alcohol abuse among minors, and fostering better communication between parents and children). Other representative positions are B.U.I.L.D., (Better Understanding of Individuals with Learning Differences), Multi-Cultural and Cultural Arts Committees.

GUIDELINES FOR VOLUNTEERS

Volunteers play an important role in the quality of life in all Tredyffrin/Easttown schools. The assistance and support they offer to staff and students is invaluable and their contributions are part of what make our schools special.

Effective **July 1, 2016**, revisions to the Pennsylvania Child Protective Services Law require school volunteers (any adults serving in unpaid positions in the District) who serve as chaperones on field trips and who are responsible for care, supervision, guidance or control of children to have the background clearances. These clearances include the Pennsylvania Criminal Record Check and The Pennsylvania Child Abuse History Clearance (Act 151).

The Child Protective Services Law requires volunteers who have not been a continuous resident of Pennsylvania for the last ten years to obtain an FBI criminal history check, which is not administered by the State government. Volunteers who need the FBI criminal history check will still be responsible for the \$27 fee. Volunteers who have lived in Pennsylvania for a full ten-year period may provide a signed and witnessed waiver in lieu of the FBI criminal history check. Please refer to our district website for additional information and links.

The following guidelines have been developed to assist you in serving in this unique function. Offering to volunteer in any district school assumes your understanding and agreement to these guidelines.

Confidentiality:

Information you may see or hear can affect the lives and futures of individual students. Volunteers must respect the privacy of this information and maintain the same in strict confidence. This same standard of confidentiality applies to policy statements, school procedures and district reports.

Interactions with Students:

Volunteers are viewed by students and parents as representatives of the School Board and the school administration, and are perceived by students as authority figures. While working in a volunteer capacity in school or at school-related activities volunteers must refrain from debating, discussing or imposing their opinions on students on personal or controversial issues.

Attendance:

School personnel depend upon and plan for the assistance of the volunteers on a regular basis. Volunteers are encouraged to notify the various personnel with whom they work as far in advance as possible if they are unable to help in their regular time slot.

Concerns or questions about the guidelines or volunteer assignments should be referred to the Coordinator of Community and Volunteer Services at (610) 240-1913.

II. CODE OF CONDUCT

THE ELEMENTARY SCHOOL CODE OF CONDUCT

The goal of each elementary school in the Tredyffrin/Easttown School District is to provide the highest quality of educational programs for our students. The cornerstone of school discipline lies in the development of responsible behavior of each child. All five schools utilize the Batsche “Pro Social Skills” model which emphasizes the responsibility of students to make proper choices for their behavior. When a choice is made, a student must reflect and evaluate it with an awareness of direct consequences. To facilitate these skills, guidelines are established which are consistent at all grade levels. All school staff members are trained to employ the model if and when a confrontation occurs.

Student behavior on buses, in hallways, cafeteria and recess areas are expected to comply with established guidelines. In addition, rules for behavior are in effect at school sponsored events during or after school hours, on or off the building premises.

We believe that a climate conducive to learning is established through the consistent application of disciplinary guidelines, staff expectations and parent support. The Elementary School Code of Conduct reflects a strong sense of community and partnership exemplified through the responsible behavior and academic excellence of our elementary students.

Note: For the 20-21 school year, when students are in the building, in accordance with guidance from the PA Department of Health, all students are required to wear face masks or other face coverings in a proper manner unless otherwise directed or unless the school has confirmed with them that they are covered by a valid exception. Repeated and/or willful failure to comply with this requirement may lead to discipline.

PRO-SOCIAL SKILLS OVERVIEW

Behavioral psychology indicates that internal language is a key to self-control. The Pro-Social Skills Program includes a five-step system that provides language to help children control impulses and make constructive choices. Initially, this language is externally impressed by parents and visual icons. Through modeling, rehearsal, and application, this language is internalized by children and used to exercise self control and social responsibility. The following is a list of the five steps and the rationale for each.

1) STOP AND THINK

Teachers say “Stop and Think” to students behaving inappropriately. This message interrupts negative and impulsive behaviors. This prompt also aids self-control as students internalize and apply it themselves. For adults, “Stop and Think” is a calm, rational, consistent response to challenging behaviors. It serves as an alternative to emotional responses such as yelling or being drawn into arguments with children.

