

PENNELL ELEMENTARY

2024-2025

PARENT / STUDENT HANDBOOK



**Penn-Delco School District
Aston, Delaware County, Pennsylvania
Pennell Elementary
3300 Richard Road
Aston, PA 19014
Telephone: 610-497-6300, ext. 7500
School Office Hours 8:00 am – 4:00 pm**

**Principal: Christa Palladino
Secretary: Jackie Howley
Clerical Assistant: Gina Leiby**

Pennell Elementary Parent/Student Handbook

Mascot: “Pablo” The Penguin

Colors: Blue and Gold

Student Body: Kindergarten - 5th Grade



Unity

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher; the tools he used
Were books and music and art;
One a parent with a guiding hand,
And a gentle loving heart.

Day after day the teacher toiled, With
touch that was deft and sure, While
the parent labored by his side And
polished and smoothed it o'er.

And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be sold nor bought.

And each agreed he would have failed
If each had worked alone,
For behind the parent stood the school
And behind the teacher, the home.

Author Unknown

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MISSION STATEMENT

The mission of Pennell Elementary School is to provide a positive, caring, and safe environment wherein each child can achieve his/her maximum potential. We view learning as a life-long process; therefore, it is imperative that our students become critical-thinkers and creative problem-solvers so they will be able to contribute positively to a global society. Respect for individual differences and building self-esteem will be fostered through the use of effective teaching strategies, special activities, and technology. It is our belief that these skills and attitudes, along with achievement in academics, are needed for success in school and life. Parents/guardians are an integral part of their children's education and are encouraged to become active participants in the operation of the school.

PENNELL VISION

"Pennell Elementary will strive for continuous improvement through work and service indicative of a dedicated, compassionate, optimistic, and innovative attitude that drives all that we do every day."

SCHOOL PLEDGE

"I will act in such a way that I will be proud of myself and others will be proud of me. I came to school to learn and I will learn."

(Recited daily following the Pledge of Allegiance)



STAFF ASSIGNMENTS 2024-25

Staff/Teacher	Assignment	Room	Phone Extension
Karen Cage	Kindergarten	101	7101
Kayla Campbell	Kindergarten	102	7102
Jessica Wood	Kindergarten	103	7103
Melanie Dempsey	First Grade	107	7107
Amy Lindsey	First Grade	108	7108
Maureen Irving	First Grade	109	7109
Kris Hopkins	Second Grade	210	7210
Hallie Speitel	Second Grade	211	7211
Lindsay Devinney	Second Grade	212	7212
Emily Phillips	Third Grade	206	7206
Gabrielle Trofa	Third Grade	208	7208
Kristen Rutecki	Third Grade	209	7209
Courtney Hatch	Fourth Grade	203	7203
Colleen Bray	Fourth Grade	204	7204
Maria Merino	Fourth Grade	205	7205
Elena Ciarrocchi	Fifth Grade	200	7200
Angela Harrison	Fifth Grade	201	7201
Andrew Wetzel	Fifth Grade	202	7202
Isabella Renzi	Learning Support	213	7413
Kate Furia	Learning Support	214	7214
Alyssa Croulet	Autistic Support	100	7100
Lauren Harner	Autistic Support	106	7106
Lauren Cahill	Autistic Support	207	7207
Laura O'Kane	Music	111	7111
Richard Stetson	Instrumental Band	110	7110
Nicole Gordon	Art	104	7104
Wayne Lutteroty	Physical Education	Gym	7112
Vivienne Cameron	Computer Arts	Lab	7217

STAFF ASSIGNMENTS 2024-25

Staff/Teacher	Assignment	Room	Phone Ext.
Janet Watts	Guidance	Guidance Office	7313
Madeline Annunziato	Guidance	Guidance Office	7313
Michele Raucci	Reading Specialist	215	7215
Allison Carey	Reading Specialist	216	7522
Meghan Pringle	Interventionist	105	7308
Amanda Jensen	Speech	Speech Office	7509
Krista White	Nurse – RN	Nurse's Office	7505
Deborah Portner	Technology Assistant	Computer Labs	7303
Alex Harne	School Psychologist	Nurse's Office	7507
Jackie Yannone	Library Assistant	Library	7306
Alison Miller	EL	Library Office	7314

Secretarial Staff:

Jackie Howley	Secretary to the Principal	610-497-6300 x7500
Gina Leiby	Attendance/Clerical Assistant	610-497-6300 x7501

Custodial Staff:

Altin Dukaj	Chief Building Custodian	7305
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**Classroom and Student
Assistants:**

Mary Howley	Paraprofessional
Melissa Pagan	Paraprofessional
Chistine Sheldon	Paraprofessional
Michelle Steel	Paraprofessional

**Kindergarten Classroom
Assistants**

Erika Colonna	Kindergarten Assitant
Joyce Durham	Kindergarten Assitant
Kristen Kenvin	Kindergarten Assitant

**Cafeteria / Kitchen
Staff:**

Pennell Cafeteria	7120
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Cafeteria and Playground Staff:

