

**DELAWARE VALLEY HIGH SCHOOL 11-12**

252 Route 6 & 209, Milford, PA 18337  
(570) 296-1850 - (570) 296-3160 (Fax)  
Homework Hotline (11-12): (570) 296-3656

**DELAWARE VALLEY HIGH SCHOOL 9-10**

256 Route 6 & 209, Milford, PA 18337  
(570) 409-2001 - (570) 409-2002 (Fax)  
Homework Hotline (9-10): (570) 296-3656

[www.dvdsd.org](http://www.dvdsd.org)

**STUDENT HANDBOOK**

**2016-2017**

**Delaware Valley School District Mission Statement**

Delaware Valley School District, in partnership with our community, stands committed to maximizing student potential, fostering life-long learning and promoting responsible citizenship.

*Delaware Valley School District – Educating for Life's Journey*

**The DV Five:**

1. Be Responsible
2. Be Respectful
3. Follow Directions
4. Keep Hands and Feet to Self
5. Be on Time and be Ready

**NON-DISCRIMINATION and TITLE IX COMPLIANCE**

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, gender, gender identity, gender expression, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district. The district also provides equal access Boy Scouts and other designed youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 252 Route 6 & 209 Milford, PA 18337 or 570-296-1800.

## TABLE OF CONTENTS

<b>Delaware Valley High School Colors</b> .....	1
<b>Alma Mater</b> .....	1
<b>Preface</b> .....	1
<b>Professional Credentials</b> .....	1
<b>Bell Schedule</b> .....	1
<b>Two-Hour Delay Bell Schedule</b> .....	2
<b>Academics</b> .....	2
Backpacks.....	2
Copyright.....	2
Dissection Policy.....	2
Homework Hotline.....	2
School E-mail for Teachers.....	2
National Honor Society.....	2
Pledge of Allegiance.....	3
Senior Research Paper.....	3
<b>Career and Technical Education</b> .....	3
Credits.....	3
First Aid.....	3
Placement Services.....	3
Safety.....	3
Student Driving.....	3
Student Passes to Other Areas.....	3
Student Projects.....	3
Uniforms.....	3
<b>Grading</b> .....	4
Citizenship Grade.....	4
Class Participation.....	4
Grade Reports.....	4
Grading System.....	4
Power School.....	4
Advanced Placement Course.....	5
Physical Education.....	5
Remediation.....	5
<b>Attendance and Tardies</b> .....	5
Attendance.....	5
Tardiness to School (Tardy to Class).....	6
Student Tardy Incentive.....	6
Early Dismissal from School.....	6
Excuses.....	6
Closing and Delays.....	6
Hall Pass Policy.....	6
Make-up Tests and Assignments.....	7
Planned Absences/Educational Trips.....	7
Change of Address.....	7
<b>Discipline Student Code of Conduct</b> .....	7
Purpose.....	7

Board Authority .....	7
Delegation of Responsibility .....	7
Dress Code .....	8
Exchange of Money .....	8
Locker Search .....	8
Personal Valuables .....	9
Separation of 9/10 Area from 11/12 Area .....	9
Student Rights and Responsibilities .....	9
<b>Disciplinary Guidelines</b> .....	9
Teacher Modification Phase .....	9
Administrative Phase .....	10
After-School Detention Rules .....	10
After School: Unsupervised .....	10
Computer/Network/Internet Usage .....	10
Minor Disciplinary Infractions .....	11
Progression of penalties for repeated Minor Offenses. ....	11
Disciplinary Records.....	11
In-School Suspension Rules .....	11
Major Discipline .....	12
Out-of-School Suspension Rules .....	16
Pool Rules.....	16
Suspension/Expulsion of Students with Disabilities.....	16
<b>Driving Rules and Regulations</b> .....	17
Automobiles .....	17
Motorcycles .....	18
Driving Examinations .....	18
Violation of District Driving Rules .....	18
<b>Co-Curricular Activities</b> .....	18
Introduction .....	18
Athletic Code .....	18
Dance Rules .....	20
Eligibility for Co-Curricular Activities .....	20
Co-Curricular Attendance Guidelines .....	20
Co-Curricular Behavior Incidents .....	20
Co-Curricular Code of Behavior .....	21
Co-Curricular Offerings .....	21
Parent/Guardian/Student Varsity Jacket Information .....	21
Spectator Decorum/Sportsmanship .....	22
<b>Field Trips</b> .....	22
Criteria for Participation on Trips .....	22
Disqualifications from Trip .....	22
Trip Guidelines .....	22
<b>Guidance Services</b> .....	23
Introduction .....	23
Career Services .....	23
College Visitations .....	23
Graduation Requirements .....	23
Promotion and Important Dates .....	23
Class Change Procedure.....	24
Peer Mediation .....	24

Student Assistance Program (SAP).....	24
Tuition-Based Summer School Eligibility .....	24
Withdrawal.....	24
Working Papers .....	25
<b>Health Services</b> .....	25
Introduction.....	25
Healthcare and Confidentiality of Student Health Information.....	25
Reporting to the Nurse.....	25
Medication.....	25
Physical Examinations for Sophomores .....	26
Athletic Physicals.....	26
Insurance.....	26
<b>Procedure for Public Complaints</b> .....	27
<b>Safety</b> .....	27
Bus Drills .....	27
Building Evacuation Procedures .....	27
Fire Drills .....	27
Video Surveillance.....	27
Weather Drills.....	27
<b>School Services</b> .....	28
Late/Activity Bus Information.....	28
Computer Lab/Media Center.....	28
Library.....	28
Lockers.....	29
Lost and Found.....	29
Lunch Payment.....	29
Math Lab.....	29
Metal Detectors.....	29
School Police Officers.....	29
Telephones.....	30
Textbooks and Supplies.....	30
<b>Student Government</b> .....	30
Announcements .....	30
Class Officers.....	30
Student Council.....	30
<b>Transportation</b> .....	30
Bicycles.....	30
Bus Transportation.....	30
Losing Bus Privileges.....	31
<b>Visitors</b> .....	31
<b>Volunteers</b> .....	31
<b>Appendices</b> .....	32
Appendix A-AHERA Annual Notification.....	33
Appendix B-Annual Public Notice of Special Education.....	34
Appendix C- FERPA- Annual Notice.....	36
Appendix D- Online Resources Permission Letter.....	38
Appendix E-ESSA Annual Notification.....	39

## DELAWARE VALLEY HIGH SCHOOL COLORS

Black and White

### ALMA MATER

Arr. H.F. James

Oh, cherished halls of Delaware  
We give our hearts to thee  
Amid the scenic splendor  
That leads fond memory.

We see our youth and happiness  
As days beyond compare  
In silent moments we'll recall  
Our years at Delaware.

### PREFACE

The staff of the Delaware Valley High School welcomes you! This handbook was prepared by the Delaware Valley School District Board of School Directors ("Board"), administration and faculty to help you understand the various activities and phases of school life at Delaware Valley High School. The Board is authorized by Public School Code to adopt district policies, which are the rules and regulations for all students in the district. This handbook clarifies many of these policies. Compliance with all school Board policies is expected from each student in the Delaware Valley School District. All Board policies can be found on our school district website at [www.dvvsd.org](http://www.dvvsd.org).

A school is not just a dispenser of information, but a place where you live much of your adolescent life. There are many facilities for you to use and many activities in which you may want to participate. This handbook is designed to acquaint you with the school community as quickly as possible.

### PROFESSIONAL CREDENTIALS

Parents/Guardians may ask to see the professional credentials of teachers and other members of the professional staff as it relates to the students of the parents/guardians.

We also recognize that all individuals have unique talents, needs and interests. It is, therefore, the intention of this school community to recognize excellence by students, faculty, staff and administration.

Furthermore, it is our aim that the school community recognizes advantages in bringing community and school resources together in mutual partnerships to benefit the common good. In addition, we hope that they accept responsibility as contributing and participating members of the school, community and society.

It is understood that in order to implement this philosophy, the educational foundation of the Delaware Valley High School, we must rely upon mutual trust and respect among all of our members. Finally, it is our intention to communicate this philosophy in a thorough and consistent manner.

### BELL SCHEDULE

Warning Bell	7:50 am
Tardy to School	8:04 am
Period 1	8:00 - 8:54
Period 2	8:58 - 9:44
Period 3	9:48 -10:34
Period 4	10:38 -11:24
Period 5	11:28 -12:58
Period 6	1:02 - 1:48
Period 7	1:52 - 2:38

Period 5 includes 60 minutes of instructional time plus lunch. Passing times for lunch are included within the 30 minutes of each lunch session.

**Lunch A** begins at 11:28 am

**Lunch B** begins at 11:58 am

**Lunch C** begins at 12:28 pm

## TWO-HOUR DELAY BELL SCHEDULE

School Opens	9:50 am
Tardy to School	10:04 am
Period 1	10:00 - 10:39 (35 minutes)
Period 2	10:43 - 11:08 (25 minutes)
Period 3	11:12 - 11:37 (25 minutes)
Period 5	11:41 - 1:11 (90 minutes)
<b>Lunch A</b> begins at 11:41 am	
<b>Lunch B</b> begins at 12:11 pm	
<b>Lunch C</b> begins at 12:41 pm	
Period 4	1:15 - 1:40 (25 minutes)
Period 6	1:44 - 2:09 (25 minutes)
Period 7	2:13 - 2:38 (25 minutes)

## ACADEMICS

### **BACKPACKS**

Backpacks will only be permitted when carrying books to and from school. Backpacks are not permitted during the school day. Students must leave any book carrying device, including backpacks, in their lockers during the school day.

### **COPYRIGHT**

The Delaware Valley School District recognizes that the Federal Constitution grants authors and creators certain rights to protect their property as a means of promoting and advancing knowledge, and that Congress enforces these rights through U.S. Copyright Law.

Copyright protection applies to original works of authorship that can be perceived, reproduced, or communicated, either directly or with the aid of a machine or device. The works include the following categories: (i) literary works, (ii) musical works, including any accompanying words, (iii) dramatic works, including any accompanying music, (iv) pantomimes and choreographic works, (v) pictorial, graphic and sculptural works, (vi) motion pictures and other audio video works, (vii) sound recordings and (viii) architectural works. Copyright protection extends to most computer software, which is typically protected as a literary work.

Users must make a standard practice of requesting permission from the holder of the work, or their agent, complying with license agreements pursuant to the school district's procedures, and legally use fair use principles.