2) GOOD CHOICE OR BAD CHOICE

Teachers ask, “Are you going to make a good choice or bad choice?” This question places responsibility for decisions squarely upon children. Power struggles and win or lose situations that are generated by child defiance are defused. It is made clear that consequences are derived from choices made by children.

3) CHOICE OR STEPS

Implementation of this part of the sequence varies according to need. Some children are helped to explore alternative choices. In other cases, children are taught social skills essential for school and interpersonal success. These steps are concrete and specific. For example, steps for ignoring are: Break (the gaze), Turn (your body), and Move (out of the area). These steps are verbalized and reinforce the controlling capacity of language.

4) JUST DO IT!

Teachers say, “Just do it!” This message is intended to activate children and eliminate excessive verbiage regarding events and behavioral expectations.

5) HOW DID I DO?

This step is used for self-monitoring and self-evaluation. Children reflect upon the results of their choices and consider behavioral alternatives when needed.

In addition to this five-step sequence for addressing challenging child behaviors, the Pro-Social Skills Program offers a problem solving system that is adaptable across ages and situations.

Based on the works of Dr. George Batsche
Adapted by Jerry McMullen, Ph.D.

OLWEUS BULLYING PREVENTION PROGRAM

Our elementary schools use the research based Olweus Bullying Prevention Program as the foundation for creating a safe environment for children. This program presents a clear definition of the term “bullying”. **“A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons”** (Olweus, 1993).

This program provides a structured approach to the prevention of bullying. It promotes increased understanding of the issues involved with “bullying” behaviors and provides a coordinated plan for addressing these issues. The program involves training for staff and students as well as information for parents. Information regarding bullying behaviors is shared systematically in the school. Supervision is coordinated among all staff members. Interventions may occur with individuals or groups within the school.

The goals of the program are:

- To reduce (and ideally eliminate) existing bully/victim problems among school children
- To prevent the development of new bully/victim problems
- To achieve better peer relations at school

Four building rules apply to bullying. In our bully-free school we will:

- not bully others
- help students who are bullied
- include all students who are left out
- tell an adult at school and home when someone is bullied

PATHS

One of our district goals centers on developing a culture that permeates the school community to promote social responsibility and personal integrity. All elementary schools have implemented the PATHS program with our students. PATHS stands for Promoting Alternative Thinking Strategies. The PATHS curriculum is implemented through class meetings in the CORE classroom. The PATHS program is designed to improve skills in four domains: 1) pro-social friendship skills, 2) emotional understanding and emotional expression skills, 3) self-control/emotional regulations, and 4) problem solving skills and conflict resolution skills.

All five elementary schools hold discipline expectations for students, which are consistent among all staff members regardless of the location or grade level in the building. A primary goal of the school is to nurture the concept of self-discipline and respect for others. The following guidelines are to be reviewed by students and their parents annually at the beginning of school and referenced frequently throughout the year.

School Rules

1. Come to class prepared with all materials.
2. Follow the directions the first time they are given.
3. Keep your feet, hands, and objects to yourself.
4. Raise your hand and wait to be called on.
5. Do not disturb anyone's learning.

Halls

1. Students should always walk and stay to the right when traveling to and from classes.
2. Quiet voices are to be used.
3. Students must keep their hands to themselves.
4. Students are not to linger in bathrooms.

Cafeteria

1. Students should enter and exit quietly.
2. Students should remain seated unless following routines of trash disposal, snack or bathroom use.
3. Students shall demonstrate appropriate table manners.
4. Students must be silent for announcements and follow directions of the cafeteria monitor.
5. When finished eating, students should leave the area clean.
6. Students should respect personal space.
7. There is a two snack limit and no carbonated beverages.
8. Running is not permitted at any time.
9. Nothing should ever be thrown in the cafeteria.
10. Due to food allergies, students may not share food.
11. Students should not lend or borrow money from each other.

Playground

1. Students must play safely only on designated areas and remain within playground boundaries.
2. Fighting or games involving body contact are not permitted at any time.
3. Students should use equipment and supplies in a safe and appropriate manner.
4. Any serious problem involving equipment or injury should be reported to the teacher on duty immediately.
5. Students may not play on ice or throw snowballs.
6. When the bell rings at the end of the recess period, students should line up quickly and quietly.
7. A request not to participate in outdoor recess due to health reasons requires a note from a parent for one day or from a physician for an extended amount of time.

