

Downey Elementary

Growing every student, every day!



Downey Elementary School

1313 Monroe Street
Harrisburg, PA 17103
717-703-1240

Parent & Student Handbook 2022-2023

Distributed August 29, 2022



Downey Mission and Vision

Downey School is committed to embracing the inherent value of every child and empowering them to succeed at high levels. Together, with our families and community, we will create a learning environment that champions our students' well-being and success.

Growing Every Student...Everyday!

Downey School - Student and Staff Responsibility Contract:

The staff of Downey School will:

- Provide an educational program for our students that is rich in academic content and based on the Common Core Standards adopted by the State of Pennsylvania. **We are committed to your best.**
- Employ teaching strategies and methods that are inquiry-centered, project-based, and designed to relate student learning to everyday life. **Everything we do is important.**
- Support students in their learning, providing appropriate assistance when needed and requested by students and their parents/guardians. **We coach skills by modeling patiently and supporting unconditionally.**
- Provide appropriate guidance for students in the areas of behavior, attitude, attendance, and relationships with adults & peers. **We care.**
- Communicate with students and guardians on a regular basis regarding the student's academic progress, attendance and behavior. **We are consistent with our message.**

With support from parents/guardians and peers, our students will:

- Make a serious effort to succeed academically, following directions, completing assignments on time, and giving full attention to all class activities. **"I can succeed at high levels."**
- Set learning goals that will help them be successful in school and life. They will seek out support and guidance from adults. They will take ownership of their education and their learning. **"My needs are recognized and addressed."**
- Exhibit excellent attendance, including arriving for school on time each day, prepared for class. **"I have a part to play."**
- Behave in a manner expected of a serious student in an academically oriented school, cooperating with all peers & adults and by following school policies & rules. **"What I do is important"**
- Treat all staff and fellow students with respect. **"I can get along with others."**
- Treat school equipment, materials, furnishings and the building with care and respect. **"I'm in charge of me."**

Important Dates to Remember

First Day for Students August 29, 2022

Downey School Open House September 13, 2022

Parent Teacher Conferences November 22-23, 2022
November 22, 2021 - 12:20 pm Early dismissal for students

Thanksgiving Recess November 24- November 28, 2022

Winter Recess December 23, 2022 – January 3, 2023
December 22,2022 – 12:20 pm Early Dismissal for Students

Parent Teacher Conferences February 17, 2023

Spring Break April 6-10, 2023

Last Day of School for Students June 8, 2023
June 8, 2023 - 12:20 pm Early Dismissal for Students

Half-Day Early Dismissal Time for Students
Grades K-4th dismiss at 12:20pm

PSSA Testing Windows for Grades 3-8
April 24-May 12, 2023

Marking Periods End:	Report Cards Mailed
Nov. 1: End of First Quarter	November 16, 2022
Jan. 24: End of Second Quarter	February 7, 2023
Apr 3: End of Third Quarter	April 19, 2023
June 8: End of Fourth Quarter	June 13, 2023

Appointments:

Appointments with administration, support services or teachers must be scheduled with 24 hour notice. Appointments are available in person, by phone or by zoom. **Due to student arrival and dismissal, no appointments will be held before 9:00am or between 3:30-4:00pm.**

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). FERPA provides guidance for the protection and confidentiality of student educational records and information.

Emergency Evacuation Drills

Fire Drills

School Board regulations and state law require us to average one fire drill per month. In the event of an actual fire, the person activating the fire alarm should immediately notify an administrator of the specific nature and location of the fire.

When the fire alarm sounds:

- A student will be directed to lead the class from the room in a single file line following the directions as posted in the room. Conduct is to be exemplary.
- Classroom doors should be closed as students exit.
- If the fire signal is sounded when pupils are passing in the corridors, after dismissal in the afternoon, during pep rallies and assemblies, or whenever students are moving freely about the building, the students should quietly fall into line and immediately proceed in an orderly manner to the nearest available exit.

Fire alarms should only be pulled in the event of a real fire. If students pull a false fire alarm, the police will be called and a fine issued. This is a safety issue and can put all students and staff at risk.

Nuclear Emergency

The relative proximity of Harrisburg High to Three Mile Island presents a possible danger to the staff and students if a major nuclear accident should occur.

1. The teacher will maintain order and discipline in the classroom.
2. **THE TEACHER WILL NOT RELEASE ANY STUDENT FROM HIS OR HER CLASSROOM UNLESS DIRECTED TO DO SO BY THE ADMINISTRATION.**
3. The teacher will close all windows and, if directed, take students to another area of the building. Classes will be kept together for attendance purposes.

In the event of a REAL incident, that involves an intruder (inside or outside) the building or any crisis happening directly outside or near the building, the principal will announce an automatic lock down of the school building. During a lockdown, the school administration will **NOT** allow ANYONE to enter or exit the building. We will **NOT** release any students until the students are safe and we are cleared by the police to re-open the building. During a lockdown, parents will be notified via our School Messenger phone system of the situation. It is critical we have your updated phone numbers in case of any emergency; otherwise, you will not receive a phone message. PLEASE remember that our office phones will not be answered during this time. Ringing phones create potential danger to students and staff. All office lines will be used to communicate with emergency response personnel only. **Thank you for understanding and helping to keep our school a safe place for students and staff.**

Emergency School Closing/Delayed Opening

Inclement weather conditions may cause a delayed opening or cancellation of school. In case of severe weather, or during other school emergencies, announcement delays or closings will be made through the direct dialing phone system (School Messenger), ClassDojo, district website, district app, or the media (radio and TV).