Violations of copyright law will lead to disciplinary action from suspension up to and including expulsion from school. In addition, violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. Refer to Delaware Valley School Board Policy # 814 Copyright.

### **DISSECTION POLICY**

Dissection is an integral part of our life science curriculum, and is an important activity in teaching anatomy, physiology, and the relationships between living systems.

Some students may have valid reasons to request an alternative assignment to dissection. We recognize these requests and adhere to established guidelines set by the Pennsylvania Department of Education and the American Association of Biology Teachers.

### **HOMEWORK HOTLINE**

It is the responsibility of students who are absent from school to access the homework hotline for missed class work. To call the homework hotline, do the following (you will need a touch-tone phone):

First: Dial 296-3656

Second: Enter the teacher's telephone mailbox number (it has 4 digits), then press #

Third: To access another teacher, after the first teacher's assignment is noted - press 0, enter the second teacher's telephone mailbox number, then press #

Fourth: Repeat the third step for additional teachers

### **SCHOOL EMAIL FOR TEACHERS**

To email your child's teacher type in lowercase teacher last name followed by first initial @dvsd.org, (for example: john doe=doej@dvsd.org).

### **NATIONAL HONOR SOCIETY**

One of the highest honors a student can attain is membership in the Delaware Valley Chapter of the National Honor Society. The aim of the society is to recognize and promote the four qualities of scholarship, leadership, character, and service.

Each year any junior or senior, who has a cumulative average of 3.50 or better is considered an eligible candidate. The names of candidates are submitted to the entire faculty who must rate each student with whom they are sufficiently acquainted in the areas of leadership and character. Next, the co-curricular activities of the candidates are checked to make sure that they are contributing participants in school or community activities. All of the above information is then submitted to a faculty council consisting of five teachers

who are responsible for making the final decision concerning membership. Once selected, all students must maintain the standards by which they were chosen in order to remain a member.

Each chapter must participate in at least two service activities in the school or in the community.

Honor Society students involved in cheating incidents will be dealt with according to the by-laws of the National Honor Society, as well as in the Discipline Code outlined in the student handbook.

#### **PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious conviction. Student who chose to refrain from such participation shall respect the rights and interests of classmates who wish to participate.

#### **SENIOR RESEARCH PAPER**

A senior research paper is required for all seniors. Topics will be approved by the teacher and specific requirements (style, footnotes, bibliography, etc.) will be taught. Papers MUST be turned in on or before the set deadline date. If a student fails to meet the deadline, he/she will be given a zero for the value of the assignment; the paper is still mandated to fulfill the requirements of the course. Students who do not submit a paper will not receive credit for the course.

### **CAREER AND TECHNICAL EDUCATION**

#### **CREDITS**

Students may receive up to three (3) credits toward high school graduation for each year successfully completed in a Career and Technical Education program.

#### **FIRST AID**

The Health Assistant instructor is available for emergency situations only. Students must be responsible for reporting any accident, no matter how minor, to their instructor.

#### **PLACEMENT SERVICES**

Our teachers and guidance counselors work very closely in providing job placement services for our graduates. A Cooperative Work Program is provided for seniors, which enables them to gain "on-the-job" experience in their field prior to graduation. The Cooperative Work Program usually begins in September. Students must be recommended by their teacher and counselor in order to participate in this program. Most students remain in these positions until graduation.

#### **SAFETY**

The courses in the Career and Technical Education Department are operated under conditions similar to those found in business and industry. In order to do this, students will be learning by doing a considerable amount of "live work."

One of the most important factors stressed in industry is safety. Students will find safety rules and regulations continually emphasized by their instructors. For their benefit, as well as ours, learn these rules quickly and follow them regularly.

#### **STUDENT DRIVING**

Student cars are not to be parked in the Automotive area. Student cars to be repaired will be parked in the high school lot and taken, by one student to the Auto Shop to be repaired. Upon completion of repair, cars will be returned to the high school lot.

#### **STUDENT PASSES TO OTHER AREAS**

It is extremely important that students do not leave their shop or assigned area during class without first receiving your instructor's authorization, obtaining a pass and signing out on the shop Sign-Out Sheet.

Students will not be allowed to visit high school classes or teachers during Career and Technical Education classes. These contacts should be made before and after school or during other free time in the students schedule. Career and Technical Education students are allowed in the Career and Technical Education area only during their scheduled Career and Technical Education classes. Do not ask other teachers or assistants to excuse the student to visit the Career and Technical Education area at other times. Students will not be allowed in the Career and Technical Education area at other times unless special prior arrangements are made with their Career and Technical Education instructor and approved by a high school administrator.

#### **STUDENT PROJECTS**

A Project Control Sheet must be completed and discussed with their instructor. This control sheet must be presented to the office in order for the student to take their vehicle to the Career and Technical Education area. The Project Control Sheet must be completed ahead of time. The Project Control Sheet must be displayed on top of the dashboard while the vehicle is in the Career and Technical Education area. Students who receive project authorization at the Career and Technical Education are not allowed to transport passengers. Violations of the above regulations will result in disciplinary action.

**SPECIAL NOTE FOR THE AUTO PROGRAM:** All road testing of vehicles must be confined to the Career and Technical Education parking area and be under the supervision of the instructor.

#### **UNIFORMS**

Each program requires specific items of personal clothing that provide for the students safety and protection of school clothes while working in the Career and Technical Education center. Students and their parents/guardians will receive information regarding the requirements in the chosen field. The Students instructor will discuss cost and time deadline in further detail.

Once the time deadline is established, the student will be required to wear the specified uniform on a daily basis. Failure to be prepared for shop/lab will result in loss of the privilege to do this work. The student will be assigned an alternate classroom project for the day. It is the students responsibility to maintain their uniform in a clean condition with laundering on a regular basis as required.

## GRADING

### CITIZENSHIP GRADE

**O** = Outstanding    **S** = Satisfactory    **U** = Unsatisfactory

Students begin each school year with a citizenship grade of outstanding which is reviewed on a quarterly basis. Unsatisfactory citizenship results when a student serves either an in-school or out-of-school suspension during the quarter being reviewed. Frequent disciplinary referrals can also lead to unsatisfactory citizenship. An assigned detention during a quarter will reduce a student's outstanding citizenship status to satisfactory.

### CLASS PARTICIPATION

All teachers will assign a grade for class participation for all courses. Students will be graded for on-time arrival, class behavior, preparation for class, and participation in class discussions.

### GRADE REPORTS

Grade reports will be marked every nine weeks or four times a year. A report card is a summary of the quality of a student's work and effort. A student may not pick up another student's report card.

Comments may be used to clarify a particular mark. These comments will identify both positive and negative aspects of a student's effort.

### GRADING SYSTEM

#### A. Regular Education Program

Excellent	Good	Average
A+ 98-100	B+ 87-89	C+ 77-79
A 94- 97	B 84-86	C 74-76
A- 90- 93	B- 80-83	C- 70-73

#### Passing

D 65-69

#### Failing

F 0-64

Withdrawing from a course after the course has started will result in W/P (withdrawn passing) or W/F (withdrawn failing) being added to the high school transcript.

#### B. Regular Courses with their grade point values are listed below:

A+ = 4.33	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
	D = 1.00	F = 0

#### C. Weighted Grades for Advanced Placement Courses only

The value given to weighted grades are as listed below:

A+ = 5.33	A = 5.00	A- = 4.67
B+ = 4.33	B = 4.00	B- = 3.67
C+ = 3.33	C = 3.00	C- = 2.67
	D = 2.00	F = 0

#### D. Weighted Grades for Honors classes in English, Math, Science and Social Studies. Also, World Languages Levels 4, and 5 Engineering Levels 3 and 4, CTE Level 3 Courses, Senior Science Research Seminar, and Advanced Topics Level 1 and 2.

The value given to weighted courses are as listed below:

A+ = 4.83	A = 4.50	A- = 4.17
B+ = 3.83	B = 3.50	B- = 3.17
C+ = 2.83	C = 2.50	C- = 2.17
	D = 1.50	F = 0

#### E. High Honors and Honors

For high honors and **honors**, all grades should be included in the **computation**: The point totals for each grade are listed above.

High Honors = 3.49                      Honors = 3.00

A grade of F, or U automatically eliminates eligibility. Each student who meets the high honors or honors requirements will have that indicated on the grade report. The local papers are notified of the names of the honor roll students.

### POWER SCHOOL

Parents/Guardians have web access to their students' grades, attendance, assignments, and test scores. Contact the school counselors for passwords and procedures.



## **ADVANCED PLACEMENT COURSES**

Students who wish to take an AP exam and have maintained a B+ average or higher in the AP course will have the fee for the exam paid for by the high school. Students with an average of less than a B+ in the AP course must bear the full cost of the examination. Any student who scores 3, 4, or 5 on an advanced placement test for which they paid will be reimbursed that test's fee. Guidance will pay for indigent students. Failure to take the exam will result in the loss of the AP weight for that course when the Grade Point Average is calculated.

## **PHYSICAL EDUCATION**

Health and Physical Education is a state mandated program.

A complete change from school clothes is required. Each student is required to wear sneakers (secured), socks, shorts with an elastic waist, and a T-shirt. For safety reasons, the shorts and shirt are not to have pockets, snaps, zippers, buckles, buttons or metal studs. During cold weather a sweat suit or warm-up may be worn. Students who fail to change for physical education class are subject to after school detention. Continual refusal to dress properly for class may result in a failing grade for physical education.

If a student is suspended (in or out of school) or has 5 or more days of absences due to vacation or illness, it is up to the student to talk to the health/physical education teacher about make-up work. If a student has a disabling injury or illness, an excuse from class for a period of time may be granted with a doctor's note. A medical form must be filled out by a licensed physician to be given to your physical education teacher or the school nurse regarding your disability. Unless otherwise stated on the medical form you must obtain written permission from your physician before returning to your physical education class.

If your medical excuse states "until further notice" you must update it within two months or less. You are responsible for keeping your medical excuse updated and current each year. If your medical excuse covers more than 50% of the classes in a unit or units in a year, a medical excuse grade will be recorded. You may not participate in any intramural and/or interscholastic activity while you are on a medical excuse.

## **REMIEDIATION**

The state requires that high schools remediate students who do not score proficient or advanced on the Keystone Exams. A student that does not achieve proficiency may be required to change his/her schedule to accommodate a remediation class(es) or be pulled out of their regularly scheduled class(es) on an as needed basis in order to adhere to the state mandate.