Indoor Recess

1. Students must remain in the classroom unless given permission by the teacher on duty to leave the room.
2. Activity and equipment should be appropriate for an indoor setting and approved by each grade level team.

Bus

1. The same conduct that is expected in the classroom should be observed on the bus.

2. Quiet voices should be used.
3. Students should remain seated and keep their hands to themselves. Head, hands, and feet must be kept inside the bus.
4. Students should walk on and off the bus.
5. No profane language is permitted at any time. The bus should be kept clean and students should not tamper with any equipment.
6. Students should ride only on the assigned bus and disembark at the assigned stop unless given prior approval through the principal's office.
7. Students should not eat or drink while riding the bus. Nothing is to be thrown out the windows.

Office Area

1. Students should be considerate of those working and wait their turn to speak.
2. The office phones are not to be used unless it is an emergency.

DISCIPLINARY CONSEQUENCES

The Elementary Code of Conduct, Guidelines for Behavior and Disciplinary Activities exist to ensure the safety of each child in our schools. To ensure the rights, privileges and safety of all elementary students, the following guidelines are in place to some degree in each school. The listing is not inclusive but meant to be a guide for fair and equitable treatment of students. The administration will exercise its discretion in making judgments regarding behavioral issues not listed within these guidelines. These protective measures are in effect during school hours, field trips, on bus routes and at after-hours school and PTO sponsored events.

1. **Disruptive behavior** in classroom, cafeteria, library, assemblies, fire drills, field trips or social events or other school sponsored events

POSSIBLE DISCIPLINARY MEASURES: 1. Warning, 2. Time Out, 3. Parent Contacted, 4. In or Out of School Suspension

2. **Physical Injury caused by fighting**

POSSIBLE DISCIPLINARY MEASURES: 1. Parent Contacted, 2. After School Detention, 3. In or Out of School Suspension

3. **Possession of Weapons (Policy 5410)** – Possession of a weapon or weapons in the schools or at school activities is specifically prohibited. In addition, with very limited exceptions, Pennsylvania law *requires* public schools to report to police, and expel, for a minimum of one year, any student found in possession of any knife, cutting instrument, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting bodily injury in school or school program, while traveling to or from any school program. Please note that the term knives

include pocketknives, Swiss army knives, and switchblades.

POSSIBLE DISCIPLINARY MEASURES: 1. Parent Contacted, 2. Police Contacted and a report is filed, 3. Out of School Suspension (possible expulsion), 4. Mental Health Assessment conducted by a District-selected or District-approved certified child and adolescent psychiatrist or other District-selected or District-approved qualified mental health professional to determine if student poses a threat to self or others and what support services may be required to assist student.

4. Bus Offenses

POSSIBLE DISCIPLINARY MEASURES: 1. Warning, 2. Written notification from bus driver, 3. Parent contacted by building principal, 4. Bus dismissal for 1 – 3 days, 5. Bus dismissal up to five days by approval of the Superintendent.

5. Terroristic Threats

POSSIBLE DISCIPLINARY MEASURES: 1. Parent Contacted, 2. Police Contacted and a report is filed, 3. Out of School Suspension (possible expulsion), 4. Mental Health Assessment conducted by a District-selected or District-approved certified child and adolescent psychiatrist or other District-selected or District-approved qualified mental health professional to determine if a student poses a threat to self or others and what support services may be required to assist a student.

6. Bullying

POSSIBLE DISCIPLINARY MEASURES: 1. Warning, 2. Parent Contacted, 3. Loss of Privilege, 4. Possible In or Out of School Suspension.

Risk Assessment Protocol

The Tredyffrin/Easttown School District is committed to providing a safe and secure environment for all students and staff. The administrators, with Board support, have developed a protocol for responding to threatening student behaviors. The purpose of the protocol is to assess whether a student, who demonstrates threatening behaviors, poses a serious risk to self or others. The protocol is included as a section of District Regulation 5401: Student Discipline. The complete Policy and Regulation are available at www.tesd.net under Our District/Policies and Regulations or through District administrative offices.

