

# **ASTON ELEMENTARY SCHOOL**

## **2021 - 2022**

### **SCHOOL HANDBOOK**

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#### **Aston Elementary School Parent/Student Handbook**

**Aston Elementary  
900 Tryens Ave  
Aston, PA 19014**

**Telephone: 610-497-6300 Ext 4500  
School Office Hours: 8:00 a.m. - 4:00 p.m.**

**Principal: Susan Phillips  
Secretary: Linda Murphy  
Office Assistant: Margaret Beam**

**Student Body: Kindergarten - Fifth Grade**

Dear Parents/Guardians:

On behalf of the entire Aston Elementary staff, welcome to the 2021-2022 school year. We look forward to a year filled with new learning opportunities that will promote and empower students.

The Aston Elementary curriculum and extracurricular activities are comprehensive and designed to encourage problem solving and critical thinking. The core curriculum, including Language Arts, Math, Science and Social Studies, as well as Visual Arts, Music, Physical Education, Technology, and Character Education, is differentiated to meet the needs of all learners. Local and global charitable projects take place throughout the school year and serve to provide authentic life lessons. Additional real-world learning opportunities are embedded to make certain our children have a well-rounded educational experience.

Two essential components to student success are parent involvement and communication. Student achievement is positively impacted when parents create a home environment that encourages education. When a home/school relationship is established through continuous communication. Involvement can be as simple as talking to your child daily about school, working with your child on homework or school projects, and communicating regularly with your child's teacher. Another opportunity to become directly involved in school activities is joining the Aston PTL.

This school handbook provides beneficial information regarding policies, procedures and programs. The goal of school policies, procedures and programs is to ensure an environment conducive to a quality education for every student. Thank you in advance for your continued support.

Sue Phillips  
Aston Principal

**ASTON ELEMENTARY SCHOOL 2021 - 2022 Staff List**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Extension</b>
Arra	Bryan	Physical Education	4530
Beam	Margaret	Office Assistant	4501
Begley	Robin	Paraprofessional	4500
Borkowsky	Eileen	Playground/ Cafeteria Assistant	4500
Caciolla	Rebecca	Second Grade	4104
Cadden	Paula	Paraprofessional	4500
Campagna	Kelly	Third Grade	4208
Campbell	Donna	Playground/Cafeteria Assistant	4500
Carey	Allison	Reading Specialist	4113
Carroll	Rose	School Psychologist	4315
Casey	Kaitlyn	Third Grade	4205
Cassimatis	Lauren	Second Grade	4101
Constan	Sarah	Fourth Grade	4203
Cunningham	Coleen	Paraprofessional	4500
DeLong	Michele	First Grade	4105
Deni	Elisha	Music	4122
Dever	Adrienne	EL Teacher	4500
Diamond	April	Paraprofessional	4500
Dignazio	Kelly	School Nurse	4508
Elvin	Leigh	Custodian	4509
Fallon	Marianne	CST Coordinator	4315
Fiorelli	Marisa	Learning Support	4115
Gladfelter	Duston	Technology	4112
Healy	Jill	First Grade	4110
Hosterman	Natalie	Second Grade	4102
Juilano	Albert	Physical Education Teacher	4530
Kelly	Joan	Paraprofessional	4500
Kestenbaum	Rachael	Kindergarten	4118
King	Jessica	First Grade	4103
Kravatz	Cynthia	Gifted Support	4500
Morales	Odalis	Paraprofessional	4500
Murphy	Linda	Secretary	4500
Nerelli	Tina	Art Teacher	4111
Perrotta	Samantha	Kindergarten	4116
Phillips	Susan	Principal	4500
Port	Kristen	Fifth Grade	4201
Portner	Deborah	Technology Asst.	4325
		Library Assistant	4516
Ranieri	Kaitlyn	4 <sup>th</sup> Grade Teacher	4202

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### School Hours - In person Instruction

School Office Hours	8:00 a.m. - 4:00 p.m.
Student Day 1 <sup>st</sup> - 5 <sup>th</sup>	8:50 a.m. - 3:25 p.m.
AM Kindergarten	8:50 a.m. - 11:25 a.m.
PM Kindergarten	12:40 p.m. - 3:15 p.m.

Lunch	Grade
11:10- 11:40	Grade 3
11:45 - 12:15	Grade 2
12:20 - 12:50	Grade 1
12:55 - 1:20	Grade 4
1:25 - 1:50	Grade 5

Recess	Grade
10:45 - 11:10	Grade 3
11:20 - 11:45	Grade 2
11:55 - 12:20	Grade 1
12:25- 12:55	Grade 4
12:55 - 1:25	Grade 5

### Kindergarten Schedule for delayed openings due to inclement weather

AM Kindergarten - 10:50 AM - 12:40

PM Kindergarten 1:30 PM - 3:15 AM

## **Attendance**

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

Absences shall be treated as unlawful until the school receives a written excuse explaining the absence. Parents and guardians have 3 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excusal of absences after 10 lawful absences shall require a written physician's note.

