

SCHOOL DISTRICT OF PHILADELPHIA
Bridesburg Elementary School

2824 Jenks Street (Main campus)

4435 Almond Street (Annex)

Philadelphia, Pa 19137

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Student/Parent Handbook
2018-2019

Dr. Richard Rhodes, Assistant Superintendent
(Learning Network Nine)

Mr. James Serpiello
Principal

Dr. John Reese
Assistant Principal

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Welcome to Bridesburg School

It is with great excitement that I welcome you and your children back for the 2018-2019 school year. I am sending a special welcome to those families who are new to

Bridesburg School. Our main focus as a school family is to maintain a safe and nurturing learning environment in which we can educate every student with high quality academically and rigorous instruction.

This handbook has been prepared to acquaint you with the policies and procedures of the School District of Philadelphia and Bridesburg School. It also includes the programs and services available to your children.

It is our hope that each and every parent sits with their child and review this handbook thoroughly, as it will provide all the information you need for the upcoming school year.

As the principal, I take my role and mission to heart. Our fundamental mission is to increase student achievement and to motivate and prepare our student to become productive members of society.

We know that our success depends very much on you, the first and best teachers of our children. Your support is vital to ensure a great educational experience for your child.

Thank you again for entrusting your children to our care. We are committed to providing an excellent educational experience for all students, and will continue to strive for excellence.

James M. Serpiello
Principal

Admission/Dismissal Procedures

The school day begins at **8:30 am** and ends at **3:09 pm**. Students who arrive after 8:30 am are considered late.

Students in the main campus will enter through the gymnasium doors on Richmond Street. Doors will open promptly at 8:10 am and will close at 8:30 am. Students arriving after 8:30 am are to enter through the main entrance door on Jenks Street and receive a late pass.

Students in grades 3 to 8 will line up according to their room numbers in the gymnasium. Teachers will pick up their students at 8:30 am and escort them to their classrooms.

Students in the annex PJP building will enter through the gymnasium doors on Almond Street. Doors will open promptly at 8:10 am and will close at 8:30 am. Students arriving after 8:30 am are to enter through the main entrance door in the schoolyard and receive a late pass.

For the safety of our students, they should not arrive before 8:10 a.m., as staff members are not available to monitor the students.

Student Expectation:

- Follow all school rules and procedures
- Sit quietly in their assigned area during admission
- Line-up in the designated area promptly at 8:30 am for admission
- Meet parents and/or siblings in the schoolyard at dismissal and exit the schoolyard via Richmond Street gate.

We ask that parents escort students to the gymnasium doors. Parents are not allowed in the gymnasium. We need the cooperation of all parents, as safety and security is of the utmost importance.

Dismissal

At dismissal time, teachers will escort their students to the schoolyard and courtyard and line up in their designated area. Please pick up your child promptly at 3:09 pm.

For safety and security reasons, parents/guardians must wait behind the painted lines or cones. Please do not take your child out of the line until the teacher dismisses the student.

Early Dismissal

Please notify the teacher in writing of any anticipated early dismissals. Only adults 18 years and older who are listed on the Emergency Contact Form are allowed to pick up a child during school hours. Please have your photo I.D. ready. **No student will be release without proper Identification.**

Inclement Weather

Teachers will escort students to the exit doors at dismissal. In order to provide a safe and orderly dismissal parents/guardians must wait behind the white lines or cones in the schoolyard or courtyard. Parents will not be permitted to enter and wait inside the building during dismissal. **Parents must meet their children outside.**

Emergency School Closing

In the event of an Emergency School Closing, parents will be notified through school messenger and directions received on the Emergency School Closing Form will be followed. Students in the main building will be dismissed to the schoolyard via the library hallway doors.

1. Citywide School Closings for a Full Day (due to snow)

When inclement weather makes it necessary to close all Philadelphia Public Schools, every

effort will be made to broadcast the information by radio KYW-1060 and television by 6:00 am. Radio and television stations will announce, “**All Philadelphia Public Schools are closed.**” You can also visit the School District Website @ www.philasd.org or 215-400-INFO (4636).

