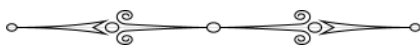


Kennett Consolidated School District



Student/Parent Handbook



2016-2017 School Year

Board of School Directors

Mrs. Kendra LaCosta	President
Mr. Joseph Meola	Vice President
Mr. Michael H. Finnegan	Treasurer
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District Administration

Dr. Barry Tomasetti	Superintendent
Dr. Michael Barber	Assistant Superintendent for Administrative Services
Mr. Mark T. Tracy	Assistant to the Superintendent - Business Affairs
Dr. Yvette Line-Koller	Director of Special Education
Ms. Trista Todd	Supervisor of Special Education
Mr. Robert Perzel	Director of Construction and Facilities
Mr. Dan Maguire	Director of Technology
Ms. Jessica Kilmetz	Curriculum Supervisor for Language Arts/Social Studies
Dr. Lydia Hallman	Curriculum Supervisor for Math/Science

Non-Discrimination

The Kennett Consolidated School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. Kennett Consolidated School District students and parents who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Dr. Barry Tomasetti, District Superintendent, 300 East South Street, Kennett Square, PA 19348, telephone (610) 444-6600.

The school board has appointed Dr. Michael Barber, Assistant Superintendent, 300 East South Street, Kennett Square, PA 19348, 610-444-6607, as non-discrimination officer, to answer any inquiries regarding compliance.

**PLEASE REVIEW
AND COMPLETE THE
ACKNOWLEDGEMENT
FORM THAT FOLLOWS
ON PAGE 3, AND
RETURN IT TO YOUR
CHILD'S HOMEROOM
TEACHER NO LATER
THAN FRIDAY,
SEPTEMBER 16, 2016.**

THANK YOU.

ACKNOWLEDGEMENT FORM

In order to assure the school staff that all concerned persons are familiar with the information in this student/parent handbook, we ask that each student share this handbook with his/her parents. Parents and students are required to indicate with their signatures below that a copy has been received and read thoroughly.

Student Name (Please Print)

Student Signature/Date

Parent Name (Please Print)

Parent Signature/Date

Telephone #

Email

School Attending

Grade Level

A MUST READ FOR PARENTS

In order to alleviate the number of forms parents are asked to sign in the beginning of the year, we want parents to know:

1. It is important that the emergency medical information card be completely filled out and returned immediately. Should your child have an accident, this information is necessary to reach parents/guardians. Should any information need to be updated on the emergency medical information card, please notify the school secretary.
2. Students are required to have dental evaluations upon school entrance and in 3rd and 7th grade.. If you DO NOT wish your child to be evaluated by the dental hygienist at school, at no cost to you, please send a letter to your school nurse. You will then be responsible for having your private dentist complete these evaluations.
3. Students are required to have scoliosis evaluations in 6th and 7th grade. If you DO NOT want to have your child evaluated for scoliosis at school, please send a letter to your school nurse. You will then be responsible for having your private provider complete these required evaluations.
4. Students are sometimes photographed or video taped during activities and the pictures are included in some of our public relation materials. If you DO NOT want your child photographed, please put your request in writing to your building principal.
5. As the parent of a student of the School District, I have received, read, and understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. In addition, I reviewed this Policy with my child and answered questions he or she asked. If either my child or I have further questions, I will ask my child's Principal. I agree to have my child abide by the requirements of the Policy, and my child understands that if he/she violates the Policy, he/she is subject to the School District's discipline and could be subject to local, state, and federal legal recourse. If you DO NOT want your child to use the Internet, please put your request in writing to your building principal.
6. If you WOULD like prior notification of any pesticide application in your child's school, please make the request in writing to your building principal.
7. Parents of juniors or seniors who DO NOT want student information disclosed to military recruiters, must put their request in writing to have their child excluded and send the request to the high school principal.
8. This school year, there may be opportunities for your child to take anonymous state and/or local surveys. If you DO NOT wish your child to participate, please send a letter to your school principal.
9. To accommodate special needs as required by State and federal law, certain students in your child's classroom might have the right to audio/video record, or to receive teacher-made audio and video recordings of discussions that occur during instructional activities. These recordings could include the voice or likeness of your child. The child making the recording or for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose.

Thank you for your cooperation.

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I. MESSAGE

Dear Students and Parents:

This handbook has been developed to give you an understanding of the rules and guidelines that have been created to ensure that our schools are safe and conducive for learning. Its contents highlight much of the information that you must know to be successful on a day -to -day basis, but it is important to understand that there are additional school policies that have been developed to help govern our schools' operations. School Board Policy Manuals are available in each school office for those of you who wish to explore a comprehensive view of our District's guiding principles.

If you have the opportunity to review our District's mission statement you will see that our most important goal is "to provide a quality education that increases the achievement of every student." To accomplish this end, we have the expectation that students come to school each day with an attitude of respect that is projected to each and every person encountered on a daily basis. There are no exceptions to this obligation. Additionally, it is our requirement that students demonstrate the willingness to do their best to take advantage of the learning opportunities that are provided. Please feel free to contact school personnel to resolve any conflicts or problems that may arise.

We are proud of our school system and the staff members who provide the educational opportunities needed for students to be successful here at Kennett and wherever their aspirations lead them. Most importantly, we are grateful to have you, both parents and students, as vested partners in developing the future citizens that will live and work in our community and beyond.

In closing I am asking you to work to make this a productive school year, one in which more is accomplished than thought possible. Additionally, please call on me if I can assist you in maximizing the learning experiences in our schools.

Sincerely,



Barry Tomasetti, Ed. D.

Superintendent of Schools

II. KENNETT CONSOLIDATED SCHOOL DISTRICT MISSION STATEMENT

The mission of the Kennett Consolidated School District is to provide a quality education that increases the achievement of every student in order for all to become successful and thoughtful contributors to society. The District is committed to education as an ongoing collaboration among families, staff, and the community.

To achieve this mission, the District is committed to:

Providing education in a caring environment that is conducive to learning and develops the intellectual, emotional, social, artistic, and physical capabilities of every child.

Providing a properly trained and highly motivated staff to achieve our educational goals and an environment that encourages the professional growth and development of all employees.

Improving continually the academic curricula that integrates and promotes the development of a basic set of life skills in our students to help them think critically and responsibly and communicate clearly.

Providing facilities, budgetary systems, and strategic planning processes that ensure current and future education requirements are met cost effectively.

III. GENERAL INFORMATION

A. School Closing Information

The decision to close or delay the starting time of school will be made as early as possible. Announcements of school closing or delayed opening will be made over AM radio stations WCOJ (1420), WDEL (1150), and KYW (1060); and FM radio stations WSTW (93.7) and WJBR (99.5). Each will announce “Kennett Consolidated School District” except KYW, which will use the call number “**880**”. WPVI Channel 6, as well as channels 3, 9, and 10, will also broadcast information about school closings, early dismissals, and delayed openings. Announcements will begin before students must leave home to meet the bus.

In addition, there is a direct line so that you can receive information about school closings, late openings, and early dismissals. Please dial 610-444-7456 to receive up-to-the-minute recorded information. PLEASE DO NOT CALL THE SCHOOLS OR DISTRICT OFFICE FOR INFORMATION.

Out-of-district programs follow their own schedules. Parents must check their child’s program to determine delayed openings, early dismissals, and school closings.

B. District Notification System

A communications system, Connect-ED, is in place for the purposes of community outreach, emergency communication, and school closing information.

C. Daily School Schedules

Students are not to arrive on school property more than 15 minutes before school starts unless they are engaged in a scheduled school activity or are enrolled in a before school program. There is no additional adult supervision before school starting time.

High School	7:40 am – 2:35 pm
Middle Schools	7:40 am – 2:35 pm
Elementary Schools	8:50 am – 3:30 pm
Kindergarten Center	9:00 am – 3:05 pm

When a delayed school opening is declared, bus pickup and starting time will be delayed by one or two hours:

2-hr. delay

High School	9:40 am – 2:35 pm
Middle School	9:40 am – 2:35 pm
Elementary Schools	10:55 am – 3:30 pm
Kindergarten Center	11:00 am – 3:05 pm

D. Food Services

The Kennett Consolidated School District participates in the National School Breakfast and Lunch Program. A variety of breakfast and lunch packages as well as la carte items are offered daily in the cafeteria. Breakfast packages cost \$1.50 (all schools) and lunch packages \$2.50 (elementary) and \$2.75 (middle and high school).

All items offered at breakfast and lunch can be purchased individually. Snack items and beverages are offered in single serving sizes and comply with the District wellness policy. Prices for all la carte items are posted in the cafeteria. Monthly menus can be viewed on the District website and are posted in the cafeteria. Students in the elementary schools will receive paper copies of the yearly cycle menus to take home. Menus are available in English and Spanish.

The cafeteria uses a computerized Point of Sale system which allows the school to meet certain federal guidelines and eliminates the need for students to pay cash on a daily basis. Parents pre-pay online at www.myschoolaccount.com in to the Point of sale system according to how much they feel their student will spend in the cafeteria each day. The School District assigned a ID number given to each student is the same number that is used to access their cafeteria account. At the elementary level the students are encouraged to learn their ID number, but the cashier will access their account according their grade and teacher. Students in the middle school and high school are required to use their ID number to access their account on the pin pad as they exit the serving line. Meals are recorded and purchases are automatically deducted from the account. An Account history (showing pre payments as well as items consumed) is available upon request or online at www.myschoolaccount.com.

MEAL CHARGE PROCEDURE

The following procedures are established to address situations where a student does not have sufficient funds in his or her pre-paid account for breakfast and/or lunch. The term “charge” is defined as “The cost of the meal will be charged to the student’s account and will result in a negative balance.” The goal of this procedure is to ensure that no student is denied a meal and that prescribed steps are followed to collect funds owed to the cafeteria program. This procedure is consistent with the latest guidance provided by the USDA and the Division of Food & Nutrition of the Pennsylvania Department of Education.

ELEMENTARY SCHOOL/KINDERGARTEN CENTER/MIDDLE SCHOOL

1. The cashier will discretely notify students when their account balance reflects a positive balance of \$5 or less.
2. Students with a negative balance will be permitted to charge meals without meal substitution.
3. Charging of a-la-carte items will not be permitted for any student who has a negative account balance.
4. Only students who have been approved under the eligibility guidelines of the National School Lunch and Breakfast Program are entitled to a free meal. All non-eligible students will be charged for their meal.
5. The District will generate weekly Blackboard Connect automated telephone messages for all students whose accounts have a negative balance greater than \$10. The message will be sent to the primary contact number as identified in the Student Information System.
6. The District will generate weekly delinquent balance statements for every account with a negative balance greater than \$10. This statement will be provided to the student's homeroom teacher and will be sent home with the student.
7. The building administration will contact the parent(s)/guardian(s) if a student's account balance exceeds a negative balance greater than \$20.

HIGH SCHOOL

1. Students will be discretely notified by the cashier when their account balance reflects a positive balance of \$5 or less.
2. No charging is permitted at the high school

DISTRICT WIDE

- Negative balance letters and phone contact through ConnectEd will be sent to parents weekly.
- "Charging" of a la carte items will not be permitted for any reason in any school. Students who have unpaid charged meals may not purchase a la carte items until the debt is paid.
- It is a violation of the National School Lunch Program to continue to provide free meals to students who are not eligible for free meals.
- Please remember it is the parent's/guardian's responsibility to provide a student with a meal or the money to purchase a meal.
- For your convenience the Point of Sale (P.O.S.) system (www.myschoolaccount.com) will allow you to pre-pay meals/a la carte by cash or by check.
- Adults are not permitted to charge any purchases in the cafeteria.

KCSD offers a Meal Benefit Program. If you now receive Food Stamps or TANF (formerly AFDC) Cash Assistance, Migrant or Homeless for your child(ren), your child(ren) is/are eligible to receive free meals under this program. Meals are also offered at reduced price for those who qualify. To receive free or reduced price meals for your child(ren) you must complete an application each year and returned to the school office. A new application must be submitted each school year unless you have received a letter of eligibility from the school district prior to the start of school. The Point of Sale System is designed so that the identity of students participating in the Meal Benefit Program is kept confidential. Parents may pre-pay into the student meal account for a la carte purchases even if the student qualifies for free or reduced meals. Applications are distributed to all students during the first week of school but are also available in the school office and on the District website www.kcsd.org. An application may be completed at any time during the school year if a family financial need arises.

Please refer to the following charts as a guideline for eligibility in the Meal Benefit Program:

Income Chart - Free/Reduced Meals

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2014-2015			
Household Size	Yearly	Monthly	Weekly
1	\$21,978	\$1,832	\$423
2	\$29,637	\$2,470	\$570
3	\$37,296	\$3,108	\$718
4	\$44,955	\$3,747	\$865
5	\$52,614	\$4,385	\$1,012
6	\$60,273	\$5,023	\$1,160
7	\$67,951	\$5,663	\$1,307
8	\$75,647	\$6,304	\$1,455
For each additional person	\$7,696	\$642	\$148

Please contact Christian Lagunas with any questions at 610-444-7725.

Kennett Consolidated School District has adopted the Pennsylvania Department of Education Nutrition Standards. The Nutritional Standards for Competitive Foods in Pennsylvania Schools (NSC) and the KCSD Wellness Policy place the following limitations on what can be offered to students during the school day.

Fundraisers

The following standards must be abided when food items are available for sale on school grounds:

- Food items should be packaged in single serving sizes with no more than 150 calories for Elementary and 200 calories for Secondary Schools. The snacks should contain no more than 35% calories from fat, 35% sugar by weight and 10% calories from saturated fat. Nuts, seeds, nut butters, and reduced fat cheeses may be exempt from the fat and saturated fat limits.
- Foods of Minimal Nutritional Value such as soda water, water ices, chewing gum, hard candies, jellies, marshmallows, licorice, and candy coated popcorn are not permitted
- Foods should not be fried
- Foods should not contain added sugar as the first ingredient
- Foods should provide minimal to no trans- fatty acids

No home baked items are to be brought in for fundraising because the nutritional content of food items are difficult to determine and because the risk of food safety increases for children with allergies since potential allergens in home baked goods are not labeled.