## **ATTENDANCE AND TARDIES**

### **ATTENDANCE**

Everyone enrolled in school is required by state law to attend regularly. Frequent absences may lead to failure in subjects which may lead to school dropouts. In the event your child will be absent, please call the appropriate number: For grades 9 -12 , 570-296-1854, & 570-196-1856.

1. Every student absence requires a written excuse signed by the parent/guardian. The written excuse must include the date(s), the reason for the absence, and bear the signature of the parent/guardian. School administrators will determine if the written note meets the criteria of an excused or unexcused absence. When the student, regardless of age, is absent the parent/guardian must submit a written note on the first day the student returns to school. If the excuse is not presented by the tenth school day, the absence will remain unexcused. If a student has five unexcused absences in one school year, the parent/guardian may receive an Excessive Absent Letter. When a student has three additional unexcused absences, the parent/guardian will receive a First Warning Letter. When the student has subsequent unexcused absences, the parents/guardian will receive a citation, which may or may not include a fine. All absences, including excused and unexcused, beyond ten cumulative days within the school year require a doctor's note. If a doctor's note or a hospital record is not provided within five days, the absence will be marked unexcused.
2. A student who is absent from school is prohibited from attending that day's co-curricular activities. Parents/Guardians may request a conference with the assistant principal in regard to attendance. The Pike County Bureau of Children and Youth will be notified in the event that a student reaches 8 unexcused absences.
3. To avoid an unnecessary excessive absence letter, students who visit a doctor during an absence should bring a note from the doctor.
4. Juniors and seniors who are absent due to college visits must make prior arrangements in the guidance office, and notify the attendance secretary.
5. Missing the school bus is unexcused
6. If the student arrives at school after 11:15 a.m., it is considered a half-day absence and the student must have a note.
7. A student may not leave school during the day at any time unless he/she is excused by the nurse because of illness and permission is granted by the principal. The student must sign out in the book provided by the school office for this purpose when leaving school during school hours.
8. Parents/Guardians who pick up children during school hours to excuse them for some legal purpose must also sign out in the register provided by the office for that purpose. A note from a parent/guardian and parent/guardian confirmation is required.
9. The policy for early dismissal when a parent or guardian does not pick up a student is as follows:

- a. Have parent or guardian call a day or so in advance to get permission, and bring a note the day you are to be dismissed early, or:
  - b. Bring a note from a parent or guardian, including a telephone number at which a parent/guardian may be reached for confirmation.
10. Students who are dismissed to take a driving exam should return to school as soon as the exam is completed.
11. Student Attendance Incentive  
Any student who has five (5) unexcused absences or five days of out- of- school suspension/ in-school suspension or a combination of five (5) days of unexcused absences and out- of- school suspensions prior to the homecoming dance will not be allowed to attend. Any student, who has ten (10) unexcused absences or ten (10) days of out-of- school suspension/ in-school suspension or a combination of ten (10) days of unexcused absences and out- of- school suspensions by the date of the Jingle Ball dance or semi-formal dance, may not attend the Jingle Ball dance or semi-formal dance. Any student who has fourteen (14) unexcused absences or fourteen (14) days of out- of- school suspension/ in-school suspension or a combination of fourteen (14) days of unexcused absences and out- of- school suspensions by the time of senior prom and/or graduation will not be allowed to attend the senior prom and/or graduation. There are NO exceptions.

### TARDINESS TO SCHOOL (TARDY TO CLASS)

Each student is REQUIRED to be in his/her seat WHEN the first bell rings. The same applies to all classes during the school day.

When students arrive late to school, parents/guardians are required to sign the attendance sheet in the appropriate office.

Tardy students must have a written note from their parent or guardian. School administrators will determine if a note warrants an excused or unexcused tardy. Students who are tardy because of a doctor's appointment need a note from the doctor. Notes regarding tardiness to school must be submitted within three (3) days of the late arrival in order to be considered excused. The third tardy, and each tardy thereafter, may result in detention. Chronic tardiness may result in suspension from school and/or a parent/guardian conference.

CAR PROBLEMS AND WINTER ROAD CONDITIONS ARE NOT LEGITIMATE EXCUSES FOR TARDINESS AND ABSENCES.

### STUDENT TARDY INCENTIVE

Any senior who has a total of 14 unexcused tardies **to school** will not be allowed to attend the prom or the graduation ceremony. Students in grades 9, 10, and 11 may not attend the prom as guests if they have 14 unexcused tardies to school or class. Any student who has accumulated a total of 7 or more unexcused tardies may not attend the homecoming dance. Any student who has accumulated 10 or more unexcused tardies will not be allowed to attend the semi-formal dance or Jingle Ball dance .

### EARLY DISMISSAL FROM SCHOOL

A student is excused from school with a note from a doctor or documented college visitation, and permission from an administrator. Students and parents/guardians must realize that the excuses (personal or appointment) must be explained to an administrator or they will not be excused. The third unexcused early dismissal and each unexcused early dismissal thereafter, may result in detention. Chronic unexcused early dismissals may result in parent/guardian conference and/or a suspension from school.

### EXCUSES

When you are absent three or more consecutive days, report to the school nurse when you return to school for review of that excuse. Doctor's notes are routinely required for extended absences and excessive absences (10 or more days). All doctor's excuses from physical education classes should be presented to the school nurse. The school nurse does not issue an excuse from physical education classes. Every absence and every tardy requires an excuse to be delivered to the school office. Excuses must be delivered to the office within three (3) school days. Failure to deliver excuses within specified time will result in a disciplinary action with either detentions or suspensions.

### CLOSING AND DELAYS

When inclement weather occurs, the Delaware Valley School District uses an automated phone system to contact parents/guardians. Please update the school with any changes to your telephone contact numbers. Calling any of the main school telephone numbers (296-1850) and then pressing "1": after the system answers will provide an announcement of school delay or closing information. School closing information can be found on our school website at [www.dvdsd.org](http://www.dvdsd.org).

### HALL PASS POLICY

The following will serve as guidelines:

1. Students in the halls during class **must** have a hall pass issued by a teacher or administrator. Habitual offenders will be disciplined and/or placed on restricted movement.
2. Teachers who detain students beyond the normal period time limit will give a late slip to the student for admission to class.
3. Students are not permitted to leave during the first or last five (5) minutes of any class period.
4. Students should avoid asking for passes during seventh period unless it is an emergency.
5. Students who wish to see their guidance counselors may obtain passes in advance from the guidance counselors stating the date and time of the appointment. Students should arrange appointments with the guidance secretary.
6. Students who report to the guidance office, library, nurse or anywhere else without receiving permission from their teacher are considered to be cutting class. Failure to obtain a completed pass before leaving an assigned area will result in a minimum of two (2) weeks restriction of hall pass privileges.

7. A student wishing to be excused from class must have a pass from the teacher of the class the student is leaving and must contain the student's destination, the time he/she left his/her class, and the date.
8. A student must have a pass when leaving a class for a destination other than the normal passing between classes. A pass must include a teacher's signature, student's name, destination, date and time the student left.

**MAKE-UP TESTS AND ASSIGNMENTS**

Tests and assignments missed due to extended, approved vacations, legitimate long absences, or due to suspension from school must be completed within five days of a student's return to school. It is the student's obligation to make the necessary arrangements with the teacher. Students who are absent on the day of a test will take the test upon returning to class unless the teacher chooses another arrangement. Students who are absent the day before a test will take the test on the day it is given to the class. Absence from class prior to a test is no excuse for not taking the test when it is scheduled.

**PLANNED ABSENCES/EDUCATIONAL TRIPS**

Although parents/guardians are urged to take vacations during planned holidays, parents/guardians may request permission to take five (5) days per year. Parents/Guardians requesting permission to take their children out of school for family educational trips must notify the administrator by written request at least five (5) school days prior to the trip. The educational benefits of the trip and the educational places to be visited must be explained. When the request is received by the office, the student will be given a status card, which must be signed by each of his/her teachers. The signed card must be returned to the office by the end of the day. The status card will be reviewed by the administration and the parents/guardians will be notified of potential problems. Approval may be denied for the following reasons:

1. Poor academic achievement.
2. Excessive absenteeism and lateness.
3. Second request within one school year.
4. More than five (5) days requested.

The principal will determine whether or not the trip is approved. If parents/guardians take students out of school for a family educational trip, the following guidelines must be adhered to:

1. If a student is going on vacation, the office must receive written notification, five (5) days in advance, from the parent or guardian. If the office is not notified in writing, in advance, the days missed will be marked unexcused. Student illness, death in the family, emergency in the family, advanced written notification of vacation, appointments, college visits, or interviews are considered excused absences.
2. The student is responsible for informing the teacher of his/her need of assignments at least five (5) school days prior to the trip and then collecting the assignments when available.
3. The missed work must be submitted within five (5) days of the student's return to school.
4. If the assignments are not satisfactorily completed within the specified time, the student will receive no credit and a grade of zero (0) for the assignments.

**CHANGE OF ADDRESS**

Any change of address or telephone number should be reported to the office at once so that the home can be contacted in the event of an emergency. If a family is moving from the area, it is necessary to transfer records to the receiving school district. Withdrawal of students should be reported to the guidance office or main office as soon as possible.

**DISCIPLINE  
STUDENT CODE OF CONDUCT**

**PURPOSE**

The Board acknowledges that student conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment.

**BOARD AUTHORITY**

The Board shall require each student of this district to adhere to the rules and regulations promulgated and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, on school trips, during school, during school-sponsored activities, (on or off school property) and while student travel to and from school. Such rules require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors.

**DELEGATION OF RESPONSIBILITY**

The Governing Board or Designee shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and:

1. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning.
2. Do not discriminate among students.
3. Do not demean students.

4. Do not violate any individual rights guaranteed to students.

The Governing Board or designee shall designate sanctions for the infractions of rules which shall:

1. Relate in kind and degree to the infraction
2. Help the student learn to accept responsibility for his/her actions
3. Be directed, where possible, to repairing any harm which may have been caused by the student's misconduct.

Use of Corporal punishment prohibited however, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

1. For the purpose of self-defense.
2. For the protection of persons or property

### DRESS CODE

We recognize that school is like a place of business. Further, we recognize that part of one's education is learning when, where and how to dress appropriately. Therefore, a basic guideline for student dress relies on what is appropriate for a formal, business-like, public school environment.