Students and families should be prepared to move to remote schooling in the event of school closure.

Family Engagement Activities/Events

Families are encouraged to participate in the monthly scheduled events. Please see the Downey Calendar posted on Downey's website for the 2022-2023 school year. Reminders will be posted on Class Dojo and sent home on Wednesdays in the School to Home communication folder.

Financial Obligations

There are several reasons why a student may receive a notice of financial obligation to the school. Replacing lost or damaged textbooks, the replacement of technology (Chromebooks, computers, etc.), and lost or damaged library books are examples of possible financial obligations. All students are expected to satisfy their financial obligations. Obligations will carry over to the next grade level if not satisfied, and may prevent promotion/graduation if not paid.

Flag Salute

All students are expected to be respectful of our country's National Anthem and Pledge of Allegiance. All students are asked to stand and be respectful during the national anthem and Pledge of Allegiance. Anyone in the hallway during this time is expected to **STOP** and wait for the end of the Pledge of Allegiance

Food Services

Breakfast/Lunch Program

The Harrisburg School District Food Service Department now operates under the state guided Community Eligibility Provision. This means we are able to offer meals free of charge for all students.

Breakfast

Breakfast will be served as a Grab and Go from 8:35-8:50 daily. Please make sure your student arrives on time to receive breakfast. **Breakfast service ends promptly at 8:50am. No breakfast is served on 2 hour late start days.**

Packed Lunch/Outside Food

Students are allowed to bring a packed lunch from home to be eaten during their regularly scheduled/assigned lunchtime. Lunch from outside sources (McDonalds, Burger King, etc) can not be dropped off at lunch time.

Grading Policies and Procedures

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating a student to obtain levels of performance of which he/she is capable.

Grading Scale for Kindergarten through 5th Grade Students

- 5 = Distinguished command of the subject
- 4 = Strong command of the subject
- 3 = Moderate command of the subject
- 2 = Partial command of the subject
- 1 = Little to no command of the subject

Report Cards

Report Cards are distributed four times during the school year. If a student does not receive a report card, the school should be notified immediately. Support is always available for additional academic help.

Make-up Work

It is the responsibility of the student, parent, or guardian to ask for missed assignments when absent. Please allow staff 24 hours to prepare work requested. Work may be picked up in the main office.

Health Services

A nurse is available in our health suite. If a student becomes ill during the school day, he/she must get a pass from the teacher before going to the nurse's office. All medication **MUST** be given to the nurse and taken under his/her supervision. The medication must be in the original container with the doctor's name, date filled, the name of the medication and the directions for taking this medication. (Pharmacies will provide the "extra" medicine containers upon request from a parent.) A note from the parent/guardian and/or doctor **MUST** accompany medication.

Allergy Procedures

For students with allergies, proper forms must be obtained from the nurse's office, signed, and returned to the nurse's office.

Asthma Inhaler Procedure

A doctor's order and a parent/guardian's signature must be on file in the nurse's office. An extra inhaler must be kept in the nurse's office.

Physician's Recommendation for Physical Activities

Parents/guardians must notify the school nurse and obtain an MI-19 form for students who are under a doctor's care for a medical condition or a physical injury. The form must be completed by the doctor and returned to the nurse's office.

Required Medical/Physical Examinations

Height, weight, hearing, and vision screening are done every year. Forms are mailed home to parents/guardians during the summer to have the exam done by their private physician. If you choose to do this, forms must be returned on or before September 30th. Physicals are mandated by law.

Medical Emergencies

Medical emergencies may require emergency medical care. For that reason, it is **VITAL** that we have a **CURRENT** and **CORRECT** telephone number for each student. The emergency forms must be returned within 10 days of the start of school. If the nurse determines that a student needs medical treatment, she will call the parent/guardian.

Medical Exclusions

Students who have been excluded from school because of contagious diseases must have clearance from a medical doctor before returning to school. If the nurse determines that a student needs medical treatment, a call to the parent/guardian will be made.

Use of Medication and Prescription Drugs

Medications should be administered at home whenever possible. However, we realize that the administration of medication to students by school health personnel or self-administration of medication by students while in school may be necessary under certain circumstances. Parents, whenever possible, are requested to arrange

medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their children. When parents cannot come to school to give medication, the Board insofar as the requirements listed below, will cooperate in the administration of medication to students.

Responsible Personnel

The Certified School Nurse (CSN), when available, shall be the primary person to administer or observe self-administration by students. If the Certified School Nurse is not available, a professional nurse (RN) or licensed practical nurse (LPN) may assist the CSN in administering medications. In the event that the CSN is not available, other school employees are allowed only to assist the student in the self-administration of medication. Only in an emergency shall a school employee other than the school nurse administer medication to a student.

