COEBOURN ELEMENTARY SCHOOL
2026-2027
SCHOOL HANDBOOK

Penn-Delco School District
Delaware County, Pennsylvania

Coebourn Elementary School
1 Coebourn Boulevard
Brookhaven PA 19015

Telephone: 610-497-6300 Ext 5500
School Office Hours: 8:00 a.m. – 4:00 p.m.

Principal: Nicole Small
Office Secretary: Staci Armour
Office Assistant: Nayla Malkoun

Student Body: Kindergarten – Fifth Grade

School Mascot: Cougar
School Colors: Blue and Gold

COEBOURN ELEMENTARY SCHOOL
CORE VALUES

RESPECTFUL
RESPONSIBLE
READY

Dear Coebourn Elementary Families:

Welcome to a new school year! At Coebourn Elementary, we are wholeheartedly committed to educating the whole child. We believe that a truly well-rounded education goes beyond academics. It includes building strong character, fostering leadership, cultivating environmental awareness, and encouraging meaningful community connections.

As a proud *Leader in Me* school, we teach *The 7 Habits of Highly Effective People* to empower students to lead their own learning and personal growth. This framework supports academic goal-setting, character development, and student voice, all anchored in our core values: **Respectful, Responsible, and Ready**. Through this work, we aim to nurture perseverance, empathy, and resilience—qualities that help our students face challenges with confidence and integrity.

We are also proud to be recognized as a **National Green Ribbon School** by the U.S. Department of Education, celebrating our dedication to sustainability and environmental learning. Our award-winning Children's Garden is more than a beautiful space—it's a living classroom where students plant, care for, and harvest crops while gaining knowledge in science, teamwork, and service. Recently honored as a **"Blue Ribbon Garden"** by the Pennsylvania Horticultural Society, this space reflects our commitment to hands-on, eco-conscious education.

Just as vital is our strong connection to the community. We actively partner with our local borough, Delaware County organizations, first responders, small businesses, and charitable foundations to give students real-world learning experiences. These partnerships show the power of unity and civic engagement, inspiring our students to become thoughtful, contributing members of their communities.

Thank you for your continued partnership. We are grateful to have you as part of our Coebourn family and excited for another year filled with growth, collaboration, and success.

Warm regards,

Nicole Small, Principal
Coebourn Elementary School

DAILY SCHEDULE

SCHOOL HOURS

Grades K – 5	School Begins	8:50 a.m.
	School Ends	3:25 p.m.

RECESS SCHEDULE

Grade 1	10:45 – 11:10
Grade K	11:20 – 11:45
Grade 3	11:25 - 11:50
Grade 2	11:55 - 12:20
Grade 5	12:25 – 12:50
Grade 4	1:00 - 1:25

LUNCH SCHEDULE

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

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 utilize an efficient student absence reporting system called *SafeArrival*. This system makes 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). 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*.

ATTENDANCE POLICY

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/unexcused 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 12 cumulative, lawful/excused absences verified by parental notification including family vacation days shall be permitted during the school year. All absences beyond 12 cumulative days shall require an excuse from a licensed practitioner of the healing arts.

LATENESS

All students must attend school on a regular basis and arrive on time. If your child arrives at school **after 8:50 AM** 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).

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.

VACATIONS

Vacations may be considered an excused/lawful absence. Parents/guardians should notify the school attendance office prior to the vacation to ensure all days will be excused/lawful. Vacation days are included in the allowable parent notification of 12 cumulative excused/lawful absences permitted by Penn-Delco School District Policy 204.

Vacations for students in grades 3-8 will not be approved during the Pennsylvania Department of Education PSSA testing window. Vacations will not be approved during the Pennsylvania Department of Education Keystone testing window, mid-year, or final examinations. Please refer to the Penn-Delco School District Instructional School Year Calendar for specific dates: https://www.pdsd.org/calendar01.

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.

DEFINITIONS:

Unexcused/Unlawful Absence: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy defines unexcused/unlawful absence as an event in which a student is absent without a valid, acceptable physician's note and/or parent note. A maximum of twelve (12) cumulative, excused/lawful absences verified by parental notification including family vacation days shall be permitted during the school year. All absences beyond twelve (12) cumulative days will be considered unlawful/unexcused unless an excuse from a licensed practitioner of the healing arts is received.

Truant: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy states that truant shall mean having incurred three (3) or more school days of unexcused/unlawful absences during the current school year by a student subject to compulsory school attendance.

Habitually Truant: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy states that truant shall mean having incurred six (6) or more school days of unexcused/unlawful absences during the current school year by a student subject to compulsory school attendance.

