

ASTON ELEMENTARY SCHOOL

2024 – 2025

SCHOOL HANDBOOK



**Aston Elementary School
Parent/Student Handbook**

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

**Telephone: 610-497-6300 Ext 4500
School Office Hours: 8:00 AM – 4:00 PM**

**Principal: Susan Phillips
Secretary: Tracy Marano
Office Assistant: Margaret Beam**

Student Body: Kindergarten – Fifth Grade

Dear Parents/Guardians:

On behalf of the entire Aston Elementary staff, welcome to the 2024 - 2025 school year. We look forward to a year filled with new opportunities that will promote learning and empower students to reach their potential.

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

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

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

Sue Phillips
Aston Principal

ASTON ELEMENTARY SCHOOL 2024 - 2025 Staff List			
Last Name	First Name	Position	Extension
Arra	Bryan	Physical Education	4530
Amedzro	Irene	PM Custodian	4509
Amore	Gabrielle	Elementary Interventionist	4109
Beam	Margaret	Office Assistant	4501
Bernatowicz	Maura	Third Grade	4205
Cadden	Paula	Paraprofessional	4500
Campagna	Kelly	Third Grade	4208
Campbell	Donna	Playground/Cafeteria Assistant	4500
Cassimatis	Lauren	Second Grade	4101
Constan	Sarah	Fourth Grade	4203
Cramner	Judi	Cyber	4319
Cunningham	Coleen	Paraprofessional	4500
Dellaratta	Liza	Special Education	4106
DeLong	Michele	First Grade	4105
Deni	Elisha	Music	4122
Dignazio	Kelly	School Nurse	4508
DeOrio	Nicole	Playground/Café Assistant	4500
Elvin	Leigh	Head Custodian	4509
Fallon	Marianne	CST Coordinator	4315
Gilligan	Meghan	Special Education	4115
Gladfelter	Duston	Technology	4112
Gladfelter	Jerra	Paraprofessional	4500
Harne	Alex	School Psychologist	4315
Healy	Jill	First Grade	4110
Hosterman	Natalie	Second Grade	4102
Howe	Dawn	Kindergarten Assistant	4118
Johnston	Amber	Kindergarten Assistant	4116
Kelly	Joan	Paraprofessional	4500
Kennedy	Donna	Custodian	4509
Krause	Pat	Building Sub	4500
Lyons	Erin	Fourth Grade	4211
McCaffrey	Bridget	Third Grade	4205
McGarrey	Jessica	Fifth Grade	4207
Marth	Erin	Gifted	4209
Marano	Tracy	Secretary	4500
McArdle	Jamie	Fourth Grade	4202
Miller	Alison	EL Teacher	4500
Moderski	Kyrsten	Kindergarten	4118
Mullan	Marissa	Building Sub	4500
Perrotta	Samantha	Kindergarten	4116

School Hours – In person Instruction

School Office Hours

8:00 a.m. – 4:00 p.m.

Student Day K – 5th

8:50 a.m. – 3:25 p.m.

Lunch	Grade Level
11:00 - 11:25	Grade 5
11:30 - 11:55	Grade 4
12:00 - 12:25	Kindergarten
12:30 - 12:55	Grade 2
1:00 - 1:25	Grade 1
1:30 - 1:55	Grade 3

Recess	Grade
10:30 – 11:00	Grade 5
11:00 – 11:30	Grade 4
11:30 – 12:00	Kindergarten
12:00– 12:30	Grade 2
12:30 – 1:00	Grade 1
1:00 – 1:30	Grade 3

ATTENDANCE REPORTING

At Penn-Delco, one of our greatest priorities is ensuring that all our students arrive safely at each 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 SchoolMessenger app from the Apple App Store or the Google Play Store (or from [the links at go.schoolmessenger.com](https://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. 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 \(pdsc.org/attendance\)](https://pdsc.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://pdsc.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 vacation 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 Dates

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

English Language Arts (ELA) –Math, Science,
Make ups –

Arrival

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

Dismissal

Students in grades Kindergarten through Fifth grade are dismissed at 3:25 PM. All parents must report to the office when picking up their child for an early dismissal. Students are not permitted to leave the building before dismissal time without a written request. This request must include the student's name, date, time, reason, and parent's signature. If a child is to be picked up by someone other than a parent, advance notice must be given to the office. **Identification will be requested of anyone who comes to pick up a student during the school day.** Children must be signed out from the office before being dismissed. Students who are driven to school must be dropped off and picked up through the car line. **Students who ride the bus will enter through the gym doors upon arrival and will be called to the gym at dismissal where they will line up to board their bus.**