Prescription Medications

Medication will be administered to or self-administered by a student only after receipt of a written consent from the student's parent/guardian and a written order from the licensed provider. The order shall include the student's name, medication name, diagnosis for which the medication is prescribed, name of licensed provider, dosage, and time medication to be given, expected duration of treatment and route of administration. Possible side effects may be included on the written order. The order will be valid for one school year, unless stated otherwise.

Non-Prescription Medications

Non-prescription medications will be given in school to students under certain circumstances. Please contact the school nurse directly for additional information and support.

At the end of the school year or treatment regimen, the student's parent/guardian will be responsible for removing from the school any unused medication. If the medication is not picked up by the end of the school year, the CSN will dispose of the medication. It is the CSN's responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the CSN must notify the parent/guardian and the student's licensed provider.

Emergency Medication Administration

The school physician may order certain medications, via standing orders, to be administered in life threatening situations, such as anaphylactic shock. These medications may be administered without prior consent by the parent/guardian. However, the school will notify the parent/guardian as soon as possible following such an incident. The need for emergency medication may require that a student carry the medication on his/her person or that it be easily accessed. Both parent/guardian permission and a licensed provider's order must specify that a student carry their medication. The student will be required to demonstrate competent use of the medication, to the CSN, prior to carrying the medication.

Documentation of Medication Administration

Any medication given during school hours must be documented on an individual student medication record, which will be part of the Student Health Record. This record should contain the student's name, name of the licensed prescriber, date and time medication was given, medication name, dose and route of medication, signature of person administering the medication and any special notations, for example, the student refuses to take the medication. *See School Board Policy #210*

Laptop/Computer Technology

The District's Acceptable Use of Technology form, which explains the rules regarding the use of the district's laptops and computers, is attached at the back of this handbook. Students are responsible for the care of laptops and computer technology, and will be held financially accountable in the event of lost, stolen or damaged

devices. All devices are the property of the Harrisburg School District and are for educational use by our students. Devices must be properly maintained and returned to the District at the beginning of the new school year in the condition they were issued.

School Safety

Every student should feel safe and secure while attending school. If you have concerns about your child's safety, you should notify the principal. Please help keep our school and our students and staff safe by staying alert and notifying the principal or his/her designee of potential threats, acts of violence or any unusual occurrence.

Student Records

Pupil records are an important part of a student's education. Reasons for collecting information vary from pupil identification and accounting purposes required by state laws for reimbursement and tax purposes, to providing parents, pupils and professionals appropriate data in which to monitor and/or, when necessary, define more clearly causes for individual problems. Therefore, the pupil record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results and evaluation reports, progress reports, health and dental records. All information is collected and maintained under such confinements of privacy as may be obtained through informed consent, verification of accuracy, limited access and appropriate use.

Should your child transfer to another school district, copies of his/her permanent record, cumulative folder information, testing record and health record will be forwarded to the new school district upon receipt of written notification of admission. Upon written authorization from the parent or eligible pupil, a high school transcript will be released to persons having a legitimate educational interest, such as post-secondary educational institutions and/or prospective employers.

Should you have concern or reason to believe some portion of the record is in error, or handled in a way that may violate the pupil's privacy; you should discuss the matter with the building principal. If the matter is not resolved, a request in writing stating intent and reason for contesting the record should be directed to the superintendent. A ruling will be made and you will be notified of your rights should you desire to appeal further. For questions or additional information, please check with your school office.

Student Services

Counseling Services

School counseling services are available to all students. Students and/or parents may schedule appointments with the school counselor. School Counselors provide a wide range of support. They also help students and parents make the best use of available resources and opportunities. High school students are encouraged to schedule individual career counseling, career information, appropriate course selection and school related counseling appointments with their counselors. Ultimately, it is the student's and/or the parent's/guardian's responsibility to actively use this resource.

McKinney-Vento Homeless/ Displaced Students

The main purpose of the Pennsylvania Homeless Children's Initiative is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to keep homeless children in school.

What is the Definition of a Homeless/Displaced Child?

A Child is considered homeless/displaced if he or she is:

- Living (with or without parents) in a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, motel, street, campground, etc.

- Living (with or without parents) in a homeless or domestic violence shelter
- Living (with or without parents) with relatives or friends due to lack of housing (doubled up)
- A runaway or a child or youth who has been forced out of the home by parents or other caretakers, or has no formal custody papers while parents/guardians are in jail or hospital (unaccompanied youth)
- A child of a migrant family who lacks adequate housing
- A school-aged unwed mother or expectant mother living in houses for unwed mothers when she has no other accommodations

If you feel your family may fall into this category or you would like additional information, please contact our school counselor, social worker or the HSD McKinney-Vento Homeless Liaison

Special Education and Related Services

The Harrisburg School District provides Special Education and specially designed instruction, support, and services to assist students with an identified disability, which requires an individually designed educational program (IEP) to meet their unique learning needs in the least restrictive environment. IEP's include goals, objectives, activities and any additional supports needed to ensure the child reaches his/her maximum educational potential. For additional information, please contact our Special Education Department at (717) 703-4080.

504 Plan

A Section 504 Plan for a qualified student sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. For questions or additional information, please contact the school office.