An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable note. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

Upon returning from an absence, your child **MUST** bring a note to school. Without a note (within 3 days of the absence), the absence will become unlawful. A letter will be sent home if a child accumulates 3 or more unlawful absences documenting truancy. If a child accumulates 6 or more unlawful absences, the school will be required to file a referral for court or a CYS referral.

Please refer to Penn-Delco's Attendance Policy 204

## **Lateness**

When a student is late to school, he or she must report to the office with a note before proceeding to class. A parent or guardian must accompany elementary students.

## **Absent Notification**

If your child is going to be absent, you must notify the school by calling the school's attendance line by 8:45 AM. If your child is marked absent and no call is received, and automated caller will call your primary number to verify the absence. Voice mail is available to take your call 24 hours a day. Our attendance line number is 610-497-6300 Ext 4506. Please leave the child's full name, grade, homeroom, and reason for absence. Electronic notes are also valid as long as they include a parent or guardian signature. The note must be received within 3 days of the absence.

### **Submitting an Electronic Absent Note**

Absent notes may be submitted to the school as an email attachment with the following guidelines:

#### **Directions on submitting electronic absent notes**

1. Parent or guardian writes the note on a piece of paper or a district absence form.
2. Parent or guardian signs that note
3. Parent or guardian scans the note or takes a picture of the note
4. Parent attaches the scanned note/picture of the note to an email
5. Parent or guardian sends the message to [ast-attendance@pdsd.org](mailto:ast-attendance@pdsd.org)

### **Vacations**

Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. Vacations for students in grades 3, 4, or 5 will not be approved one week before or during the PSSA testing window. The district will approve up to 5 vacations days per student per year. Students will be required to make up classroom work within five days of the student's return unless other arrangements are made with the teacher.

### **Early Dismissal**

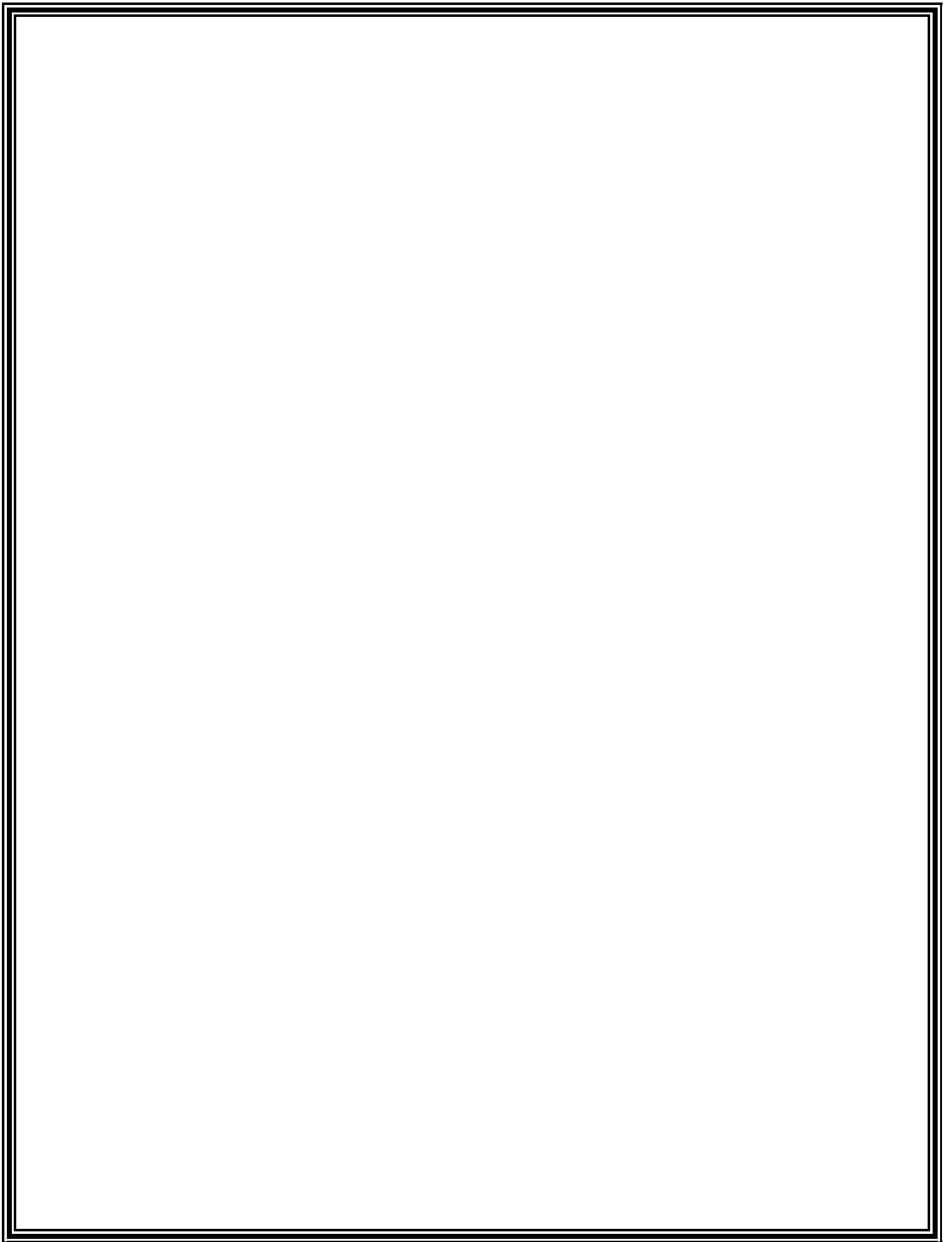
It is expected that all efforts be made to schedule appointments during non-school hours. However, it is also understood that events occur for which we are unable to prepare. If an early dismissal is needed, requests must be made in written form from a parent/guardian and the note should contain the parent's phone number, time and date of dismissal, and the reason for the dismissal.