Student Attendance Improvement Conference (SAIC): The purpose of a SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. A letter will be sent home if a student accumulates three (3) or more unexcused/unlawful absences documenting truancy. The school will schedule a *Student Attendance Improvement Conference (SAIC)* with the parents/guardians and students to develop a *Student Attendance Improvement Plan (SAIP)* for all students who accumulate 3 or more unlawful/unexcused absences. If a child accumulates 6 or more unlawful/unexcused absences, the school attendance Improvement team will update the SAIP and may take action toward truancy prevention including but not limited to a citation/referral for truancy court.

Please refer to Penn-Delco's Attendance Policy 204

SCHOOL ARRIVAL TIME

Student supervision starts at 8:35 a.m. and children SHOULD NOT arrive at school before that time. Children may enter the building upon arrival at 8:35 a.m. and report to their classroom as directed by the teacher on duty. **After 8:50 a.m. all students must enter through the main entrance of the school.**

ARRIVAL DISMISSAL PROCEDURES

Bus Riders

Only busses are permitted to utilize the bus lane in the front of the building during arrival and dismissal. Students who ride the bus will enter and exit at the main entrance of the building. Cars may not drive through the bus line at arrival or dismissal while busses are loading or unloading children.

Car Riders

Arrival Procedures Option #1:

Parents may park their vehicle in the parking lot and walk their child through the lot utilizing the designated crosswalks. Students should enter the rider/walker entrance at the main doors on the side of the building near the gymnasium.

Arrival Procedures Option #2:

Parents may enter the designated car lane on the side of the school and make their way to the side entrance near the gymnasium. Children MUST unload from the left side of the vehicle onto the sidewalk. Multiple vehicles may unload students along the sidewalk in the car lane. Students are to enter the rider/walker entrance at the main doors near the gymnasium. NOTE: Vehicles may NOT pass each other while dropping students off in the morning.

Dismissal:

Kindergarten and Grade 1 students will be dismissed at the set of front doors next to the main entrance doors (please see designated dismissal map). Grade 2 students will be dismissed at the designated doors near the main set of doors located on the side of the building (please see the designated dismissal map). Students in Grades 3-5 will be dismissed at the main set of doors located on the side of the building near the gymnasium.

All K-2 students must be dismissed to a parent or guardian. K-2 parents should plan to park in the side lot at dismissal and walk to the designated dismissal area for their child's grade level. The K-2 student identification plan is utilized during dismissal so please be sure to review it.

Walkers

Arrival:
Students who walk to school should enter the school campus using the walking path along the baseball field. Students must use the designated crosswalk and enter the side main entrance near the gym.

Walkers

Dismissal:
Students who walk in grades 3-5 students will be dismissed at the main set of doors located on the side lot near the gymnasium. Walkers will use the designated crosswalk and walking path.

Today's Child

Arrival and Dismissal:
Prior to 8:10 AM parents will follow Today's Child procedures. Between 8:10 AM and 3:45 PM, Today's Child parents who need to enter the building for arrival or dismissal must enter the main office. After 3:45 PM parents will follow Todays Child Procedures.

BUS ASSIGNMENTS

Students are assigned to ride school buses that will pick 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 *without the approval of the transportation department and written communication to the school.* 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.

VISITORS

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

EMERGENCY SCHOOL CLOSINGS

In the event it becomes necessary to close school, delay the opening of school or dismiss early, an announcement will be sent via voice call to all families. Additionally, notices will be posted on the social media outlets listed below.

- Penn-Delco webpage www.pdsd.org
- Penn-Delco social media Facebook and Instagram

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 the law, these documents must be updated once every three (3) 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 school office 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/guardian will be permitted to serve as a chaperone or in any volunteer capacity that involves interaction with students unless they have 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, school events, chaperoning class trips and homeroom parent duties.

UNIVERSAL BREAKFAST

Every student, regardless of income, is eligible to receive free breakfast daily. These meals meet federal nutrition standards, and offer 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. Breakfast is not served on days that are scheduled half days. Learn more about universal breakfast here: Universal Free Breakfast - Penn-Delco School District

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 lunch account; utilizing the debit system will minimize lunch emergencies in the morning and at lunchtime. Lunch money can be added to your child's account by sending a check or cash to school. Lunch checks should be made payable to the Penn-Delco School District; checks or cash must be placed in an envelope labeled *lunch* with your child's name and room number. The debit system can be accessed at www.myschoolbucks.com for parents who may want to add money to their child's account utilizing a personal credit card.
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 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.

RECESS

Our schedule provides for a combined fifty-five (55) minutes of lunch and free play. Generally children have thirty (30) minutes for lunch and twenty-five (25) minutes for play. We encourage all parents to be sure their child is prepared to go outside for play (in all seasons) unless precipitation is falling.