Jody Robinson	Cafeteria/Recess Aide
Tara Murphy	Cafeteria/Recess Aide

DAILY SCHEDULE

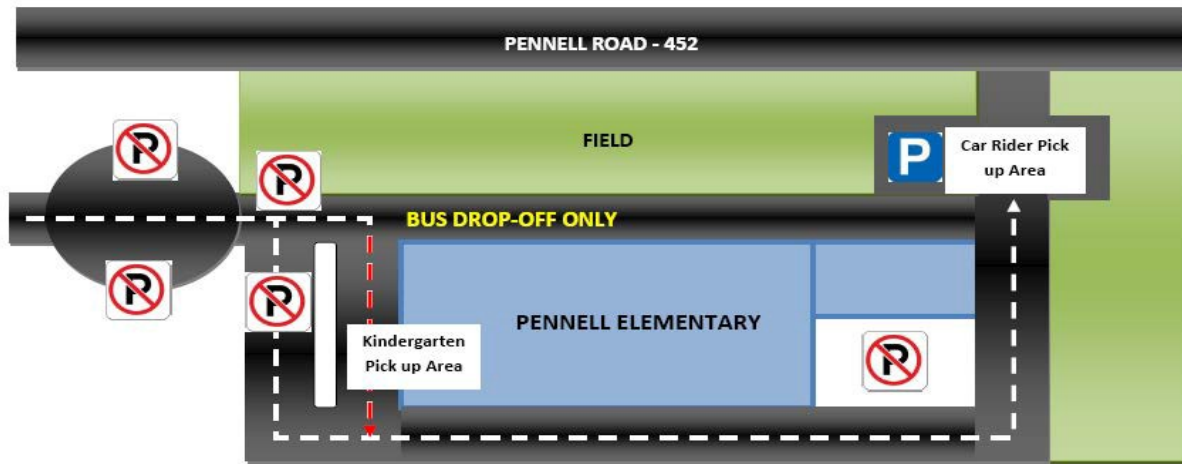
The school office is open from 8:00 am to 4:00 pm.

Grades K to 5

School Begins	8:50 am
Dismissal	3:25 pm

Grades	Recess	Lunch	Recess	Specials
Kindergarten	10:25-10:40	10:40-11:05	1:45-2:00	12:20-1:00
1 st Grade	10:40-11:05	11:05-11:35	X	1:05-1:45
2 nd Grade	11:10-11:35	11:35-12:05	X	1:50-2:30
3 rd Grade	11:40-12:05	12:05-12:35	X	2:35-3:15
4 th Grade	12:10-12:35	12:35-1:05	X	10:05-10:45
5 th Grade	12:40-1:05	1:05-1:35	X	10:50-11:30

KINDERGARTEN: ARRIVAL PROCEDURES



ARRIVAL PROCEDURES:

For safety reasons, students may not be dropped off or arrive prior to **8:40 am** when Pennell staff members are available to supervise students. Students arriving at school later than **8:50 am** must report to the office to pick up a late slip before going to the classroom. During arrival, please enter through our Richard Road entrance. Families dropping off kindergarteners should utilize the second right turn and the door on the side of the building. All vehicles should pull up as far as possible before stopping to let your child exit the vehicle. **Please resist the urge to exit your vehicle to say goodbye creating a traffic delay.** Please remain in a single file line and refrain from pulling around vehicles creating more than a single line due to space limitations and safety issues. Please make a **LEFT TURN ONLY** exiting the kindergarten line to avoid creating a traffic blockage for incoming 1st – 5th grade families utilizing our other incoming lane. After making a left-hand turn, please drive around the back of the school building using the exit that leads directly to Pennell Road. **Cars should never turn around and exit through our main entrance.** Families may not drop off students in front of the school while buses are arriving (8:30 – 8:55am), however, students who arrive late after 8:50 AM should be dropped off at the front office.

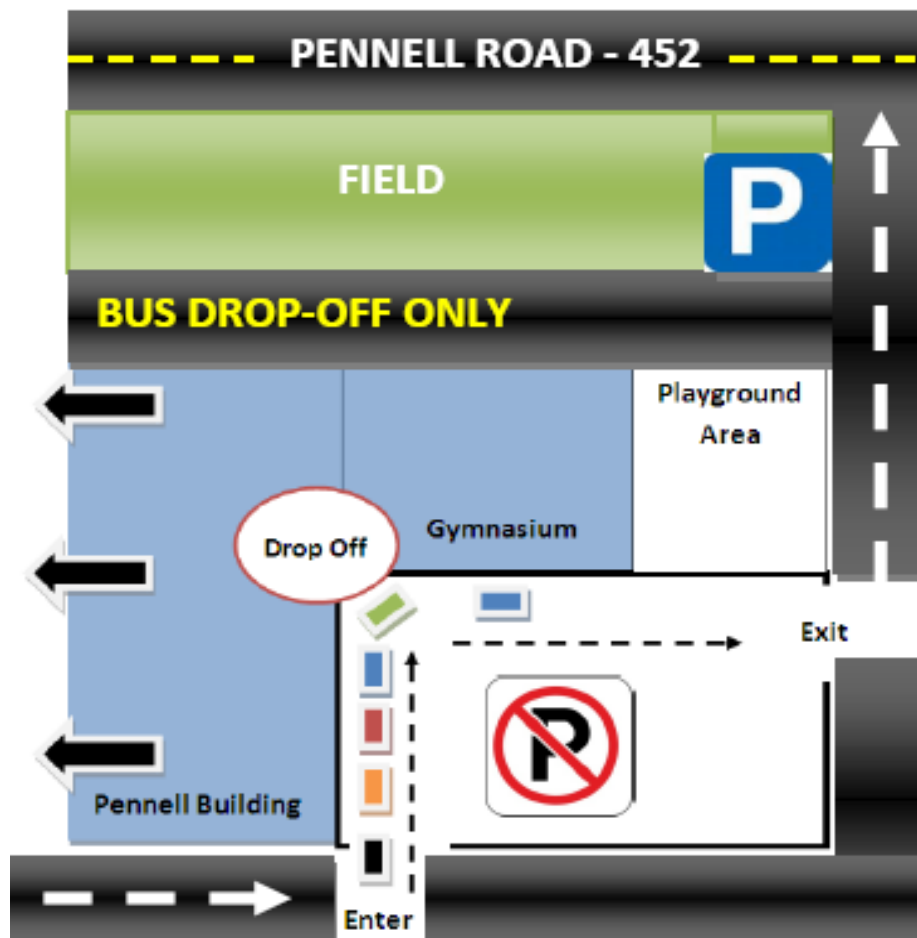
DISMISSAL PROCEDURES:

For dismissal, Kindergarten parents/guardians will follow the same procedure all of our car riders follow. Please see below.

GRADES 1-5: ARRIVAL/DISMISSAL PROCEDURES:

ARRIVAL PROCEDURES:

For safety reasons, students may not be dropped off or arrive prior to **8:40 am** when Pennell staff members are available to supervise students. Students who are driven to school in the morning should be dropped off at our back entrance located to the rear of our school building inside our fenced in basketball court area. During arrival, please enter through our Richard Road entrance and make the first right turn at the beginning of the parking area. Continue around the back of the building and enter the fenced in area in a single lane. **Please pull as far as possible along the sidewalk adjacent to the playground and let your child exit the vehicle independently. Please resist the urge to exit your vehicle to say goodbye creating a traffic delay. Please remain in a single file line and refrain from pulling around vehicles creating a dangerous environment for our students and families.** Please make a LEFT TURN ONLY exiting the fenced in area and use the exit that leads directly to Pennell Road. Families may not drop off students in front of the school while buses are arriving (8:30 – 8:55 am), however, students arriving late after 8:50 am should be dropped off at the front office. If the bus lane is still closed, please pull into a parking spot on the side of the building and walk your child to the main office through the front entrance.



GRADES 1-5 DISMISSAL PROCEDURES

Walking Dismissal:

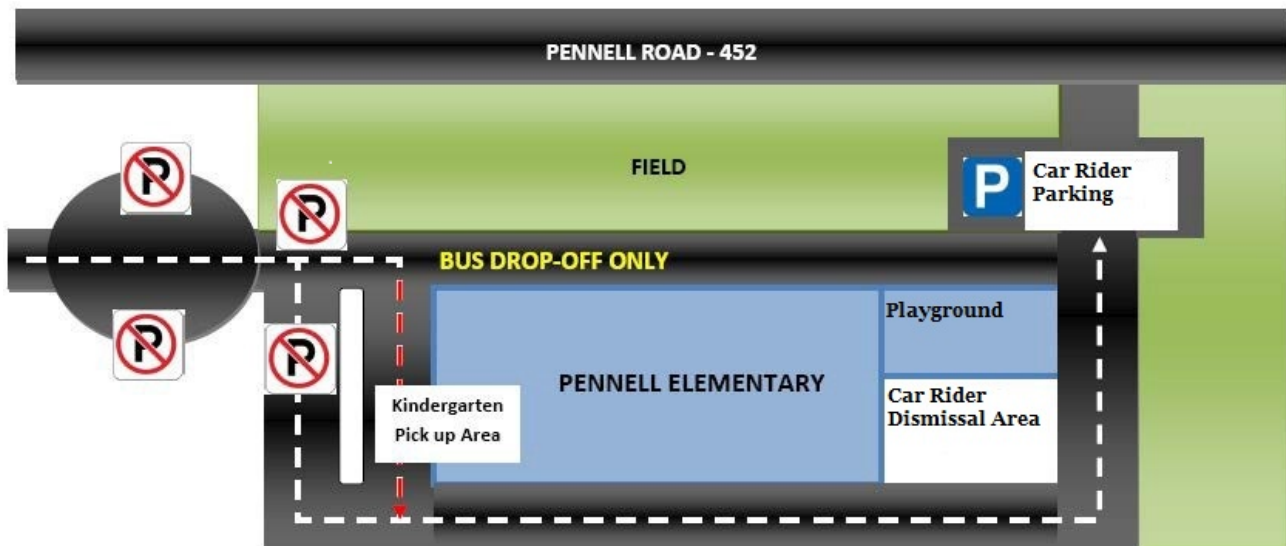
Students that walk to/from school will be released to walk home at 3:25 PM. In alignment with our district procedures, walkers younger than 3rd grade must walk home with an older sibling or family member/designated person.

Bus Dismissal:

Students will board and leave as buses arrive beginning at 3:25 PM.