### **PSSA Assessment Dates**

The annual state assessment for all students in grades 3 - 8 will be administered on pre-determined dates. It is imperative that all students attend school during these dates. Please avoid scheduling trips or vacation one week before or during these periods.

English Language Arts (ELA) - April 25 - 29

Math, Science, Make ups - May 2 - 13





## Truancy: Overview of Legal Responsibilities

**1. Student is absent**

(Absence is considered unlawful until School District receives a written acceptable excuse per School District policy).

**2. If 3 calendar days pass after the absence with no excuse (or acceptable excuse per School District policy); the absence is permanently considered unlawful.**

**3. School District personnel (principal/teacher in public/private school) and private teacher (tutor) are required to report cases of habitual truancy (6 days, or equivalent, of unlawful absences without lawful excuse).**

**4. If a student is absent 10 consecutive days the School District must drop the child from active membership roll unless:**

- A. A legal excuse is provided, or**
- B. The School District is pursuing compulsory attendance prosecution.**

**5. Up to 10 cumulative lawful absences during a school year are permitted; all absences beyond the 10 day limit require a physician's excuse.**

### **Absent Child Calling Procedures**

If your child is going to be absent, you must notify the school by calling the school's attendance line **by 8:50 AM**. If your child is marked absent and no call is received, an automated caller will call your primary number to verify the absence. Voice mail is available to take your call 24 hours a day. **Our Attendance Line number is 610-497-6300, ext. 4506.** Leave your child's full name, grade, and room number along with the reason for the absence. Additionally, an excuse note must be sent to the school in conjunction with any absence. This note must be received within 3 days of the absence.

### **Arrival**

**Student supervision begins at 8:35 AM and children SHOULD NOT arrive at school before that time.** Children may enter the building upon arrival at 8:35 AM and report to the gym. Students who arrive after 8:50 AM are considered late and must report to the office with a signed late note.

### **Dismissal**

Students in grades one through five are dismissed at 3:25 PM. Kindergarten is dismissed at 3:15 p.m. All parents must report to the office when picking up their child for an early dismissal. Students are not permitted to leave the building before dismissal time without a written request. This request must include the student's name, date, time, reason and parent's signature. If a child is to be picked up by someone other than a parent, advance notice must be given to the office.

**Identification will be requested of anyone who comes to pick up a student during the school day.** Children must be signed out from the office before being dismissed. **Students in Kindergarten are dismissed through the side Kindergarten doors. If a Kindergarten student has an early dismissal, he or she should be picked up in the office by an adult. Students who ride the bus will be called to the gym where they will line up to board their bus.**

### **Visitors**

Parents and guests are cordially welcome. All Penn-Delco Schools will now utilize the Raptor Visitor Management System to keep our schools safe. Parents, guests, and visitors who plan to visit beyond the main office must have a visitors ID badge generated from the Raptor system. To generate that ID, a valid state issued ID must be scanned upon your first visit to any of our schools during normal school hours. An automatically generated badge will then be shared with you to be worn while visiting the school. All visitors must follow the district's health and safety guide.

Future visits to your school will not require you to show your ID again. Simply give your name to get a new badge for that visit. Penn-Delco School District continues to make its commitment to safety and security a priority.

### **PSSA Assessment Dates**

The annual state assessment for all students in third, fourth and fifth grade (PSSA) will be administered on pre-determined dates (by the state) during the school year. It is imperative that all students attend school during these dates. Please avoid scheduling trips or vacations one week before or during these periods.

**Grade 3, 4, and 5 PSSA ELA Assessment - April 25 - 29**

**Grade 3, 4, and 5 PSSA Math Grade 4 PSSA Science - May 2 - May 1**

### **Emergency School Closing**

In the event it becomes necessary to close school, delay the opening of school or dismiss early, a global call will be sent out and an announcement will be posted on:

- Penn-Delco webpage [www.pdsd.org](http://www.pdsd.org)
- Social Media (Facebook and Twitter)

### **Drop-off/Pick-up Procedures**

#### **Parking**

Please observe the "Reserved" and "No Parking" signs as well as the traffic patterns that have been set up. If you are dropping off or picking up a child at the beginning or end of the day, you must follow the rules of the car line. During the day, visitor spaces may be available in front of the school. Kindergarten parents must also use the car line.

#### **Security**

Visitors are always welcome at our school. However, for maximum protection of our children and to minimize disruptions, we insist on knowing who is in the building at all times. Your child's safety remains our top priority; as such, **no one** may go directly to a classroom or the cafeteria at any time without signing in at the office, scanning in through the Raptor System, and obtaining a visitor's pass. Penn-Delco employees wear security badges at all times. All volunteers who will be working directly with students must obtain their PA clearances.