English Language Learners

The Harrisburg School District provides an instructional program for identified students whose dominant language is not English. The goal of the program is to provide English Language Learners (ELLs) with instructional supports that will enable students to participate fully in their educational experience in school and in the community. The District provides over the phone interpretation in more than 170 languages. If you are in need of interpretation services, please contact your school office. Additionally, the District provides a bilingual parent liaison who can attend meetings, advocate for parents, and provide additional educational training and resources for parents. For services, please contact our staff at (717) 703-4148. For questions or additional information, please contact our English Language Development Program at (717) 703-4182.

Change of Address/Proof of Residency

Should your address change during the year, **by law you must notify the school and the central registration office.** Proof of Residency is required by law under 24 P.S. §13-1301 & 1302, and requires at least two forms of proof. For questions, please contact Pupil Services at 717-703-4008.

School Transfers

If you are moving from the area or transferring your child from the district, you must report this information to the Central Registration Office one week in advance. The name of the new school and its address is also to be given to this office. The health and dental records as well as final grades will be mailed or faxed to the new school, upon written request from that school.

Telephone Use

School phones are for business purposes and are available to students only in emergency situations. Incoming calls for students are prohibited except for emergency situations.

Textbooks and Classroom Resources

Each course has a class set of textbooks and/or classroom resources for student use during that particular period. If books are damaged, the student/parent will be charged the cost of a new book, plus shipping and handling. Periodic book checks are mandatory and shall be submitted to the supervising principal or his/her designee.

Transportation

Student responsibilities on the school buses:

- Ride only assigned bus
- Be respectful and courteous to all riders and drivers, at all times
- Use appropriate language on the bus: cursing and inappropriate language will not be tolerated
- Remain in seat until bus is at your destination
- Vandalism of bus/property is forbidden and subject to disciplinary action
- Do not push or shove when entering or exiting the bus, and stay behind the yellow line at bus stop

Visitors at School / Classroom Volunteers / Classroom Visits

All visitors must check in at the main office prior to entering the school. Please have photo identification. Classroom visits and volunteers must be pre-approved. Volunteers are required to have all clearances on file with the school. Our Family and Community Engagement Specialist can assist with filing for the appropriate clearances.

All visitors must adhere to the following safety and security procedures.

1. Visitors must report to the school office to sign-in, provide valid photo identification, and obtain a visitor's pass via the School District's Raptor System.
2. Approved visitors will be escorted to their building destination by a safety and security monitor, an administrator, or their designee.
3. Visitors must sign out and return the pass to the security or secretary's desk before leaving.

Classroom Visits

Only the parent or guardian of a student may schedule appointments to visit the student's classroom. Conferences with teachers should not take place during a class period. Parents are not permitted to visit classrooms without prior approval from the principal.

HARRISBURG SCHOOL DISTRICT CODES OF STUDENT CONDUCT

The full policies are available online at www.hbgds.us.

Policy 204. School Attendance

The Harrisburg School District recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. Attendance shall be required of all students enrolled in District schools during the days and hours that school is in session, except that authorized District staff may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Repeated infractions of the Board's Attendance Policy may constitute misconduct and noncompliance as to warrant the suspension or expulsion of the student from the regular school program. The Board authorizes the Superintendent or his/her designee to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot correct the pattern of absence.

The School District shall provide a minimum of 180 days of instruction and nine hundred (900) hours of instruction per year at the elementary level, nine hundred ninety (990) hours per year of instruction at the secondary level, and four hundred fifty (450) hours per year of instruction at the kindergarten level.

Chronic Absenteeism

Students who are chronically absent—meaning they miss 10 percent or more of school days in a year—are at serious risk of falling behind academically. The expectation is that students attend school a minimum of 95 percent of the time to be academically successful. Chronic absenteeism is calculated on both Excused and Unexcused Absences combined. Half-day absences occurring in either the morning or afternoon are also used to complete the chronic absenteeism calculation for each student.

Absence: Excused

Students may be excused from the requirements of attendance under the following circumstances and conditions:

The principal or his/her designee may, upon receipt of satisfactory evidence of medical, physical, mental or other urgent reasons, excuse a child for nonattendance during a temporary period. The term “urgent reasons” is strictly construed and does not include work at home or other absences for parent or pupil convenience such as vacation trips or caring for siblings. Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:

- a. The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies; and it is not practical or possible for the pupil to receive the services outside of school hours.
- b. Medical documentation (doctor's certificate) is required for all absences of three (3) consecutive days or more or for shorter periods if required by the building principal.

Absence: Unexcused

The absence of a student for any reason other than those classified under Absence: Excused. Whenever a parent/guardian fails to submit a written excuse his/her child within three days of

such absence.

Absence: Unlawful: All unexcused absences for students of compulsory attendance age shall be considered unlawful.

1. After three (3) days of unexcused absences by a student, a warning letter is served on parents and/or the guardian.
2. After fifth (5) days, the Principal's designee will send a certified Official Notice of Illegal Absence Letter. This constitutes a first offense.
3. After the fifth (5th) day, the Principal's designee will refer the student to the manager of the Truancy Support Team. (A School Attendance Improvement Plan will be scheduled with student's counselor)
4. After the sixth (6th) day, the Principal's designee will write a Non-Traffic Citation to be signed by the school's designee and a copy will be sent to the Student Services Supervisor or his/her designee. This action initiates legal proceedings for the student, and that further violation during the school term will result in prosecution without notice.