2. **School Closings During the Day (due to snow)**

Please check the School District’s website at www.philasd.org or tune in to KYW-1060 for the latest information. If a developing storm leads to a decision to close all schools during instructional hours, every effort will be made to broadcast the information by radio and television. We will also send out an automated message through the school messenger and directions received on the Emergency School Closing Form will be followed. Please make sure the main office has updated phone number for your child.

Problems in a school relating to heating, plumbing, vandalism, fire, etc. may also lead to a decision to close the school during the day.

Visitor’s Policy

All visitors **MUST** enter through the main entrance and report to the main office. Visitors must present proper identification before obtaining a visitor’s pass to go anywhere in the building. Visitors must report back to the main office prior to leaving the building.

Main Campus: Main entrance is on Jenks Street.

Annex at PJP: Main Entrance is in the schoolyard via Thompson Street.

Trespassing Ordinance

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
- Failure to obtain consent within ten minutes of entering any facility is considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the administrator.

School Property and Environment

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. In lieu of maintaining an environment that meets these standards, students and parents/guardians are expected to follow district policy on school property. In the incident in which parent/guardian or student damages school property, parents/guardian will be subjected to the cost of that property. In the case where the damage is intentional, disciplinary actions will be taken on the student and parents/guardians, if applicable.

In order to maintain the health and safety of students and staff, smoking and animals are prohibited on school grounds. In addition, bicycles, skateboards, segways and hover boards are not permitted on school grounds. Individuals are not permitted to smoke on school grounds at any time, and will be asked to vacate the premises by a school official or staff member. Animals will not be allowed on school property at any time, except in the case of a service animal accompanying a student or other individual with a disability, in which proper medical paperwork must be provided. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that the animal is:

- a) Appropriately housed/caged
- b) Humanely cared for
- c) Properly handled

Students will not be exposed to a dangerous animal or an unhealthy environment.

Any student and/or parent/guardian who have a concern with the following should contact the Building Administer.

Student code of conduct and Act 26

At the beginning of the school year, all students will receive a copy of the School District of Philadelphia student code of conduct. This document is extremely important. It outlines the appropriate behaviors required of all students and the consequences for violations of the code.

Please spend time to review this document with your child, as they are held accountable for following its guidelines.

Pennsylvania Law Act 26 of 995 prohibits the possession of any weapon on school property. Students may be arrested by Philadelphia Police and expelled for a period of 1(one) year from any public school. The related incident also remains on the student's permanent school record.

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Remember that **laser pointers are also prohibited.**

Dress Code:

The Board of education adopted a resolution that requires all schools to implement a uniform policy. We believe that this policy will assist in creating a positive climate where students can focus on learning. The Bridesburg School uniform is as follows:

Elementary School

(For K through 5th grade students only)

- Plain black button collared shirt (Golf Type). Shirts can also be purchased at the school.
- Khaki pants, shorts, skirts, jumper or skorts. **Shorts, skirts etc. must be knee length.**
- Black shoes or sneakers

**Middle School
(For 6th through 8th grade students only)**

- White button down shirts.
- Solid black tie
- Navy blue slacks or jeans
- Black shoes / Black or White sneakers
- **Gym uniform:** Black shorts or sweatpants with yellow tee shirt. Gym uniforms can also be purchased at the school. **Gym uniforms are to be worn ONLY on gym days**
- **NO OPEN TOE shoes or sandals are permitted at any time.**

The following items **MAY NOT** be brought to school:

- No Hoodies, hats and other headwear (**Except for religious reasons**)
- No purses or handbags
- No large or overly ornate jewelry
- Black stretch pants cannot replace the uniform pants
- No Large earrings that dangle. It can be dangerous when playing during recess or participating in physical education classes

Students who repeatedly violate the uniform policy will be subject to other sanctions, including but not limited to loss of trip privileges and exclusion from other special school activities. A parent will be contacted to bring in a change of clothes. If the parent is unreachable or unable to come, the student will be issued a school uniform from our donation bank. Uniforms are to be washed and return the following school day.