#### **Lunch**

Please be sure to provide a bag lunch or lunch money for your child each day. Parents/guardians are encouraged to use the debit system, which enables you to send a check or cash in advance to credit your child's account. You can access this system at the following address - [www.myschoolbucks.com](http://www.myschoolbucks.com). You can also add money to your child's account by sending a check made payable to the Penn-Delco School District. The check should be placed in an envelope labeled lunch with your child's name and room number. A computerized check out system is used at lunch with

student ID numbers. Each student has a student ID number that remains the same each year. New students and first grade students will be given an ID number on the first day of school. Free or reduced lunch will utilize the same debit account system; funds are credited directly to the student account.

### Nurse

Emergency card information is used to notify you in case your child becomes ill or is injured during the school day. Please contact the school nurse immediately whenever there is a change in the required emergency card information. This may include changes in medications, immunizations, physical and dental forms, or vision and hearing changes. The nurse should be notified if your child has been diagnosed or is suspected to have a communicable disease. Some examples are head lice, strep throat, pink eye, chicken pox, and ringworm, pinworms, scabies or skin staph infections. Please make every effort to administer medicines before or after school.

**Medication administered during school hours, must be accompanied by a physician's written request including diagnosis, dosage and how it should be administered.** Medication must be in the original labeled pharmacy container with the student's name, type of medication, dosage and date. Medication must be taken to the nurse by a parent.

### Allergy

Several students at Aston Elementary have severe food, environmental and latex allergies. Food and environmental allergies can lead to a potentially critical situation. The only way to avoid an allergic or anaphylactic reaction is to avoid the offending foods or environmental triggers. Please instruct your child to never share food with other classmates in the classroom or during lunch in the cafeteria. Also, please note latex balloons are not permitted at Aston Elementary for classroom or school-wide celebrations; Mylar balloons are an acceptable alternative.

### Student Emergencies

During the first week of school your child's teacher will send home forms for emergency contact information. Having this information returned promptly and correctly is important to the safety and well being of our students. Please make sure all telephone numbers, addresses and e-mail accounts are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. It is very important that these records be kept up to date. Please notify the school if your address, email or telephone number changes at home or at work.

## COMMUNICATION CHAIN

When a problem arises it is important to make initial contact with the right person.

The following communication chain will be followed:

1. For classroom-based parental concerns -  
Parent → Teacher → Building Principal and Teacher
2. For support personnel and bus, recess, cafeteria -  
Parent → Building Principal (support personnel as needed)
3. For student behavior concerns related to classroom activity -  
Parent → Teacher → Principal, Students, Parents
4. For ongoing or significant behavioral concerns affecting any element of the student's day - Parent → Building Principal

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with the child's teacher concerning student progress. Please do not hesitate to keep us aware of events that may be impacting your child's educational experience.

A weekly communication will be sent out via email. It will contain updated information along with a calendar of events, and information relative to our PTL will also be directed to you throughout the year. You can also obtain information from the Penn-Delco School District web site at [www.pdsd.org](http://www.pdsd.org), as well as from individual teachers' Schoology pages.

When in need for a meeting with our staff, please be sure to call ahead to schedule a conference so that a convenient time for all can be established. If you would like to speak to a teacher on the phone, please call the office to leave a voice mail message. Your call will be returned as soon as possible, no later than the end of the next school day.

### **Toys and Electronics**

Toys and electronic devices are not permitted in the school building. These personal items can be easily broken, misplaced or stolen. Students who bring a cell phone to school will be asked to turn the phone off and place it in their school bag until the end of the school day. Cell phones are to be left off and away until a student exits the school bus. No cell phones are permitted on the school bus. The school will not be responsible for lost or stolen toys, electronics or cell phones.

### **Pets**

For the safety of all students, pets are not permitted on school property at arrival, dismissal, or during school hours.

### **Birthdays**

Throughout the year many students at Aston Elementary celebrate birthdays and other occasions with special treats. All birthday food treats are distributed at lunchtime in the cafeteria. If you plan to send food to school please inform your child's teacher ahead of time and bring food items to the school office on the morning of the celebration. All birthday snacks must be from the approved Penn- Delco Wellness Policy Snack List. We ask that you choose a peanut-free snack and if at all possible, prepackaged with an ingredient label. We encourage parents to celebrate with non-food items such as stickers, pencils, themed erasers or other school trinkets.