NURSE

The 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, 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 Coebourn Elementary have 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.

STUDENT EMERGENCY INFORMATION

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

DRILLS

Coebourn Elementary conducts various drills throughout the school year such as fire drills and lockdown drills. Drills are practiced regularly to ensure staff and students are aware of how to respond in the event of an emergency situation.

COMMUNICATION

Our staff welcomes open and regular communication with parents. Communication is essential to effective educational programs; thus, it is important for parents to keep in close contact with their child's teacher concerning academic progress. Please do not hesitate to keep the school aware of events that may be impacting your child's educational experience. If you would like to speak with a teacher by phone, please call the office to leave a voice mail message; you may also email your child's teacher. Your call or email will be returned as soon as possible. Throughout the year, if concerns and questions arise about classroom incidents, homework, academic progress, etc. a parent's first contact should be with their child's teacher.

Newsletters and updates from the school office will be sent home via email. Information relative to our PTL will also be directed to you throughout the year via email. Parents can also obtain information from the Penn-Delco School District's web site at www.pdsd.org, as well as the school web page and individual teacher Schoology pages. To ensure receipt of school and district news it is imperative to update the office immediately with changes to email addresses or phone numbers.

REPORTING STUDENT PROGRESS

Report cards are issued at the end of each trimester online through your Skyward account. Parent conferences for all students will be arranged in the fall and spring. Student progress can be checked throughout the trimester. 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.

Students are measured and evaluated using a standards-based report card.
A standards-based report card focuses on growth of skills over time. The following are report card indicators:

4 – Student consistently exceeds grade level standard and expectations

3 – Student consistently meets grade level standard and expectations

2 – Student is progressing toward the grade level standard and expectations

1 – Student is not meeting the grade level standard and expectations

N/A – Not evaluated at this time

Conferences	**Report Cards Issued Online**
November 23 & 24	December 11
March 11 & 12	March 19
	June 18

PSSA ASSESSMENT DATES

The annual state assessment for all students in third, fourth and fifth grade (PSSA) will be administered on pre-determined dates (by the state) during the school year. Vacations will not be approved during the PSSA testing window. As such, please avoid scheduling trips or vacations one week before or during the following dates:

- **ELA PSSA Grades 3-5: April 26-30, 2027**
- **Math, Science, and Make-up PSSA: May 3 - May 7, 2027**

WELLNESS POLICY APPROVED SNACK LIST

Reduced Fat Nachos

Iced Animal Crackers

Chocolate Chip Granola Bar

Strawberry General Fruit Roll Ups

100 Calories Chips Ahoy Cookies

(1) Pop Tart – Frosted Blueberry

Baked Original Potato Crisp

(1) Pop-Tart – Strawberry

Fruit Snacks Strawberry

Fruit Snacks Mixed Berry

Baked Ruffles Cheddar Sour Cream Onion

Munchies Kid Mix

Chocolate and Vanilla Pudding Snack Pak

Animal Crackers

Keebler Elf Grahams

Baked Crunchy Curls

Strawberry Fruit Gushers

Honey Wheat Braided Twists

100 Calories Oreo Cookies

Graham Crackers

Capri Fruit Waves

Trix Cereal Bars

Reduced Fat Cheez-It Crackers

Soft Pretzel

Pretzel Rod

BIRTHDAYS

Throughout the year many students at Coebourn Elementary celebrate birthdays and other occasions with special treats. 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.

CLASSROOM 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 additional items may be chosen from the Wellness Policy.

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. 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.

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. Please note, unfortunately there are times 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.

PTL

The Parent Teacher League of Coebourn is vital to the success of many school events and programs. Funds raised by the PTL are used to provide a plethora of student activities, assemblies, awards, supplies, etc. The PTL membership drive will begin on Back-to-School Night; dues are $10.00 per family. PTL meetings are held monthly at 6:30 p.m. in the school library. All parents/guardians are invited to attend the meetings. The following meetings are scheduled for this school year:

September 10	January 7	April 1
October 1	February 4	May 13
November 5	March 4	

Coebourn PTL information can also be found on the Coebourn Elementary PTL Facebook page.

CELL PHONES/TOYS/ELECTRONICS

Per school policy, all electronic communication devices will be turned off and left in the students back pack while in school, on school property or on the school bus. Electronic communication devices that are not in a back pack will be given to the Principal to hold for parent pick up. Toys and other electronic devices (Nintendo Switch, Sony PSP, footballs, Pokémon cards, etc.) are not permitted in the school building. These items

can be easily broken, misplaced, or stolen. The Penn Delco School District is not responsible for lost, stolen, or damaged electronic devices. Please do not allow your child to bring toys or electronics to school.