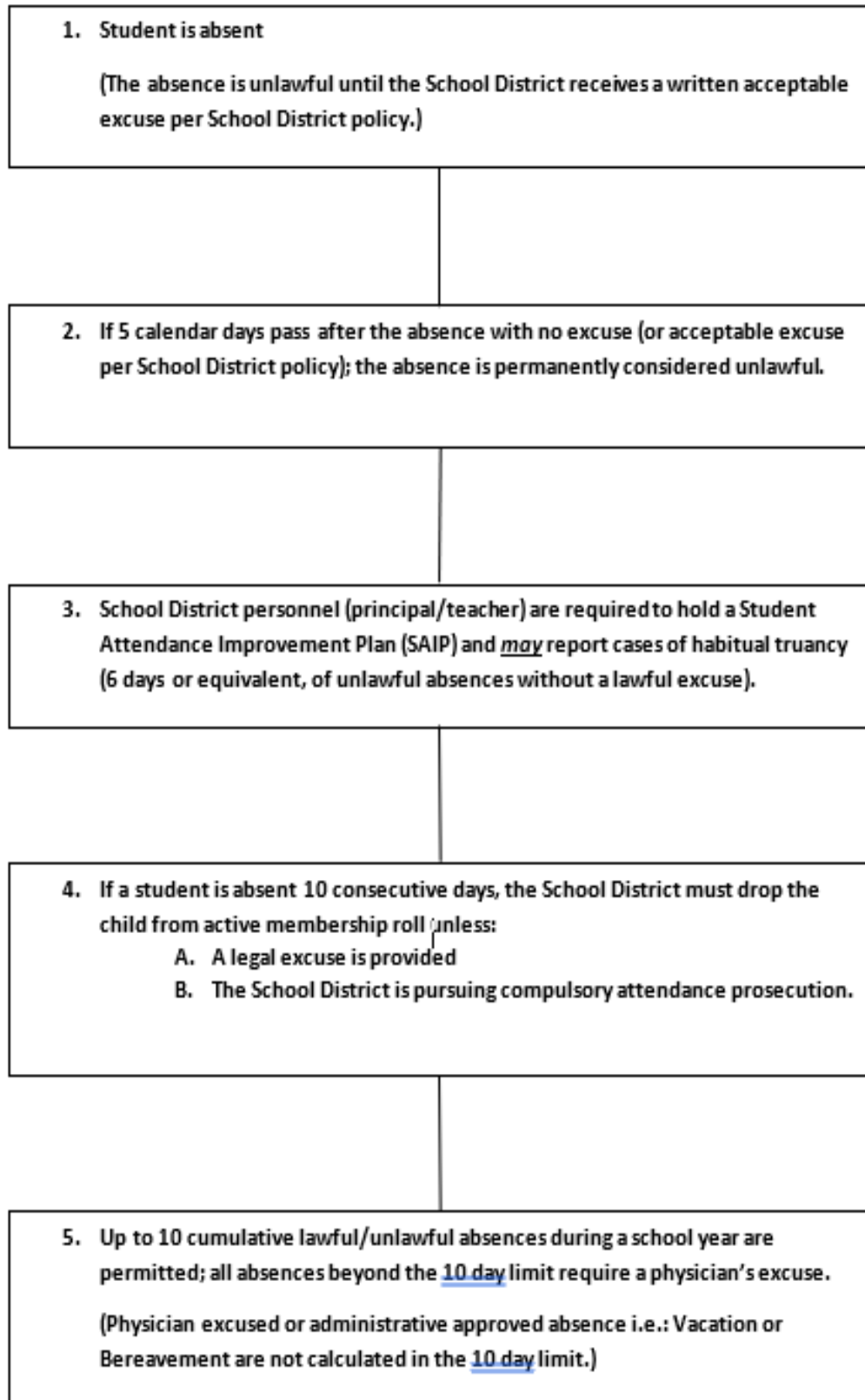
Emergency School Closing

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 unexp

Truancy: Overview of Legal Responsibilities



Drop-off/Pick-up Procedures

Parking

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

Security

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

Lunch

Please be sure to provide a bag lunch or lunch money for your child each day. Parents/guardians are encouraged to use the debit system, which enables you to send a check or cash in advance to credit your child’s account. You can access this system at the following address - www.myschoolbucks.com. You can also add money to your child’s account by sending a check made payable to the Penn-Delco School District. The check should be placed in an envelope labeled lunch with your child’s name and room number. A computerized check out system is used at lunch with student ID numbers. Each student has a student ID number that remains the same each year. New students and first grade students will be given an ID number on the first day of school. Free or reduced lunch will utilize the same debit account system; funds are credited directly to the student account.