Lunch Program

We are pleased to announce that breakfast and lunch are FREE to all students at Bridesburg. You may prefer to pack a lunch for your child but please refrain from sending in any soda or glass bottles. Also, please speak to your child about NOT sharing their food with other students due to food allergies. We do ask that you help your child learn their student ID number, as they will have to enter it in order to receive food. This number will follow your child through High School. **Yes, you have homework too!**

Lunchroom Rules

1. Follow directions given by lunchroom assistants/school personnel at all times
2. Obtain a lunch in an orderly line
3. Sit at your class table and engage in **quiet conversation**

4. Remain in seats at all times unless directed otherwise
5. Raise your hand if you need assistance
6. Practice good table manners, **no name-calling**, teasing or any form of bullying
7. Clean up your area
8. Leave the lunchroom in an orderly manner when you are dismissed
9. Memorize your student ID#. You will need it to obtain lunch.

Organized Recess

1. Play cooperatively, no name-calling, teasing or any form of bullying
2. Stay in assigned area (color coded recess passes)
3. Follow direction of assistant/school personnel in the yard
4. Take care of all materials and equipment and put them away properly
5. Line up promptly at the sound of the bell or whistle
6. Wait in line for the teacher in an orderly manner

Failure to obey these rules will result in the loss of recess privilege the following school day.

Homework

Homework is given daily Monday through Friday. The homework assignments are follow-up of class lessons and must be completed. Special projects may be assigned over the weekend.

Students Expectations:

1. Completing the work by themselves
2. Completing the work neatly and re-copying if necessary
3. Taking proper care of books
4. Properly covering all textbooks
5. Bringing the work and books back to school each day
6. Understanding how to do the assignments before leaving school that day.
7. Reading a book every night (30 min max)

Parents are encouraged to take interest by:

1. Providing a definite time and quiet place for study at home
2. Encouraging your child to do his/her best work
3. Checking and assisting with neatness
4. Signing the homework as requested by teachers
5. Helping to cover books.
6. Providing school supplies at home and school requested by the teacher

A carefully planned program of home assignments is an effective means of increasing student achievement in school. **The home and the school must work together**; one cannot take the place of the other.

Books/Materials/Equipment

Each child is assigned books in various subjects. Any damage or loss of books, materials or equipment will be charged to the parent.

Parent-Teacher Communication

Parents should make every effort to be in contact with your child's teacher on an ongoing basis. Parents may call the school and leave a message requesting a call back from the teacher. Notes attached to homework papers are an easy way to send a message. Please make sure the school has an emergency contact form for your child. It is the responsibility of the parent/guardian to notify the school in a timely manner of all changes of address or phone numbers.

Emergency Contact Forms

At the beginning of the school year every student was given an Emergency Contact Form. These form are extremely important and a source of getting in contact with parents/guardians in the event of an emergency. Only the adults on the Emergency Contact Forms can pick up a student. Information on this card should be updated throughout the school year.

Discipline Code

Student Expectations:

1. Arrives at school on time every day
2. Attends school daily
3. Bring a note if late or absent
4. Comes prepared with book bag, book and school supplies
5. Give teacher your full attention every class
6. Carry hall pass when excused from the room by teacher/school personnel
7. Walk in a quiet orderly manner in the building
8. Play cooperatively in the yard (**using appropriate language**)
9. Use good manners everyday while at school
10. Solve problems without hurting other students or staff members
11. Speak and act respectfully to all students and staff members
12. Keeps our school clean inside and outside
13. Talk proudly about our school

All staff members are eager to help students solve their problems in appropriate ways. Discipline is a learning process. If students do not follow a rule, they must accept the consequences for their behavior, and we expect that rules to be followed in the future. Daily reports will be used with the agreements of the parent, teacher and the principal. Conflict resolution and peer mediation, under the supervision and direction of the Counselor, Dean of Students and Climate Manager are conducted to help children realize that they always have positive choices when attempting to solve problems.

"We're here to help children succeed. It's that simple!"

-Collins

School-Parent Conferences

During school hour, parents who need to meet with an administrator or school staff member must call to make an appointment.

School Office	(215)-400-7240
Main Building	Press 0
Annex Building	Press 5
Dean of Students	Press 3
Counselor	Press 2
Nurse	Press 1

To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the administrator during school hours.