1. All clothing worn to school should be clean.
2. No clothing should be worn which would interfere with others' education, or present a safety hazard to any student or property.
3. Personal grooming should conform to reasonable standards of cleanliness. This especially, but not exclusively, pertains to proper care of a student's hair.
4. Students are expected to dress appropriately for the weather conditions, i.e. long sleeves, sweatshirts, sweaters, etc. in the colder months.
5. Students should not wear clothing that is more suitable for the beach, playground or other informal occasions.
  - a. Bare backs, bare midriffs, and tank tops are not appropriate for school. Undergarments must be covered by the clothing the student is wearing.
  - b. Hats, caps, bandannas, or hoods may not be worn indoors. Students are not to wear any full head coverings (except for religious beliefs and chronic health conditions) or headbands in the building during the regular school day.
  - c. Students should assure themselves that any clothing they wear is relatively modest and suitable for the business-like atmosphere of a public school.
  - d. Any clothing that advertises drugs and alcohol, includes offensive or suggestive language, or promotes violence is strictly prohibited.
  - e. Bottoms will be judged using the "Finger Tip" Length Method. The "Finger Tip" Length Method is when a student stands with arms comfortably at sides, and when the skirts or shorts are worn normally, the bottoms of skirts or shorts must be below the fingertips. The "Finger Tip" method will also be applied to rips and tears in clothing. Students should not wear the following: biker shorts, gym shorts, cut offs, short shorts.
  - f. No pajamas or slippers may be worn.
  - g. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves during the school day.
  - h. Students are not to wear clothing that contains excessive rips or tears. have holes in them to put thumbs or fingers through. or contain excessive rips or tears.
  - i. "Heelys" or other skating footwear are prohibited.
  - k. On no occasion should any student go barefoot on school premise except in pool/ locker area.
  - l. Clothing or accessories that contain spikes, chains, or any other items that can be considered harmful are not to be worn.
6. Special occasions such as "AWARDS NIGHT," "SCHOLARSHIP NIGHT," etc. are enhanced by a more serious attention to dress. Dress slacks, dress shirts, dresses and dressy blouses are expected. Ties and sport coats are encouraged when appropriate. Sneakers, jeans, T-shirts, etc. are not appropriate for special occasions.
7. GRADUATION: The dress code is strictly enforced at graduation. No one is permitted in the ceremony for graduation who is not suitably dressed.

### EXCHANGE OF MONEY

Students should not sell anything in school unless it has been properly authorized. Money should not exchange hands in school unless it is for school business and with proper authorization. This also includes any form of gambling and/or betting.

### LOCKER SEARCH

Students are to use their lockers for storage of books, other school material, and appropriate seasonal clothing. Lockers are the property of the school district. The administration reserves the right under state law to search lockers. No locker or other assigned in-school storage space may be used to store any substance or object which is prohibited, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the safety of the building itself. The Delaware Valley School District may, when it deems appropriate, render periodic or sweeping searches of school property including student lockers. **Students may not expect that district owned lockers provided to students for storage of their contents are private.** School district officials may conduct searches of all lockers at any time without prior notification. Use of dogs or other searching devices may be used at any time. Materials found in locker

searches may be used in disciplinary and other proceedings against the student. The district is not responsible for lost or stolen items. Students are not to share lockers. For more information on searches and seizures, please see Board Policy #226.

### **PERSONAL VALUABLES**

Students should not bring large amounts of money or other valuable personal items to school. Students are responsible for their own personal property. The Delaware Valley School District and its contractors will not accept any liability for lost or stolen articles either on school district property or in school district or contractor vehicles. When it is necessary, valuables should be placed in the care of the office.

### **SEPARATION OF 9/10 AREA FROM 11/12 AREA**

Delaware Valley High School attempts to separate the 9/10 area and the 11/12 area within the building, students are not to cross into their non-designated areas. They may cross over for legitimate purposes, such as having a class or teacher requesting to see a student, or going to guidance. "Hanging out," visiting, or just walking the buildings are not acceptable. This results in unexcused tardies (thus missing important class time) and unnecessary student conflicts. Noncompliance shall result in disciplinary action.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Every child, being a resident of the Delaware Valley School District, between the ages of six (6) and twenty-one (21) years, may attend the Delaware Valley School District public schools. Notwithstanding any other provision of law to the contrary, a child who attains the age of twenty-one (21) years during the school term and who has not graduated from high school may continue to attend the public schools in his district free of charge until the end of the school term. The board of school directors of any school district may admit to the schools of the district, with or without the payment of tuition, any non-resident child temporarily residing in the district, and may require the attendance of such non-resident child in the same manner and on the same conditions as it requires the attendance of a resident child. 24 P.S. § 13-1301. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first. Taken from the Pennsylvania State Board of Education Regulations of Title 22 PA Code, Chapter 12.

#### **12.2 Student responsibilities:**

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students 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 his/her 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 with 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 so as to meet fair 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 all 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 commonwealth and local school authorities.
  10. Report accurately and not use indecent or obscene language in student newspapers or publications on school premises

### **DISCIPLINARY GUIDELINES**

The administration reserves the right to review each case individually and elevate the discipline to a higher level if the consequence merits further action.

#### **TEACHER MODIFICATION PHASE**

A teacher can deal with minor discipline without the need for formal referral to the administration. When a teacher feels that a minor problem has become so habitual that it has become a major problem, a referral to the administration should be made. Prior to a formal referral, the teacher should have taken the step of a private student/teacher conference and one of the steps listed below. A parent/guardian conference is strongly recommended during this phase. Though a conference is not mandated, a contact with the parent/guardian is. The contact should be made, by the teacher or by the counselor.

The teacher should use the following steps:

1. Teacher, student conference.
2. Teacher, student, counselor conference.
3. Teacher, student, parent/guardian conference.

4. Teacher, student, administrative conference.

During this phase, normal disciplinary action may be taken. Detention may be assigned and arranged through the administration. Detention supervised by the teacher involved may be used in place of using the regular detention room. This is a means for an in-depth student/teacher conference when appropriate. During this phase, a record of contacts with a student should be made on a teacher referral form. The original should go to the assistant principal, a copy kept by the teacher. A brief statement of the incident and the teacher action should be recorded.

Teachers encountering discipline problems when exercising general supervision (e.g. lavatory, hall, auditorium) should refer the student to the office.

#### **ADMINISTRATIVE PHASE**

When a teacher feels he/she has utilized and sufficiently documented all reasonable steps to modify behavior, he/she should refer a student to the administration. When the student is referred to the administrator, the following may occur:

1. Assign disciplinary consequences that are related to the behavior such as detention, restriction, in-school suspension or out-of-school suspension.
2. Schedule a student-teacher-administrator conference to resolve areas of conflict.
3. Involve or re-involve the guidance department in resolving the present difficulties.
4. Refer the student to the Student Assistance Team or the Multidisciplinary Team for appropriate action.
5. Schedule a parent/guardian conference to review discipline records and school policies.

Whenever a student has been a chronic or serious disciplinary problem, the student may be referred to the superintendent for consideration of initiation of expulsion proceedings. Students may be represented by legal counsel at expulsion proceedings. Legal counsel will be at the expense of the student or parents/guardians.

#### **AFTER-SCHOOL DETENTION RULES**

1. Detention is held in Lecture Hall I on Monday, Wednesday, and Thursday and is subject to change.
2. Be on time; the door closes promptly at 2:45 p.m. Unexcused tardiness is grounds for another detention.
3. Sit in alternating seats. Teachers may assign seats at their discretion.
4. Fill in front rows first. Do not use back three rows unless necessary.
5. Students must work on school work or approved reading material.
6. No sleeping. No heads on desk.
7. No feet on desks.
8. No eating or gum chewing.
9. No laughing or talking.
10. Students are not allowed out of their seats.
11. Dismissal is at exactly 4:20 p.m.
12. Students are to leave school immediately after dismissal.
13. No hitchhiking home after detention.
14. Missing a detention is a serious discipline problem and will be dealt with accordingly.
15. Parents/Guardians will be notified by mail in advance, if possible, of a detention session.
16. DETENTION HAS PREFERENCE OVER WORK OR ATHLETICS AND CO-CURRICULAR ACTIVITIES.
17. Detention cannot be changed unless approved by the principal or assistant principal. Parents/Guardians may be contacted for verification.
18. Students who are disruptive in detention may be assigned to in-school suspension the next day.

#### **AFTER SCHOOL: UNSUPERVISED**

Students may not remain on school property after the conclusion of the school day unless they are supervised by a coach or staff member.

1. First offense: Detention and banned from school property after the conclusion of the school day for two weeks.
2. Second offense: Two detentions and banned from school property after the conclusion of the school day for four weeks.
3. Third offense: Two detentions and banned from school property after the conclusion of the school day for 90 days.

#### **COMPUTER/NETWORK/INTERNET**

The Delaware Valley School District's Acceptable Use of the Communications and Information Systems Policy, #815, ("Acceptable Use Policy") includes important requirements for students to know as they use the Internet, computers, networks, electronic communication systems, information systems, databases, files, software, and media. The Acceptable Use Policy requirements are in effect any time School District resources are used, whether on School District property or elsewhere. Students are required to read, understand, and comply with the Acceptable Use Policy.

Each student's signature and their parent's/guardian's signature is required on the "Acceptable Use of the Communications and Information Systems Policy #815, Acknowledgement and Consent Form." This is to acknowledge understanding of the policy and to be able to gain Internet access in school. Each student's signature is required to verify their receipt of the handbook.

The Acceptable Use Policy is available in electronic format on the School District's website at [www.dvdsd.org](http://www.dvdsd.org) (under "Policies").

The misuse of computer/network/Internet (hereafter referred to as "CIS") as document in policy #815 under Prohibition, General Prohibitions, Access and Security Prohibitions, and Operational Prohibitions on pages 12-17 will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted CIS use, as per the discretion of the Delaware Valley School District Administration. The student also will be responsible for restitution to the school district for any damage to school property; however, the school district reserves the right to review each case and provide consequences for conduct on a case-by-case basis.