Car Rider Dismissal:

K- 5th grade students who will be driven off campus will exit the school building through our recess yard door (the same door used at am drop off) at 3:25 pm. K- 5th grade families should enter campus through our Richard Road entrance making the first right and proceeding around the back of the school building to park in our two parking lots closest to Pennell Road. There are limited additional parking spaces available behind the school building. There will be a face to face release on the recess yard (the black top) for all K thru 5th grade students using the blue name cards provided. When ready to leave, please exit the parking area through the road that leads directly to Pennell Road. Adults without the blue name card will be directed to the main office for identification verification. **Any necessary changes for students to their typical dismissal procedures should be sent to school with students in writing signed by a parent or guardian, or emailed to the teacher, principal, and office staff.**



PARKING

Parking is permitted in the lined spaces in the front, side, and lots closest to Pennell Road. Our 30-minute guest spaces in front of the building should be utilized first before other parking spaces for brief visits to our office/school during the school day, however, the area in front of the school cannot be entered between the hours of 8:30 to 8:55 am and 3:00 to 4:00 pm when only busses are permitted to drive in front of the school.

EMERGENCY CLOSINGS

In the event it becomes necessary to close school, delay the opening of school or dismiss early, an announcement will be made as follows:

- Voice Message to the phone number in your Skyward Account
- Post at Penn-Delco webpage www.pdsd.org
- Posts on Penn-Delco social media pages

Please do not call the school for information as it ties up the phone lines needed for emergency calls. Parents/guardians should develop an emergency plan with their children so they will know where to go if schools must close unexpectedly.

NURSE EMERGENCY CARD

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. While we encourage families to update contact information in the Skylert section in our Skyward student information system, we must have written cards for our nurses. 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 handwritten records be kept up to date. *Please notify the school if your address, email, or telephone number changes* at home or at work and update in the Skyward Skylert system as well.

SECURITY

There are plenty of opportunities throughout the year for parents to visit the building during the scheduled school day. However, to maximize 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 at all times—as such, NO ONE may enter directly into the building at any time without signing in through our office Raptor security system first. Clearances are required to participate in most but not all school events. Please call our office with questions concerning clearances.

ATTENDANCE

ATTENDANCE REPORTING:

At Penn-Delco, one of our greatest priorities is ensuring that all our students arrive safely at school each day. To that end, we announce a new, more efficient student absence reporting system called *SafeArrival*. This new system will make it easier for you to report your child's absence in a timely manner and eliminate the need to submit a written absence note.* With *SchoolMessenger's SafeArrival*, you are asked to report your child's absence **before the beginning of the school day** by using any of these 3 convenient methods:

1. Using your mobile device, download and install the School Messenger app from the Apple App Store or the Google Play Store (or from [the links at go.schoolmessenger.com](http://go.schoolmessenger.com)). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. [Use the SafeArrival SchoolMessenger website: go.schoolmessenger.com](http://go.schoolmessenger.com). The first time you use the website, select Sign Up to create your account.

Select Attendance then Report an Absence.

3. Call the toll-free number (888) 635-0460 to report an absence using the automated phone system. *This number is the same attendance reporting number for all Penn-Delco Schools.*

Please note that your username and password are the same for either the mobile app or the website. Options for reporting are available anytime, 24 hours a day, 7 days a week *up to the cutoff time on the day of the absence.*

In addition, we will use the ***School Messenger Communicate*** automated notification system to contact parents whose child is absent when the absence is not reported in advance (before the school day begins). The automated notification system will attempt to contact parents at multiple contact points for a reason for the absence. If our system is unable to reach the designated contacts, and the absence is not reported in the system by the daily cut-off (11am), **parents must supply a written note**. If you report your child's absence using the ***SafeArrival*** toll-free number, website, or mobile app before the start of the school day, you will NOT receive these notifications and you will not need to supply a written note.

If you do not use the SchoolMessenger SafeArrival absence reporting system by the cutoff time of 11am on the day of your child's absence, you will have to send in a written note within 5 days of the absence. **Use our electronic absence note to be sure that your child's absence is recorded and considered lawful. By using the SchoolMessenger SafeArrival system, you negate the need for a written absence note.*

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 not recorded by SafeArrival during the specified timeframe shall be treated as unlawful until the school receives a *written excuse explaining the absence*. Parents and guardians have 5 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 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 physician's note after the 10 lawful days policy. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

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 Student Attendance Improvement Plan (SAIP). Continuous absences will include a citation/referral for truancy court.

Please refer to Penn-Delco's Attendance Policy 204

LATENESS:

All students must attend school on a regular basis and arrive on time. If your child arrives at school **after 8:50 a.m.** he or she will be marked late. A parent or guardian must accompany elementary students. Families can report a late arrival using our attendance platform [Safearrival by SchoolMessenger \(pdsd.org/attendance\)](https://pdsd.org/attendance).

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 through our [attendance platform SafeArrival by SchoolMessenger before the appointment](https://pdsd.org/attendance).

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.

PSSA ASSESSMENT TESTING WINDOWS

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. As such, please avoid scheduling trips or vacations one week before or during these periods.

Grade 3, 4, and 5 PSSA Testing Window: April 22- May 2, 2025

NURSE & HEALTH ROOM

Emergency card information is used to notify you in case your child becomes ill or is injured during the school day. Please make every effort to administer medicines before or after school. If medication must be administered during school hours, it **must** be accompanied by a **physician's written request**, including diagnosis, dosage, and how it should be administered. The medication must be in the original labeled pharmacy container with the student's name, name of medication, dosage and date. Medication must be taken to the nurse by a parent/guardian.