24 PS 13-1333

Every parent, guardian, or person in parental relation, having control or charge of any child of compulsory school age, who shall fail to comply with the provision of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine to the School District in which such offending person resides, not exceeding three hundred dollars (\$300.00).

Tardiness

A student is considered tardy to school if they arrive in the building after the designated start time. Students will be required to sign in in the morning and are subject to the building's tardy detention procedure. At the secondary level, a student is considered tardy to class if attempting to enter the classroom after the four (4) minute travel period between classes without a valid written excuse from the student's prior course instructor. A student can be considered absent if arriving to a class more than fifteen (15) minutes late for class, without a valid written excuse, from the student's prior course instructor or an administrator.

Early Dismissal

Parental requests for early dismissal must be made in advance and the decision to grant the request is at the discretion of the building principal or his/her designee. All requests for early dismissal must be confirmed with the parent/guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of the principal or the principal's designee. Students who expect to leave for an early dismissal at any time must follow these three steps:

1. Bring in a note with your parent/guardian signature and give it to the Attendance Secretary at the start of the day.
2. The parent/guardian must notify the school office 24 hours in advance, if/when their child has an appointment during the day or is expected to leave a class early or miss a class due to an approved release from school.
3. The parent/guardian must come to the school office and sign the early dismissal log.

Important Note: Friends and relatives cannot pick up students without parental

permission. Special exceptions may be made in emergencies only with the approval of an administrator.

Attendance Expectations Reminders:

- Students are expected to be in class and prepared to learn at the start of the school day.
- Notes for tardiness must be presented **the day of the tardy** in order for the student not to receive a tardy detention.
- Students tardy beyond the designated tardy time **must be accompanied by a parent/guardian** to enter school.
- If a student is absent 3 days in a row, the student must bring in a doctor's excuse.
- Excuse notes for regular absences are due to the attendance secretary upon the student's return to school.
- If a student is absent 10 days or more during the school year, each absence thereafter will require a doctor's note.

POLICY 221: DRESS CODE (This policy applies for all in-person instructional times)

All students are expected to follow the board-approved dress code. Exceptions will only be made by the Principal or his/her designee for special events and dress down days. Students who are not adhering to the proper dress code will be asked to change for the first offense. Multiple violations of the dress code will result in increasing disciplinary actions.

Boys' Acceptable Attire:

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15 - October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

Girls' Acceptable Attire:

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee to ankle length skirts
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15- October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

Unacceptable Attire for All Students:

- Polo shirts or non-hooded sweatshirts with stripes, emblems, or designs
- Printed or multi-colored undershirts
- White t-shirts
- Clothing made from any knit material, e.g. Spandex, Lycra, or knit blends, specifically leggings
- Length of skirts, dresses and shorts that are shorter than fingertip length

- Denim material of any color
- Outerwear, including jackets, vests.
- Fleece and hooded sweatshirts
- Hats, do-rags, scarves, and hair nets
- Bare shoulders and midriffs
- Pants that sag below the waist

At times, students may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities. Dress requirements for religious reasons may be made through the school office. If a staff member believes that his/her intervention has not resolved the matter, or if non-adherence to policy continues, the staff member shall report the incident to the principal or his/her designee for further investigation. If a student is dressed inappropriately, he/she will be sent to the counselor/social workers office for assistance. Continued dress code infractions will result in further discipline actions.

POLICY 237: ELECTRONIC DEVICES

Cell phone and electronic device use by students to make or accept calls or text message can be disruptive to the learning process. **Cell phones and other electronic devices must be turned off and put away (not in view) during the entire school day.** Parents/guardians may call the school and leave a message for their student when necessary. Students who need to use the phone may ask for permission to use a phone in the main office. If any items are used, seen, or heard between school hours, they will be confiscated and the following consequences will be instituted:

- FIRST OFFENSE: Item will be returned to the student at the end of the school day.
- SECOND OFFENSE: Item will be returned to the parent/guardian.
- THIRD OFFENSE: Item will be returned at the end of the school year or at the administrators' discretion.
- REPEAT OFFENDERS will receive further discipline.

Students who fail to comply with relinquishing any electronic device in use upon request of school administration or teacher will receive disciplinary action. We understand this requires a change in habits for many of us as well. We ask that you do not text or call your student during school hours. Please contact the main office to deliver important messages. **The school is not responsible for the loss or theft of a cell phone or other personal electronics during the school day, while confiscated or on the way to or from school.**

POLICY 218: STUDENT DISCIPLINE

Maintaining student discipline is extremely important to the school program and building climate. Without good discipline, students cannot realize their greatest opportunities for growth.

Purpose

The purpose of discipline is to foster responsibility, independence, positive attitudes and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others.

The policies set forth by the Administrative arm of Campus related to disciplinary action, as well as attendance, is for the safety of the individual student as well as the safety of the entire student population, faculty, staff, and any employee or visitor to the campus.