### **Wellness Policy and Approved Snack List**

Reduced Fat Nachos	Animal Crackers
Iced Animal Crackers	Keebler Elf Grahams
Chocolate Chip Granola Bar	Baked Crunchy Curls
Strawberry General Fruit Roll Ups	Strawberry Fruit Gushers
100 Calories Chips Ahoy Cookies	Honey Wheat Braided Twists
(1) Pop Tart - Frosted Blueberry	100 Calories Oreo Cookies
Baked Original Potato Crisp	Graham Crackers

(1) Pop-Tart - Strawberry

Capri Fruit Waves

Fruit Snacks Strawberry

Trix Cereal Bars

Fruit Snacks Mixed Berry

Reduced Fat Cheese-Its

Baked Ruffles Cheddar Sour Cream Onion

Soft Pretzel

Munchies Kid Mix

Pretzel Rod

Chocolate and Vanilla Pudding Snack Pack

### **Classroom Parties**

There will be a limit of two classroom/holiday parties per school year. Parties are limited to attendance by homeroom parents unless specified differently by the classroom teacher. Classroom parties may offer one item with minimal nutritional value, i.e. cupcakes, cookies, cake, etc. Up to three additional items may be chosen from the Wellness Policy.

### **Reporting student progress**

Student progress reports may be issued for all students throughout the year. Report cards are issued at the end of each trimester. Parent conferences for all students will be arranged at the end of the first marking period in the fall. A spring conference will be scheduled as needed by teachers and parents. Conferences about student progress are appropriate whenever a parent or teacher requests a meeting and may be scheduled throughout the year.

### **HOMEWORK**

The purpose of homework is to practice, confirm and extend learning. It also helps children develop the study habits they will need throughout their school careers and is an opportunity for parents to be involved in their child's learning. Additional homework in other content areas will also be assigned on a nightly basis.

### **FIELD TRIPS**

Field trips are an important part of the learning process. Each grade level plans two trips a year to enhance the curriculum. All school policies and procedures are in effect during a field trip. Parents who volunteer to chaperone a field trip are obligated to follow school policy and procedure, as such chaperones may not bring siblings or other children on a field trip. Chaperones must have clearances on file with the district. Please note, unfortunately due to unforeseen circumstances or weather conditions, a field trip may suddenly need to be canceled on the day of the trip and rescheduled at a later date.

### **SCHOOL VOLUNTEER CLEARANCE REQUIREMENT**

For those who wish to serve as Volunteers in the Penn-Delco School District, state law now requires the following documents to be completed and submitted to the district prior to volunteering: Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check (may be waived if you have been a continuous resident in Pennsylvania for the previous ten years). In accordance with law, these documents must be updated once every five (5) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. Original forms must be brought to the office of the school where you will volunteer and they will be forwarded to the central administrative offices for processing (Parents volunteering in more than one school need only submit clearances to the district at one location). No parent may serve as a trip chaperone, or in any volunteer capacity that involves routine interaction with students unless they have completed and submitted the 3 required clearance documents. For additional information regarding clearances, please refer to our district website: [www.pdsd.or](http://www.pdsd.or)

Parents are welcome and encouraged to volunteer their services in the school. Volunteer opportunities include: PTL events and committees, Kindergarten writing, library assistance, chaperoning class trips and homeroom parent duties.

## **BUS CONDUCT**

Students are assigned to ride school buses that will pick up and drop them off close to their homes. Students are not permitted to ride a bus other than their assigned bus *without the approval of the transportation department and written communication to the school. If it is an emergency change please call, or state in the note sent in, that it is an emergency.* Students are expected to listen to the bus driver and follow the bus regulations at all times to ensure their safety and the safety of others. Students who violate the rules could be subjected to a suspension of bus privileges and/or school suspension. No cell phones or electronic devices are permitted on the school bus. They must be off and away while students are on the school bus.

## **PTL**

The Parent Teacher League at Aston is vital to the success of many school events and programs. Funds raised by the PTL are used to provide student activities, assemblies, awards, supplies, etc. We ask all parents to join the PTL and pay membership dues during the month of September. PTL meetings are held monthly at 6:30 p.m. in the school library. All parents/guardians are invited to attend the meetings; please see the school calendar for specific dates. Aston PTL information can also be found at [www.pdsd.org](http://www.pdsd.org) on the Aston web page under the *Parent* tab.

**President:** Alicia Mancinelli  
**Vice President:** Crystal Hefton

**Treasurer:** Katie Wiggins  
**Secretary:** Krista McGuire



## **DRESS CODE**

Students should dress in a manner that demonstrates respect for themselves and learning. They will be expected to adhere to the Penn-Delco School District's school board dress code policy listed below.

- Student should be well groomed, clean, and neatly attired when in school or at school functions.
- Students are not permitted to wear outer jackets and coats in school.
- Headwear (hats, scarves, bandannas, etc.) is prohibited during school hours.
- Sneakers or shoes must be worn at all times (flip-flops are not permitted).
- Clothing that espouses violence, hatred, and prejudice, exhibits alcohol or drugs or is found to be offensive is prohibited.
- Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts) or worn styles (holes, rips, etc.)
- All shorts, skirts, etc. must be no less than "finger-tip length" of the wearer.
- Students are not permitted to wear extremes in apparel, jewelry, or grooming which are distracting, disruptive, disrespectful, revealing, or unsafe.
- Students may not wear "heelies" or shoes that contain wheels.
- Undue attention to an individual's dress, which detracts from the seriousness of the instructional process, is to be avoided.
- Clothing which exposes bare shoulders, armpits, midriffs, and/or other is prohibited.
- Clothing which exposes excessive areas above the knee is prohibited.
- All pants or shorts must be worn above the waist. Excessively baggy style pants or any, other which expose significant areas below the waist, are prohibited.
- Undergarments should not be exposed.