### **MINOR DISCIPLINARY INFRACTIONS**

A minimum of one detention and/or hall pass restriction will apply to the following:

1. Possession of food or open drink containers outside the cafeteria without proper authorization
2. Loitering in the school or unauthorized area without supervision.
3. Unexcused tardiness to school
  - a. Three (3) to nine (9) tardies results in detention for each occurrence.
  - b. Ten (10) to fourteen (14) tardies results in in-school suspension per occurrence.
  - c. Over fourteen (14) tardies results in out-of-school suspension per occurrence plus exclusion from dances, the prom, and graduation.
4. Unexcused tardiness to class or lunch
  - a. Three (3) to nine (9) tardies results in detention for each occurrence.
  - b. Ten (10) to fourteen (14) tardies results in in-school suspension per occurrence.
  - c. Over fourteen (14) tardies results in out-of-school suspension per occurrence
5. Having no pass.
6. Inappropriate dress, per incident - see Dress Code.
7. Misconduct on school property and school sponsored events
8. Inappropriate public display of affection; kissing.
9. Possession of matches, lighters, etc.
10. Students who fail to schedule college visitation in advance through the guidance office.
11. In guidance office without teacher's knowledge.
12. The wearing or carrying of coats, hats, bandannas, headbands.
13. Wearing hoods to class during the school day.
14. The wearing or use of ear buds or headphones for non-educational purposes.
15. Failure to sign in or out at the nurse's office.
16. Use of electronic devices that results in a disruption to the educational process.
17. Gum chewing.
18. Hitchhiking to or from school.
19. Items signifying gang affiliation.
20. Other instances of minor misconduct.

### **PROGRESSION OF PENALTIES FOR REPEATED MINOR OFFENSES**

Students who continue to violate school policy covered under minor discipline may be subjected to further consequences including: additional detentions, in-school suspension, or out-of-school suspensions.

### **DISCIPLINARY RECORDS**

Disciplinary records are maintained on each student.

### **IN-SCHOOL SUSPENSION RULES**

The teacher is to apply a reasonableness to each of the following rules:

1. Students must be in the in-school suspension room by 8:04 a.m.
2. Students may not get out of their assigned seats.
3. Students have the responsibility of obtaining all homework assignments from their teachers prior to the start of their suspension period.
4. Students must work on school work or approved reading materials.
5. Do not bring cards, games of any kind, radios, food, or beverages (the only exception being your lunch).
6. No talking, laughing, or passing notes.
7. Use of lavatory is restricted to 3rd period and 6th period or in cases of emergency.
8. No heads down on desks and no sleeping.
9. Students dismissed at 2:38 p.m. - dismissal bell.
10. Do not open the door unless an emergency situation occurs.
11. Students are responsible for the care of the suspension room. Any writing or damages should be reported to the principal or assistant principal immediately.
12. Since ISS is an alternative to out-of-school suspension, non-compliance of ISS rules will result in an extended period of in-school suspension or out-of-school suspension.
13. If students arrive to ISS unprepared additional consequences will follow.

## **MAJOR DISCIPLINE**

Major discipline should be referred immediately to the principal or assistant principal. These include:

### **1. Annoyance Calls**

Annoyance calls include but are not limited to:

- fax machines
- hang-ups
- harassing or threatening calls
- obscene calls

First offense - a minimum of three (3) days out-of-school suspension

Second offense – a minimum of five (5) days out-of-school suspension

Third offense – a minimum of ten (10) days out-of-school

### **2. Bus Conduct Report - (BCR)-**

If a student misbehaves on the bus, they will receive a Bus Conduct Report (BCR) from the bus driver. In addition to the BCR, students may be subjected to further disciplinary action as deemed appropriate by school administration.

The discipline will be handled in the following way:

- a) First Offense- Warning. Parents/Guardians will be notified and a conference will be held with the student by the administrator. The parents/guardians will be warned that the next BCR will result in a three day bus suspension.
- b) Second Offense- Three (3) day bus suspension. Parents/Guardians will be notified and a conference will be held with the student by the administrator. The parents/guardians will be warned that the next BCR will result in a five day bus suspension.
- c) Third Offense- Five (5) day bus suspension. Parents/Guardians will be notified and a conference will be held with the student by the administrator. The parents/guardians will be warned that the next BCR will result in a ten day bus suspension.
- d) Fourth Offense- Ten (10) day bus suspension. Parents/Guardians will be notified and a conference will be held with the student by the administrator. The parents/guardians will be warned that the next BCR will result in loss of busing privileges' for the remainder of the school year.

### **3. Cell phone use/ Personal Electronic Device (PED)-** the use of a cell phone is only acceptable when permission has been granted by an administrator or teacher. The cell phone should be off and away during the school day.

- a) First Offense- one (1) detention
- b) Second Offense- one (1) day in-school suspension, parent/guardian contacted.
- c) Third Offense- three (3) day out-of-school suspension, parent/guardian contacted and parent/guardian must pick up phone.

Failure of student to hand over cell phone when in violation of policy will result in a three (3) day out-of-school suspension for insubordination.

### **4. Cheating**/per offense – “0” grade for that activity, test or quiz. This will be applied to the individual taking information as well as the individual supplying information.

- a) First offense – one (1) day in-school suspension
- b) Second offense – three (3) days out-of-school suspension
- c) Third offense – five (5) days out-of-school suspension

### **5. Cutting Class:**

- a) First offense – one (1) detention per period plus “0” for class participation. No make-ups of test or quizzes permitted, for the class that is cut. Two weeks hall pass restriction.
- b) Second offense – in-school suspension plus “0” for class participation. No make-ups of tests or quizzes, for the class that is cut. Four weeks hall pass restriction.
- c) Third offense – three (3) days out-of-school suspension, and 45 days of hall pass restrictions.

### **6. Defamation** is a false, damaging statement that harms or slanders one’s reputation. Defamation of any person, including staff members, will result in punishment ranging from suspension to referral to the superintendent for expulsion review.

### **7. Destruction of School Property**

Willful or negligent destruction of school property and/or personal property (parent/guardian notified and police notified depending upon the seriousness of offense; payment of labor, repair, replacement costs will be charged to the offender or parent/guardian).

- a) First offense – three (3) days out-of-school suspension
- b) Second offense – five (5) days out-of-school suspension
- c) Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history.

### **8. Driving recklessly** on school property or breaking Pennsylvania driving laws while coming to or going home from school. In addition to driving suspension, students may be subjected to additional disciplinary action as deemed appropriate by school administration.

- a) First offense – suspension of driving privileges for 30 school days
- b) Second offense – suspension of privileges for a minimum of 180 school days

### **9. Drugs and Alcohol**

The Delaware Valley School District will not distribute medications/drugs of any kind without the written permission of the primary care provider and the parent/guardian. When these conditions are met, only the school nurse will administer the medication. This includes, but is not limited to, such items as over-the-counter preparations: aspirin, Tylenol, Advil, caffeine pills, supplements, stimulant sprays,



cough medications, cough drops, laxatives, antacids, vitamins, herbs, bath salts, etc. and prescriptive medications. Prescribed medications/drugs of any type shall not be in the student's possession and must be administered through the nurse's office. A physician may give permission for a student to carry and self-administer certain emergency medications. Students can't possess medication or look-alike medication of any kind unless they are transporting the medication to the school nurse with the required doctor's order and parent's/guardian's permission. Students must report to the school nurse with the medication immediately upon entering the building. Any medication classified as a controlled substance must be delivered to the school nurse by a parent/guardian.

Any offense of the school's Drugs/Alcohol/Drug Paraphernalia Policy #227 will result in 10 days of out-of-school suspension, notification of the police, and referral to the superintendent for expulsion review. The student also must contact the Carbon-Monroe-Pike Drug and Alcohol Program for evaluation. The first visit must be made prior to the student's return to school. The student will be required to complete the recommended program. If a student does not complete the recommended program, recommendation for permanent expulsion may occur. The Superintendent will review the matter and shall, when appropriate, refer the matter to the Board with the recommendation to initiate expulsion procedures. Referral to the Board for expulsion proceedings shall be considered in all instances where a student has possessed, transferred, used, or is under the influence of a prohibited substance. The student also will be referred to the Student Assistance Program (SAP) team.

Any student who comes onto school property or attends a school function who is in possession, transfers, or uses prescription or non-prescription drugs, look-alike drugs, or alcohol shall be suspended out- of- school for ten (10) days, and may be subject to additional disciplinary action up to and including expulsion. The same penalties apply to a student who is under the influence of prescription or non-prescription drugs that have not been prescribed for the student by a licensed prescriber, or are being used in dosages higher than those prescribed. This includes drug or alcohol paraphernalia. The same penalties will also apply to any students found responsible for attempted transactions of prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia. Furthermore, the same penalties will apply to any students found responsible for aiding transactions or attempted transactions of prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia. The police will also be notified. A referral will be made to the superintendent for expulsion review. The student must also cooperate with the Carbon-Monroe-Pike Drug and Alcohol Program and the SAP team.

Any student who is in possession, transfers, or uses prescription or non-prescription drugs, look-alike drugs, alcohol, and any drug or alcohol paraphernalia off school property, but causes a disruption to the learning environment on school property, may be subjected to school disciplinary consequences as deemed appropriate by school administration.

Students may not sell anything in school unless it has been properly authorized. Money may not change hands in school unless for school business and with proper authorization.

Distributing, transferring, purchasing, receiving, possessing and/or selling of drugs (either illegal, controlled, or prescription medication, look-alike drugs, alcohol, drug paraphernalia, alcohol paraphernalia, over- the-counter medications and stimulants) on school property will result in a recommendation for expulsion as well as a recommendation for the individual to be barred for life from entering upon any property owned or operated by the Delaware Valley School District. The individual shall be considered a trespasser in the event of such entry and shall be prosecuted to the fullest extent of the law.

The Delaware Valley School District reserves the right to take appropriate measures to secure the safety and well-being of our students. These measures may include, but are not limited to, the use of drug-sniffing dogs in the building and/or district property. The district may use breath alcohol testing when students appear to be under the influence of alcohol. Reasonable suspicion drug testing may also be used with parent/guardian permission when students appear to be under the influence of illegal or non-prescribed drugs.

**10. Extortion, intimidation, threatening, bullying/cyber-bullying, inappropriate racial comments, or hazing of others**

(parent/guardian notified, and police notified depending upon the seriousness of offense).

- a) First offense – three (3) days out-of-school suspension.
- b) Second offense – five (5) days out-of-school suspension.
- c) Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history

**11. Failure to attend scheduled detention** is serious and considered insubordination. The following shall apply:

- a) First cutting of detention – detention rescheduled and one (1) day of in-school suspension
- b) Second, third and fourth cutting of detention – detention rescheduled and three (3) days of out-of-school suspension
- c) Fifth, sixth and seventh cutting of detention – detention rescheduled and five (5) days of out-of-school suspension
- d) Eighth or more cutting of detention – detention rescheduled and ten (10) days of out-of-school suspension

**12. Falsifying Signature or Document**

Falsifying a signature or a document is when a student signs a signature that does not belong to them or creates a document that is fraudulent. Falsifying signatures or documents will result in punishment ranging from In-school suspension to out-of-school suspension depending upon the severity of the situation. Administrators will use their discretion to determine the appropriate punishment according to each individual situation.