Fundraising standards state that food items will be available no earlier than thirty minutes after the last meal period of the day. Fundraising events cannot sell food during the lunch period.

Action for Healthy Kids (www.actionforhealthykids.org) has some excellent resources on non-food fundraisers that may be an alternative to bake sales for raising funds.

Classroom Parties/ Holiday Celebrations/ Birthday Celebrations

- Classroom parties will offer minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient and will provide the following:
 1. Fresh fruits and vegetables
 2. Water, 100% fruit juice or milk
- No homemade foods should be brought in for classroom parties, holiday and birthday celebrations in order to prevent or minimize the chance of a food allergy or food-borne reactions.
- Ingredient labeled, pre-packed, sealed foods or reputable grocery bought pre-packed fresh fruit and vegetables or bakery products with ingredient labels are acceptable.
- Pre-packaged snack foods that are single serve sizes of 150 calories for Elementary and 200 calories for Secondary Schools are alternative choices for these occasions
- A group Birthday celebration once a month should be considered to minimize the frequency of festive food intake at school. Non-food tokens should be provided to the celebrants.

Rewards

- No food rewards are to occur during the school day unless they are part of an activity that promotes a positive nutrition message.
- The frequency of appreciation events must be limited with student wellness in mind.
- An occasional appreciation event that includes food is allowable, but the event should contain other activities to take the focus away from food. The event should follow the same standards as classroom parties and other celebration and include some fruits and vegetables, water, juice or milk
- Promotional fast food restaurant items should not be provided as rewards
- Non-food rewards are a better choice and must be practiced more often
- Here is a flyer with some other ideas for alternatives to food as a reward. <http://www.tn.fcs.msue.msu.edu/foodrewards.pdf>

Vending/Snack Bar

- Food service will assure that vending food items meet the vending standards and that snack bar items meet the school store standards that are listed in the Pennsylvania Nutritional Standards for Competitive Foods

Important Note: Please check for any student allergies before providing foods to students.

E. Asbestos Hazard Emergency Response Act

The Asbestos Hazard Emergency Response Act (AHERA) required school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The District's management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities are available for review.

F. Visitors

Parents/guardians, adult residents and interested educators are welcome and encouraged to visit the schools. In order not to disrupt the teaching and learning process, and to ensure student safety, all visitors must report to the office upon arrival at the building. Anyone not reporting to the office will be considered in violation of the trespass laws and may be reported to the authorities. Parents wishing to observe in their child's classroom must schedule in advance.

IV. STUDENT SERVICES

A. School Counseling Services

School counselors are certified and hold at least a master's degree. They provide a myriad of services to students, and are often the best initial contact to resolve

issues and concerns. Their services are related to academic, vocational, or personal issues, and may include:

- Counseling students individually or in groups
- Consulting with teachers, parents, and administrators
- Moderating parent-teacher conferences
- Helping teachers with classroom concerns
- Providing classroom guidance activities
- Providing crisis intervention services
- Assisting in the development of positive self-concept
- Helping students learn to make good decisions
- Connecting parents and students with school and community resources
- Developing career awareness
- Facilitating transitions between elementary/middle/high school levels
- Communicating with parents about program opportunities for their children
- Identifying academic remediation or acceleration needs
- Assisting with parenting issues
- Setting up homebound instruction
- Coordinating school-wide testing programs
- Referring students for special education eligibility determination
- Recognizing students for academic accomplishment

Secondary counselors are also involved with course selection, scheduling, applications to Chester County Intermediate Unit vocational programs as well as applications to colleges and universities.

B. Child Abuse

All School District employees are mandated reporters and **must** report any suspicion of child abuse or neglect. The superintendent, building administrator, District social worker, nurse, and guidance counselor will be apprised of any suspected abuse or neglect.

A School District representative will file a report with the Chester County Department of Children, Youth and Families. Any employee, parent, or student who suspects child abuse may contact CYF directly at 610-344-5800.

C. Social Work Services

School social workers provide services to students, families, staff, and the community, in order to help students attain maximum success in the educational setting. The primary role of the social worker is to provide case management

services to students and their families. This includes referring students and their families to community agencies for additional resources, providing supportive counseling, making home visits and functioning as the liaison between school, home, and community resources. The Kennett Social Services Department receives referrals from school staff including guidance counselors, nurses, administrators, and teachers as well as the Magisterial District Judge. They work with the following issues on behalf of students:

- Mental health
- Bereavement
- Truancy
- Child abuse/neglect
- Inadequate health care
- Pregnancy
- Substance abuse
- Domestic violence
- Behavioral concerns
- Absenteeism
- Student Assistant Team referrals
- Homelessness

D. Homeless Assistance Act

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law that addressed homelessness in America. It was included in the 2001 No Child Left Behind Act as the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Public Law 107-110). Subtitle B addresses education for homeless children and youths (Sec. 721-726).

Provisions of the Act:

- Homeless children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.
- Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.
- In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
- Immediately upon enrollment, homeless students receive a daily, free school lunch.

E. SAP: Student Assistance Program

Specially trained school counselors, teachers, nurses, social workers, administrators, and contracted drug and alcohol specialists participate as a team to aid in the prevention of alcohol and other drug use and abuse among students. Also, the team works to identify and refer students having difficulty succeeding in the academic environment and to address barriers to learning. Behavior problems, absenteeism, a drop in grades, or changes in friends are indicators that students may have difficulties related to substance abuse or mental health issues.

Referrals to the team may come from anyone who is concerned about a student such as teachers and other school staff, friends, parents, and also the student her/himself. Students who violate the District drug policy are referred to the SAP team and are required to follow the recommendations of the team.

For questions or referrals:

Contact the **CARES** Team at Kennett Middle School – 610-268-5800. Contact the **KIT** Team at Kennett High School – 610-444-6620.

F. Psychological Services

District psychologists provide services to students, parents, and to the schools to which they are assigned. They participate in team meetings regarding individual student concerns, provide student counseling and specific skills instruction related to mental health and social behavior. They facilitate and participate in functional behavior assessments and the development of behavior support plans for individual students. They assess students for eligibility and need for 504 Accommodation Plans, special education and gifted services. They conduct risk assessments of individual students for potential harm to self or others, participate in crisis planning and service delivery, and provide referral information regarding outside agency resources.

G. Interpreter Services

KCSD works with an outside contractor to provide interpreter services in order for our staff and Spanish-speaking parents to communicate effectively about students. These services are arranged in advance by building principals or our Student Services Secretary. Requests for interpreter services for meetings should be made to your child's teacher or guidance counselor.

H. Children's Health Insurance

- **Medical Assistance (MA)** – Many children with disabilities are eligible to participate in ACCESS, Pennsylvania's name for the federal medical assistance (MA) program. ACCESS can provide free or reduced medical benefits for children with disabilities regardless of their parent's income. A child may qualify for MA even if he/she has other health insurance as long as the child meets certain physical and/or mental health disability criteria.

- **CHIP Insurance** – Free and low-cost health insurance is available for children, newborns to age 19, through CHIP, PA’s Children’s Health Insurance Program. For local assistance, please call the Chester County Assistance Office at 610-466-1000. To see if you might be eligible for CHIP, check the chart below or contact 1-800-986-KIDS or visit the Pennsylvania CHIP website at www.chipcoverspakids.com.

Number in Household*	Maximum Household Income for Free Insurance**
1	\$24,711
2	\$33,322
3	\$41,933
4	\$50,544
5	\$59,156

* Up to 20 ** Updated February 2016

I. Health Services

There is a nurse assigned to every KCS D school. The nurse is prepared to treat minor ailments that occur during the school day and do not require a doctor’s attention.

Emergency Contact

All students **MUST** have an emergency form on file in the nurse’s office with telephone numbers where a parent/guardian and family doctor can be reached. It is very important that the card be completed and signed. The form is used in case of emergency or illness and accompanies a child to the hospital if necessary.

The card must also include a telephone number of a reliable friend, neighbor, or relative who will be available in the event of an emergency. A student can only be released to people listed on the emergency card. **These numbers must be kept up to date.**

Physical Examinations and Dental Evaluations

The Pennsylvania School Code requires physical examinations and dental evaluations for all students. Physical examinations are required upon entrance to school and in sixth and eleventh grades. Dental evaluations are required upon entrance to school and in third and seventh grades. These exams are available at school free of charge during set time periods each year for the required grades and for new students. Forms for private physical and dental evaluations are mailed home and are given to parents at registration.

- Physical and dental forms must be dated within one year of September 1, of the year the physical or dental exam is due.

Health Screenings

Health screenings are required by the Pennsylvania School Code and are done by

the health room staff.

- Vision: every year, all grades
- Hearing: K, 1st, 2nd, 3rd, 7th, 11th (every year for students who have a previous history of ear problems)
- Height, weight and BMI (Body Mass Index) yearly
- Scoliosis: 6th and 7th
- Blood pressure: as needed
- Peak flow monitoring for asthma students: as needed
- Blood glucose monitoring for students with diabetes: as needed

Medication

The District is not responsible for the diagnosis and treatment of student illness. Administration of prescribed medication during school hours in accordance with the direction of a parent and/or family physician will be permitted only when:

- Failure to take such medicine would jeopardize the health of the student
- The student would not be able to attend school if the medicine was not available during school hours.

For a child to receive medication while in school, or in school-sponsored activities, the following procedures must be followed:

All medication must be sent to school in the original container or prescription bottle. A *Parent/Doctor Request for Medication Administration* form is available from the nurses office in each school, and must be completed and signed by both the doctor and parent for all prescription medications, and for all non-prescription medication required for more than a five day period. Parents may send in a note requesting administration of non-prescription medication for up to five days.

Students may not carry medication in school. All medication will be locked in the nurses office and will be dispensed as needed. Federally controlled medication such as Ritalin and narcotics must be transported to school by a parent or responsible adult and given directly to the school nurse. Students are not permitted to carry controlled substances on the bus or in the school at any time. Determined on an individual basis and with consent from the parent and nurse, students may carry an inhaler or epipen. The student's name must be clearly labeled with permanent marker on their medication.

Medications will NOT be given unless the required permissions are obtained.

Automatic External Defibrillator (AED)

The Kennett Consolidated School District has purchased AEDs (defibrillators) for each school as part of the emergency system. The AEDs are readily available and kept in unlocked storage units. The storage units are clearly marked and have an

alarm system that will go off when the door is opened.

Entry, theft, or damage to the defibrillators, emergency phone, or storage unit, will be treated as a criminal offense and the police will be summoned immediately.

J. KCSD Childfind

PA Chapter 15: Section 504 of the Rehabilitation Act/American with Disabilities Act (ADA):

Students who meet the criteria as a protected handicapped student may be provided related aids, services and/or accommodations at no cost to the student or family as outlined in a Section 504 Service Agreement. Should the District suspect that a student is a protected handicapped student and in need of such related services, aids, or accommodations, parents will be notified of the District's intent to conduct an evaluation to determine if the child is eligible. If you, the parent suspect that your child may be in need of aids, services, or accommodations based upon a physical or mental impairment that substantially limits one or more of his or her major life activities, including, but not limited to, learning; you may request an evaluation by contacting your child's guidance counselor.

PA Chapter 14: Special Education Services and Programs as required by the Individuals with Disabilities Education Act (IDEA)

Students who meet the criteria as a protected handicapped student and who are also in need of specially designed instruction, as well as related aids, services, and/or accommodations, are eligible for an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA). Special education services and programming are provided at no cost to the student or family. Should the District suspect that a child is in need of special education services under IDEA, the District will seek the consent of the parent to conduct an evaluation to determine if the child is eligible. The evaluation will be conducted by a team of professionals with knowledge related to the student's suspected disability. Your input is valuable in the evaluation process. Should you, the parent, suspect that your son or daughter is a child with a disability and in need of special education services, you may request an evaluation by contacting your child's guidance counselor. A request for evaluation must be in writing. The District will provide you with a form by which to make the request.

PA Chapter 16: Special Education for Gifted Students

Students who exhibit outstanding intellectual or creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program are eligible for special education for gifted students under Pennsylvania Chapter 16 of the School Code. Students who have been identified as needing gifted services will be provided

programmatically accommodations and/or modifications to the general education curriculum based upon the individual needs of the student. These program modifications are outlined in a Gifted Individualized Education Plan (GIEP) and provided at no cost to the student or family. Should the District suspect that a child is in need of gifted services, the District will seek the consent of the parent to conduct an evaluation to determine if the child is eligible. Your input is valuable in the evaluation process. Should you, the parent, suspect that your son or daughter may be in need of gifted services, you may request an evaluation by contacting your child's guidance counselor. A request for evaluation must be in writing. The District will provide you with a form by which to make the request.

K. Procedural Safeguards Notice

The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. A copy of this notice must be given to parents only one time a school year, except that a copy must be given to the parents: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request. [34 CFR §300.504(a)]

This procedural safeguards notice must include a full explanation of all of the procedural safeguards available under §300.148 (unilateral placement at private school at public expense), §§300.151 through 300.153 (State complaint procedures), §300.300 (consent), §§300.502 through 300.503, §§300.505 through 300.518, and §§300.530 through 300.536 (procedural safeguards in Subpart E of the Part B regulations), and §§300.610 through 300.625 (confidentiality of information provisions in Subpart F).