The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the education program, disturbing of students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent/guardian may return.

Early Dismissals

To provide a safe and orderly dismissal of students, early Dismissals will not be granted after 2:30 pm. **NO EXCEPTIONS.**

Absences/Attendance

One of the most important things a parent or guardian can do is to make sure his or her child attends school regularly. While some absences for illness are unavoidable, nothing can replace the educational, cultural and social contacts students experience in class. Students are required by law to attend school every day. Students who have been absent must bring a note from their parent or guardian explaining the absence within (3) days of the absence. If the teacher does not receive such a note, the absence is recorded as unexcused. Excessive absences will be reported to truancy court and school officials. Students who arrive to school after 10:00 am will be coded half day absent in the AM. Students who leave before 1:00 pm will be coded half-day early dismissal in the PM. **Our goal is 95% of attendance for every child.**

School Trips

The principal approves all scheduled trips. Students attending a trip must have a permission slip entirely filled out. To assist with supervision, one adult for every ten pupils is required on school trips. Parents/guardians who would like to be considered as a chaperone must have their clearances. Please visit www.philasd.org/face/volunteer for more information in obtaining your clearances. Parents/guardians must follow the rules/procedures established by the school district and teacher. **Smoking is strictly forbidden during trips.**

SCHOOL UNIFORMS ARE WORN ON ALL CLASS TRIPS unless otherwise specified. Students may be removed from class trips for inappropriate behavior and will be assigned to another class for the day.

School Health Services

The school nurse provides service to Bridesburg School on specific days during the school week. If your child has a **special medical need** or health condition, **please notify the school's nurse immediately** so that the health record can be updated and current. The school's nurse and the parent will determine if a school health/emergency plan is indicated.

The policy for medication use in school states that all medications, prescriptions and over the counter, must be approved by the certified school nurse before any medication may be administered. **A physician's order is required for all medications.** Forms may be obtained from the school nurse. All medication received in school must have the pharmacy label with the child's name, name of medication, dose, instructions for administration and a current date. Please contact the school nurse at 215-400-7240 (option #1) if you have any questions.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities as required by law. Individuals with disabilities should notify the Building Principal if they require special accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting so that school officials have adequate time to provide individuals with those accommodations.

Residency Affidavits

Resident Affidavits expired after a year. Parents who used a residency affidavit must provide the school with recently dated proof of address in the parent/guardians name. Your child will not receive a classroom assignment until all paperwork is completed and submitted. At least two unannounced visits by school personnel will be made in the school year to the household to assure that students live within the boundaries of the school.

We make home visits periodically to assure that students live within the boundaries of the school. Providing false information will result in immediate assignment to the appropriate neighborhood school.

Parking

Main Campus: Parking on sidewalks, designated school bus area, staff parking lots or double parking is **NOT permitted**. The Philadelphia Police Department will be notified and cars will be towed and/or ticketed.

Annex@PJP: Parents may park in the parking lot on Almond and Wilmot Street. Please **DO NOT** park on the sidewalks or double-park on Almond or Thompson Streets. The Philadelphia Police Department will be notified and cars will be ticketed and/or towed.

Prohibited Area

- Smoking is prohibited in and around school premises.
- Pets are not permitted inside or outside the school premises
- Bicycles and skateboards are not permitted in the schoolyard.

Cell Phones

The use of cell phones by students on school premises is prohibited. Cell phones will be confiscated and returned to the parent on the second offense. On the third offense, the cell phone will not be returned and the student will be subject to disciplinary action. The school denies any liability for the replacement of lost and damaged items. Please note that parents are responsible for monitoring what items are brought to school.

Transportation: (Students who take the school bus to and from school)

- Students must live 1.5 miles in order to be eligible to ride the school bus. See the secretaries for more information

- Please remind children of the importance of proper conduct when riding on the school bus
- Bus privileges will be revoked for students who continue to be disruptive

Withdrawal of bus riding privileges does not relieve the child or the parents of responsibility under school attendance laws. Children must continue to attend school. The parents are required to provide their own transportation while the bus privileges are withdrawn.