OSS- In the event of an out-of-school suspension, the parent/guardian may have a conference with the principal or his/her designee before the suspended student will be readmitted to school.

Detention- Detention will be held on days and times designated by the principal and/or teacher. Notice will be given to a student who is assigned detention at least 24 hours in advance. Cutting detention will result in further consequences.

Community Service – Community service will be assigned by a building principal. Notice will be given to the parents/guardians about community service. Community service types of activities may include wiping down tables, picking up trash, washing windows, cleaning desks. Students will always be wearing gloves and will be supervised if they are completing community service as a consequence.

DISCIPLINE POLICIES - OBJECTIVES

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the Harrisburg School District, to provide just and reasonable punishment, to afford adequate defense to future violations, to protect students and staff from further violations and, when appropriate, to provide the student with needed educational behavior modification.

POLICY 218: STUDENT DISCIPLINE

It is the policy of the Harrisburg School District that when an action of a student or students creates an unsafe environment or infringes upon the rights of other students in a serious manner, the following procedures will be followed:

- 1) If necessary, the student or students will be removed to a safe environment.
- 2) The teacher will immediately notify the Administration.
- 3) The Administration will make every effort to notify the parent or guardian.
- 4) In cases where an assault or other serious infraction has taken place, the Administration, in its discretion, will call the police.
- 5) The student or students will be assigned the appropriate form of discipline.

Physical Restraint/Use of Safe Crisis Management by Certified Staff:

Reasonable physical restraint may be used by certified staff under the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense and the protection of persons or property.

LEVEL I: Minor misconduct on the part of student that impedes orderly classroom procedures or assemblies, or interferes with the orderly operation of the school. These misconducts can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

- **Level I Examples include but are not limited to:** Any classroom, study hall, cafeteria, assembly, hallway, or extracurricular activity disturbances (loitering, running, not having

a pass, tripping another student, etc.); classroom tardiness (1-3), tardiness to school (1-3); undirected profanity; eating candy and gum chewing; open food/drink containers in the hall and/or classrooms; Cheating; false accusations; disrespecting others (teasing, calling names, abusive language); Unauthorized equipment (radios, tape recorders, electronic games, telecommunications, cellular phones, beepers, etc.); failure to complete assignments or carry out directions, or have a hall pass; littering inside or outside the school; throwing items of minor nature; stealing minor items such as pencils; abuse of or failure to return District-owned or library materials; public display of affection; Inappropriate attire.

- **Level I Procedures:** Immediate intervention by the staff member who is supervising or observing the student misbehavior. Repeated misconduct results in a teacher phone call to the parent, or a conference.
- **Level I Action Alternatives:** Verbal reprimand, special assignment, behavioral contract, teacher counseling, loss of classroom privileges, and temporary time out from class and/or detention.

LEVEL II: Misconduct where frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misconduct, require the intervention of administration. Also included in this level is misconduct, which **does not** represent a direct threat to the health and safety of others but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

- **Level II Examples include but are not limited to the following:** Continuation of level I misconduct; abusing school property (marking texts, walls, furniture, lockers, cafeteria utensils, AV equipment, etc.); throwing potentially dangerous objects; cutting class/detention; possession of tobacco/cigarettes; gambling; directed profanity/obscenities/abusive language; minor physical quarreling (i.e., pushing and shoving with possible intent to fight); truancy; forgery (excuses, passes, report cards); tampering with school equipment (fire extinguishers, intercom, etc.); use of water pistols or other squirting instruments; throwing items out of windows; disruptive behavior associated with any school staff (principals, guidance counselors, teachers, secretaries, and custodial staff); unauthorized sale of items; tardiness (4 or more), verbal threats to others.
- **Level II Procedures:** The student is referred to the office for disciplinary action. The Administrator meets with the teacher and student and, after a final consultation with the teacher, disciplinary action is determined. A parental conference or phone call is conducted. The principal/administrator maintains a proper and accurate record of the offense and disciplinary action.
- **Level II Action Alternatives:** Student schedule change, modified day, behavior modification (a corrective activity consistent with the misconduct), temporary suspension from extracurricular activities, In School Suspension, temporary or full Out-of-School Suspension, Saturday Academy, referral to outside agency/after school intervention programs, detention, referral to school counselor.

LEVEL III: Acts, directed against persons or property, which could seriously endanger or threaten the health or safety of others in the school. These acts always require administrative actions, which could result in immediate removal of the student from school, possible intervention of law enforcement authorities, and/or action by the Board of School Directors.

- **Level III Examples include but are not limited to the following:** Continuation of Level II misconduct, Fighting (i.e. punching or kicking another person, and/or any other type of harmful physical contact), Vandalism (i.e. the destruction or defacing of school or student property), possession of pornographic material, defiant/threatening behavior toward staff/others, possessing/use/selling of alcohol and/or other drugs (see drug/alcohol policy 227 for specific actions), extortion, indecent exposure, tampering with fire alarm, theft of school and/or personal property, inciting or participating in a riot (behavior of one or more students with the intention of causing disruption of the school environment).
- **Level III Procedures:** The administrator verifies the offense, confers with staff involved, and meets with student. Disciplinary action is initiated, and parents are notified. If necessary, the administration notifies local law enforcement officials. A complete and accurate report is written and submitted to the Superintendent, when required. Upon conviction, student is responsible for restitution for any damages.
- **Level III Action Alternatives:** In School Suspension, temporary or full Out-of-School Suspension, Saturday School, referral to outside agency, administrative transfer, expulsion by the Board of School Directors.