V. STUDENT INFORMATION

A. Student Dress and Grooming

All students are expected to give attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance which includes hair, jewelry, make-up, and nails. Students are to note:

- Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through garments are not acceptable. Neither are mini-skirts, muscle shirts, and midriff baring blouses or clothes intended for the bedroom, such as pajama bottoms or shorts, or any garment with writing on the derriere.
- Not to wear clothing, jewelry, buttons, haircuts, or other items or markings which are sexually suggestive, offensive, associated with gangs or violence, or supportive of discrimination on the basis of age, color, disability, national origin, marital status, race, religion, gender, sexual orientation, or physical characteristics.
- Underwear is to be completely covered with outer clothing.
- Footwear is to be worn at all times. For purposes of health and safety, students must wear shoes that protect feet from stumbling accidents, dropped objects and harmful substances. Neither shoes with skates nor slippers are permitted at any level. Flip flops are not permitted at the elementary or middle school levels, or in physical education or science labs at the high school levels.
- Wearing hats, bandanas, hoods, do-rags or other headwear in the classroom except for a medical or religious purpose is not permitted. Sweatbands are not acceptable on any part of the body other than during physical education or athletic events.
- Sunglasses are not to be worn in the building.
- Outer clothing may not be worn inside during school hours.
- Not to promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Chains and/or spikes on clothing, collars, or anywhere on an individual are not acceptable.

It is recognized that not all situations and conditions can possibly be covered by a dress code. Therefore, the principals of the building must reserve the right to evaluate all items relative to school dress, so that an educational atmosphere is maintained which fosters and promotes effective and efficient learning for all students.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension at the elementary and middle school level for that day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including expulsion.

B. Care of Textbooks/School Property

It is the responsibility of every student to care for textbooks and school property. If a book is damaged or lost, students will be charged for the replacement.

C. Student Records

Student records are those educational records that are directly related to a student and are maintained by the Kennett Consolidated School District. Each record contains grades, academic work completed, discipline, and attendance information.

If a child transfers to another school system, the educational and health records will be forwarded upon receipt of written notification from that school.

D. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) outlines for parents and students over eighteen years of age (eligible students) certain rights regarding student's educational records:

1. Parents have the right to inspect and review the student's education records within forty-five (45) calendar days after the Kennett Consolidated School District receives a request for access.
2. Parents or eligible students may submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. Parents have the right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents of eligible students may request the Kennett Consolidated School District to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District does not amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person or company with whom the District has contracted

to perform a specific task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District may disclose educational records without consent to officials of another School District in which a student seeks or intends to enroll.

5. Parents have the right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

E. Education Records

1. Definitions

20 U.S.C. Sec. 1232g 34 CFR Part 99 20 U.S.C. Sec. 1417(c) 34 CFR Sec. 300.610-300.627 20 U.S.C. Sec. 1232h 34 CFR Part 98 SC 510, 1305-A, 1306-A, 1307-A, 1409, 1532.22 Pa. Code Sec. 12.31, 12.32 Basic Education Circular 22 Pa. Code Sec. 12.31 (Pa. Dept. Educ. Sept. 1, 1997).

The following terms as used in this Policy shall have the following meanings:

- 1.1 *Directory information.* The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base.
- 1.2 *Disclose; disclosure.* Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.

- 1.3 *Education record.* Any personally-identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:
- (a) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record;
 - (b) Records that contain only information about the student after s/he is no longer a student in the District or receiving District-supported education;
 - (c) Grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and
 - (d) Other records specifically excluded from the definition of “education record” under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR Part 99.
- 1.4 *Eligible student.* A present or former student who has attained the age of eighteen (18) or a former student who is attending an institution of post-secondary education.
- Owasso Indep. School District v. Falvo, 534 U.S. 426, 122 S.Ct. 934 (2002)
- 1.5 *Emancipated minor.* A student below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of parents. The term includes a minor living with a spouse.
- 1.6 *IEP.* Individualized education program.
- 1.7 *Maintain or maintained.* In the case of personally-identifiable information on paper or stored on magnetic or video tape, the term shall mean kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designated by the Superintendent or designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local disk drives dedicated to the storage of sent or received electronic mail, shall not for any purpose constitute a “student records maintenance site” and any mail stored thereon shall either be deleted or moved to a

“student records maintenance site” at least once annually. If deleted in this manner, electronic mail shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District.

- 1.8 *Parent.* The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally-identifiable information has been terminated or restricted by order of court.
- 1.9 *Personally identifiable information.* Any one (1) or more of the following:
- (a) The student’s name;
 - (b) The name, including maiden names, of any member of the student’s family;
 - (c) The current or past address, or the date or place of birth, of the student or any member of the student’s family;
 - (d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one (1) or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;
 - (e) Information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or
 - (f) Information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.
- 1.10 *School official with a legitimate educational interest.* Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of,
- (a) The District,
 - (b) The Intermediate Unit,
 - (c) A vocational technical school, or
 - (d) Any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extracurricular activities or experiences to or for the student, when:
 - (i) Particular information concerning that student is presently or

potentially relevant to the design or provision of instruction or other education, education-related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of students, or to whole schools, grade-levels, or the student population of the District at large, regardless of whether the student is part of the group or population that will be effected; or

- (ii) Such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school Board members when school Board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally-identifiable information” only when s/he is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his/her possession and only when such individual is prohibited from redisclosure of such information to any other party without written parent or eligible student consent.

- 1.11 *Secure file*. A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.
- 1.12 *Student with disabilities*. A student age three (3) through twenty-one (21) who has or is thought to have one (1) or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., or any preceding or succeeding legislation, for which s/he is eligible or thought to be eligible for special education and related services.

2. Collection, Maintenance, and Destruction of Education Records

Collection

2.1 The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and may collect and maintain records described in following subparagraphs (d) through (j):

- (a) Core data, consisting of the name of the student; last known address

and domicile within the District of the parents of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date of graduation and type diploma issued; and attendance data;

SC 1305-A, 1306-A, 1307-A

- (b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency;
- (c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents;
- (d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and noncumulative report cards;
- (e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this Policy are not considered records subject to this Policy;
- (f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;
- (g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multi-disciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;
- (h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and other forms of raw data gathered in the course of testing and

assessment or progress monitoring and assessment;

- (i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and
 - (j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extracurricular activities or experiences.
- 2.2 By adoption of this Policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 2.1 of this Policy.
- 2.3 By adoption of this Policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f) of Section 2.1 of this Policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal:

20 U.S.C. Sec. 1232h, as amended by the No Child Left Behind Act, P.L. 107-110, § 1061, 115 STAT. 1426 (Jan. 8, 2002)

- (a) Political affiliations or beliefs of the student or the student's family;
- (b) Mental or psychological problems of the student or the student's family;
- (c) Sexual behavior or attitudes;
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) Critical appraisals of persons with whom the student has close family relationships;
- (f) Information protected by legal privilege;
- (g) Income, unless income information is required by law to determine eligibility for participation in a program of assistance;
- (h) Religious practices, affiliations, or beliefs of the student or the student's family.

When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this Policy. For purposes of this Policy, the phrase "survey, analysis, or evaluation" shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily. Consent otherwise required by this Section is not required to investigate or substantiate a

good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.

- 2.4 To collect records and information described in Subsection (g) of Section 2.1 of this Policy, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this Policy.
- 2.5 To collect records and information described in Subsections (h) and (i) of Section 2.1 of this Policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 2.6 of this Policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.
- 2.6 When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this Policy, such consent shall be obtained by mailing to the residence of record, as established in accordance with Section 4 of this Policy, or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received a reasonable time prior to the information collection activity for which consent is sought:
 - (a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;
 - (b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;
 - (c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;
 - (d) The form shall contain the name and number of a contact person

whom the parents or emancipated minor can contact to obtain additional information about or seek clarification concerning the proposed activity;

- (e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one (1) of two (2) clearly-worded options and by signing their name.

2.7 When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately:

- (a) Request a certified copy of the student's disciplinary record and a copy of the student's health record from the public or private school the student last attended.
- (b) Request all other current records, including special education records, necessary to ensure that the student is placed appropriate classes at the appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.

Maintenance – Time

2.8 Core data of the kind described in Subsection (a) of Section 2.1 of this Policy shall be maintained for a period of six (6) years beyond the school year during which the student to whom such data pertains attains age twenty-one (21). The following additional records shall also be maintained as "core data" for this period:

- (a) For students with disabilities or who are identified as mentally gifted, copies of the first and last evaluation reports of the multi-disciplinary team, the notice of recommended assignment or educational placement, or similar document by which the parents of the student initially consented to the provision of special education services, and the first and last IEP, last notice of recommended assignment or educational placement, and the summary of performance developed for the student;
- (b) For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan, copies of the first and last such plan and the notice by which the parents of the student initially consented to the provision of accommodations or modifications;
- (c) For students evaluated to determine eligibility either for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible, copies of all evaluation reports supporting the determination of ineligibility and of all notices by which the parents of the student indicated agreement with such determination.

SC 14092.9 Health records of the sort described in Subsection (c) of Section

2.1 of this Policy shall be maintained for a period of at least two (2) years beyond the date on which the student ceases to be enrolled in the public schools of the District.

- 2.10 For students with disabilities or who are identified as mentally gifted, or for students who were evaluated to determine eligibility for special education services and who were determined to be ineligible for such services, a copy of all records identified in Subsections (b) through (g) of Section 2.1 of this Policy shall be maintained for a period of at least six (6) years from the conclusion of the school year during which such records were made or received by the District;
- 2.11 All other education records described in Section 2.1 of this Policy shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.

Maintenance – Location

- 2.12 Education records that might be necessary to the provision of education, education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education-related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or class rooms of school officials with a legitimate educational interest therein.
- 2.13 The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act, 42 P.S. § 6341(b.1), shall be maintained in a secure file separately from other records concerning the student.
- 2.14 The health record of a student shall be maintained in a secure file in the nurse's office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.
- 2.15 Copies of a student's current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained:
- (a) In a secure file in the building to which the student is currently assigned; and

- (b) In a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of educational programs in general or essential to the protection of the legal interests of the District.

Maintenance – Transfer and Conversion

- 2.16 When a student assignment changes from one (1) building to another within the District the education records described in Sections 2.12, 2.13, 2.14, and 2.15 of this Policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.
- 2.17 Nothing in this Policy shall preclude the transfer or conversion of education records or information from one (1) form or storage medium to another, as long as such transfer or conversion:
- (a) Allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
 - (b) Provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
 - (c) Clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
 - (d) Allows for the use of an access record in accordance with Section 2.18 of this Policy.
- 2.18 Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:
- (a) The identity of such person or agency to which access is granted to or disclosure made from the file;
 - (b) The purpose for which access was granted or disclosure made;
 - (c) The date of access or disclosure;
 - (d) The name or initials of the person granting access or making the disclosure;
 - (e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed;

- (f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law.

Destruction

- 2.19 The District may destroy core data, special education, and health records once the applicable time period for maintenance of such records, as established in Sections 2.8, 2.9, and 2.10 respectively, has lapsed.
- 2.20 The District may destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.
- 2.21 When the time periods described in Sections 2.8 and 2.10 of this Policy have lapsed, and the District determines that any portion of the education record of a student with disabilities is or will be at a prescribed time no longer relevant to the education of the particular student, it shall so notify in writing either his/her parents or the student directly, if s/he is an eligible student, of this determination. The written notice shall be in the native language of the parents or the eligible student, shall be mailed to the last known address of the parent or the eligible student, and shall:
 - (a) Identify the specific records or categories of record that are no longer relevant;
 - (b) Contain an explanation that the District shall destroy the records thus identified if a parent or the eligible student so requests and that the District may destroy such records without a request; and
 - (c) Contain the name and number of a contact person whom the parents or eligible student can contact to obtain additional information about or seek clarification concerning the records thus identified.

If the parent or eligible student so requests in writing after receipt of the notice, the District shall destroy the education records thus identified or shall destroy them at the prescribed time at which they are no longer relevant.

- 2.22 A record is “destroyed” for purposes of this Policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or obliterated. Nothing in this Policy shall require the destruction of an education record except under the conditions described in Section 2.21 of this Policy.
- 2.23 The District shall not destroy any record that is the subject of a request for access from a parent or eligible student.

3. Amendment of Records and Due Process

- 3.1 A parent or eligible student may request in writing that the District amend any portion of an education record that s/he believes is inaccurate, misleading, or in violation of the student’s right to privacy. If a parent or

eligible student makes such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.

- 3.2 Within thirty (30) school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.
- 3.3 Within ten (10) school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five (5) school days before the hearing. The hearing shall occur within thirty (30) days of receipt of the request for the hearing from the parent or eligible student.
- 3.4 The hearing shall be held before the Superintendent or designee or, if the Superintendent or designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or designee.
- 3.5 The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his/her position and may be represented at his/her expense by an adviser, including an attorney.
- 3.6 Within thirty (30) days of the completion of the hearing, the District shall issue to the parent or eligible student a written decision concerning the amendment of the record that shall either:
 - (a) Describe the amendment, which can include the expungement or deletion of records or information contained therein, or
 - (b) Explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, or both.

The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.

- 3.7 If the parent or eligible student chooses to submit a statement in the education record of the student commenting on the contested information in the record or explaining why s/he disagrees with the decision not to amend, the District shall:
- (a) Maintain such statement as part of the record for as long as the District maintains the contested record or information; and
 - (b) Disclose the statement whenever it discloses that portion of the record to which the statement pertains.

4. Access and Disclosure Access

- 4.1 Education records subject to this Policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law, 65 P.S. §§ 67.101-67.3104, or any similar law affecting public records.

The District shall allow the parents or eligible student to inspect and review the education record of the student within forty-five (45) calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.

- 4.2 The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record.
- 4.3 If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents (\$.25) per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are unable to pay the amount thus charged.
- 4.4 When the District receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP or multi-disciplinary team or a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 4.1 of this Policy notwithstanding.
- 4.5 When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one (1) student, the District shall provide access only to that portion of the record that pertains to the student in question.

- 4.6 School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest.

Disclosure

- 4.7 Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall:

- (a) Identify the particular portions of the education record or the particular information or types of information concerning the student that shall be disclosed;
- (b) Identify the person or agency to whom or to which disclosure will be made; and
- (c) Contain the signature of at least one (1) parent or the eligible student, and the date of such signature.