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.
- Head wear (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, 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 distractive, disruptive, disrespectful, revealing, or unsafe.
- Students may not wear "heelies" or shoes that contain wheels.
- Undue attention to an individual's dress, which detracts from the seriousness of the instructional process, is to be avoided.
- Clothing which exposes bare shoulders, armpits, midriffs, and/or other is prohibited.
- Clothing which exposes excessive areas above the knee is prohibited.
- All pants or shorts must be worn above the waist. Excessively baggy style pants or any other which expose significant areas below the waist are prohibited.
- Undergarments should not be exposed.

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

SPECIAL PROGRAMS

MTSS

At Penn-Delco School District, 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 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

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

Parents are expected to:

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

SCHOOL RULES

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

1. *I WILL DO MY BEST EACH DAY TO BE RESPECTFUL, RESPONSIBLE AND READY.*
2. *I WILL ALLOW MYSELF AND OTHERS TO LEARN.*
3. *I WILL SPEAK TO AND TREAT OTHERS WITH KINDNESS AND RESPECT.*
4. *I WILL KEEP MY HANDS AND FEET TO MYSELF.*
5. *I WILL RESPECT SCHOOL AND PERSONAL PROPERTY.*
6. *I WILL FOLLOW DIRECTIONS GIVEN BY ADULTS.*

While I am in the cafeteria:

1. *I will use good table manners.*
2. *I will eat only my food.*
3. *I will clean up my space.*
4. *I will raise my hand to leave my seat.*
5. *I will use an appropriate conversation voice.*
6. *I will follow cafeteria expectations.*

While I am on the playground:

1. *I will play safely and follow the game rules.*
2. *I will line up quietly when the whistle blows.*
3. *I will follow the directions of the recess assistants.*
4. *I will follow recess expectations.*

While I am in the bathroom:

1. *I will use the facilities appropriately.*
2. *I will respect others' privacy.*
3. *I will wash my hands with soap and water.*
4. *I will be timely when returning to class.*
5. *I will follow bathroom expectations.*

While I am in the hallways and stairwells:

1. *I will walk.*
2. *I will maintain zero noise.*
3. *I will keep my hands by my side.*
4. *I will follow hallway and stairwell expectations.*

While I am at arrival and dismissal:

1. *I will walk quietly to and from the classroom.*
2. *I will enter the building and go directly to the classroom at arrival*
3. *I will "Power Up and Read" at arrival.*
4. *I will follow directions of the teachers and safeties at arrival/dismissal.*
5. *I will go directly home at dismissal.*
6. *I will follow arrival and dismissal expectations.*

_____

Student Signature Date

CODE OF CONDUCT CONTRACT

Student Responsibilities:

1. I will do my best each day to be respectful, responsible and safe.
2. I will allow myself and others to learn.
3. I will speak to and treat everyone with kindness and respect.
4. I will listen to and obey all school workers.
5. I will keep my hands and feet to myself.
6. I will respect all school and personal property.

_____

Student Signature Date

Teacher Responsibilities:

1. I will teach and enforce all school rules.
2. I will provide a safe environment.
3. I will be fair to all students.
4. I will contact parents when necessary.
5. I will encourage students to do their best.

_____

Teacher Signature Date

Parent Responsibilities:

1. I will encourage my child to follow school rules.
2. I will encourage my child to show respect and solve problems without verbal or physical aggression.
3. I will contact my child's teacher first when questions arise.
4. I will sign and return school forms and communications promptly.

_____

Parent Signature Date

Principal's Responsibilities:

1. I will enforce the Code of Conduct without bias and with a regard for fairness and high expectations for all students.
2. I will work to provide a school environment that is safe and secure.
3. I will maintain high degrees of encouragement and understanding for students as they grow to understand their responsibilities within our school.
4. I will consistently promote regular home/school communications.
5. I will strive for exemplary instructional leadership at all times.

_____

Principal Signature Date

The below Code of Conduct pertains to the following Penn-Delco School 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
• 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	• 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
• Continuation of Level I behaviors • Noncompliance with school rules • Use of profanity or obscenity • Forgery	• 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
• Continuation of Level I and II behaviors. • Noncompliance with school rules • Violation of the tobacco use policy • Threats to others • Stealing	• Continuation of Level I and II responses • Police involvement • Restitution of damages • Referral to outside agency

Level III Continued INFRACTIONS	DISCIPLINARY RESPONSES
• 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	• 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
• 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	• Continuation of Level I-III responses • Expulsion • Alternative placement • Board referral • Police involvement

CONSEQUENCES

Consequences for disciplinary infractions will be enforced, and vary according to the severity of the situation or recurrence of the behavior. Problems within the classroom are usually handled by the classroom teacher and problems in the cafeteria or playground are handled by the aides. Recurring problems or those of a more severe nature are referred to the Principal. Where warranted, a parent may be contacted.