Our teachers and administrators review student conduct and expectations with students in a developmentally appropriate manner. We remind students that their safety is our priority and that, where their safety is concerned, we take what they do and say very seriously. Likewise, we feel it is important for parents to be aware of how school personnel respond to

behaviors that may pose a threat. It is often difficult to distinguish between behaviors that do not pose a threat and those that do. When a student makes a verbal or written comment or gesture that could suggest a threat, our initial response is to assure safety for all, and the student is removed to a safe location in school and out of the classroom. Pending an initial investigation by the building administrator or designee, a clinical Interview may be completed by a District mental health specialist. Parents are notified. The student may be suspended from school and/or subsequently participate in a mental health risk assessment arranged by the District and conducted by a licensed and/or certified mental health professional. The majority of mental health risk assessments are conducted within 72 hours, at District expense, by one of our local contracted service providers.

We ask that you take time to carefully review this protocol with your student and contact your child's building administrator if you have questions or comments. Our experience with this protocol has affirmed the strength of our valued partnership with you, and we appreciate your continued support.

III. T/E SCHOOL DISTRICT POLICIES AND REGULATIONS THAT PERTAIN TO STUDENTS AND STAFF

MAINTAINING APPROPRIATE BOUNDARIES WITH STUDENTS (P5461 and R5461)

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

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

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

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

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

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

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

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

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

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

STUDENT DISCIPLINE (P5401 and R5401)

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

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

Offenses committed on school grounds, in school vehicles or while participating in school-sponsored activities on or off school premises or that have some other legally recognized nexus

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

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

When a suspendable offense occurs, the principal or designee will meet with the student, at which time the student will have the opportunity to offer an explanation of the infraction.

After that meeting the principal or designee may suspend the student from school.

Parents/guardians will be notified.

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

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

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

Students and parents/guardians are encouraged to review these documents carefully in their entirety.

HAZING/BULLYING/HARASSMENT/THREATS/THREATENING BEHAVIOR (P5401 and R5401)

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

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

- c. substantially disrupting the orderly operation of the school.

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

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

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

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

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

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

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

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

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

Harassment means verbal, written, electronic, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression or religion when such conduct:

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

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

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

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

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

Transient threat means there is no sustained intent to harm.

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

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

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

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

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

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

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

Reports of alleged bullying or hazing that could be interpreted to also constitute discrimination and/or unlawful harassment shall be handled in coordination with the appropriate Title IX coordinator. Complaints of bullying, hazing, harassment, threatening behavior and threats may also be referred to the appropriate law enforcement agency for investigation, as required by law or in accordance with Administrative Regulation 5401.

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

Title IX/Sexual Harassment Resource Section: <https://www.tesd.net/domain/1894>

HARASSMENT OF STUDENTS BY NON-STUDENTS (P5420 and R5420)

The District's policy is to maintain a positive learning environment and to prohibit any form of unlawful harassment. "Unlawful harassment" means verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. The term unlawful harassment includes but is not limited to slurs, jokes, bullying, hazing or other verbal, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, gender identity, gender expression, or religion. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, gestures of a sexual nature, or display of materials which evoke responses not in keeping with the atmosphere intended for the classroom. It shall be a violation of the District's policy for any student or staff member to harass any student or staff member. The administration shall report the circumstances of the unlawful harassment to law enforcement officials and the district attorney's office as required by law. Complaints of harassment by a student against another student shall be handled in the same manner as other student disciplinary investigations.

Any student or parent who alleges sexual harassment by any staff member or student may complain directly to a teacher, a guidance counselor, or a building administrator. Students who believe that they have been subjected to harassment by an employee or any other adult member of the school community have the right and are encouraged to file a complaint in accordance with the formal and informal complaint procedures in R5420. The allegations will be investigated promptly and thoroughly. If any student or staff member is found, after appropriate investigation, to have engaged in sexual harassment, he or she shall be subject to disciplinary action. Detailed procedures for resolving complaints involving sexual harassment will be distributed on a periodic basis to students and staff and will be posted in prominent locations in each school building.

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

The District will provide an equal opportunity, free from discrimination, for all students to achieve their maximum potential through the programs and activities offered by the District regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability, as required by Title VI, Title IX and Section 504. Furthermore, the District provides equal access to the Boy Scouts and other designated youth groups, as required by law.