34 CFR Sec. 99.31

- 4.8 Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:

34 CFR Sec. 99.34

- (a) To an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as:
 - (1) The parent or eligible student is provided on request with a copy of the records thus disclosed; and
 - (2) The parent or eligible student is afforded on request a hearing as described in Section 3 of this Policy; and
 - (3) The disclosure is for purposes related to the student's enrollment or transfer.

34 CFR Sec. 99.36

- (b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating:

34 CFR Sec. 99.37

- (1) The articulable and significant threat that justified such

disclosure; and

- (2) The parties to whom the District disclosed such information;
- (c) To state and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- (d) To persons seeking directory information, when:
 - (1) Parents and eligible students have received notice in the form of the annual publication of this Policy in a newspaper of general distribution or a school publication of the Policy of the District to disclose directory information without parental consent; and
 - (2) The parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day of the school term that they object to the disclosure of some or all of the information designated in Section 1.1 of this Policy as “directory information”;
- (e) To the student who is not an eligible student;
- (f) To the parents of an eligible student who remains a “dependent student” as defined in the Internal Revenue Code;
- (g) To accrediting organizations to carry out their accrediting functions;
- (h) To comply with the terms of a judicial order or lawfully-issued subpoena, when the District has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of a judicial order bar such notification;
- (i) To a court or administrative hearing officer in the context of litigation between the District and the parents or the eligible student, when the information disclosed is relevant to the action or proceeding and when the District has made reasonable effort to notify the parent or eligible student of the intent to disclose such information;

51 P.S. Sec. 20222

- (j) To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such disclosure shall be subject to the limitations established by law and this Policy upon the disclosure of directory information;
- (k) To State or local Juvenile justice authorities when such disclosure is in accordance with an Act of the Pennsylvania General Assembly and enables the juvenile justice system to serve effectively and prior to adjudication the student to whom the records pertain, provided,

however, that any such authority must certify in writing to the District that such records will not be redisclosed to any other party unless permitted by State law or unless written parent or eligible child consent is obtained;

- (l) To organizations conducting studies for, or on behalf of, the District to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, when:
 - (1) The organization conducting the study does not permit access to personally-identifiable information to any party other than representatives of the organization who have a legitimate educational interest in that information;
 - (2) The information is destroyed when no longer needed for the purposes for which the study was conducted; and
 - (3) The organization enters into a binding agreement with the District under which the organization is obligated to adhere to the requirements of this Policy; that defines the purposes, scope, and duration of the study and the information to be disclosed to the organization; and that limits the use of the disclosed information to the purposes expressly identified in the agreement;
- (m) Under such additional circumstances and to such additional persons and agencies as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations.

4.9 Any disclosure made in accordance with paragraph 4.8 of this Policy shall be made under the explicit condition that the party to which or to whom such disclosure is made shall not redisclose such information to any other party without written parent or eligible student consent, unless the record of the original disclosure identifies the additional parties to whom such disclosure is to be made under Section

4.8 of this Policy and the legitimate interest that such additional parties have in such information, or unless such original disclosure is to state or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 CFR §§ 99.32(b) and 99.33(b).

4.10 Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided, however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 4.7 of this Policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 4.8 of this Policy.

5. Miscellaneous Provisions

5.1 The Policy of the District is to comply in full with the requirement of state and federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this Policy is construed as or found to be inconsistent with federal or state law, the District will treat that provision as null and void. The Superintendent or designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this Policy and receive regular training concerning its requirements. When feasible, the Superintendent or designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.

5.2 The District shall send or deliver all notices and requests for consent required under this Policy to the address identified as the residence of the child in the registration information maintained by the District. Unless it receives specific written information to the contrary, the District shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The District will send notices and requests to separate addresses only when:

- (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent, resides at that separate address; and
- (b) That person notifies the District in writing that s/he is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered.

6. Public Notice

34 CFR Sec. 99.7

6.1 Annually, the District shall publish in the District's Student Handbook distributed to all parents of students currently in attendance and to all eligible students currently in attendance the following notice in English and/or Spanish. The Notice will appear with the heading in boldface type or other similarly conspicuous format:

NOTICE OF IMPORTANT RIGHTS

Concerning the Maintenance, Access to, and Amendment and Disclosure of Education Records by the Kennett Consolidated School District

Printed below is information concerning the Education Records Policy of the Kennett Consolidated School District. This Policy contains information of importance to students attending public schools and public school sponsored programs. Several provisions of this Policy warrant careful attention:

Designation of certain records containing personally identifiable information as “directory information.” In Section 1.1 of this Policy, the District designates certain kinds of information as “directory information.” The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents of the student or the student. If you do not want the District to disclose such information, you must so notify the District in writing within ten (10) calendar days of your receipt of the Student Handbook. Your written notice must identify the specific types of directory information that you do not want the District to disclose without consent. If you fail to notify us in writing within the time frame indicated, the District may release directory information upon request and without consent.

Disclosure of records containing personally identifiable information to other schools and institutions. Section 4.8(a) of this Policy allows the District to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as the disclosure is for purposes related to the student’s enrollment or transfer.

Access to records by school officials with a “legitimate educational interest.” Section 4.6 of this Policy allows school officials with a legitimate educational interest to have access to personally identifiable information without parent or student consent. In Section 1.8 of this Policy, the District designates those persons who have a “legitimate educational interest” that would allow such access to education records.

Amendment of education records. Section 3 of this Policy describes how a parent or a student who has attained the age of eighteen (18) can request that records be amended. This Section also describes in detail the right of the parent or eligible student to request a hearing to challenge a decision by the District not to amend records that the parent or student believes are inaccurate, misleading, or in violation of the student’s right to privacy.

THE SUPERINTENDENT OR DESIGNEE IS THE SCHOOL OFFICIAL RESPONSIBLE FOR THE IMPLEMENTATION OF THIS POLICY.

Complaints to the United States Department of Education. Complaints concerning alleged failure of the District to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

RESIDENTS OF THE KENNETT CONSOLIDATED SCHOOL DISTRICT WHOSE CHILDREN ATTEND DISTRICT SCHOOLS OR DISTRICT-SPONSORED PROGRAMS, OR WHO ATTENDED PUBLIC SCHOOL IN THE DISTRICT IN THE PAST, WILL FIND A COMPLETE COPY OF THE EDUCATIONAL RECORDS POLICY, IN ENGLISH AND SPANISH, POSTED ON THE DISTRICT WEBSITE. SUCH INDIVIDUALS SHOULD READ THIS POLICY CAREFULLY FOR A FULL EXPLANATION OF THEIR PRIVACY RIGHTS AS A PARENT OR STUDENT.

F. Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

G. Grievance Definition

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction.

The grievance procedure may be used where it is alleged that any student or group of students:

- Is being denied access to an appropriate educational opportunity;

- Is being denied participation in any school activity for which the student is eligible;
- Is being denied the opportunity to compete for a position in an activity where the selection is limited;
- Is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct;
- Is being subjected to sexual harassment. (Skip Step 1 of grievance procedure if a teacher is involved); or
- Has not been afforded due process.

Grievance Procedure

When the grievance procedure is used, these steps shall be followed:

- The grievant shall request a conference with the teacher or person(s) who allegedly treated the students unfairly.
- If the conference does not resolve the complaint, the grievant shall talk with the department chairperson, a school counselor, or an assistant principal about resolving the complaint.
- If the conference fails to resolve the issue, the grievant shall file a written grievance with the principal.
- The principal or designee will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.
- A grievant wishing to appeal the principal's written decision must file a written appeal with the superintendent not later than ten (10) school days from the date of receipt of the principal's written decision.
- The superintendent or designee shall investigate the problem
- If the decision of the superintendent is not acceptable to the grievant, the latter has the right to appear before the Kennett Consolidated School District Board of School Directors. The grievant may then proceed by submitting in writing to the superintendent a request to go before the board at the next board meeting. This appeal on the part of the grievant must be submitted within ten (10) days after the student receives a written decision from the superintendent.

H. School Board Policy No. 248 - Unlawful Harassment

1. Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

2. Authority

43 P.S. Sec. 951 et. seq. Title IX 20 U.S.C. Sec. 1681 et. seq. 29 CFR Sec. 1606.8(a)

The Board prohibits all forms of unlawful harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the building principal, counselor, nurse, or other teacher.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

3. Definitions

29 CFR Sec. 1606.8(a)

For purposes of this Policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, gender identity, or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

29 CFR Sec. 1604.11

- (a) For purposes of this Policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 3. Such conduct deprives a student of educational aid, benefits, services or treatment.
 4. Such conduct is sufficiently severe, persistent or pervasive that

it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

4. Delegation of Responsibility

Pol. 103 In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the District's Compliance Officer.

The Superintendent or designee shall publish and disseminate this Policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Superintendent.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and District employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Superintendent if the building principal is the subject of the complaint.

5. Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this Policy is encouraged to immediately report the incident to the building principal or a District employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this Policy shall immediately report the

incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Superintendent.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Superintendent. The Superintendent shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Superintendent within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this Policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this Policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling

services.

If it is concluded that a student has knowingly made a false complaint under this Policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the Policy or with the recommended corrective action, s/he may submit a written appeal to the Superintendent within fifteen (15) days.
2. The Superintendent shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Superintendent shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Superintendent may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.
5. If the student or his/her parents/guardians are not satisfied with the decision of the Superintendent, they may then submit a written appeal to the Board of School Directors within fifteen (15) days. The Board, within a suitable time, will hear the complaint and prepare a response.

I. School Board Policy No. 249 – Bullying/Cyber Bullying

1. Purpose

The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

2. Definitions

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting; that is severe, persistent, or pervasive; and that has the effect of doing any of the following:

- a) Substantial interference with a student's education.
- b) Creation of a threatening environment.
- c) Substantial disruption of the orderly operation of the school.

Bullying, as defined in this Policy, includes cyber bullying.

School setting means in the school; on school grounds; in school vehicles; at a designated bus stop; or at any activity sponsored, supervised, or sanctioned by the school.

3. Authority

The Board prohibits all forms of bullying by District students.

The Board encourages students who have been bullied to report such incidents promptly to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this Policy.

The Superintendent or designee shall ensure that this Policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this Policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

- a) Board's Bullying/Cyber Bullying Policy.
- b) Report of bullying incidents.
- c) Information on the development and implementation of any bullying prevention, intervention, or education programs.

5. Guidelines

The Code of Student Conduct, which shall contain this Policy, shall be disseminated annually to students.

This Policy shall be accessible in every classroom. The Policy shall be posted in a prominent location within each school building and on the District website, if available.

Education

The District may develop and implement bullying prevention and intervention programs. Such programs shall provide District staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences for Violations

A student who violates this Policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- a) Counseling within the school.
- b) Parental conference.
- c) Loss of school privileges.
- d) Transfer to another school building, classroom or school bus.
- e) Exclusion from school-sponsored activities.
- f) Detention.
- g) Suspension.
- h) Expulsion.
- i) Counseling/Therapy outside of school.
- j) Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236, 248

Original Adoption – December 1, 2008

Reviewed/No Changes Made – November 2011

(See Board Minutes of December 5, 2011)

VI. ATTENDANCE RESPONSIBILITIES

A. Residency

A child shall be considered a resident of the Kennett Consolidated School District if either his/her parents or the legal guardians of his/her person reside in the District. If a child's parents or legal guardians are divorced or separated, he/she shall be allowed to attend District schools if his/her custodial parent or legal guardian resides in the District and he/she resides with the custodial parent or legal guardian. The superintendent shall have the power to require proof of

residence by a sworn statement and by other criteria. Ownership of a property in and of itself does not constitute residency.

B. Absences/Tardiness

The Kennett Consolidated School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The District believes that through daily attendance:

- Continuity of learning leads to improved student achievement;
- Regular school attendance that includes active and regular classroom participation leads to improved student achievement;
- A level of responsibility will develop and prepare students for adulthood and the workforce of the 21st century.

Class participation is a factor in determining student achievement. The school cannot teach students who are not present. Poor attendance may limit accomplishments and reinforce a habit, which will handicap the individual in future education or employment.

Therefore, in accordance with the laws of the state, the Kennett Consolidated School District requires the regular attendance each day that school is in session of all school age children.

Excused Absences

The school laws of Pennsylvania require children of compulsory school age to be in attendance on all days school is in session. Compulsory school age is kindergarten, or age 8 through age 17*. A student's excused absence may be for reasons that include:

- Illness
- Quarantine
- Death in the immediate family
- Absence for religious holidays
- Religious instruction
- Health care appointment for student
- Tutorial work
- The school buses inability to operate in inclement weather.

*Once a child is enrolled in kindergarten, or any other grade, he/she is subject to the Pennsylvania Education Code's compulsory attendance requirements.

Make Up Work Due to Legal Absences (Administrative review and approval is required)

A student shall be permitted to make up work and/or examinations missed while legally absent from school. Arrangements for making up work shall be made between the individual student and his/her teacher(s), in consultation as needed with the building principal or his/her designee. It shall be the building principal's responsibility to insure that an effective procedure is established for making up work between the student and teachers.

Absence Notes

Parents/Guardians should call the school when a student is absent and must send a note to school. The note must include the students first and last name, the date, reason for absence, and parent /guardian signature. This note must be received within three (3) school days in order for the absence to be excused. If the note is received after three (3) school days, the absence will be marked unlawful/unexcused.

Pre-printed excuse forms in English and Spanish are available from each school.

Unexcused or Unlawful Absences

“Unlawful absence” is an absence without valid excuse for all students in kindergarten through age 17*. “Unexcused absence” is an absence without valid excuse age 17 or older. Some examples of Unlawful/Unexcused absence and lateness are:

- Employment not sanctioned by the school
- Truancy
- Parent neglect
- Over sleeping
- Missing the bus
- Private transportation breakdown
- Shopping
- Baby sitting
- Staying home to do school work
- Staying home to care for family members who are ill

*Once a child is enrolled in kindergarten, or any other grade, he/she is subject to the Pennsylvania Education Code's compulsory attendance requirements.