If, in the opinion of the administration and faculty, a student's dress is disruptive and distracting, parents will be notified and students will be removed from the classroom until properly attired. Student dress affects attitude, behavior, and accomplishment.

Research has shown that how students dress and prepare for school affects their perception of school importance and often contributes to better behavior as well.

## **SPECIAL PROGRAMS**

### **Student Assistance**

The Child Study Team (CST) works with the learning and/or behavior needs of at-risk students to determine strategies that will help the child succeed in school. When a student is referred for assistance, information is gathered on the student, a meeting is scheduled with the team and a plan is developed to address the needs of the student.

### **Speech and Language**

Students who are in need of speech and language services are referred by the teacher and evaluated by the speech and language therapist. Parents are notified if a child qualifies for services.

### **EL (English Learners)**

A program designed for students who speak a language other than English and who need assistance to adapt academically to a new language in school.

### **O.T. (Occupational Therapy)**

A special program designed to assist students who have small motor physical disabilities/issues that impede academic progress. It may be in the area of writing, hearing or seeing, etc. The program is implemented by a certified O.T. instructor.

### **P.T. (Physical Therapy)**

A special program, implemented by a certified P.T. instructor, designed to assist students with large motor physical disabilities that impede academic progress.

### **Special Education Services**

Information on Special Education Services can be accessed on the Penn-Delco web page at [www.pdsd.org](http://www.pdsd.org) under the *Departments* tab

### **Expectations**

We believe that setting high standards for our students develops responsibility, leads to proper behavior, and promotes good citizenship. Every part of the school family plays a role in guiding the students towards self-discipline.

**The principal is expected to:**

- Oversee implementation of the Code of Conduct for Good Citizenship.

- Support teacher's decisions of reasonable disciplinary actions.
- Communicate the disciplinary actions to the referring teacher.
- Communicate to the staff regarding parental contacts.
- Develop a plan for the supervision of disruptive students.
- Administer appropriate consequences for student infractions.

**Teachers are expected to:**

- Remind students regularly of school rules.
- Provide proper supervision of children at all times.
- Use buddy system when appropriate.
- Discipline student misbehavior regardless of homeroom.
- Keep records of parent notification of misbehavior.

**Support Staff are expected to:**

- Regularly remind students of school rules.
- Provide proper supervision of children at all times.
- Use buddy system when appropriate.
- Discipline student misbehavior regardless of homeroom.

**Parents are expected to:**

- Encourage their child to follow school rules and support the Code of Conduct.
- Encourage their child to solve problems without verbal or physical aggression.
- Use the proper line of communication as listed in the School Handbook.
- Show support for the learning process and every child's right to an education.
- Respond to school communications promptly, attend parent conferences and encourage their child's social and intellectual development.

**SCHOOL RULES - BE SAFE, BE RESPONSIBLE, BE RESPECTFUL**

Guiding children toward self-discipline with the gentle hand of encouragement will help our students develop responsibility, proper behavior, and good citizenship.

**TITLE IX**

For more information regarding TITLE IX click [HERE](#).

To report a TITLE IX complaint: [FORM](#)

**COORDINATORS:**

Dr. Eric Kuminka— [ekuminka@pdsd.org](mailto:ekuminka@pdsd.org) ; 610-497-6300 Ext. 1314

Mrs. Nina Tyre— [ntyre@pdsd.org](mailto:ntyre@pdsd.org) ; 610-497-6300 Ext. 1312

Mrs. Regina McClure— [rmcclure@pdsd.org](mailto:rmcclure@pdsd.org) ; 610-497-6300 Ext. 1320

The below Code of Conduct pertains to the following board policies: 210, 218, 218.1, 218.2, 218.3, 221, 222, 223, 224, 225, 226, 227, 231, 233, 247, 248, and 815.

### **ELEMENTARY PUPILS**

Level I – Behaviors classified in this level represent infractions of established procedures which regulate the orderly operation of the school and its education process. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"><li>• Violation of hall, bathroom, and/or common area expectations</li><li>• Inappropriate use of school property or facilities</li><li>• Disrespect of students and/or adults</li><li>• Disruptive behavior in school or on school district transportation</li><li>• Violation of student dress code</li><li>• Cheating or lying</li><li>• Technology violation</li><li>• Physical contact</li><li>• Inappropriate language</li><li>• Littering</li></ul>	<ul style="list-style-type: none"><li>• Verbal reprimand</li><li>• Seat change</li><li>• Behavioral contract</li><li>• Restriction of privileges</li><li>• Special written assignment</li><li>• Time-out</li><li>• Counseling</li><li>• Parent contact or conference</li><li>• Clean-up and/or payment of damage</li><li>• Detention</li><li>• Teacher behavioral management system</li><li>• Bus privilege loss or seat assignment</li><li>• Student reflection form</li><li>• Student conference</li><li>• Zero and/or redo assignment</li><li>• Change of attire</li></ul>

	<ul style="list-style-type: none"> <li>• Recess and/or lunch detention</li> <li>• Confiscation of items – not to be returned</li> <li>• Confiscation of items – returned only to parents or student at the end of the semester</li> </ul>
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Level II –Behaviors whose frequency or seriousness tends to disrupt the learning, climate of the school and/or affect the student’s own education is included in this level. Some of these infractions may be the result of a continuation of behaviors.