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/guardians volunteering in more than one school need only submit clearances to the district at one location). No parent/guardian 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.org.

VOLUNTEERS

Parents/guardians are welcome and encouraged to volunteer their services in the school. Volunteer opportunities include: PTO events, Kindergarten writing, library assistance, chaperoning class trips, as well as serving as homeroom parents.

When chaperoning a class trip, parents/guardians should be aware that we expect students to return to school and stay in school for the remainder of the day.

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 visitor's 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.

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.

COMMUNICATION

Throughout the year, parent/guardian concerns and questions arise about classroom incidents, homework, etc. **Your first contact should be with your child's teacher.** If a satisfactory resolution cannot be obtained, a parent/guardian-principal-teacher conference may be arranged if necessary. Our staff welcomes open and regular communication with parents/guardians on an ongoing basis.

Communication is an essential part of the educational program. We feel it is very important for parents/guardians 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.

The Principal's weekly updates are sent home at the beginning of each week with updated information along with a calendar of events. Information relative to our PTO will also be directed to you through this communication. You can also obtain information from the Penn-Delco School District's web site at www.pdsd.org, as well as from the individual Teachers' Schoology Pages. Information to parents/guardians is also sent via bulk emails. Please be sure to contact the school with updated email addresses and phone numbers as these tend to change frequently for some.

When in need of 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.

COMMUNICATION CHAINS

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/guardian □ Teacher □ Building Principal and Teacher
2. For support personnel and bus, recess or cafeteria concerns, –
Parent/guardian □ Building Principal (support personnel as needed)
3. For student behavior concerns related to classroom activity –
Parent/guardian □ Teacher □ Principal, Students, Parents/guardians

GENERAL GUIDELINES

- a. Refer to handbook/Code of Conduct.
- b. Follow first step of line of authority.
- c. Do not bypass any person unless an emergency exists.

MESSAGES DURING THE SCHOOL DAY

In order to minimize disruption to the educational process, only emergency messages can be delivered to students during the school day. Please advise your child as to any known changes in schedule prior to their arrival at school.

REPORTING STUDENT PROGRESS

Report cards for students are completed at the end of each trimester. Parent/guardian conferences are held in November and March. Children's progress toward meeting educational goals is measured in a variety of ways, including PSSA state test (grades 3, 4, & 5), quarterly reading tests, end-of-year reading tests, chapter and unit math tests, writing samples, as well as text and teacher-made assessments. In addition, writing portfolios are kept to assess ongoing progress.

2024-25 REPORT CARD DATES:

Elementary Trimester 1 Ends: November 27th	Report Card Issued: December 6th
Elementary Trimester 2 Ends: March 7th	Report Card Issued: March 14th
Elementary Trimester 3 Ends: June 13th	Report Card Issued: June 20th

BUS REGULATIONS

Students are assigned to ride school buses that will pick them up and drop them off close to their homes. Bus numbers and stops are published and sent home before the opening of school. **Students are not permitted to ride a bus other than their assigned bus.** 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. Regular walkers are not permitted to ride school buses.

BICYCLES

Students in grades 3-5 may ride bicycles to school. Bike helmets must be worn. All bicycles must be locked on the bicycle rack provided at school.

WEAPONS AND DRUG POLICIES

Pennsylvania State Laws and School Board Policies prohibit students from possessing or transporting weapons or drugs while on school property. These penalties are typically severe owing to the seriousness of the offenses. Penalties include: confiscation of the weapons or drugs, suspension of the student and possible expulsion. An informal hearing must be held before the student may return to school and law enforcement agencies may be notified.

STATE & FEDERAL WELLNESS POLICY

State and federal laws mandate that every school district in the Commonwealth institute a wellness policy to address what has been identified as a national childhood obesity epidemic. Penn-Delco rolled out a new wellness program in September 2006.

In order to comply with this mandate, Penn-Delco formed a well-rounded committee to determine an appropriate course of action. A community member, student, nurse, school board member, physical education teacher, and two parents, as well as our Assistant Superintendent, Athletic Director and Food Services Director were selected to create a program that would promote a healthier lifestyle while attending school. The program that was adopted complies with state and federal laws. Following state guidelines, the Wellness Committee selected less restrictive options, choosing to avoid the strictest recommendations provided in the new law.

One aspect of the policy stresses the need for a more balanced variety of meal and snack choices. Students are not required to totally give up snacks and treats traditionally associated with school activities. The law, however, requires all school districts to address the amount of treats that are to be made available to our children and limit the serving sizes. As a component of the law, the district is also required to address items such as fund raising, school parties, vending machines, and rewards.

The wellness policy does not only address the issue of what types of food are being served within the district. Nutrition is just one of several components involved in the program. Due to the policy implementation, the elementary physical education curriculum was revised to include a yearly health/nutrition component. Schools are also asked to promote healthier living. We will encourage participation in athletic activities such as walking and sports clubs.