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

For purposes of this Policy and the accompanying Administrative Regulation, the Compliance Officer shall be the Director of Curriculum, Instruction, Staff Development and Planning. Depending on the specific allegations raised in a complaint received pursuant to this Policy, the Superintendent may designate additional individuals to assist the Compliance Officer in carrying out their responsibilities outlined herein.

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

POSSESSION OF WEAPONS IN THE SCHOOLS (P5410)

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

SEARCHES (P5412 and R5412)

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

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

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

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

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

In order to promote a safe school environment for all stakeholders, the interior and exterior of schools and other District property may be equipped with video recording devices. The Superintendent is authorized to provide law enforcement with access to live images captured by video recording devices in order to promote the health, safety and welfare of student, staff, and

other individuals. The Board of School Directors has also authorized the use of video and audio recording on school buses and vehicles while transporting students for school-related purposes for disciplinary and security purposes. Students and, when applicable, school bus passengers will be notified as to the presence and possible activation of any video recording devices. Additional information can be found in Board Policy and Administrative Regulation 8070, which are available on the District's website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P8070.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R8070.pdf>, respectively.

STUDENTS' FREEDOM OF EXPRESSION (P5400 and R5400)

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

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

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

DRESS AND APPEARANCE (P5415 and R5415)

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

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

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

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

Clothing bearing or depicting messages, images, or advertisements relating to drugs, alcohol tobacco is not permitted. Clothing depicting violent or sexually explicit messages or images is also prohibited.

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

Each school's dress code policy shall be gender-neutral. Schools cannot enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity within

the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school sponsored activities.

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

Students with questions about the applicable dress code or the appropriateness of particular attire/appearance shall direct such questions to the building principal or assistant principal. Serious or repeated violations of the dress code will be subject to disciplinary action.

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

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

STUDENT RECORDS (P5225 and R5225)

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

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

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5225.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5225.pdf>, respectively.

FIELD TRIPS (P6153 and R6153)

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

INTEGRATED PEST MANAGEMENT (P8012)

When pesticide applications are planned and scheduled in school buildings and/or on school grounds, the District will provide notification including: (1) posting a pest control sign in an appropriate visible area, (2) providing the pest control information sheet to all individuals working in the school building, and (3) providing required notice to all parents and guardians of students or to a list of parents or guardians who have requested notification of applications of

pesticides. Records of the District's chemical pest control treatments for the past three (3) years are available to the public at the Districts' administrative office.

COMPLAINTS REGARDING THE DISTRICT (P1122 and R1122)

Complaints concerning the District's programs or operations should be directed to the staff member or the administrator immediately in charge of the area in which the complaint arises. Complaints received anonymously by the District, by the Board or by its members will not be recognized as formal correspondence; and therefore, typically will not be given a response. The Superintendent shall promulgate Administrative Regulations detailing the process and procedures District personnel will follow for handling complaints received by the District. Special procedures provided by law or other District Policy for handling complaints in certain areas such as discrimination, sexual harassment, and resolving issues of concern for non-contract staff shall supersede the provisions of this Policy and its accompanying Regulation.

STUDENT WELLNESS (P5402 and R5402)

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

Safeguards for Students with Food Allergies

No food of any kind is permitted to be brought to school to be shared with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine's Day, cultural events, and end-of-the-year festivities at the grades K-4 level.

TOBACCO PRODUCTS – POSSESSION AND USE (P5411 and R5411)

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

STUDENT SUBSTANCE ABUSE (P5405 and R5405)

Students are prohibited from using, distributing, possessing, or being under the influence of controlled substances in any of the buildings owned by the District, on District property, in school vehicles and/or while participating in school-sponsored activities on or off District property. Students who are found to be in violation of this prohibition shall be suspended from school and disciplined in accordance with Board Policy and the applicable student handbook. Aiding or abetting any of the above-mentioned prohibited conduct shall be treated in the same

manner. The definition of “controlled substances” is outlined in detail in Policy 5405, which is available on the District’s website at <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5405.pdf>. Violations of this Policy shall be referred to the appropriate law enforcement agencies in accordance with applicable law or regulations, Board Policy, and the Memorandum of Understanding in effect with local law enforcement. The District reserves the right to enforce this Policy and the accompanying Administrative Regulation with respect to off-campus conduct to the fullest extent permitted by law.