Students who elect not to participate in a field trip or other special school event are still expected to attend school.

Follow-up to Unlawful Absences for Students Who Are of Compulsory School Age

- The attendance secretary shall record unlawful absences
- After three (3) days or equivalent of unlawful absence, the school will send a truancy notice of violation (NOV letter) to the parent/guardian. Once the NOV letter has been sent, it will remain in effect until the student reaches age 17.

- After the next unlawful absence (the 4th unlawful absence), a truancy citation will be sent to the district court by the School District, and the District Judge will schedule a truancy hearing. The District Judge may assign fines up to \$300.00 per unlawful day to the parent/guardian (or to a child over the age of 13)

Chronic Cases of Unlawful Absenteeism for Students Who Are of Compulsory School Age

- If, after the first citation and hearing, additional unlawful absences occur, the principal shall consult with the District social worker to formulate a plan to improve the student's attendance pattern.
- Simultaneously, the social worker may refer the case to one or more of the following agencies:
 - o Chester County Children Youth and Family Services
 - o Magisterial District Court
 - o Other agencies
- The social worker shall report the status to the appropriate administrator on an ongoing basis.

In instances when a student's absences or lateness to school becomes chronic or irregular, the school will require a physician's note. If a physician's note is not received within three (3) days of the absence, the absence will be marked unlawful/unexcused. A doctor's note will be required once a student misses more than ten (10) absences during one school year.

C. Absences Due to Family Trips During the School Year

Requests by parents for permission to have children absent from school for family trips must be made in writing and processed by the principal or his/her designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence. Absences approved by the principal will be considered excused.

Before approving absences due to family trips, the principal or his/her designee will review the current academic and attendance status of the student and will review Kennett Consolidated School District's attendance policy. The student shall be held responsible for making up missed assignments and tests.

If a student goes on a trip for more than ten (10) consecutive school days or has an unexcused/unlawful absence of more than ten (10) consecutive school days, the student will be withdrawn from the Kennett Consolidated School District.

Request for Early Dismissal/Late Arrival

All cases of early dismissal require a note from the parent/guardian stating the time, date, and reason for dismissal as well as a number where a parent may be reached.

- When the parent or guardian comes to the school office for his/her child, he/she must present identification. If the student legally drove to school, the student must report to the office and sign out.
- Student absences that result from early dismissal shall be treated in accordance with attendance laws.
- Upon his/her late arrival, the student must present a written excuse signed by a parent or guardian. The note must clearly indicate the reason for the late arrival.

D. Homebound Instruction

Students whose absence due to illness or injury is anticipated to be longer than three (3) weeks may request homebound instruction. This service is initiated by a medical doctor's note certifying the reason and expected length of absence. The request should be submitted to the school counselor.

VII. ACADEMIC RESPONSIBILITIES

A. Grades

The evaluation of pupil progress is the continuing responsibility of each member of the professional staff and requires the highest professional skill.

- Reporting of grades shall be on a regular interval as determined by the school schedule.

- Grades shall reflect a student’s progress in meeting the objectives of a course/curriculum through a variety of evaluative measures, such as: text assignments (both oral and written); class participation; special assignments; research; activities of various kinds/types; projects; and tests/quizzes.
- Grades shall be used to inform students of their progress in achieving course and curriculum objectives. Marks shall not be used to impose personal bias nor shall they be influenced by pressure.
- Teachers shall maintain accurate records, which reveal how they determine each student’s grade(s).

B. Homework

Teachers assign homework in order to encourage each student to master skills, learn new things, understand what is being taught, and develop a sense of responsibility and independence. Homework promotes good study habits and motivation, and it acquaints parents with what their child is learning in the classroom.

- Homework will be relevant to the area of study and be appropriate to the maturity and ability level of the student.
- Teachers will acknowledge completion of homework assignments and/ or provide feedback on all homework activities.
- The student has responsibilities to meet in carrying out homework assignments made by the teacher. Failure to do so may subject the student to a lower grade for that assignment.
- Parents are encouraged to examine homework and to offer advice toward successful completion by the student.

C. Graduation and Promotion Policy

Graduation

The requirements for a Kennett Consolidated School District diploma are as follows: Successful completion, as a regularly enrolled, full-time student in the high school, of a specified number of credits and proficiency requirements as defined by Chapter 4 of the Pennsylvania Curriculum Regulations on Standards and Assessment. These credits will consist of:

Class of 2015

English	4.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
Health/Physical Education	1.2

Humanities	2.0
Electives	6.0*
Graduation Project	Required
TOTAL	25.2

*One Technology Credit is required.

The student and/or his/her parent/guardian along with the school professional share the responsibility to see that he/she is properly scheduled for all courses necessary to complete minimal graduation requirements. Notification of student performance through progress reports and/or report cards will be issued by the high school to enable students and their parents/guardians to effectively plan and carry out the required program.

Special education students may also work toward graduation by meeting IEP goals established by the IEP team.

Promotion

At the elementary and middle school level, promotion issues are discussed as a team of appropriate staff and parents, with principals making the final decision based on the success of interventions attempted.

For the purposes of this section, at the high school level, all grade level completion is in accordance with the “approved program of study” to include special education procedures and guidelines and does not include a home education program.

- Promotion to grade 9: Successful completion of grade 8.
- Promotion to grade 10: Successful completion of 6.4 units of credit.
- Promotion to grade 11: Successful completion of 12.8 units of credit.
- Promotion to grade 12: Successful completion of 18 units of credit.

Only those students who have attained the credits to be on grade level will be permitted to participate in grade level activities such as proms, dances, senior trip, etc.

Students who fail a course may make up that course by attendance in:

- Approved summer school
- Approved evening school
- Re-enrollment in the course in the following school term
- Approved tutoring program
- Accredited correspondence school

Students and parents must contact the school counselor for further information and school approval.

D. Graduation Project

To graduate from Kennett High School, all students must undertake and complete a graduation project that meets the requirements of the Pennsylvania Curriculum Regulations on Standards and Assessment and Kennett Consolidated School District. According to Chapter 4 of the Pennsylvania School Code, the class of 2016 is required to complete a culminating project, the purpose of which “is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.”

E. School Board Policy 105.1 – Curriculum Review by Parents/Guardians and Students

Upon request by a parent/guardian or student, the District will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school District in providing the correct material to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal.
3. The District will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The District may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

VIII. STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF STUDENT CONDUCT

A. Student Rights and Responsibilities

In accordance with the Regulations of the State Board of Education and Board Policy 218, students shall have the following rights and responsibilities:

§ 12.1. Free education and attendance.

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - (1) The student is married.
 - (2) The student is pregnant.
 - (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for the students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.

- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951--963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
 - (1) To quell a disturbance.
 - (2) To obtain possession of weapons or other dangerous objects.
 - (3) For the purpose of self-defense.
 - (4) For the protection of persons or property.

§ 12.6. Exclusions from school.

- (a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519--300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians and the superintendent of the District shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
 - (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- (e) Students who are under 17 years of age are still subject to the compulsory

school attendance law even though expelled and shall be provided an education.

- (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the District's superintendent.
- (2) Within 30 days of action by the governing board, the parents or guardians shall submit to the School District written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400--1482).
- (3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes - in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the

formal hearing:

- (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (7) The student has the right to testify and present witnesses on his own behalf.
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400--1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for

students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

- (2) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
 - (iii) A student has the right to question any witnesses present at the hearing.
 - (iv) A student has the right to speak and produce witnesses on his own behalf.
 - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United states and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be

officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

- (g) School newspapers and publications must conform to the following:
- (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

- (a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- (b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.13. [Reserved].

§ 12.14. Searches.

- (a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- (b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.15. [Reserved].

§ 12.16. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment--A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board--The Board of School Directors of the Kennett Consolidated School District.

School entity—The Kennett Consolidated School District.

Student assistance program--A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student’s learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

B. Student Disciplinary Policy

The commission of any of the following offenses may lead to a student’s exclusion from school (expulsion, suspension, or in-school suspension):

TRUANCY – Unexcused absence from school lasting a day or more.

LATENESS – Lateness to school, class, or other assignment.

LEAVING SCHOOL GROUNDS – Leaving school premises without permission.

DISRUPTIVE BEHAVIOR – Conduct that threatens the student’s or others well-being or security, that could result in the destruction of property, or that materially interferes with the learning process.

FIGHTING - Fighting with another student.

DISRESPECT FOR LAWFUL AUTHORITY - Failure to obey a reasonable order given by a school employee.

VIOLATION OF BOARD POLICY. Violation of any Board Policy that provides for expulsion or suspension.

VIOLATION OF OTHER SCHOOL RULES. Violation of any school rule or regulation (such as those set forth by the Student Handbook), so long as a student has received notice of such rule or regulation and the discipline that may

be imposed.

CRIMINAL BEHAVIOR - Conduct that constitutes a felony, misdemeanor, or summary offense under the prevailing laws of the Commonwealth of Pennsylvania.

Application of Code of Student Conduct. The Code of Student Conduct shall apply to students not only while on District premises, going to and from school, on school vehicles, or at school-sponsored events and activities, but also off school premises when such conduct has the effect of substantial disruption or interference with the operation of a school or with a student's or employee's rights.

Probation. After a student has completed a period of exclusion from school, the administration may place such student on probation. The administration shall give written notice of the term and conditions of probation to such student and his or her parents or guardian.

Enforcement. The Board authorizes the superintendent, principals, and assistant principals to enforce this Code of Student Conduct. Teachers and other school employees having authority over students may take such reasonable actions as necessary to control the disorderly conduct of students in all situations and in all places when such students are within the jurisdiction of the Board and when such conduct interferes with the educational program of a school or threatens the health or safety of others.

Searches. To aid in enforcement of this Code of Student Conduct, the Board authorizes the principals and assistant principals, or their designees, to conduct reasonable searches of students and their personal property, including their lockers and vehicles. Prior to conducting a search, an administrator must have a reasonable suspicion that the search will result in the discovery of illegal or prohibited materials or evidence relevant to the commission of an offense. Prior to any search of a student's locker, vehicle, or other personal property, such student shall be notified and given an opportunity to be present. However, when an administrator has a reasonable suspicion that a student's locker, vehicle, or other personal property contains materials that pose a threat to the health, safety, and welfare of students, such property may be searched without prior warning.

Student Discipline Records. Data regarding disciplinary actions may be entered on a student's record when such notations can be used to assist counselors. All such information shall be removed from a student's permanent record except in the case of expulsion from school or the commitment of a felony while under school authority.

IX. USE OF POLICE DOGS

In accordance with the law, police dogs may be used to conduct searches to ensure the health, safety, and welfare of our students.

X. RESPONSIBLE USE OF TECHNOLOGY

The District 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.

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

Students will be allowed to use the Internet when the acknowledgment form at the front of this book is signed. Exceptions must be placed in writing by the parent/guardian to the building principal. This is inclusive of the Acceptable Use Policy that students and parents are asked to read and sign when they first register in the District.

Students 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.

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

A. Acceptable Use of the Communications and Information Systems

1. Purpose

The Kennett Consolidated School District (“School District”) provides employees, students, and Guests (“Users”) with hardware, software, and access to the School District’s Computers, and Electronic Communications Systems and network, which includes Internet access, whether wired, wireless, cellular, virtual, cloud, or by any other means. Guests include but are not limited to visitors, workshop attendees, volunteers, independent contractors, adult education staff, students, board members, vendors, and consultants.

Computers, network, Internet, electronic communications, information systems, databases, files, software, and media (collectively “CIS systems”) provide vast, diverse, and unique resources. The Board of School Directors will provide access to the School District’s CIS systems for Users if there is a specific School District-related purpose to access information; to research; to collaborate; to facilitate learning and teaching; and to foster the Educational Purpose and mission of the School District.

For Users, the School District’s CIS systems must be used for Educational Purposes and performance of School District job duties in compliance with this Policy, other School District Policies, regulations, rules, and procedures, Internet Service Provider (ISP) and website terms, and local, state, and federal laws. For employees, Incidental Personal Use is permitted as defined in this Policy). Students may only use the CIS systems for Educational Purposes, and as permitted by School District Policies, regulations, rules, and procedures, and should not have

any expectation of privacy in anything they create, store, send, receive, or display on or over the School District's systems.

CIS systems may include School District Computers which are located or installed on School District property, at School District events, connected to the School District's network and/or systems, or when using its mobile computing equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when Users bring and use their own personal Computers or personal electronic devices, and, if relevant, when Users bring and use another entity's Computer or electronic devices to a School District location, an event, or connect it to the School District's network.

If Users' bring personal Computers or personal technology devices onto the School District's property or at School District events or connect them to the School District's network, and systems, and if the School District reasonably believes the personal Computers and personal electronic devices contain School District information or contain information that violates a School District Policy, regulation, rule, or procedure, the legal rights of the School District or another person, or involves significant harm to the School District or another person, or involves a criminal activity, the personal Computers or personal electronic devices may be accessed in accordance with the law to ensure compliance with this Policy, other School District Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws. Users may not use their personal Computers and personal technology devices to access the School District's intranet, Internet, or any other CIS System unless approved by the Supervisor of Technology Services and/or designee and/or authorized as part of the School District's services for Users.

The School District intends to protect its CIS systems strictly against numerous outside and internal risks and vulnerabilities. Users play a critical role in protecting these School District assets and in lessening the risks that can destroy them. Consequently, Users are required to comply fully with this Policy and to report immediately any violations or suspicious activities to the building principals or the Superintendent. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized, and Illegal Use section found in the last section of this Policy and provided in other relevant School District Policies, regulations, rules, and procedures.