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> <li>• Continuation of Level I behaviors</li> <li>• Noncompliance with school rules</li> <li>• Use of profanity or obscenity</li> <li>• Forgery</li> </ul>	<ul style="list-style-type: none"> <li>• Continuation of Level I responses</li> <li>• Out of School Suspension</li> <li>• In School Suspension</li> <li>• Exclusion from extracurricular activities</li> <li>• Exclusion from school activities</li> <li>• Exclusion from field trips</li> </ul>

Level III –These acts are more serious because they may pose a threat to the health and safety of others in the school. Some may be considered criminal acts and police may be contacted.

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> <li>• Continuation of Level I and II behaviors.</li> <li>• Noncompliance with school rules</li> <li>• Violation of the tobacco use policy</li> </ul>	<ul style="list-style-type: none"> <li>• Continuation of Level I and II responses</li> <li>• Police involvement</li> <li>• Restitution of damages</li> </ul>

<ul style="list-style-type: none"> <li>• Threats to others</li> <li>• Stealing</li> <li>• Out of the designated area</li> <li>• Physical/Verbal/ and/or written intimidation</li> <li>• Fighting/Physical aggression</li> <li>• Destruction of school property</li> <li>• Harassment</li> <li>• Indecent exposure</li> <li>• Possession or distribution of pornography</li> <li>• Violations of acceptable use policy</li> <li>• Use of profanity or obscenity</li> <li>• Forgery/Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to outside agency</li> </ul>
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Level IV–These acts are those which result in violence against another’s person or property which pose a threat to the safety of others in the school. These acts may clearly be criminal in nature and police involvement may occur.

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> <li>• Continuation of Level III behaviors</li> <li>• Ethnic Intimidation</li> <li>• Extortion</li> <li>• Bomb threat</li> </ul>	<ul style="list-style-type: none"> <li>• Continuation of Level I-III responses</li> <li>• Expulsion</li> <li>• Alternative placement</li> </ul>

<ul style="list-style-type: none"> <li>• Threat to school or students</li> <li>• Violation of weapons policy</li> <li>• Violation of drug and alcohol policy</li> <li>• Violation of acceptable use policy</li> <li>• Assault/battery</li> <li>• Vandalism/Property destruction</li> <li>• Arson</li> <li>• False fire alarms</li> <li>• Theft or possession of stolen property</li> </ul>	<ul style="list-style-type: none"> <li>• Board referral</li> <li>• Police involvement</li> </ul>
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### In-School Suspension

On occasion, in order to maintain greater control and guidance over students who have seriously violated school regulations, in-school suspension may be assigned by the school administrators. Students warranting an in-school suspension will be retained at school during the normal school hours. A suspended student will report each day of his/her suspension to the office with enough class work assignments to constructively occupy his/her time. Students may not attend school functions or participate in school activities while on suspension. Suspended students must assume responsibility for making up all schoolwork missed.

### Out-of-School Suspension

Exclusion from school for a period of one to ten consecutive school days. In the most serious cases of school infractions, or after repeated in-school suspension, students may be suspended from the school by the Principal or Assistant Principal. Students may not attend school functions or participate in school activities while on suspension. Suspended students must assume responsibility for making up all schoolwork missed.

- **Expulsion** - In cases of student behavior where the actions would endanger or impair the safety and welfare of other students, faculty, or school property, the administration will recommend expulsion of the student. Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.





## Acceptable Use Policy

No. 815

### PENN-DELCO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
INTERNET, ELECTRONIC  
MAIL AND NETWORK  
RESOURCES

ADOPTED: January 27, 2011

REVISED: June 27, 2012

	815. ACCEPTABLE USE OF INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES
1. Purpose	<p>The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>Employees with network access are expected to check email messages on a daily basis and respond within a reasonable amount of time.</p>
2. Authority	<p>The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet, telephone service charges, data fees, or any similar fee.</p> <p>The district reserves the right to log network use and to monitor file server space utilization including email by district users. The logging, monitoring and review may be conducted without cause and without notice. Each user of district's equipment by the use thereof agrees and consents to logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to the Internet, email or other network usage. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that data stored on the district's servers or computers will not be private.</p> <p>The district reserves the right to log network use and monitor activity on district user</p>

	<p>personal technology while on district property. All district users who operate personal technology while on district property must abide by the district Acceptable Use Policy at all times.</p> <p>The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.</p>
47 U.S.C. Sec. 254	<p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p>
3. Delegation of Responsibility	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>While certain types of personal technology are allowable in the district, the district is not responsible or liable for repair or replacement of personal items, either authorized or unauthorized.</p> <p>Students and staff have the responsibility to learn the rules and guidelines for use of technology devices and resources, facilities and networks and to abide by them.</p> <p>The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.</p> <p>The building and/or district administrator shall have the authority to determine what inappropriate use is.</p>
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	<p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornography, harmful to minors with respect to use by minors, or determined inappropriate for</li> </ol>