**13. Fighting**

Fighting or horse play that includes pushing, shoving, slapping, punching, etc. results in the following discipline:

- a) First offense – (Minor) two (2) days in-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy will be taken. (Major) ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy and the police will be notified. Student may also be referred to the Student Assistance Program.
- b) Second offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy and the police will be notified.
- c) Third offense – ten (10) days out-of-school suspension and may result in referral to the superintendent for expulsion review in accordance with this policy and the police will be notified.

The administration reviewing any case of fighting may use discretion considering the causes and other factors concerning the Incident. The administrator may consider other options such as a referral to the superintendent for expulsion, if warranted, by circumstances. Restitution may be required to repair damage or replace destroyed articles. Fighting may result in police involvement and fines for disorderly conduct, harassment, or assault. Parents/Guardians and police promptly will be notified after an incident. The police will be permitted to interview students involved in these acts as soon as possible.

**14. Insubordination/defiance of reasonable authority**

- a) First offense – three (3) days out-of-school suspension
- b) Second offense – five (5) days out-of-school suspension
- c) Third offense – ten (10) days out-of-school suspension

**15. Leaving the school building or school grounds without permission**

- a) First offense – three (3) days out-of-school suspension
- b) Second offense – five (5) days out-of-school suspension
- c) Third offense – ten (10) days out-of-school suspension

In the event that any student leaves school grounds without permission, local law enforcement will be notified.

**16. Mutual Sexual Misconduct**

situations involving students that engage in sexual acts that go beyond “displays of affection”, will be subject to the major disciplinary actions including suspension from school. Administrators will use their discretion in contacting the school police and issuing of citations.

**17. Open Containers of Food and Drink-** Containers/consumption of open food and drink (even water) are not allowed in the hallways and/or in the classrooms without the proper permission from the school nurse. A written doctor’s note will be required for the school nurse to grant this permission. Students are allowed to bring drinks with their lunch and consume them during their assigned lunch periods only.

- a) First Offense- one (1) detention
- b) Second Offense- one (1) day in-school suspension
- c) Third Offense- three (3) days out-of-school suspension

**18. Possession and/or use of any item not explicitly stated in the student handbook, that is illegal, unlawful or considered to be dangerous, will result in consequences including suspension or expulsion as well as police and parent/guardian notification**

**19. Pranks** causing disruption of the educational process or intending to disrupt the educational process will result in ten (10) days of out-of-school suspension and notification of the police for appropriate charges, and this issue will be referred to the superintendent for expulsion review..

**20 Use of Profanity** will be subject to disciplinary actions including suspension from school. Administrators will use their discretion in contacting the school police and issuing of citations.

**21. Profanity to Staff-** Students are prohibited from the use of profane and abusive language whether written or spoken to all staff members. Profane language which is intended or reasonably viewed by administration as being disruptive, directed, or indirectly written or spoken to staff members will be subject to disciplinary actions.

- a) First offense – three (3) days out-of-school suspension
- b) Second offense – five (5) days out-of-school suspension
- c) Third offense – ten (10) days out-of-school suspension

**22. School Bus Misbehavior**

Misbehavior on school buses, on other school vehicles and at school bus stops will cause students to lose their school bus riding privileges. Bus suspensions may range from 3 to 10 days. Continuous misbehavior on the school bus will result in removal from the school buses for the remainder of the school year.

**23. Harassment/Sexual Harassment**

Harassment happens when someone uses words, gestures, or actions to create an environment, which is offensive, intimidating, or makes another member of the school community feel uncomfortable. Sexual harassment happens when someone uses words, gestures, or actions of an explicit or implied sexual nature and creates an environment, which is offensive, intimidating, or makes another member of the school community feel uncomfortable. One may be guilty of sexual harassment even if he or she did not intend to create such an environment. Crucial in determining whether the offense has occurred is whether or not someone has been offended. Students are advised to refrain from using words, gestures, or actions of an explicit or implied sexual nature in school.

- a) First offense – three (3) days out-of-school suspension

- b) Second offense – five (5) days out-of-school suspension
- c) Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history (Parent/guardian notified, and police notified depending upon the seriousness of offense).

**24. Smoking and Possession of Tobacco/Electronic Cigarettes/Nicotine Delivery Devices**

In accordance with the School Tobacco Control Act 128 of 2000, smoking in school or on school property is strictly prohibited, as well as the possession or use of any tobacco-related product. Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. It is illegal in the state of Pennsylvania for minors under 18 years of age to purchase cigarettes. In Delaware Valley High School, smoking or use of tobacco-related products is not permitted anywhere in the school building, on school grounds or at bus stops. This prohibition extends to all buses, vans, and other vehicles owned by, leased by, or under the control of the school district. The prohibition further extends to all school buildings, stadiums, bleachers or any other form of property owned by, leased by, or under the control of the school district. Smoking or use of tobacco-related products is not permitted in cars parked on school grounds, nor is it permitted during any school activity, day or night. In addition to disciplinary action, students will be subject to monetary fines as imposed by the magistrate's office. These fines may be imposed for each incident.

- a) First offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken. Students may be taken out of in-school suspension each day for a tobacco cessation class, which is an education pertaining to the hazards of tobacco use. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse. (Fine - \$150.00 or current levy)
- b) Second offense – a two (2) day out-of-school suspension and a one (1) day in-school suspension will be imposed or a greater action appropriate to past disciplinary history in accordance with this policy will be taken. During the in-school suspension, the student may be taken out for a more in-depth tobacco cessation class and review of previous cessation attempt. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse. (Fine - \$150.00, or current levy)
- c) Third offense – a five (5) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00, or current levy)
- d) Fourth offense – A ten (10) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00, or current levy)

**25. Stealing/Theft**

Stealing/theft will result in parent/guardian notification and police notification depending on the seriousness of the offense. Full restitution will be made by the student. Stealing/theft will result in out-of school suspension ranging from three (3) to ten (10) days depending on the seriousness of the offense.

- 26. **Students suspended out-of-school** for a total of 25 days or more within a school year shall be deemed continuously and willfully disobedient and shall be referred to the superintendent for expulsion review.
- 27. **Texting-** Since cell phones should be off and away during the school day, unauthorized use of social media is not permitted at any time unless authorized by a teacher or administrator for a curricular purpose. This includes parents/guardians texting their children or children texting parents/guardians during educational time. Emergency situations should be relayed through the main office and the student will be immediately notified and put in touch with the parent/guardian. We do not want students to miss educational time to go to the bathroom to respond to text messages or to read messages during class time. If a parent/guardian needs to relay a message to their child the office staff can efficiently relay the message during non-educational time (lunch time) Discipline will fall under "cell phone use".

**28. Truancy**

Truancy cases involves the staff attendance person and the civil authorities will be notified as per law. Unauthorized absence from school is truancy and is illegal. A student who is truant will be suspended. If a student is under 17 years of age, truantries are referred to the District Magistrate, and the parents/guardians are fined. If a student is 17 years of age or older, repeated truantries may cause his/her expulsion from school. When a student is truant, he or she receives a 0 for class participation that day and the student will not be allowed to make up any tests or quizzes, which were given on the day he or she was truant.

- a) First offense – a one (1) day in-school suspension will be imposed or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for ten (10) school days.
- b) Second offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for thirty (30) school days.
- c) Third offense – a three (3) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for the remainder of the school year.

The above disciplinary actions are reflective of Delaware Valley High School's Truancy Elimination Plan

- 29. **Weapons, Possession of Dangerous/Prohibited Objects,** (fireworks, smoke devices, firearms, knives, cutting devices, mace, pepper spray, etc). Any student who is involved in an activity that poses a serious threat to the student body, school district personnel, or guests shall be subject to ten (10) days suspension from school, referral to the superintendent for expulsion proceedings and/or referral to the police for legal action.

- a) Possession and/or use of smoke emitting devices

- b) Possession and/or use of fireworks or other explosive devices
- c) Setting off the fire alarm when there is no emergency
- d) Reckless use of an automobile on school property
- e) Bus conduct that could or does result in serious injury to other students or school employees or results in a bus accident.

**30. Risking or Causing a Catastrophe**

A person who causes a catastrophe by explosion, fire, flood, avalanche, collapse of building, release of poison gas, radioactive material or other harmful or destructive force or substance, or by any other means of causing potentially widespread injury or damage, including selling, dealing or transporting hazardous materials.

Any student who is involved in an activity that poses a serious threat to the student body, school district personnel, or guests shall be subject to ten (10) days suspension from school, referral to the superintendent for expulsion proceedings and/or referral to the police for legal action.

- 31. **Cafeteria disturbances** -Any student who is involved in an activity including but not limited to food fights that poses a serious threat to the student body, school district personnel or guests shall be subject to ten(10) days suspension from school, referral to the superintendent for expulsion proceedings and/or referral to the police for legal action.
- 32. Taking video or photographs of school campus activities, students, or personnel is prohibited unless authorized by school administration or appointed designee. Offenders will be subjected to police notification as well as the following disciplinary consequences:
  - a) First Offense- a minimum of one (1) day in-school suspension
  - b) Second Offense- a minimum of three (3) days out-of-school suspension
  - c) Third Offense- a minimum of five (5) days out-of-school suspension
- 33. **Disciplinary problems** of a serious nature, which are not included in the above will be handled accordingly by administrators and, may be referred to the superintendent for expulsion review.
- 34. Refusal to participate in board policy 227.1 drug test will result in the following discipline:
  - a) First Offense- Three (3) days out-of-school suspension
  - b) Second Offense- five (5) days out-of-school suspension
  - c) Third Offense- ten (10) days out-of-school suspension

**OUT-OF-SCHOOL SUSPENSION RULES**

Violations of any of the rules below will result in an additional three (3) days out-of-school suspension.

- 1. Students may not participate in athletics (practices or games).
  - 2. Suspensions which extend past the weekend mean that a student cannot participate in any athletic or school activity until the suspension is completed.
  - 3. Students may not be on school grounds without administrative approval. This includes driving on school property or the parking area. Students should stay home during suspension and work on school related homework.
  - 4. Violation of suspension rules carries severe penalties.
  - 5. If school is canceled for any reason, the suspension dates will be extended accordingly (e.g. school closing due to snow or icy roads).
  - 6. Students may not attend school related activities as a participant or spectator (e.g. prom, concerts, games, graduation, trips, etc.).
- Students who are suspended from school are responsible for getting assignment by contacting the Homework Hot Line.