2. Definitions

1. **Child Pornography** - Under federal law, any Visual Depiction, including any photograph, film, video, picture, or Computer or Computer-generated image or picture, whether made or produced by electronic, mechanical, or other

means, of sexually explicit conduct, where:

- a. The production of such Visual Depiction involves the use of a Minor engaging in sexually explicit conduct;
- b. Such Visual Depiction is a digital image, Computer image, or Computer-generated image that is or is indistinguishable from that of a Minor engaging in sexually explicit conduct; or
- c. Such Visual Depiction has been created, adapted, or modified to appear that an identifiable Minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any person who intentionally views or knowingly possesses or controls any book, magazine, pamphlet, slide, photograph, film, videotape, Computer depiction, or other material depicting a child under the age of eighteen (18) years engaging in a prohibited Sexual Act or in the simulation of such Act is guilty of a felony of the third degree for their first offense, or guilty of a felony of the second degree for a second offense.

2. Computer - Includes any School District owned, leased, licensed, or User-owned personal hardware, software, or other technology device used on School District premises, at School District events, or connected to the School District network containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a Computer. For example, Computer includes, but is not limited to, School District and User's: desktop, notebook, powerbook, tablet PC, or laptop Computers, servers, firewalls/security systems, distance learning equipment, videoconference units, printers, facsimile machine, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; Global Positioning System (GPS) equipment; RFID, personal digital assistants (PDAs); iPods, MP3 players; USB/thumbdrives; iPads, Kindles, and other electronic readers; iPhones, cellphones (with or without Internet access and/or electronic mail and/or recording devices and/or camera/video and other capabilities and configurations), telephones, mobile phones, or wireless devices, two-way radios/telephones and smartphones; beepers; paging devices, laser pointers and attachments, Pulse Pens, and any other such technology developed.
3. Electronic Communications Systems - Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an Electronic Communications System means any wire, radio, electromagnetic, photooptical, or photoelectronic facilities for the transmission/transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature, wire or electronic communications and any

Computer facilities or related electronic equipment for the electronic storage of such communications.

Examples include, without limitation, the Internet, intranet, electronic mail services, voice mail services, tweeting, text messaging, instant messaging, social networking and other social media, GPS, PDAs, facsimile machines, cellphones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities and configurations

4. Educational Purpose - Includes use of the CIS systems for classroom activities, professional or career development, and to support the School District's curriculum, Policies, regulations, rules, procedures, and mission statement.
5. Harmful to Minors - Under Federal law, any picture, image, graphic image file, or other Visual Depictions that:
 - a. taken as a whole, with respect to Minors, appeals to the prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents in a patently offensive way with respect to what is suitable for Minors, an actual or simulated Sexual Act or Sexual Content, actual or simulated normal or perverted Sexual Acts, or lewd exhibition of the genitals, and
 - c. taken as a whole lacks serious literary, artistic, political, educational, or scientific value as to Minors.

Under Pennsylvania law, that quality of any depiction or representation, in whatever form, of nudity, Sexual Conduct, sexual excitement, or sadomasochistic abuse, when it:

- a. predominantly appeals to the prurient, shameful, or morbid interest of Minors;
 - b. is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for Minors; and
 - c. taken as a whole, lacks serious literary, artistic, political, educational, or scientific value for Minors.
6. Inappropriate Matter - includes, but is not limited to, visual, graphic, video, text and any other form of indecent, sexually explicit, Obscene, pornographic, Child Pornographic, or other material that is Harmful to Minors. . Examples include, taking, disseminating, transferring, or sharing, whether by electronic data transfer or otherwise (such as sexting, e-mailing, texting, among others) or otherwise hateful, illegal defamatory, lewd, vulgar, profane, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying/cyberbullying, flagging, terroristic, and other Inappropriate Matter and material specified throughout this Policy, and other School District Policies, regulations, rules, and procedures. It also includes advocating the unlawful destruction of

property.

7. Incidental Personal Use - Incidental Personal Use of school Computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system Users or is excessive. Personal use must comply with this Policy, all other applicable School District Policies, regulations, rules, procedures, and ISP and website terms, local, state, and federal laws, and must not damage the School District's CIS systems.
8. Minor - For purposes of compliance with the federal Children's Internet Protection Act ("FedCIPA"), an individual who has not yet attained the age of seventeen (17). For other purposes, Minor shall mean the age of minority as defined in the relevant law.
9. Obscene - under federal law, analysis of the material meets the following elements:
 - a. whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
 - b. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be Obscene; and
 - c. whether the work, taken as a whole, lacks serious literary, artistic, political, educational, or scientific value.Under Pennsylvania law, any material or performance if:
 - a. the average person, applying contemporary community standards, would find that the subject material, taken as a whole, appeals to the prurient interest;
 - b. the subject matter depicts or describes in a patently offensive way, Sexual Conduct described in the law to be Obscene; and
 - c. the subject matter, taken as a whole, lacks serious literary, artistic, political, educational, or scientific value.
10. Sexual Act and Sexual Contact - Is defined at 18 U.S.C. § 2246(2), at 18 U.S.C. § 2246(3), and at 18 Pa. C.S.A. § 5903.
11. Technology Protection Measure(s) - A specific technology that blocks or filters Internet access to Visual Depictions that are Obscene, Child Pornography or Harmful to Minors.
12. Visual Depictions - Undeveloped film and videotape and data stored on Computer disk or by electronic means which is capable of conversion into a visual image, and data which is capable of conversion into a visual image that has been transmitted by any means, whether or not stored in a permanent format, but does not include mere words.

3. Authority

1. Access to the School District's CIS systems through school resources is a privilege, not a right. These systems and resources, as well as the User accounts and information, are the property of the School District. The School District reserves the right to deny access to prevent unauthorized, inappropriate, or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate to the extent legally required with other educational entities, ISPs and websites terms, and local, state, and federal officials in any investigation concerning or related to the misuse of the CIS systems, or other legal requests, whether criminal or civil actions.
2. It is often necessary to access Users' accounts in order to perform routine maintenance, security tasks, and for other legal reasons. System administrators have the right to access by interception and to access the stored communication of Users' accounts for any reason in order to uphold this Policy, other School District Policies, regulations, rules, procedures, the law, and to maintain the system. Users should have no privacy expectations in the contents of their files or any of their use of the School District's CIS systems.

USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S CIS SYSTEMS, AND THE SCHOOL DISTRICT'S AUTHORIZED THIRD PARTIES' SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THE SCHOOL DISTRICT'S CIS SYSTEMS. The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and use any and all CIS systems, and authorized third parties' and third party systems use and to monitor and allocate fileserver space.

Users of the School District's CIS systems who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or used by the School District, and to having system administrators monitor and allocate fileserver space. Passwords and message delete functions do not restrict the School District's ability or right to access such communications or information.

3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general Policy, software blocking, or online server blocking. Specifically, the School District operates and enforces Technology Protection Measure(s) that block or filter online activities of Minors on its Computers used and accessible to adults and students so as to filter or block Inappropriate Matter as defined in this Policy. Measures designed to restrict adults' and Minors' access to material Harmful to Minors may be disabled to enable an adult or made less restrictive for a student (who has provided written consent from a parent/guardian) to access *bona fide* research, not within the prohibitions of this Policy, or for another

lawful purpose. No person may have access to material that is illegal under federal or state law.

4. If a student or an adult is denied access to material in accordance with this Policy, they have the right to submit a claim. An administrator, supervisor, or their designee will expedite a review and resolution of the claim upon receipt of written consent from a parent/guardian of a student and upon the written request from an adult presented to the building principal.
5. The School District has the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received, or stored on or over the School District's CIS systems, to monitor (electronic or otherwise), record, check, track, log, access, or otherwise inspect its CIS systems.
6. In addition, *in accordance with the law (for example, relevant to this paragraph, with a search warrant, subpoena, court order, litigation procedure, or other legal means)*, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored *on User's* personal Computers, electronic devices, networks, internet, electronic communication systems, and in databases, files, software, and media that contain School District information and data.
7. Also, *in accordance with the law (for example, relevant to this paragraph, with a search warrant, subpoena, court order, litigation procedure, or other legal means)*, the School District has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored *on another entity's* Computer or electronic device when Users bring and use another entity's Computer or electronic device to a School District location, event, or connect it to the School District network and/or systems, and/or that contains School District programs, or School District data or information.
8. The above applies no matter where the use occurs whether brought onto School District property, to School District events, or connected to the School District network, or when using mobile computing equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. *All actions must be conducted in accordance with the law*, assist in the protection of the School District's resources, ensure compliance with this Policy, its administrative regulations, or other School District Policies, regulations, rules, and procedures, ISP and websites terms, or local, state, and federal laws.
9. The School District will cooperate to the extent legally required with social media sites, ISPs and websites terms, and, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.
10. The School District reserves the right to restrict or limit usage of lower priority CIS systems and Computer uses when network and computing requirements exceed available capacity according to the following priorities:
 - a. Highest – uses that directly support the education of the students.

- b. Medium – uses that indirectly benefit the education of the students.
 - c. Lowest – uses that include reasonable and limited educationally-related employee interpersonal communications and employee limited Incidental Personal Use.
 - d. Forbidden – all activities in violation of this Policy, other School District Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws.
11. The School District additionally reserves the right to:
- a. Determine which CIS systems’ services will be provided through School District resources.
 - b. Determine the types of files that may be stored on School District file servers and Computers.
 - c. View and monitor network traffic, file server space, processor, and system utilization and all applications provided through the network and Electronic Communications Systems, including e-mail, text messages, and other electronic communications.
 - d. Remove excess e-mail and other electronic communications, or files taking up an inordinate amount of fileserver space after a reasonable time.
 - e. Revoke User privileges, remove User accounts, or refer to legal authorities, and/or School District authorities when violation of this and any other applicable School District Policies, regulations, rules, and/or procedures occur or ISP and website terms, or local, state or federal law is violated, including but not limited to those governing network use, copyright, security, privacy, employment, vendor access, data breaches, and destruction of School District resources and equipment.

4. Responsibility

- 1. Due to the nature of the Internet as a global network connecting thousands of Computers around the world, Inappropriate Matter can be accessed through the network and Electronic Communications Systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block or filter access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of School District resources and will result in actions explained further in the Consequences for Inappropriate, Unauthorized, and Illegal Use section found in the last Section of this Policy, and as provided in other relevant School District Policies, regulations, rules, and procedures.
- 2. The School District must publish a current version of this Policy, and if relevant, any accompanying regulations, rules, and procedures, so that all Users are informed of their responsibilities. A copy of the School District’s *CIS Acknowledgement and Consent Form(s)* must be provided to all Users, who must sign the School District’s *CIS Acknowledgement and Consent*

Form, either by electronic or written means.

3. Users must be capable and able to use the School District's CIS systems and software relevant to their responsibilities. In addition, Users must agree to the requirements of this Policy, regulations, rules, and procedures.

5. Delegation of Responsibility

1. The Supervisor of Technology Services, and/or designee, will serve as the coordinator to oversee the School District's CIS systems and will work with other regional or state organizations as necessary to educate Users, approve activities, provide leadership for proper training for all Users in the use of the CIS systems and the requirements of this Policy, other School District Policies, regulations, rules, and procedures, establish a system to ensure adequate supervision of the CIS systems, maintain executed User *CIS Acknowledgement and Consent Forms*, and interpret and enforce this Policy, other relevant School District Policies, regulations, rules, and procedures.
2. The Supervisor of Technology Services, and/or designee, will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a Record Retention and Record Destruction Policies and Records Retention Schedule to include electronically stored information and establish the School District virus protection process.
3. Unless otherwise denied for cause, student access to the CIS systems resources must be through reasonable supervision by the professional staff, and or assigned by professional employees (for example, homework). Administrators, teachers, and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All Users have the responsibility to respect the rights of all other Users within the School District and School District CIS systems, and to abide by the Policies, regulations, rules, and procedures established by the School District, as well as ISP and website terms, and local, state, and federal laws.
4. The building principal and/or designee(s), have the responsibility to educate Minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

6. Regulations

1. Access to the CIS Systems
 - a. The CIS systems accounts of Users must be used only by authorized owners of the accounts and only for authorized purposes.
 - b. An account will be made available according to a procedure developed by appropriate School District authorities.
 - c. CIS System. This Policy, as well as other relevant School District Policies, regulations, rules, and procedures, ISP terms, and local, state,

and federal laws will govern use of the School District's CIS systems for Users.

- d. Types of Services include, but are not limited to:
- i. Internet. School District employees, students, and Guests will have access to the Internet through the School District's CIS systems, as needed.
 - ii. E-Mail and Text Messaging. School District employees may be assigned individual e-mail and text message accounts for work-related use, as needed, and Incidental Personal Use as defined in this Policy. Students may be assigned individual e-mail accounts as necessary, by the Supervisor of Technology Services, and/or designee, and at the recommendation of the teacher who will also supervise the students' use of the e-mail service.
 - iii. Guest Accounts. Guests may receive an individual Internet account with the approval of the Supervisor of Technology Services, and/or designee, if there is a specific School District-related purpose requiring such access. Use of the CIS systems by a Guest must be specifically limited to the School District-related purpose and comply with this Policy and all other School District Policies (including Vendor Access Policy, if applicable), regulations, rules, and procedures, as well as ISP and website terms, local, state, and federal laws and may not damage the School District's CIS systems. A School District *CIS Acknowledgement and Consent Form* must be signed in writing or electronically by a Guest, and if the Guest is a Minor, a parent's/guardian's written or electronic signature is required.
 - iv. Blogs. Employees may be permitted to have School District-sponsored blogs after they receive training and the approval of the School District. All Bloggers must follow the rules provided in this Policy, , and other applicable School District Policies, regulations, rules, and procedures of the School District, as well as ISP and website terms, and local, state, and federal laws.
 - v. Web 2.0 Second, Web 3.0 Third, and Web 4.0 Fourth Generation Web-based Services. Certain School District authorized Second, Third, and Fourth Generation web-based services, such as blogging, authorized social networking sites (e.g., Teacher Tube, Moodle), wikis, RSS feeds, social software, educational games, folksonomies, course management systems, and collaboration tools that emphasize online participatory learning (where Users share ideas, comment on one another's project, plan, design, or implement, advance or discuss practices, goals, and ideas together, co-create, collaborate and share) among Users may be permitted by the School District; however, such use must be approved by the Supervisor of Technology Services, and/or designee, followed by

training authorized by the School District. Users must agree and comply with this Policy as well as any other relevant School District Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws.