LEVEL IV (not all inclusive): Acts directed against persons or property which pose an immediate threat of serious bodily injury and/or destruction of property, including: terroristic threats or acts, possessing/transferring a weapon of any type, assaults on employees/students, use of a weapon of any type, intentionally or attempting to set a fire to a building and/or property, and/or any act of misconduct interpreted by the administration to be of a Level IV nature.

Fighting (Level III and higher)

Fighting, pushing, slapping, shoving or jabbing, etc. will not be tolerated and is non-negotiable at our school. Any student found guilty of instigating or fighting, will serve up to ten (10) days out of school suspension, and a possible disorderly conduct charge by Harrisburg Police Department. Every attempt will be made to contact parents/guardians and a letter will be mailed home. Parents are required to come to school with their child for readmission after a suspension. If a student is suspended out of school, he/she will not be permitted to participate in any sports or extra-curricular activities of the School District during the time of the suspension.

POLICY 218.1: WEAPONS

Any student who possesses any kind of weapon at school or at a school-sponsored event will be immediately suspended, and will most likely be arrested and detained, and recommended for expulsion.

The term weapon includes, but is not limited to:

- Any loaded or unloaded firearm (including pellet guns, BB guns, and look-alike firearms)

- Any explosive device of any kind
- Any bowie knife, dirk knife, lock-blade knife, hunting knife, or other knife
- Any other tool or instrument that is not reasonably related to education, including but not limited to chains, brass knuckles, nightsticks, ax handles, razors, etc.

POLICY 220: STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Foul language will not be tolerated. In addition, any materials sought to be distributed or posted by students as part of the curricular or extracurricular programs of the district shall first be approved by the building administration.

POLICY 224: CARE OF SCHOOL PROPERTY/VANDALISM

Anyone found causing damage to school property will be disciplined and must pay for the cost of replacement or repair (restitution). Parents will be contacted. Possible police and court involvement may be necessary for institutional vandalism.

POLICY 222- TOBACCO USE

The Board of School Directors recognizes that tobacco use presents a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and electronic cigarettes and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor and chemicals. The Board prohibits tobacco use and possession by any student at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by any student at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

POLICY 227: CONTROLLED SUBSTANCES AND PARAPHERNALIA

The possession, use, or evidence of use, selling drugs, controlled substances, or possession of drug paraphernalia or alcoholic beverages in school, on school property or at school-sanctioned functions is prohibited. Any student in violation of this policy will be suspended, pending an investigation. Appropriate counseling sessions will be scheduled and local law enforcement officers will be notified. Students violating the drug policy will be assigned to the SAP (Student Assistance Program) for assistance and guidance.

Illegal Possessions

Students may not bring to school any possessions that could be considered distracting to learning, illegal or dangerous to the health and safety of others. These include, but are not limited to, knives, box cutters, razorblades, silverware, lasers, and any items used in an assault or intimidating manner. Such items must be surrendered upon request.

Disciplinary action taken against those who break these rules will be given by the school principal/administrators in accordance with the code of the School District with the possibility of

law enforcement being called.

POLICY 226: SEARCHES

If there is a reasonable suspicion that a place or person to be searched contains prohibited contraband or material that may pose a threat to the health, safety, and welfare of the school population, school authorities may lawfully search students and all their belongings, including backpacks and clothing, and will seize any illegal material. All lockers are, and shall remain, the property of the school. As such, students shall have no expectations of privacy in their lockers. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student may be notified and given an opportunity to be present.

Locker Regulations

Lockers are the property of the school. For 3rd and 4th grade school students, the principal or his/her designee will assign a locker to each student. Only one (1) locker will be assigned to each student. Students are forbidden to share lockers or to use any other locker that is not assigned to them at any given time. Locks, other than the school-approved locks, will be removed. Students are responsible for maintaining their locker to ensure that it is locked at all times to prevent "borrowing and stealing". The school is not responsible for lost or stolen articles. You are advised not to give your locker combination to another student. All lockers are expected to be kept in a clean and orderly manner. The administration reserves the right to inspect lockers in accordance with the student's right and responsibility policy.



Downey Elementary School

Rhonda J. Eckenroth-Principal

Matt Kloss-Assistant Principal

1313 Monroe Street

Harrisburg, PA 17103

Phone: 717-703-1240/Fax: 717-703-1245

August 29, 2022

School-Parent Compact

2022-2023 School Year

August 29, 2022

With guidance from the Every Student Succeeds Act (ESSA), Downey Elementary will work alongside parents and family members to jointly develop a School-Parent Compact. The Compact outlines how school staff, parents and family members, and students will share in the responsibility for improved student academic achievement and how the school and family members will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

Downey School is committed to embracing the inherent value of every child and empowering them to succeed at high levels. Together, with our families and community, we will create a learning environment that champions out students' well-being and success.