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>

Nurse

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

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

Allergy

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

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.

COMMUNICATION CHAIN

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

The following communication chain will be followed:

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

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

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

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

Toys and Electronics

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

Pets

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

Birthdays

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

Wellness Policy and Approved Snack List

Reduced Fat Nachos	Animal Crackers
Iced Animal Crackers	Keebler Elf Grahams
Chocolate Chip Granola Bar	Baked Crunchy Curls
Strawberry General Fruit Roll Ups	Strawberry Fruit Gushers
100 Calories Chips Ahoy Cookies	Honey Wheat Braided Twists
(1) Pop Tart – Frosted Blueberry	100 Calories Oreo Cookies
Baked Original Potato Crisp	Graham Crackers
(1) Pop-Tart – Strawberry	Capri Fruit Waves
Fruit Snacks Strawberry	Trix Cereal Bars
Fruit Snacks Mixed Berry	Reduced Fat Cheese-Its
Baked Ruffles Cheddar Sour Cream Onion	Soft Pretzel
Munchies Kid Mix	Pretzel Rod
Chocolate and Vanilla Pudding Snack Pack	

Classroom Parties

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

Reporting student progress

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

HOMEWORK

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

FIELD TRIPS

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

SCHOOL VOLUNTEER CLEARANCE REQUIREMENT

For those who wish to serve as Volunteers in the Penn-Delco School District, state law now requires the following documents to be completed and submitted to the district prior to volunteering: Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check (may be waived if you have been a continuous resident in Pennsylvania for the previous ten years). In accordance with law, these documents must be updated once every five (5) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. Original forms must be brought to the office of the school where you will volunteer, and they will be forwarded to the central administrative offices for processing (Parents volunteering in more than one school need only submit clearances to the

district at one location). No parent may serve as a trip chaperone, or in any volunteer capacity that involves routine interaction with students unless they have completed and submitted the 3 required clearance documents. For additional information regarding clearances, please refer to our district website: www.pdsd.org

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

BUS CONDUCT

Students in grades 1 - 5 are assigned to ride school buses that will pick up and drop them off close to their homes. Students are not permitted to ride a bus other than their assigned bus *without the approval of the transportation department and written communication to the school. If it is an emergency change please call, or state in the note sent in, that it is an emergency.* Students are expected to listen to the bus driver and follow the bus regulations at all times to ensure their safety and the safety of others. Students who violate the rules could be subjected to a suspension of bus privileges and/or school suspension. No cell phones or electronic devices are permitted on the school bus. They must be off and away while students are on the school bus.

PTL

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

President: Alisha Mancinelli
Vice President: Crystal Hefton

Treasurer: Katie Wiggins
Secretary: Krista McGuire

DRESS CODE

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

- Student should be well groomed, clean, and neatly attired when in school or at school functions.
- Students are not permitted to wear outer jackets and coats in school.
- Headwear (hats, scarves, bandannas, etc.) is prohibited during school hours.

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

If, in the opinion of the administration and faculty, a student’s dress is disruptive and distracting, parents will be notified, and students will be removed from the classroom until properly attired. Student dress affects attitude, behavior, and accomplishment. Research has shown that how students dress and prepare for school affects their perception of school importance and often contributes to better behavior as well.

SPECIAL PROGRAMS

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.

Speech and Language

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

EL (English Learners)

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

O.T. (Occupational Therapy)

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

P.T. (Physical Therapy)

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

Special Education Services

Information on Special Education Services can be accessed on the Penn-Delco web page at www.pdsd.org under the *Departments* tab

Expectations

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

The principal is expected to:

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

Teachers are expected to:

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

Support Staff are expected to:

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

Parents are expected to:

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

SCHOOL RULES – BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

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

TITLE IX

For more information regarding TITLE IX click [HERE](#).
report a TITLE IX complaint: [FORM](#)

COORDINATORS:

Dr. Eric Kuminka— ekuminka@pdsd.org ; 610-497-6300 Ext. 1314

Dr. Dave Criscuolo— dcriscuolo@pdsd.org ; 610-497-6300 Ext. 1312

Mrs. Regina McClure— rmcclure@pdsd.org ; 610-497-6300 Ext. 1320

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

ELEMENTARY PUPILS

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

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none">• 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

	<ul style="list-style-type: none"> • 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 affect the student’s own education is included in this level. Some of these infractions may be the result of a continuation of behaviors.

INFRACTIONS	DISCIPLINARY RESPONSES
<ul style="list-style-type: none"> • 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

In-School Suspension

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

Out-of-School Suspension

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

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