The School District of Philadelphia provides transpasses for students in grades 7th & 8th that live more than 1.5 miles away from the school. They are not permitted to take the yellow school bus. **Lost transpasses will not be replaced.**

In the event of a delay of pick up and/or drop off times of the school bus due to inclement weather, traffic or an accident a message through school messenger will be sent as soon as we are aware of the situation. The number for transportation is **(215)-400-4350**. Students will be subject to disciplinary action in accordance with the code of conduct when they:

1. Engage in disorderly conduct
2. Engage in conduct on the school bus that is insubordinate
3. Engage in conduct that is violent
4. Engage in conduct that endangers the safety, morals and health of themselves and others.

Custody Forms/Legal Documents

Custody Forms/Legal Documents must be filed in the student's records in order to carry out specific directions. It is the responsibility of the parent to keep this information current.

Equal Opportunity and Sex Equity

Equal Education and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability and status as homeless.

No student shall, based on sex or sexual orientation, or other protected group status, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Building Principal.

Bullying, Harassment and Cyber Bullying

- Bullying occurs when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him or herself.
- Harassment is defined as unwelcome verbal, written, graphic and/or physical conduct that is related to one's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

Online bullying, called cyber bullying, happens when young people use the Internet, cell phones, or other device to send or post text or images intended to hurt or embarrass another person. Cyber bullying is a problem that affects almost half of all American teens. Whether you've been a victim of cyber bullying, know someone who has been cyber bullied, or have even cyber bullied yourself, there are steps you and your friends can take to stop cyber bullying and stay cyber-safe. You should report any form of bullying to a staff member immediately. For more information on this topic go to www.philasd.org/bullying/
Students may face disciplinary action for cyber bullying and harassment.

Computing and Internet Acceptable Use Policy

1. Purpose

1. The School District of Philadelphia is providing its employees and students ("users") with access to computing equipment, systems and local network functions such as School District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees' work productivity.

2. Access rights and privileges.

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employee's access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of The District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Internet through The District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District provided Internet e-mail.
4. Students may be permitted to access an external Internet e-mail service or their personal e-mail account for the purpose of legitimate instructional or school-based needs. This is a local decision.
5. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

3. Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access

- another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
 6. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
 7. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
 8. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
 9. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
 10. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
 11. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
 12. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
 13. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
 14. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
 15. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
 16. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
 17. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users will not install or reproduce unauthorized or unlicensed software on District resources.
 18. Users may not plagiarize works that they find on the Internet or other resources.
 19. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
 20. Users may not use the District's private network for political lobbying.
 21. Students will not download files unless approved by their teacher.

4. System Security Obligations

1. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. Under no conditions should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.

4. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures if they download software or share common file directory.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee of any message received that is inappropriate.

5. Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and student's personal effects when a reasonable suspicion exists that the student has violated or is violating the local ordinances, or Philadelphia School District Policy.

1. School Property (Any property owned or controlled by the school)
 - a) Desks
 - b) Schoolyard and Parking Lots
 - c) Personal effects left in these places or areas by a student, without notice to or the consent of the student.
(Students do not have reasonable expectation of privacy in these places or areas or in their personal effects left there)
2. Student Property (Included but not limited to)
 - a) Purses
 - b) Wallets
 - c) Knapsacks/ Book bags
 - d) Lunch Boxes
 - e) Notebooks
 - f) Outer Clothing where this is reasonable suspicion that a particular student is not in accordance with the law, local ordinance or School District Policy.
3. Seizure of Property
 - a) If a search produces evidence that the student has violated or is violating either the law, local ordinance or School District Policy, the evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, the evidence may be transferred to law enforcement authorities.

Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through The District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in

the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken.

3. Employee violations of the District Acceptable Use Policy will be handled in accord with law, School Board Policy or collective bargaining agreement(s), as applicable.

Administration

1. The Chief Information Officer has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Philadelphia School District's technology systems and services from unauthorized access, loss or misuse.
2. School principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the local level.



“Make each day a great day or not; the choice is yours”

– Principal J. Serpiello