2. Parental Notification and Responsibility

The School District will notify the parents/guardians about the School District's CIS systems and the Policies, regulations, rules, and procedures governing their use. This Policy contains restrictions on accessing Inappropriate Matter. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically impossible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents/guardians to specify to their child(ren) what material and matter is and is not acceptable for their child(ren) to access through the School's District's CIS system. When out of school, parents/guardians are responsible to help monitor their child(ren)'s use of the School District's CIS systems when they are accessing the systems.

3. School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's CIS systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to Users does not imply endorsement of the content by the School District, nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The School District will not be responsible for any damage Users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the CIS systems. The School District will not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District will not be responsible for any unauthorized financial obligations, charges, or fees resulting from access to the School District's CIS systems. In no event will the School District be liable to the User for any damages, whether direct, indirect, special, or consequential, arising out the use of the CIS systems.

4. Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by Users is prohibited. Such activities engaged in by Users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed, whether on School District property, at School District events,

connected to the School District's network, when using mobile computing equipment, telecommunication facilities in protected and unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when a User uses their own or another entity's equipment.

Students shall be prohibited from visually possessing and using their personal electronic devices or their personal Computers as defined by this Policy, on School District premises and property (including but not limited to buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in the possession and use, or, unless an IEP team determines otherwise, in which case, an employee will supervise the student in its possession and use. Thus, Users are prohibited from using cellphones with or without Internet access and/or recording, and/or camera/video and other capabilities and configurations. Cameras and the like may not be used to take images of others, transfer them, or place them on websites without the consent of Supervisor of Technology Services, and the person whose photo is being taken. Students who are performing volunteer fire company, ambulance, or rescue squad functions or who need such a personal electronic device or Computer because of their medical condition or the medical condition of a member of the family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

a. General Prohibitions

Except as permitted by this Policy, Users are prohibited from using School District CIS systems to –

- i. Communicate about non-work or non-school related matters unless the employees' use comports with the definition of Incidental Personal Use in this Policy.
- ii. Send, receive, view, download, store, access, print, post, distribute, or transmit material that is Harmful to Minors, indecent, Obscene, pornographic, Child Pornographic, terroristic, sexually explicit. This includes but not limited to, Visual Depictions. Examples include, taking, disseminating, transferring, or sharing Obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as sexting, e-mailing, texting, among others). Neither may Users advocate the unlawful destruction of property.
- iii. Send, receive, view, download, store, access, print, distribute, or transmit Inappropriate Matter, as defined in this Policy, and material likely to be offensive or objectionable to recipients.
- iv. Cyberbully another individual or entity. See School District Bullying Policy No. 249.
- v. Bully or target a person to make that person a subject of ridicule.

- vi. Access or transmit gambling, information or promote or participate in pools for money, including but not limited to basketball and football, or any other betting or games of chance.
- vii. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of Inappropriate Matter in this Policy.
- viii. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.
- ix. Participate in unauthorized Internet Relay Chats, instant messaging communications, and Internet voice communications (online, real-time conversations) that are not for school-related purposes or required for employees to perform their job duties. Students must obtain consent from their teacher to use IRC's, however they may not use instant messaging or text messaging. Employees may only use instant messaging if consent was obtained from the Supervisor of Technology Services, and/or designee.
- x. Use in an illegal manner or to facilitate any illegal activity.
- xi. Communicate through e-mail for non-educational purposes or activities, unless it is for Incidental Personal Use as defined by this Policy. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the "everyone" distribution list, all staff lists, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).
- xii. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District Policies); conduct unauthorized fund raising or advertising on behalf of the School District and non-school School District organizations; engage in the unapproved resale of School District Computer resources to individuals or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. **Commercial purposes** is defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition Policies must be followed for School District purchase of goods or supplies through the School District system.
- xiii. Engage in unlawful political lobbying or advocacy.
- xiv. Install, distribute, reproduce, or use unauthorized copyrighted software on School District Computers or copy School District software to unauthorized Computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Copyright Infringement section in this Policy, the

School District's Copyright Policy No. 814, and the School District's Copyright Guidelines Handbook for additional information.

- xv. Plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
- xvi. Install Computer hardware, peripheral devices, network hardware, or system hardware. The authority to install hardware or devices on School District Computers is restricted to the Supervisor of Technology Services, and/or designee.
- xvii. Encrypt messages using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Users must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.
- xviii. Access, interfere, possess, or distribute confidential or private information without permission of the School District's administration. An example includes accessing other students' accounts to obtain their grades, or accessing other employees' accounts to obtain information.
- xix. Violate the privacy or security of electronic information.
- xx. Send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business or educational interest.
- xxi. Send unsolicited commercial electronic mail messages, also known as spam.
- xxii. Post personal or professional webpages on the School District's website without administrative approval.
- xxiii. Post anonymous messages.
- xxiv. Use the name of the "Kennett Consolidated School District," and its logos or marks, in any form in blogs, social media, on School District Internet pages or websites, on websites not owned by or related to the School District, or in forums/discussion boards, to express or imply the official position of the Kennett Consolidated School District without the expressed, written permission of the Superintendent, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position of the School District.
- xxv. Bypass or attempt to bypass Internet filtering software by any method including but not limited to the use of anonymizers/proxies, SSH terminals, or any websites that mask the content the User is

accessing or attempting to access.

- xxvi. Advocate illegal drug use, whether expressed or through a latent pro-drug message. This does not include a restriction on political or social commentary on issues, such as the wisdom on the war on drugs or medicinal use.
- xxvii. Attempt to or obtain personal information under false pretenses with the intent to defraud another person.
- xxviii. Use location devices to invade a person's privacy or put another person in jeopardy.
- xxix. Post false statements about, or assume the identity of, another person.

b. Access and Security Prohibitions

Users must immediately notify the Supervisor of Technology Services, and/or designee, if they have identified a possible security problem. Users must read, understand, and submit an electronically or written signed *CIS Acknowledgement and Consent Form* and comply with this Policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure, and physical and information security requirements. The following activities related to access to the School District's CIS systems, and information are prohibited:

- i. Misrepresentation (including forgery) of the identity of a sender or source of communication.
- ii. Acquiring or attempting to acquire User IDs and passwords of another, or giving one's password to another. Users are required to use unique strong passwords that comply with the School District's password, authentication, and syntax requirements. Users will be held responsible for the result of any misuse of Users' names or passwords while the Users' systems access were left unattended and accessible to others, whether intentional or whether through negligence.
- iii. Using or attempting to use Computer accounts of others. These actions are illegal, even with consent or if only for the purpose of "browsing."
- iv. Altering a communication originally received from another person or Computer with the intent to deceive.
- v. Using School District resources to engage in any illegal act or any activity, which may threaten the health, safety, or welfare of any person or persons. Such acts would include, but are not limited to, arranging for a drug sale, engaging in criminal activity, or being involved in a terroristic threat against any person or property. Although in some instances it may not be an illegal act, such prohibited activity would include arranging for the purchase of

alcohol.

- vi. Disabling or circumventing any School District security program or device, for example but not limited to anti-spyware, anti-spam software, and virus protection software or procedures.
 - vii. Transmitting electronic communications anonymously or under an alias unless authorized by the School District.
 - viii. Accessing any website that the School District has filtered or blocked as unauthorized. Examples include, but are not limited to, unauthorized social media, music and video download, and gambling sites.
 - ix. Installing or attaching keylogging devices, keylogging mechanisms, or keylogging software of any kind.
 - x. Users must protect and secure all electronic resources and information, data, and records of the School District from theft and inadvertent disclosure to unauthorized individuals or entities at all times. If any User becomes aware of the release of School District information, data, or records, the release must be reported to the Supervisor of Technology Services immediately.
- c. Operational Prohibitions

The following operational activities and behaviors are prohibited:

- i. Interference with, infiltration into, or disruption of the CIS systems, network accounts, services, or equipment of others, including but not limited to, the propagation of Computer “worms” and “viruses,” Trojan Horse, trapdoor, robot, spider, crawler, program code, the sending of electronic chain mail, , and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts. The User may not hack or crack the network or others’ Computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or the system of others, or any component of the network, or strip or harvest information, or completely take over a person’s Computer, or to “look around.”
- ii. Altering or attempting to alter files, system security software or the systems without authorization.
- iii. Unauthorized scanning of the CIS systems for security vulnerabilities.
- iv. Attempting to alter any School District computing or networking components (including but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one’s level of authorization.
- v. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any Computer, Electronic Communications Systems,

or network services, whether wired, wireless, cable, virtual, cloud, or by other means.

- vi. Connecting unauthorized hardware and devices to the CIS systems.
- vii. Loading, downloading, or using unauthorized games, programs, files, or other electronic media, including but not limited to downloading unauthorized music and video files.
- viii. Intentionally damaging or destroying the integrity of the School District's electronic information.
- ix. Intentionally destroying the School District's Computer hardware or software.
- x. Intentionally disrupting the use of the CIS systems.
- xi. Damaging the School District's Computers, CIS systems' networking equipment through the Users' negligence or deliberate act, including but not limited to vandalism.
- xii. Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

5. Content Regulations

Information electronically published on the School District's CIS system shall be subject to the following regulations:

- a. Published documents, including but not limited to audio and video clips or conferences, may not include a User's date of birth, Social Security number, driver's license number, financial information, credit card number, health information, phone number(s), street address, or box number, name (other than first name), or the names of other family members without the consent of the User, and if relevant, parent/guardian.
- b. Documents, webpages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student when it can be harmful without parent/guardian consent.
- c. Documents, webpages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
- d. Documents, webpages, and electronic communications must conform to all School District Policies, regulations, rules, and procedures.
- e. Documents to be published on the Internet by Users when they are under the supervision of the School District must be edited and approved according to School District Policies, regulations, rules, and procedures before publication.

6. Due Process

- a. The School District will cooperate with the School District's ISP rules, and local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's CIS systems.
- b. If students or employees possess due process rights for discipline resulting from the violation of this Policy, they will be provided such rights.
- c. The School District may terminate the account privileges by providing notice to the User.

7. Search and Seizure

- a. Users' violations of this Policy, any other School District Policies, regulations, rules, or procedures, ISP and websites terms, or the law may be discovered by routine maintenance and monitoring of the School District's CIS systems, or any method stated in this Policy, or pursuant to any legal means.
- b. The School District reserves the right, but not the duty, to inspect, review, or retain electronic communications created, sent, displayed, received, or stored on or over its CIS systems; to monitor, record, check, track, log, access, or otherwise inspect; and/or report all aspects of its CIS systems. This includes items related to any personal Computers, network, Internet, Electronic Communications Systems, databases, files, software, and media that individuals may bring onto the School District's property, or to School District events, and/or that were connected to the School District network, and/or contain School District programs, or School District or Users' data and information, *in accordance with the law*, in order to ensure compliance with this Policy, other School District Policies, regulations, rules, and procedures, ISP and websites terms, and local, state, and federal law Policy No. 249 to protect the School District's resources, and to comply with the law.
- c. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER THE SCHOOL DISTRICT'S CIS SYSTEMS, AND THE SCHOOL DISTRICT'S AUTHORIZED THIRD PARTIES' SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS. The School District reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all CIS systems', and authorized third parties and third parties systems, use and to monitor and allocate fileserver space.**
- d. Everything that Users place in their personal files should be entered written with the knowledge and understanding that it is subject to review by a third party.

8. Copyright Infringement and Plagiarism

- a. Federal laws, cases, Policies, regulations, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. See School District Copyright Policy No. 814. Users will make a standard practice of requesting permission from the holder of the work, and complying with the Fair Use Doctrine, and/or complying with license agreements. Employees will instruct Users to respect copyrights, request permission when appropriate, and comply with the Fair Use Doctrine and/or with license agreements. Employees will respect and comply as well.
 - b. Violations of copyright law can be a felony, and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any User violating the copyright law does so at his/her own risk and assumes all liability.
 - c. Violations of copyright law include but are not limited to the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over Computer networks, remixing or preparing mash-ups that violate the law, and deep-linking and framing into the content of others' websites. Further, the illegal installation of copyrighted software or files for use on the School District's Computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.
 - d. No one may circumvent a Technology Protection Measure that controls access to a protected work unless they are permitted to do so by law. No one may manufacture, import, offer to the public, or otherwise traffic in any technology, product, service, device, component or part that is produced or marketed to circumvent a Technology Protection Measure to control access to a copyright protected work.
 - e. School District guidance on plagiarism will govern use of material accessed through the School District's CIS systems. Users must not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices. Users understand that use of the School District's CIS systems may involve the School District's use of plagiarism analysis software being applied to their works.
9. Selection of Material
- a. School District Policies, regulations, rules, and procedures on the selection of materials will govern use of the School District's CIS systems.
 - b. When using the Internet for class activities, teachers must select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers must preview the materials and websites they require or recommend students access to determine

the appropriateness of the material contained on or accessed through the website. Teachers must provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers must assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

10. School District Website

- a. The School District has established to present information about the School District and will maintain, modify, and develop its webpages under the direction of the Supervisor of Technology Services, and/or designee. Publishers must comply with this Policy, other Board Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws.
- b. The School District may limit its liability by complying with the Digital Millennium Copyright Act's safe harbor notice and takedown provisions.

11. Blogging

- a. If an employee, student, or Guest creates a blog with his/her own resources and on his/her own time, the employee, student, or Guest may not violate the privacy rights of employees and students; may not use School District personal and private information/data, images, equipment, resources, and infringed copyrighted material in his/her blog; and may not disrupt the School District.
- b. Contrary conduct will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section of this Policy and provided in relevant School District Policies, regulations, rules, and procedures.