Outlined below are the expectations agreed upon for members of the school community in order to support high academic achievement:

Downey Elementary School-

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school will carry out the following responsibilities to the best of their ability:

- Deliver high-quality curriculum and instruction in a safe and consistent environment that enables the children served under this part to meet the challenging State academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
 - parent-teacher conferences in elementary schools, at least annually, during the compact shall be discussed as the compact relates to the individual child's achievement
 - frequent reports to parents on their children's progress
 - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities
 - ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
- Support students in making positive changes within themselves and their community
- Reinforce the importance of parent and student voices within the school community

- Coach skills by modeling patiently and supporting unconditionally
- Communicate clear expectations for performance to both students and parents/family members
- Guide students in creating high and attainable goals and celebrating their success

Parents and Family Members-

The parent understands that participation in their student's education will help the student's achievement and attitude. Therefore, the parent will carry out the following responsibilities to their best of their ability:

- Support their child's learning
- Volunteer in their child's classroom
- Participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time
- Send student to school on time and well-rested every day
- Attend parent-teacher conferences and other school functions
- Model showing respect for all members of the school community and school property
- Review all school communications and respond when necessary
- Communicate with school personnel about student needs beyond education (behavior, mental/physical health, etc.)

Students-

The student understands that education is important. They are the ones responsible for their success. Therefore, the student will carry out the following responsibilities to the best of their ability:

- Arrive at school on time every day, ready to learn
- Develop and maintain a positive attitude about school
- Complete assignments and homework neatly and on time, using their best effort
- Show respect for all members of the school community and school property
- Actively engage with teachers and classmates, asking for help when needed

If you have any questions or concerns, contact **Rhonda Eckenroth** at **717-703-1240** or email **reckenroth@hbgsd.us**.

Sincerely,

Rhonda J. Eckenroth

Growing Every Student....Every Day!



Downey Elementary School

Rhonda J. Eckenroth-Principal

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August 29, 2022

2022-23 Parent and Family Engagement Policy

The Title I Parent and Family Engagement section of the Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116.

Downey School is committed to embracing the inherent value of every child and empowering them to succeed at high levels. Together, with our families and community, we will create a learning environment that champions our students' well-being and success.

Listed below are the expectations for Downey Elementary to ensure that information related to school and parent programs, meetings, and other activities are sent to parents and families of Title I children.

Downey will:

- Present parent and families with engagement policy and collect feedback about changes to be made
- Work with parents and families to create a school-parent compact in order to develop a partnership to help students achieve the State's high standards
- Hold a parent and family meeting at the beginning of the school year to inform parents and families of the school's participation in and requirements of Title I and parent's right to participate
- Offer flexible times for parent and family meetings, with both morning and/or evening meetings and make recordings of meetings available on the school website
- Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
- Provide surveys to parents to obtain feedback about planning, reviewing, and improving the Title 1 program, including the parent and family engagement program

- Contact parents and families about school events or meetings through the use of robo-calls, flyers, and digitally, in a language that parents and families can understand
- Conduct parent conferences twice per year to update parents and families on specifics to their student's education
- Offer training and materials to parents and families covering the following topics:
 - How to improve and participate in their student's education, including information about PSSAs
 - Specific sessions to support student literacy, math, technology use, and more
- Educate teachers and staff on the importance of working with parents and families as partners in student's education
- Collaborate with Head Start to support parents, families, and students in the transition from preschool to Kindergarten

If you have any questions or concerns, please contact **Rhonda Eckenroth** at **717-703-1240** or email **reckenroth@hbgsd.us**.

Sincerely,

Rhonda J. Eckenroth

Board Policy 815: Acceptable Use of Internet, Computers and Network Resources

Purpose

The Board supports use of the computers, Internet and other network resources 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.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and

3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:[\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[\[4\]](#)

Authority

The availability of access to electronic information 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.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor files server space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[4\]](#)

1. Threatening.
2. Harassing or discriminatory.[9][10][11]
3. Bullying.[12]
4. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[\[3\]\[4\]\[14\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[14\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]\[15\]](#)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[\[14\]](#)

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern 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.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

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:[\[3\]\[4\]\[16\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[\[4\]](#)

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[\[12\]](#)[\[17\]](#)

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site 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, email, social networking websites, etc.

Internet safety measures shall effectively address the following:[\[4\]](#)[\[16\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users 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:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.

4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[12][17]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[18]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[19]
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

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. To protect the integrity of the system, these 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.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[19][20]

District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall 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.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** 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.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]

Legal

1. 18 U.S.C. 2256

2. 18 Pa. C.S.A. 6312

3. 20 U.S.C. 7131

4. 47 U.S.C. 254

5. 18 Pa. C.S.A. 5903

6. Pol. 218

7. Pol. 233

8. Pol. 317

9. Pol. 103

10. Pol. 103.1

11. Pol. 104

12. Pol. 249

13. Pol. 218.2

14. 24 P.S. 4604

15. 24 P.S. 4610

16. 47 CFR 54.520

17. 24 P.S. 1303.1-A

18. Pol. 237

19. Pol. 814

20. 17 U.S.C. 101 et seq

18 Pa. C.S.A. 2709

24 P.S. 4601 et seq

Pol. 220