The following are highlights of the state and federal mandated wellness policy:

- **A la Carte Foods** – A minimum of one fresh fruit and vegetable will be offered daily. Foods of minimal nutritional value* will not be available anytime during the school day. A minimum of 75% of snack foods offered in elementary schools and 60% of snack foods offered in secondary schools will meet the criteria for nutritional foods.
- **A la Carte Beverages** – A minimum of 75% of beverages offered in elementary schools and 60% of beverages offered in secondary schools will meet the criteria for nutritional foods*.
- **Fundraisers** – All food items offered during the school day will follow the standards for nutritional foods*. Items sold after the school day are not subject to the policy.
- **Classroom/Holiday Parties** – There will be a limit of two classroom/holiday parties per school year. Classroom parties may offer one item with minimal nutritional value, i.e. cupcakes, cookies, cake, etc. Up to three other items, including beverages must be chosen from the list below. Birthday treats must be chosen from the list below. All birthday celebrations will occur in the cafeteria. Siblings of students are not permitted at classroom parties.

Rewards – Food will not be used as a reward unless it is for an activity that promotes a positive nutrition message.

*Criteria for nutritional foods and beverages are available in the main office of your school or on the Penn-Delco website.

BIRTHDAYS

Birthday snacks must be pre-arranged with the teacher and will be **distributed at lunch**. Please provide snacks that are easy to distribute. We ask that you choose a snack that is peanut-free and is as nutritional as possible. It is helpful if you can alert/contact the teacher in advance. Please consult our district wellness policy before choosing a snack.

Birthday invitations for outside-of-school parties can be distributed in school if all classmates are included. If invitations are meant for just a few classmates, they must be distributed outside of school.

WELLNESS POLICY 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	PretzelRod
Chocolate and Vanilla Pudding Snack Pak	

CAFETERIA

Children may bring their lunch from home or purchase lunch. A monthly menu/calendar is sent home which lists the daily selections. Snacks are also available, but limited to one to two per day. All students in grades 1-5 are issued a PIN to access a computerized account balance for lunch purchases. 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. 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 checkout 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 receive an ID number in the mail in late August/early September. Free or reduced lunch will utilize the same debit account system; funds are credited directly to the student account.

Universal Free Breakfast

Every student, regardless of income, is eligible to receive free breakfast daily. These meals meet federal nutrition standards, and our staff provide students with a variety of meals weekly. Menus appear at the same link where you will find lunch menus: <https://pdsd.nutrislice.com/>. Take time to review the menus each week and discuss whether your child would like to take advantage of universal free breakfast. Learn more about universal breakfast here:

<https://www.pdsd.org/Page/11349>

TOYS / ELECTRONICS / CELL PHONES

Toys, electronic devices, and cell phones are not permitted in the school building. These items distract students from the educational process and can be easily broken, misplaced, or stolen.

DRESS CODE

Students should dress in a manner that demonstrates respect for themselves and learning. We encourage our families to dress their children in a way that ensures they are prepared to go outside for play (25 minutes) in all seasons unless precipitation is falling. Students will be expected to adhere to the Penn-Delco School District's school board dress code policy listed below.

Each year hundreds of clothing items are unclaimed. Please be sure every item is labeled with your child's name. Unclaimed property is turned over to a welfare agency at the end of the school year.

The Dress Code Policy is as follows:

Student should be well groomed, clean, and neatly attired when in school or at school functions.

1. Students are not permitted to wear outer jackets and coats in school.
2. Head wear (hats, bandannas, etc.) is prohibited in the building during school hours.
3. Sneakers or shoes must be worn at all times (flip-flops are not allowed for safety considerations).
4. Clothing that espouses violence, hatred, prejudice, exhibits alcohol or drugs or is found to be offensive is prohibited.
5. Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts) and worn out clothing (holes, torn, rips, etc.) All shorts, skirts, etc. must be no less than "finger-tip length" of the wearer.
6. Students are not permitted to wear extremes in apparel, jewelry, or grooming which are distractive, disruptive, disrespectful, revealing, or unsafe. For example, colorfully dyed hair, chained wallets, and spiked jewelry are not permitted.
7. Students may not wear "heelies" or shoes that contain wheels.
8. Undue attention to an individual's dress, which detracts from the seriousness of the instructional process, is to be avoided:
 - a) Clothing which exposes bare shoulders, armpits, midriffs, and/or cleavage is prohibited. Examples are: halter tops, tube tops and tank tops.
 - b) Clothing which exposes excessive areas above the knee is prohibited.

Examples

would include: short shorts or skirts.

- c) All pants or shorts must be worn above the waist. Excessively baggy style pants or any other styles which expose significant areas below the waist are prohibited.
- d) Undergarments should not be exposed. Examples given above are not all inclusive.

If, in the opinion of the administration and faculty, a student's dress is disruptive and distracting, parents/guardians 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.

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/guardians to be involved in their child's learning. Students in grades two through five will be provided with a planner. Students in grades one through five will be assigned nightly reading of take-home books. Additional homework in other content areas will also be assigned on a nightly basis.

SPECIAL PROGRAMS

MTSS Definition: At Penn-Delco SD, a Multi-Tiered System of Support is a school achievement process that maximizes the potential of all students using evidence-based instruction, intervention, and assessment to address academic, behavioral, and social-emotional needs with a continuum of support and services.

PDSD MTSS Vision: All students learn and grow academically, behaviorally, emotionally, and socially through our MTSS process.

Students in grades 1 – 5 will be assigned to a Multi-Tiered System of Support (MTSS) period for roughly 30 minutes a day. Instruction is designed to fit the unique needs of students in each group.