**POOL RULES**

Students are expected to follow all rules governing the pool and pool area. Failure to follow these rules may result in the suspension of pool privileges. In addition, students who violate pool rules may be subjected to further disciplinary action as deemed appropriate by school administration.

**SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES**

Suspension from one to ten consecutive school days of students with disabilities requires the school district to follow the same procedural due process applicable to non-disabled students. When frequent disciplinary actions add up to more than 10 school days in a school year, such removals may constitute a "pattern." A pattern is indicated when the student's behavior and the length of removal is the same or similar to previous incidents, and the incidents are in close proximity to one another. A pattern of removals of 10 days or less, once they total more than 10 school days, carries the same requirements as a removal of more than 10 consecutive days and is considered a change of placement for the student. If the district proposes a disciplinary exclusion of more than ten consecutive school days, a manifestation determination meeting shall be held to determine if the behavior was a manifestation of the student's disability. If it is determined that the behavior was a manifestation of the child's disability, the IEP team must conduct a functional behavioral assessment and implement a behavior intervention plan, unless these steps have already been taken, and return the student to the placement from which the child was removed, unless the parent/guardian and district agree to a change in placement. Fifteen (15) or more cumulative days of suspension is considered a change of placement.

If the behavior was determined to not be a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities.

Any suspension from school of a student with Intellectual Disabilities constitutes a change in educational placement, which prior to implementation requires notice to the parent/guardian of the procedural right to disapprove the suspension and request a due process hearing. The description of the action proposed in the notice should include the suspension dates and the reason for it.

An expulsion is a disciplinary exclusion from school for a period exceeding ten consecutive school days up to and including permanent exclusion. When recommending an expulsion, the school district must offer a parent/guardian the same procedural protections discussed above with regard to suspensions. School personnel may remove a student to an interim alternative educational setting for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child carries or possesses a weapon to or at school, on school premises, or to or at a school function, knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, or inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

## DRIVING RULES AND REGULATIONS

### AUTOMOBILES

Any student who wishes to operate a motor vehicle on school property must have permission of the principal. Because of limited space, parking is limited to seniors and juniors. The procedure for acquiring permission will be by the presentation of the following items:

1. Vehicle registration permission form
2. State of registration
3. Vehicle Identification Numbers (VIN)
4. License plate number of the vehicle or vehicles
5. Make, Model and Color
6. Proof of Insurance

All students will display their parking emblems IN THE SIDE WINDOW BEHIND THE DRIVER so they are visible to anyone checking the parking lot.

There is a student parking fee for the school year. Additional automobiles registered by the same student are free of charge.

**Unregistered student cars will be towed at owner's expense. Students whose driving privileges have been revoked and who park on campus will have their cars towed at their expense.**

Only after the student has complied with the above will his/her application receive consideration. The following rules must be adhered to:

1. Students operating a motor vehicle equipped with seat belts and who fail to wear the seat belts properly will forfeit their driving privileges to school. Students operating a motor vehicle equipped with seat belts and have passengers in the vehicle are responsible to be sure the passengers properly wear the seat belts. First offense for violating the seat belt rules will result in 30 days suspension of driving privileges; second offense will result in the suspension of driving privileges for the remainder of the school year.
2. The speed limit on school grounds is 10 miles per hour.
3. Students will secure their cars by locking all doors and windows and by removing their keys.
4. Students are not permitted in the parking lot between classes.
5. Students are not to enter their cars during the regular class day except by permission from the assistant principal, principal, or Career and Tech Ed instructor.
6. No vehicle shall leave school grounds before regular dismissal time except by permission of the principal.
7. Truancy, repeated tardiness, or other serious disciplinary breeches will result in automatic suspension of driving privileges.
8. Student drivers are responsible for their own vehicles. They are also responsible for the conduct of the occupants of their vehicles.
9. Students may not smoke in their vehicles while on school grounds.
10. Students may not pick up hitchhikers on the way to or from school.
11. Any student or guest who operates a vehicle on school grounds is subject to school regulations.
12. Any infraction of Pennsylvania driving laws while a student is driving to or from school will result in suspension of driving privileges as stated below.
13. Drivers are not allowed in the areas near the side entrance to the cafeteria or Vocational-Technical area.
14. Students are to park in the approved designated areas.
15. Motor vehicles are not permitted on the lawns or fields at any time.
16. Parking permits/stickers are not transferable to other students.

After the third unexcused tardy to school or after the third unexcused early dismissal from school and/or tenth absence from school, driving privilege shall be suspended for a minimum of 30 school days. After the sixth (6<sup>th</sup>) unexcused early dismissal from school, or after the thirteenth absence from school and/or sixth unexcused tardy to school or after the sixth unexcused early dismissal from school, driving privileges will be terminated for the remainder of the school year.

If a student receives an out-of-school or a third in-school suspension, then the student will lose driving privileges for 30 school days. A second out-of-school suspension or a fourth (4<sup>th</sup>) in school suspension shall result in the loss of driving privileges for the remainder of the school year.

## **MOTORCYCLES**

1. Each motorcycle must have the proper safety equipment, proper licensing, proper state registration, and pass inspection.
2. Drivers must have insurance for their motorcycles.
3. Each motorcycle must be registered with the office and have a parking sticker for Delaware Valley High School. This includes written parent/guardian permission.
4. Drivers are responsible for their own motorcycles.
5. Motorcycles will be driven to school during months of September, October, April, May, and June ONLY.
6. Helmets are required for motorcycle drivers and riders.
7. Drivers must not exceed the school Speed Limit of 10 miles per hour.
8. Drivers must not ride their motorcycles on the lawn or field at any time.
9. Motorcycles must be parked in the specific place provided for them.
10. Any student or guest who operates a motorcycle on school grounds is subject to school rules.
11. There shall be no trick riding of any kind.

## **DRIVING EXAMINATIONS**

A parent's/guardian's letter to excuse a student for a driving test must be presented to the attendance secretary. NO STUDENT may drive a person to be tested. This responsibility must be assumed by the parent/guardian and student or family involved. Students who are dismissed to take a driving exam should return to school as soon as the exam is completed.

## **VIOLATION OF DISTRICT DRIVING RULES**

First Offense -suspension of driving privileges for 30 school days.

Second Offense - suspension of driving privileges for the remainder of the school year

## **CO-CURRICULAR ACTIVITIES**

### **INTRODUCTION**

It is especially important that students realize the obligations of the organizations he/she is electing to join. Many of the clubs have certain rigid attendance requirements and auditions.Great care must be exercised so that a student does not become overly engrossed in co-curricular activities. The school exercises the right to limit the extent of activities if a student's scholarship seems endangered.

### **ATHLETIC CODE**

Athletes are student leaders and, as such, serve as role models for their peers and for young children as well.

As representatives of the school district and leaders in their schools, students involved in athletics are expected to exemplify high standards by the public and are held in high esteem by other students. Athletes are expected to accept the responsibilities accompanying these opportunities.

In order to give students an opportunity to participate in one or more sports, the Delaware Valley School District provides a varied program of athletics. In addition to complying with the school's student handbook and district policies, the athlete must obey all regulations governing athletics at Delaware Valley.

1. Specific team rules will be determined by the coach and approved by the athletic director. These are to include, but not limited to, rules governing attendance at practice sessions and games. When developed, these rules will be kept on file in the office of the athletic director and principal.
2. Profane and obscene language will not be tolerated. Athletes using profane and obscene language during practice sessions or at athletic contests will result in disciplinary action determined by the coach.
3. Unless an acceptable excuse is given to the coach, an athlete who quits the team before the end of the season shall be ineligible to participate in any sport during the remainder of the season. If, after trying out for a sport within a two-week period, an athlete wishes to leave the team, the coach must be consulted. With permission, the student may try out for another sport during this two-week period.
4. The athlete is responsible for all athletic equipment issued. It is also the athlete's responsibility to give this equipment the best of care and to return the equipment promptly at the end of the season. The athlete or the parent/guardian(s) shall pay for any equipment not returned, or equipment altered beyond regular use. This must be rectified by the first event of the next sport season or the athlete will be ineligible.
5. All athletes must travel to and from all athletic contests with the squad unless the coach or athletic director grants permission in advance. Athletes who do not travel with the squad without prior permission will be subject to disciplinary action.
6. At away games, athletes are guests of the host schools. Proper conduct is expected and reflects in a positive manner on the athlete, the team, and the community.
7. Proper dress is expected of all student athletes. Coaches will set the standard of dress for individual teams.
8. Officials are selected because of training and experience. Student-athletes should realize that officials are honest in their intent. Athletes are reminded that officials are in complete charge of an event. Athletes should not challenge the decision of the official. Violations of sportsmanship conduct will result in negative consequences for the athlete and the team.
9. Delaware Valley training rules for athletic teams stress sound principles for healthful living. Prohibition on the use of drugs, alcohol, tobacco products, steroids, chewing tobacco, stealing, vandalism, hazing/bullying or gross misconduct apply to an athlete during the

time they are participating in a given sport. Possession of drugs, alcoholic beverages, steroids, and tobacco products also constitutes a violation of the rules and regulations during a given sport season.