12. Safety and Privacy

- a. To the extent legally required, Users of the School District's CIS systems will be protected from harassment or commercially unsolicited electronic communications. Any User who receives threatening or unwelcome communications must immediately provide or show them to the principal, and/or designee.
- b. Users must not post unauthorized personal contact information about themselves or other people (including students) on the CIS systems. Users may not steal another's identity in any way; may not use spyware, robots, malware, cookies, and other program code, or keyloggers, and may not use School District or personal technology or resources in any way to invade one's safety or privacy. Additionally, Users may not disclose, use, or disseminate confidential and personal information about students or employees, unless legitimately authorized to do so. Examples include, but are not limited to, revealing biometric data, student grades,

Social Security numbers, dates of birth, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District.

- c. If the School District requires that data and information be encrypted, Users must use School District authorized encryption to protect their security.
- d. Users of the use of the School District's CIS systems agree not to meet with someone they have met online unless they have parental consent

13. Cloud, Virtual, and Online Storage of School District Information and Data

Users must keep all School District (including but not limited to personally identifiable, confidential, and sensitive employee and student) information and data in the School District's and in its contracted parties' storage, unless an exception is permitted and granted in writing by the Superintendent, and/or designee, or Users are permitted by an exception in a School District Policy, regulation, rule, or procedure. This means that Users must not place School District information in public or private clouds, or virtual or online storage beyond the control, access, protection, and safety of the School District, unless written permission is granted to the specific individual by the Superintendent, and/or designee, or it is approved through School District Policy, regulation, rule or procedure. Users agree to protect the privacy and security of School District information and data.

14. Consequences for Inappropriate, Unauthorized, and Illegal Use

- a. General rules for behavior, , and communications apply when using the CIS systems and information, in addition to the stipulations of this Policy, other School District Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws. Users must be aware that violations of this Policy or other School District Policies, regulations, rules and procedures, ISP and website terms, and local, state, and federal laws, or for unlawful use of the CIS systems, may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay), dismissals, expulsions, breach of contract, penalties provided by statutes, regulations, and other laws, and/or legal proceedings. This will be handled on a case-by-case basis. This Policy incorporates all other relevant School District Policies, such as but not limited to, the student and professional employee discipline Policies, Code of Student Conduct, copyright, property, curriculum, terroristic threat, vendor access, student electronic communication devices, and harassment Policies.

The User is responsible for damages to Computers, the network, equipment, Electronic Communications Systems, and software resulting

from accidental, negligent, deliberate, and willful acts. The User will also be responsible for incidental or unintended damage resulting from negligent, willful, or deliberate violations of this Policy, other School District Policies, regulations, rules, and procedures, ISP and website terms, and local, state, and federal laws. For example, Users will be responsible for payments related to lost or stolen Computers and/or School District equipment and recovery and/or breach of information and/or data contained on them.

- b. Violations as described in this Policy, other School District Policies, regulations, rules, and procedures may be reported to the School District and to appropriate legal authorities, whether the ISP or website, local, state, or federal law enforcement. Actions that constitute a crime under state and/or federal law could result in arrest, criminal prosecution, and/or lifetime inclusion on sexual offenders' registries. The School District will cooperate to the extent legally required with authorities in all such investigations.
- c. Vandalism will result in cancellation of access to the School District's CIS systems and resources and the User will be subject to discipline.
- d. Any and all costs incurred by the School District for repairs and/or replacement of software, hardware, and data files and for technological consultant services due to any violation of this Policy, other School District Policies, regulations, rules, and procedures, or ISP and websites, or local, state or federal law, must be paid by the User, or in the case of a Minor, the parent/guardian of the Minor who caused the loss.

XI. CO-CURRICULAR RESPONSIBILITIES

A. Philosophy

The District recognizes the importance of well-rounded individuals. Participation in co-curricular activities is encouraged for all students who meet eligibility requirements.

B. Eligibility

Athletic eligibility follows PIAA guidelines. Eligibility for other co-curricular activities is based on regular attendance and academic proficiency. Excessive discipline infractions or poor attendance could result in a student being removed from these activities. All students must be in school the day of the activity at the required time in order to participate. Any student reporting after the required time must present a doctor's note upon entering school. The required time for middle school is 12:00 p.m. and 11:15 a.m. for the high school.

C. Personal Conduct

Students in the Kennett Consolidated School District must keep in mind they are in the public eye and their personal conduct will always be the subject of scrutiny by their fellow students, fans, opponents, and the media. They have an obligation to serve as positive role models. It should be clearly understood that KCSD students are expected to maintain the same level of behavior whether in school or in a co-curricular activity. Any violations of school board policy may result in forfeiture of the privilege to participate in a school activity.

XII. TRANSPORTATION

A. Services

School buses are available to transport each student to and from school. Students are **not** permitted to change buses for social reasons. It is very important that the drivers are familiar with the students on their particular bus, and with the routine stops the children use. For this reason, students are discouraged from riding a

bus other than the one assigned unless it is for an emergency. Permission, for any changes, may only be arranged via a **note** to the principal. Parents are expected to take full responsibility of their children prior to the arrival of the bus at the stop and when the students return to the stop after school.

The following bus safety regulations were approved by the Kennett School Board:

1. Students must obey the driver and be courteous to the driver and to fellow students. The driver is in full charge of the bus, and students must sit in their assigned seats.
2. Students must be on time. Buses cannot wait for those who are tardy.
3. In approaching the bus or a bus stop along the highway, a student should always walk on the left side of the road facing traffic. He/she should be certain that the road is clear of all traffic or that all traffic has stopped before crossing. In crossing the street or highway at any time, students should first look left, then right, then left again. When walking along the road, walk single file.
4. Students should never stand or play on the road while waiting for the bus. Students must not try to get on or off the bus when it is in motion. When on the bus, they must remain seated until the bus has come to a complete stop.
5. Before boarding the bus, students must keep a safe distance from it while it is in motion.
6. Students should line up in a single line alongside the road before the bus approaches to load.
7. Students must enter the bus without crowding or disturbing others and occupy their seats immediately.
8. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his/her job of driving. Students are expected to be courteous travelers; obey and cooperate with the driver.
9. Students may not sit in the driver's seat.
10. Unnecessary loud conversation with the driver is prohibited while the bus is in motion.
11. Talking should be at normal conversational level.
12. Students must not extend head or arms out of the window.
13. Students may not eat or drink on the bus.
14. Students must not call out to passers-by.
15. Students may not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school
16. Students should help to keep the bus clean, sanitary, and orderly. They must not damage or abuse equipment. Any damage to the bus must be reported to

the driver. Students may be charged for damage to bus seats.

17. Students are not permitted to smoke on the bus.
18. Students must not use profanity
19. Students must not throw articles of any kind in, out, or around the bus.

Riding the school bus is a **privilege**. A student who does not respect the rights of others and endangers his life and the lives of others will be disciplined and may be suspended from riding for major or frequent discipline infractions (those that could result in physical harm to passengers or drivers or destruction of property, i.e. smoking, striking matches, improper opening of doors, throwing objects, fighting, etc.) Bus riding privileges may be suspended on the first offense; charges for damages will be made and/or legal proceedings may be initiated. For minor discipline infractions (those not resulting in physical harm or destruction of property), students will be referred to the principal for appropriate disciplinary action.

If you are having a problem with the bus or need additional information, please contact the Director of Transportation at 610-444-6618.

B. Surveillance

The Kennett Consolidated School District School Board has authorized the use of video/audio cameras on contracted buses and vans. These cameras can record both what is said and what is done on the buses. The video/audio cameras will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the contents of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the school administration. Parents and guardians may request to review tapes of their child if the tapes are used in a disciplinary proceeding involving their child.

In addition, for the continued safety and welfare of our students, surveillance cameras are placed throughout each of our schools.

C. Field Trips

Trips away from School District sites during regular school hours are considered part of the regular educational program. Pupils who participate in field trips shall have permission from their parents or guardians prior to the trip. Transportation by private automobile is discouraged.

DISTRICT-WIDE TESTING DATES

PSAT (Grades 9, 10, 11)

October 19, 2016

Keystone Exams - Winter Administration (Algebra, Biology, & English Literature)

December 5 - 16, 2016

Pennsylvania Assessment (Language Arts – Gr. 3-8)

April 3 - April 7, 2017

Pennsylvania Assessment (Mathematics – Gr. 3-8)

April 24 – April 28, 2017

Pennsylvania Assessment (Science – Gr. 4 and 8)

May 1 – May 5, 2017

Keystone Exams (Algebra, Biology, & English Literature)

May 15 – 26, 2017

KINDERGARTEN REGISTRATION DATES

Registration begins March 1, 2017. Call 610-444-4235 for an appointment to register.

SCHOOL CALENDAR

August 2016

22	Mon.	In-Service Day #1
23	Tues.	In-Service Day #2
24	Wed.	In-Service Day #3
25	Thurs.	In-Service Day #4
29	Mon.	First Day of School

September 2016

5	Mon.	DISTRICT CLOSED
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October 2016

3	Mon.	School Closed – Rosh Hashanah
12	Wed.	School Closed – Yom Kippur

2016-2017 Student/Parent Handbook

November 2016

8	Tues.	ELECTION DAY – In-Service Day #5 – School Closed
18	Fri.	K-5 Parent/Teacher Conferences
21	Mon.	K-8 Parent/Teacher Conferences
22	Tues.	K-8 Parent/Teacher Conferences
23	Wed.	K-8 Parent/Teacher Conferences
24	Thurs.	DISTRICT CLOSED
25	Fri.	DISTRICT CLOSED

December 2016

23	Fri.	Winter Holiday – No School
26	Mon.	DISTRICT CLOSED (Winter Holiday – No School)
27	Tues.	DISTRICT CLOSED (Winter Holiday – No School)
28	Wed.	Winter Holiday – No School
29	Thurs.	Winter Holiday – No School
30	Fri.	DISTRICT CLOSED (Winter Holiday – No School)

January 2017

2	Mon.	DISTRICT CLOSED (Winter Holiday – No School)
3	Tues.	School Resumes
16	Mon.	DISTRICT CLOSED (Local Holiday)

February 2017

20	Mon.	DISTRICT CLOSED (Local Holiday)
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March 2017

13	Mon.	K-5 Parent/Teacher Conferences
14	Tues.	K-5 Parent/Teacher Conferences
15	Wed.	K-8 Parent/Teacher Conferences
16	Thurs.	K-8 Parent/Teacher Conferences
17	Fri.	K-8 Parent/Teacher Conferences

April 2017

10	Mon.	LOCAL HOLIDAY (Spring Break - No School)
11	Tues.	LOCAL HOLIDAY (Spring Break - No School)
12	Wed.	LOCAL HOLIDAY (Spring Break - No School)
13	Thurs.	DISTRICT CLOSED (Spring Break - No School)
14	Fri.	DISTRICT CLOSED (Spring Break - No School)
17	Mon.	School Resumes

May 2017

16	Tues.	ELECTION DAY In-Service Day #6 – School Closed
19	Mon.	DISTRICT CLOSED

June 2017

8	Wed.	End of 3rd Trimester – Elementary Schools
9	Fri.	In-Service Day #7
9	Fri.	GRADUATION
9	Fri.	Make-up Day #1
12	Mon.	In-Service Day #8
12	Mon.	Make-up Day #2
13	Tues.	Make-up Day #3
14	Wed.	Make-up Day #4
15	Thurs.	Make-up Day #5
16	Fri.	Make-up Day #6
19	Mon.	Make-up Day #7
20	Tues.	Make-up Day #8
21	Wed.	Make-up Day #9
22	Thurs.	Make-up Day #10
23	Fri.	Make-up Day #11

Telephone Directory

Kennett High School	610-444-6620
Principal	610-444-6623
Assistant Principal	610-925-3220
Assistant Principal	610-444-6622
School Nurse	610-444-6615
Guidance Counselor Office	610-444-6636
Athletic Office	610-444-6632
Kennett Middle School	610-268-5800
Principal	610-268-5872
Assistant Principal	610-268-1614
Assistant Principal	610-268-5871
School Nurse	610-268-5874
Guidance Counselor Office	610-268-5878
Greenwood Elementary School	610-388-5990
Principal	610-388-5990
School Nurse	610-388-5993
Guidance Counselor Office	610-388-5994
Bancroft Elementary School	610-925-5711
Principal	610-925-5711
School Nurse	610-925-5715
Guidance Counselor Office	610-925-5714
Mary D. Lang Kindergarten Center	610-444-6260
Principal	610-444-6260
School Nurse	610-444-6285
Guidance Counselor Office	610-444-6260
New Garden Elementary School	610-268-6900
Principal	610-268-6900
School Nurse	610-268-6903
Guidance Counselor Office	610-268-6904

WHERE CAN I FIND KCSD INFORMATION?

On the District Website you can find...

- Strategic Plan
- School Board minutes
- Program and Service Descriptions
- KHS Syllabi
- Staff names and email addresses
- KCSD Lunch Menus
- District Calendar
- Daily School Announcements and Daily School Bulletins
- School specific information
- General information and much more

In the District Calendar you can find...

- Transportation information
- Administration names and phone numbers
- Schools addresses and phone numbers
- Mission statement
- Board of School Directors
- Attendance policy
- Emergency School closing information
- Student registration requirements
- Important dates of events, programs, Board and PTO meetings

In the District Student/Parent Handbook (See the table of contents)

In the District Newsletters that you receive in the mail, you will find...

- Current topics and news
- Special recognitions
- Messages from the Board
- Successful, unique, and special programs

Communications about individual schools and classes, before and after-school activities, sports, special programming, and even community events are available from a variety of sources such as principals' newsletters, teachers' emails, the KCSD Briefs in the *Kennett Paper*, and, PTO notices, flyers, and "Bottom of the Bookbag." Please use the many sources available.