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.

E.L. (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

What Is Special Education?

Special Education is defined as specially designed instruction to meet the needs of a student. Further information on Special Education Services can be found by accessing the Penn-Delco web page at www.pdsd.org.

Where do I start?

If you think your child needs an evaluation to determine eligibility for special education support call:

For school-age children:

- ☐ Start at the building level with your child's teacher, counselor, and/or principal.
Pennell Elementary: 610-497-6300, ext. 7500

Confidentiality

The confidentiality of personally identifiable information regarding students receiving special education services is protected by the District pursuant to federal and state law.

Information about specific Special Education services and programs offered by the Penn-Delco School District is available by contacting:

Regina McClure
Director of Pupil Services
Penn-Delco School District
610-497-6300, ext. 1320

PTO

The Parent Teacher Organization of Pennell is vital to our school's success. Membership drive begins on Back-to-School Night. Dues are \$7.00 per family. Funds raised by the PTO are used to provide student assemblies, awards, purchase additional supplementary books and supplies for the school, etc.

2024-25 Pennell PTO President: Amy Kusen

2024-25 PTO Officers: Amy Kusen, Devon Scarpato, Nicole Pharaoh, and Nikole Porter

PTO meetings are held in the Library and begin at 6:30 pm

- **9/10**
- **10/8**
- **11/12**
- **12/10**
- **1/14**
- **2/11**
- **3/11**
- **4/8**
- **5/13**

PENNELL ELEMENTARY SCHOOL

CODE OF CONDUCT

**For
GOOD CITIZENSHIP**



**PENNELL ELEMENTARY
SCHOOL**

**3300 Richard Road
Aston, PA 19014
610-497-6300,
ext. 7500**

PENNELL ELEMENTARY POLICY HANDBOOK

Location	Classroom	Hallway & Stairwell	Recess / Playground	Cafeteria	Bathroom	Computer Lab	Assemblies	Bus
Expectation								
Be Respectful	<ul style="list-style-type: none"> *raise hand to share *use kind words *listen to others 	<ul style="list-style-type: none"> *stay quiet *keep hands to self 	<ul style="list-style-type: none"> *include others *follow adult direction 	<ul style="list-style-type: none"> *use table manners *inside voice *follow adult directions 	<ul style="list-style-type: none"> *honor the privacy of others *flush the toilet 	<ul style="list-style-type: none"> *use all equipment properly 	<ul style="list-style-type: none"> *sit appropriately *keep eyes on presenter 	<ul style="list-style-type: none"> *se kind words *use inside voices
Be Responsible	<ul style="list-style-type: none"> *be ready to learn *follow directions *listen to others 	<ul style="list-style-type: none"> *go directly to destination *report any problems to adult 	<ul style="list-style-type: none"> *line up when whistle blows *share all equipment *report problems to an adult 	<ul style="list-style-type: none"> *clean up after self *raise hand to leave seat *line up quickly & quietly 	<ul style="list-style-type: none"> *report any problems to an adult *return quickly to class *keep clean 	<ul style="list-style-type: none"> *report problems to adult *clean up work space 	<ul style="list-style-type: none"> *arrive and dismiss quietly *participate when appropriate 	<ul style="list-style-type: none"> *follow adult directions *keep all items inside bus
Be Safe	<ul style="list-style-type: none"> *sit appropriately *keep hands and feet to self 	<ul style="list-style-type: none"> *walk *stay on right *look ahead 	<ul style="list-style-type: none"> *use equipment properly 	<ul style="list-style-type: none"> *eat your own lunch *walk at all times 	<ul style="list-style-type: none"> *wash your hands 	<ul style="list-style-type: none"> *school appropriate web sites only 	<ul style="list-style-type: none"> *keep hands and feet to self 	<ul style="list-style-type: none"> *sit and face forward *keep hands, feet, and materials to self *walk to and from bus

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"> • Violation of hall, bathroom, and/or common area expectations • Inappropriate use of school property or facilities • Disrespect of students and/or adults • Disruptive behavior in school or on school district transportation • Violation of student dress code • Cheating or lying • Technology violation • Physical contact • Inappropriate language • Littering 	<ul style="list-style-type: none"> • Verbal reprimand • Seat change • Behavioral contract • Restriction of privileges • Special written assignment • Time-out • Counseling • Parent contact or conference • Clean-up and/or payment of damage • Detention • Teacher behavioral management system • Bus privilege loss or seat assignment • Student reflection form • Student conference • Zero and/or redo assignment • Change of attire • Recess and/or lunch detention • Confiscation of items – not to be returned • Confiscation of items – returned only to parents or student at the end of the semester.