	<p>use by minors by the Board. The filter may be disabled at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.</p> <ol style="list-style-type: none"> <li>2. Maintaining and securing a usage log and log of overridden activity.</li> <li>3. Monitoring online activities.</li> </ol>
<p>4. Guidelines</p>	<p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. All students, administrators and employees who use the Internet, email and other network resources must agree to and abide by all conditions of this policy. Each user must sign the district's Internet, email and Network Access Agreement ("Agreement"), which is attached to this policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the district's computers for access to the Internet or email without the approval or supervision of a teacher or district staff member. Internet-based curricular programs that are a mandatory part of instruction are captive and therefore do not fall under the parameters of Internet use (e.g. Measures of Academic Progress, MAP).</p> <p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"> <li>1. Facilitating illegal activity.</li> <li>2. Commercial or for-profit purposes.</li> <li>3. Use to invade the privacy of other persons.</li> </ol>
<p>3 a.C.S.A. §570 1</p>	<ol style="list-style-type: none"> <li>a. Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.</li> <li>b. Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by: (i) a teachers and administrator; and (ii) the individuals who are being recorded.</li> </ol>

	<ol style="list-style-type: none"><li>4. Product advertisement or political lobbying.</li><li>5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li><li>6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li><li>7. Access to obscene or pornographic material or child pornography; this includes sending, forwarding, receiving, viewing, and/or downloading.</li><li>8. Access to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.</li><li>9. Inappropriate language or profanity.</li><li>10. Transmission of material likely to be offensive, objectionable or obscene to recipients.</li><li>11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</li><li>12. Impersonation of another user, anonymity, and pseudonyms.</li><li>13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</li><li>14. Loading or using of unauthorized games, programs, files, or other electronic media.</li><li>15. Unauthorized use of social forums.</li><li>16. Disruption of the work of other users.</li><li>17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</li><li>18. Quoting of personal communications in a public forum without the original author's prior consent.</li><li>19. Use to read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.</li><li>20. The unauthorized disclosure, use or dissemination of personal information regarding minors.</li></ol>
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21. Any unauthorized attempt to circumvent or disable the Filter or any security measure, including the use of a proxy server.

22. Any form of hacking activity.

#### Students

Student users (and any other minors) also:

1. Shall not disclose, use or disseminate any personal identification information of themselves or other students.
2. Shall not engage in or access chat rooms, audio-visual internet services, social networks or instant messaging without the permission and direct supervision of a teacher or administrator.

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Each user is required to report any security problems to appropriate school personnel. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### Consequences For Inappropriate Use

The user, whether a student or employee, shall be subject to appropriate discipline, including dismissal in the case of employees, and permanent expulsion in the case of students, in the event any one or more provision of this policy is violated.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary

	<p>actions shall be consequences for inappropriate use.</p> <p>The school district has the right to confiscate any electronic device that is brought to school or to a school function or activity: (i) that is used in violation of any of the rules or prohibitions contained in this policy, and/or in violation of local, state or federal law; or (ii) that is used in plain sight or covertly in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity.</p> <p>Vandalism will result in cancellation of access privileges and other disciplinary actions as determined by the Superintendent or designee. <b>Vandalism</b> is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, social network sites, e-mail, Internet, etc.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> <li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li> <li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li> <li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li> </ol>
Pol. 814	
20 U.S.C. Sec. 6751, et seq. 47 U.S.C. Sec. 254	
24 P.S. Sec. 4601, et seq.	

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

References:

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

PA Electronic Surveillance Control Act, 18 Pa.C.S.A. §5701

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6751, et seq.

Internet Safety – 47 U.S.C. Sec. 254

Board Policy – 814

Appendix A

PENN DELCO SCHOOL DISTRICT  
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn Delco School District's Internet Access, E-Mail & Network Resources Acceptable Use Policy while on district equipment or personal technology within the district. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet, Network Resources and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the district's equipment; I acknowledge that all aspects of my use of the district's equipment is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district's equipment. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Penn Delco School District makes no assurances of any kind, whether express or implied, regarding any Internet, Network Resources or E-Mail services. I further understand that the use of any information obtained via the Internet, Network and/or E-Mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not or will not be responsible for any damage or loss which I suffer.

\_\_\_\_\_  
Student/Employee Name (Please Print)

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date

Note: For student users, parent or guardian must also read and sign this agreement.

Parent's or Guardian's Agreement

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the Penn Delco School District to ensure compliance at all times with the district's Internet Access, E-mail and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet, Network Resources and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.



As a parent/guardian of \_\_\_\_\_, I acknowledge that I received and understand the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy and the District's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet, Network Resources and E-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for Penn Delco School District to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or E-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and E-Mail and that it may be possible for my child to access these materials if he or she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and E-mail; that there is no practical means for the district to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and E-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Penn Delco School District to provide my child with Internet and E-mail access. I agree to compensate the district for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to (a) my child's violation of the District's Internet Access, E-Mail and Network Resources Acceptable Use Policy while on district property or personal technology within the district or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_