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

ADMINISTRATION OF MEDICATION TO STUDENTS (P5406 and R5406)

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

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

A copy of the District’s Board Policy and Administrative Regulation 5406 are available for review on the District’s website at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5406.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5406.pdf>, respectively.

Students and their parents/guardians are encouraged to review this Policy and Regulation carefully.

PROCEDURES FOR ENFORCING SCHOOL ATTENDANCE (P5113 and R5113)

Students of compulsory school age are required to attend school. Regular, timely attendance will ensure every student has the opportunity to achieve. Many of the rules and procedures governing tardiness, absences and truancy are mandated by Pennsylvania law and school code. The District’s Board Policy and Administrative Regulation governing student attendance are available on the District’s website at

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/P5113.pdf> and <https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/14/R5113.pdf>, respectively. It is important that students and their parents/guardians review these documents and familiarize

themselves with the District's procedures.

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

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

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

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

The network is provided for students and staff to conduct research and communicate with others. Access is a privilege and entails responsibility. Students and staff are expected to act in a responsible ethical and legal manner in accordance with the District Policy 6190, acceptable rules of network etiquette and Federal and State law. Specifically, the following are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for fundraising purposes, except for links approved by the principal to websites of school-related organizations/clubs.
4. Use of the network for non-school related work on more than an incidental basis.
5. Use of the network for product advertisement or political lobbying.
6. Use of the network to transmit hate mail/speech, discriminatory remarks and objectionable, offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Use of the network to access obscene or pornographic material.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of the network to disrupt the work of other users.
12. Impersonation of another user.
13. Sharing District password with, or allowing password to be used by, anyone else.
14. Loading or use of unauthorized games, programs, files, or other electronic media.
15. Destruction, modification, or abuse of network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

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

RESTRICTIONS ON USE OF ELECTRONIC DEVICES (P5414 and R5414)

Except where the use of electronic devices has been prohibited by law, students may possess electronic devices within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The administration shall have the right to regulate the use and possession of all electronic devices. In addition to limitations on use and possession imposed by the school administration, possession of electronic devices is subject to the following restrictions:

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

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

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

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

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT ELEMENTARY SCHOOL STUDENT ACCEPTABLE USE AGREEMENT

A copy of the Elementary School Acceptable Use Agreement is available for students and parents/guardians to review at the following link on the District's website:

<https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/37/ElementaryAUA201617Web.pdf>

DISTRICT ISSUED LAPTOPS (P6194 AND R6194)

NOTE: This Policy and Regulation also apply to iPads.

Note: Students are prohibited from recording or livestreaming virtual instruction unless expressly permitted in writing. Repeated and/or willful failure to adhere to this directive will lead to discipline.

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

Laptops

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

Sanctions

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

Cost Sharing Fee

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

Accidental Damage Protection and Other Repairs

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

Accidental Damage Protection claim during a particular school year. Deductibles to be paid by families for subsequent claims in the same school year are as follows:

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

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

If the damage is not covered by Accidental Damage Protection, the student and parent/guardian will be responsible for the full cost of the repair, or, if the damage cannot be repaired, replacement at the current replacement cost, prorated based on the original device cost.

Notwithstanding the above provisions, students and their parent/guardian are responsible for the replacement cost of the laptop, prorated based on the original device cost, and/or power cord/charger if they are lost, stolen, or not returned at the end of the school year for any reason.

Procedure for Reporting Laptops Missing or Stolen

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

Notice Regarding Filtering

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

FOOD AND NUTRITION SERVICES – STUDENT MEAL CHARGE POLICY (R8120) School Meal Account Procedures / Meal Charging Policy

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

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases.

Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and/or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied a meal because of the insufficient funds in their student meal accounts. In addition to purchasing a meal, students are permitted to charge a la

carte food items, even if their individual student meal accounts lack sufficient funds, as long as their balance is not negative \$50 or more. In any event, the District will initiate procedures to restrict a la carte purchases when the student's negative meal account balance exceeds \$50 and the student will only be permitted to purchase a breakfast and lunch meal.

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

Low & Negative Account Balance Notification

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

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

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

Additional Information

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

Delinquent School Meal Account Debt

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

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

Distribution

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