Student behavior issues can often be handled through a conference and appropriate counseling. However, other consequences for misbehavior may be necessary. These include, based on the nature and/or frequency of the incident, removal of the disruptive student from the situation, loss of privileges, detention, parent conference and/or suspension. Suspension may be warranted in incidents involving intentional physical assault to students or staff, verbal threats, vandalism, use of obscene/offensive language, excessive disrespect, and for repeat offenses where there is documentation of previous disciplinary action taken. Possession of a weapon and/or drugs will be handled in accordance with the school district policy, and may result in expulsion.

2026-2027
COEBOURN ELEMENTARY
SCHOOL HANDBOOK

The required signatures below certify I have received the 2026-2027 Coebourn Elementary School Handbook and had an opportunity to review the rules and regulations set forth in this document.

Print Student Name: _____

Parent/Guardian Signature: _____

Signature of Student: _____

Date: _____

Please sign and return the following forms that were distributed in your handout packet: the Coebourn Elementary School Handbook form (yellow), the Code of Conduct Contract forms (blue), and the Acceptable Use Internet Access signature forms (pink).

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 original, 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.

COORDINATORS:

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

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

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

For more information regarding TITLE IX click HERE.

ACCEPTABLE USE POLICY

No. 815

SECTION: OPERATIONS

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

ADOPTED: January 27, 2011

REVISED: June 27, 2012

PENN-DELCO SCHOOL DISTRICT

815. ACCEPTABLE USE OF INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES

1. Purpose	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. 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. Employees with network access are expected to check email messages on a daily basis and respond within a reasonable amount of time.
2. Authority	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. 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. The district reserves the right to log network use and 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. The district reserves the right to log network use and monitor activity on district user

	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. 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.
47 U.S.C. Sec. 254	The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.
3. Delegation of Responsibility	The district shall make every effort to ensure that this resource is used responsibly by students and staff. 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. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. 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. Students and staff have the responsibility to learn the rules and guidelines for use of technology devices and resources, facilities and networks and to abide by them. 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. The building and/or district administrator shall have the authority to determine what inappropriate use is.
20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	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: 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

	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. 2. Maintaining and securing a usage log and log of overridden activity. 3. Monitoring online activities.
4. Guidelines	Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. All students, administrators and employees who use the Internet, email and other network resources must agree to and abide by all conditions of this policy. Each user must sign the district's Internet, email and Network Access Agreement ("Agreement"), which is attached to this policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/Guardians. Students may not use the district's computers for access to the Internet or email without the approval or supervision of a teacher or district staff member. Internet-based curricular programs that are a mandatory part of instruction are captive and therefore do not fall under the parameters of Internet use (e.g. Measures of Academic Progress, MAP). <u>Prohibitions</u> 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: 1. Facilitating illegal activity. 2. Commercial or for-profit purposes.
3 a.C.S.A.§5701	3. Use to invade the privacy of other persons. 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. 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.

	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.

21. Any unauthorized attempt to circumvent or disable the Filter or any security measure, including the use of a proxy server.
22. Any form of hacking activity.

Students

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

Security

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

1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student's or employee's name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences For Inappropriate Use

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

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

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

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

	actions shall be consequences for inappropriate use. 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. 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. <u>Copyright</u>
Pol. 814	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. <u>Safety</u> 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.
20 U.S.C. Sec. 6751, et seq. 47 U.S.C. Sec. 254	Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Internet safety measures shall effectively address the following:
24 P.S. Sec. 4601, et seq.	1. Control of access by minors to inappropriate matter on the Internet and World Wide Web. 2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. 3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

	4. Unauthorized disclosure, use, and dissemination of personal information regarding minors. 5. Restriction of minors' access to materials harmful to them. References: Child Internet Protection Act – 24 P.S. Sec. 4601 et seq. PA Electronic Surveillance Control Act, 18 Pa.C.S.A.§5701 Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6751, et seq. Internet Safety – 47 U.S.C. Sec. 254 Board Policy – 814

Appendix A

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

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

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

_____
Student/Employee Name (Please Print)

_____ _____
Student/Employee Signature Date

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

Parent's or Guardian's Agreement

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

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

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

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

Parent/Guardian Signature: _____

Print Name: _____ Date: _____