Level II –Behaviors whose frequency or seriousness tends to disrupt the learning, climate of the school and/or effect 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">• Continuation of Level I behaviors• Noncompliance with school rules• Use of profanity or obscenity• Forgery	<ul style="list-style-type: none">• Continuation of Level I responses• Out of School Suspension• In School Suspension• Exclusion from extracurricular activities• Exclusion from school activities• Exclusion from field trips

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">• Continuation of Level I and II behaviors.• Noncompliance with school rules• Violation of the tobacco use policy• Threats to others• Stealing• Out of the designated area• Physical/Verbal/ and/or written intimidation• Fighting/Physical aggression• Destruction of school property• Harassment• Indecent exposure• Possession or distribution of pornography• Violations of acceptable use policy• Use of profanity or obscenity• Forgery/Plagiarism	<ul style="list-style-type: none">• Continuation of Level I and II responses• Police involvement• Restitution of damages• Referral to outside agency

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">• Continuation of Level III behaviors• Ethnic Intimidation• Extortion• Bomb threat• Threat to school or students• Violation of weapons policy• Violation of drug and alcohol policy• Violation of acceptable use policy• Assault/battery• Vandalism/Property destruction• Arson• False fire alarms• Theft or possession of stolen property	<ul style="list-style-type: none">• Continuation of Level I-III responses• Expulsion• Alternative placement• Board referral• Police involvement

PENNELL 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 taken to the referring teacher in a timely manner.
- ✓ Communicate to the staff regarding parental contacts.
- ✓ Develop a plan for the supervision of disruptive students.
- ✓ Administer appropriate consequences for students' 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 any student's 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 any student's misbehavior regardless of homeroom.

Parents/guardians are expected to:

- ✓ Encourage their child to follow the school rules by supporting the Code of Conduct for Citizenship.
- ✓ Encourage their child to solve problems without aggression.
- ✓ Use the proper line of communication as listed in the Parent/Student 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.

CONSEQUENCES

Consequences for disciplinary infractions will be administered. The type of consequences will depend upon the severity or recurrence of the behavior.

Consequences could include: a time-out, the removal from school privileges such as recesses, assemblies or field trips, detentions, a parent conference, and/or in or out of school suspensions.

Pennsylvania State Law and school board policies prohibit students from possessing or using weapons or drugs on school property. These serious infractions will be handled according to the School District policy.

RECOGNITION PROGRAMS

Good behavior will be acknowledged in the classroom and through various recognition programs throughout the school year.



PENN-DELCO SCHOOL DISTRICT ACCEPTABLE USE POLICY

No. 815

PENN-DELCO SCHOOL DISTRICT

SECTION: OPERATIONS

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

ADOPTED: Janumy27, 2011

REVISED: June 27, 2012

	<p>815. ACCEPTABLE USE OF INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES</p>
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 allowed to monitor fileserver 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 stores 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>

815. ACCEPTABLE USE OF INTERNET- Pg. 2

<p>47 U.S.C. Sec.254</p> <p>3. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec.254</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> <p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p> <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 the rules.</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> <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"> 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
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<p>4. Guidelines</p> <p>3 a.C.S.A.§570</p>	<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> <p>2. Maintaining and keeping a usage log and log of forbidden activity.</p> <p>3. Monitoring online activities.</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, IAP).</p> <p>Prohibitions</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> <p>1. Facilitating illegal activity.</p> <p>2. Commercial or for-profit purposes.</p> <p>3. Use to invade the privacy of other persons.</p> <p>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.</p> <p>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.</p>
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	<ol style="list-style-type: none">4. Product advertisement or political lobbying.5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.7. Access to obscene or pornographic material or child pornography; this includes sending, forwarding, receiving, viewing, and/or downloading.8. Access to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.9. Inappropriate language or profanity.10. Transmission of material likely to be offensive, objectionable or obscene to recipients.11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.12. Impersonation of another user, anonymity, and pseudonyms.13. Fraudulent copying, communications or modification of materials in violation of copyright laws.14. Loading or using of unauthorized games, programs, files, or other electronic media.15. Unauthorized use of social forums.16. Disruption of the work of other users.17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.18. Quoting of personal communications in a public forum without the original author's prior consent.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.20. The unauthorized disclosure, use or dissemination of personal information regarding minors.
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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:

- I. 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-visuall 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 rep01t any security problems to appropriate school personnel. To protect the integrity of the system, the following guidelines shall be followed:

- I. 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. 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.</p> <p>Copyright</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>Safety</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"> 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.
Pol. 814	
20 U.S.C. Sec. 6751, et seq. 47 U.S.C. Sec. 254	
24 P.S. Sec. 4601, et seq.	

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| | <ol style="list-style-type: none">4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.5. Restriction of minors' access to materials harmful to them. |
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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

PENN DELCO SCHOOL DISTRICT
INTERNET, EMAIL 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.

815. ACCEPTABLE USE OF INTERNET - Pg. 9

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: _____

Truancy: Overview of Legal Responsibilities

1. Student is absent

(The absence is unlawful until the School District receives a written acceptable excuse per School District policy.)

2. If 5 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) are required to hold a Student Attendance Improvement Plan (SAIP) and may report cases of habitual truancy (6 days or equivalent, of unlawful absences without a 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
- B. The School District is pursuing compulsory attendance prosecution.

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

(Physician excused or administrative approved absence i.e.: Vacation or Bereavement are not calculated in the 10 day limit.)

Title IX

Title IX is the federal statute addressing discrimination on the basis of sex in education programs and activities. The Penn-Delco School District declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Penn-Delco School District is an equal opportunity employer and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, veteran status, genetic information, citizenship, handicap/disability or other legally protected classification. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

This policy is in accordance with state and federal laws, including Title VI, Title IX and Section 504.

The Penn-Delco School District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. Ch 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable), and to employment.

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