- a. The penalty for the first violation of the code for drinking, smoking, using chewing tobacco, drugs, steroids, misconduct, vandalism, stealing, hazing/bullying, or possessing alcohol, drugs, or tobacco products may result in restricting a student athlete from participating in interscholastic contests for a minimum of 20% of the contests. An athlete who is restricted from participating from a first offense is required to practice during the period of suspension. The second offense will result in suspension for the remainder of the school year.
10. Attendance relating to Athletic & Co-Curricular Activities for Grades 9-12
- a. Students leaving school early due to illness and students absent from school due to illness are not allowed to participate in any co-curricular activity after school on that day. Students with excused late arrivals or early dismissals must attend at least four class periods to be eligible to participate in after school activities. Students must arrive no later than 10:30 a.m. and must attend four classes to be eligible to participate in an after school co-curricular activity. Excuses in reference to participation in sports should be directed to the coach or athletic director.
  - b. If a student is absent from school or leaves school without the student or a parent/guardian informing us of the reason, it will be assumed that the reason for the absence is illness and the student will not be able to participate. Excuses in reference to participation in sports should be directed to the coach or athletic director.
  - c. If a student has been approved to be on an individualized field trip, attends a school sponsored field trip, or has received administrative clearance to participate in co-curricular activity because of extenuating circumstances, the coach or activity supervisor will be informed generally by written notice. Pennsylvania Interscholastic Athletic Association (PIAA) rules state that examples of excused extenuating circumstances would be a death in the immediate family, court subpoena, quarantine, or a religious activity/function, which the religion requires its members to attend.
  - d. When a student has accumulated six unexcused absences/tardies at any time during the school year, participation in all athletic activities will cease until a meeting with the parents/guardians takes place to discuss the student's absence. It may be decided at that meeting that a cessation of participation will continue.
  - e. A coach or designated person must obtain a daily attendance report from the school office each day of participation. The coach is responsible to review the report and enforce the rules. Infractions must be reported to the school administration.
  - f. A student who has out-of-school suspension will not be allowed to participate in a co-curricular activity during the duration of suspension. Restriction from participation (practice, contests, etc.) will begin as soon as the student has been notified of the suspension.
  - g. Athletes who display a willful and persistent disregard for school regulations (by receiving detention and in-school suspensions) will jeopardize their standing with the team.
  - h. Athletes who miss practice the day before or after a contest may be ineligible for the next contest unless the coach or athletic director excuses them.
11. Physical Requirements
- a. No student will be eligible to represent the high school in any athletic contest unless he/she has been examined by a school or family physician, prior to the beginning of that sport season. Wrestlers must also obtain from the physician, prior to the beginning of practice, a certification of the minimum weight class at which they may wrestle for the entire season. A PIAA certificate to this effect, signed by both physician and parent/guardian, will be filed in the office of the athletic trainer.
  - b. All participants in a sport must be covered by medical insurance. Questions related to claims should be directed to the athletic trainer.
12. Pennsylvania Interscholastic Athletic Association eligibility rules shall be followed. Listed below is a condensed version of these regulations.
- a. Amateur Status and Awards - to be eligible to participate in a sport, you must be an amateur in the sport. You will lose your amateur status in a sport for at least a year if:
    - 1) You, or your school, or an organization which you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation, or services.
    - 2) You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities or for serving as a lifeguard at swimming areas. You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.
    - 3) All-Star Contests: All-Star Contests may only involve senior students who will not be involved in the same sport again in their high school career.
    - 4) Out-of-Season Participation: All PIAA sports have a defined season. If any team conducts practice and/or plays a contest after the concluding date for PIAA season or previous to the starting date in a sport, you will lose your eligibility for one year in that sport.
13. Periods of Attendance/Participation/Grade Repetition/Age

- a. You will lose your eligibility when you have been in attendance more than eight semesters beyond eighth grade. If you repeat a grade after eighth, you will be ineligible as a senior.
- b. You may participate only one season in each sport during each school year.
- c. A middle school student may not participate in any sport for more seasons than there are grades in his school above sixth grade.
- d. You may not have reached your 19<sup>th</sup> birthday by June 30<sup>th</sup> immediately preceding the school year. (15<sup>th</sup> birthday where interscholastic competition is limited to 7<sup>th</sup> & 8<sup>th</sup> grades; 16<sup>th</sup> birthday where limited to grades 7 through 9.)

#### **DANCE RULES**

1. Dances are restricted to Delaware Valley High School students only. Administrative pre-approval is required for guests to attend the Snow Ball dance, semi-formal and prom. Students past disciplinary record will be taken into consideration.
2. Students who leave the building will not be readmitted.
3. Any student creating a disturbance will be asked to leave the premises and may be restricted from future school social functions.
4. School rules are in effect at all times.

#### **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

The Board shall establish eligibility requirements for students involved in noncredit co-curricular activities.

To be eligible for noncredit co-curricular activities, a student must pursue a curriculum approved by the principal. This curriculum must conform to the standards of the Pennsylvania Department of Education.

The principal will establish a monitoring system whereby all students who are failing subjects within the approved curriculum will be reported to the principal weekly by the members of the school faculty.

Student eligibility to participate in events (games, productions, competitions, club meetings held during the school day and similar activities) will be based on the following:

1. No failures - If a student has a failing grade, mandatory tutoring and supervised study will be required unless the student has reversed the failing grade to passing by the end of the week. This student's progress will be monitored weekly. This student will be eligible to participate in events if the mandatory tutoring requirement is fulfilled and a passing grade is achieved.
2. Co-curricular advisors will be responsible for carefully monitoring all members of their organizations. Each advisor must see the assistant principal to determine a mandatory tutorial program for each student on probation. This program will entail 30 minutes of supervised study when the advisor has practices and home games and/or 30 minutes of supervised peer tutoring. This tutorial program will be made available to all students in the school.
3. Incomplete grades will be considered failing until such time as the grade is completed. Eligibility will be reinstated if the student completes assignments satisfactorily. Incompletes will be indicated on the ineligibility list.
4. The eligibility of a student can also be revoked by the principal if the student demonstrates consistent inappropriate behavior.
5. All students who fail one or more subjects at the end of the school year will become ineligible for participation in any fall activities. A student who goes to summer school and passes a previously failed subject may be eligible for fall activities on the same basis as students affected by #1 of policy #122.1 (Eligibility for Co-Curricular Activities).
6. New students enrolled in the Delaware Valley School District must comply with these eligibility requirements. The new students' records from the schools previously attended will be reviewed to determine that they are in compliance.

#### **CO-CURRICULAR ATTENDANCE GUIDELINES**

1. All team and club members are expected to attend and participate in all practices, games, performances, etc.
2. Excused absences might include serious illness or injury, family emergencies, etc.
3. Students are to notify their coach or advisor as soon as they know they are going to have a problem attending a practice or event.
4. The coach or advisor will determine if absences are considered excused or unexcused.
5. If an unacceptable attendance pattern develops or further clarification is needed, the coach or advisor will contact parents/guardians. Parents/Guardians are also encouraged to contact the coach or advisor concerning any unusual requests or problems.
6. The coach or advisor will consult with the Athletic Director and/or Principal concerning the discipline, suspension or removal of a participant for unacceptable attendance or team rule violation. Students suspended out-of-school may not attend school activities on the days they are suspended and any intervening weekends and holidays.

#### **CO-CURRICULAR BEHAVIOR INCIDENTS**

The following co-curricular guidelines and penalties will be applied in addition to the regular disciplinary procedures listed in this handbook. The actions described in the guidelines should apply to any person engaged in a co-curricular activity outside of regular school hours when they are under the supervision, and are the responsibility, of a coach, advisor or other district staff member delegated to supervise. The suspension extensions apply to any time a student is under the supervision of, or the responsibility of, any staff member. This includes student spectators in attendance at home events, the prom, and graduation, who will be subject to the guidelines below:

##### **Team Participants**

1. The possession or use of alcohol or drug related substances, engaging in lewd behavior, stealing, vandalism, or use of any illegal item intended to do bodily harm while representing the school district will result in disciplinary action. Normal procedures as outlined in the school behavior code approved by the Board will also be followed. (See major discipline in regard to drugs and alcohol).

##### **Spectators**



1. Students who are spectators at home or away events are subject to all disciplinary procedures outlined in the student handbook. Violators are also **subject to expulsion from future events as listed below plus subject to police notification, (Future events include any after school or extra curricular activity):**
  - a. Insubordination
    - 1<sup>st</sup> offense expelled from future events for 15 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - b. Stealing
    - 1<sup>st</sup> offense expelled from future events for 25 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - c. Vandalism
    - 1<sup>st</sup> offense expelled from future events for 25 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - d. Assault/Fight (including verbal confrontation)
    - 1<sup>st</sup> offense expelled from future events for 40 days
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year
  - e. Extortion or intimidation
    - 1<sup>st</sup> offense expelled from future events for 25 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - f. Profanity to staff members
    - 1<sup>st</sup> offense expelled from future events for 25 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - g. Use or possession of any item intended to do bodily injury
    - Expelled from future events for the remainder of the school year.
  - h. Unsportsmanlike behavior
    - 1<sup>st</sup> offense expelled from future events for 25 days;
    - 2<sup>nd</sup> offense expelled from future events for the remainder of the school year.
  - i. Alcohol or drug possession or use
    - Expelled from future events for the remainder of the school year or outcome of expulsion, whichever is greater.

Loitering, creating a disturbance, or inappropriate behavior on any school district property during or after school hours shall result in suspension.

#### **CO-CURRICULAR OR CODE OF BEHAVIOR**

1. Do not miss a practice, performance, or game in accordance with attendance guidelines.
2. Do not use alcohol, tobacco, or illegal drugs.
3. Do not attend parties or activities where other students are drinking alcoholic beverages, using tobacco, or are involved with illegal drugs.
4. Do not embarrass your school, team, family, or yourself with inappropriate behavior during practice or events, in school or in the community.
5. Do not fail to meet all expectations as set forth by the school district and the team's coach.

#### **CO-CURRICULAR OFFERINGS**

Activities outside regular classes are open to students who are interested in them. Activities offer an opportunity for students to develop their individual talents and recreational pursuits. Students may participate in activities by contacting one of the officers of the activities or faculty sponsor. If an interest develops for a new activity, the activity may be started by getting a group of students together, asking a faculty member to act as a sponsor, and then applying to the administration for approval. All current co-curricular activities can be found at <http://dvdsd.schoolwires.net/Page/470>

#### **PARENT/GUARDIAN/STUDENT VARSITY JACKET INFORMATION**

1. Varsity jacket orders are taken twice a year. The approximate date for the first order is the second week of November, usually at the conclusion of the fall sports season. Delivery date is approximately the second week of January. The approximate date for the second

order is the first week of March, usually at the conclusion of the winter sports season. Delivery date is approximately the first week in June.

2. The varsity jackets are ordered from Newton Trophy located in Newton, New Jersey. Representatives from Newton Trophy come into the school during lunch periods from 11:30 am until 1:00 pm to measure the students for their jackets.
3. The student must have received a varsity letter according to the criteria set by the coach in the varsity sport that the student participated in. When ordering a jacket, the student needs to bring with them a deposit check, their DV chenille letter and the parent/guardian signature sheet.

### **SPECTATOR DECORUM/SPORTSMANSHIP**

It is expected that coaches, athletes, parents/guardians and spectators will conduct themselves within the guidelines of good sportsmanship. Many sports have rules governing coach/athlete/spectator misconduct. The penalties range from removal of the offender(s) to forfeiture of the game. Good conduct from everyone involved in an athletic event will help to provide a positive atmosphere and make the experience an enjoyable one. In general, positive support of your team is acceptable, and negative behavior directed toward either team, their fans, officials, or facilities is unacceptable.

P.I.A.A. prohibits the use of noise-makers, signs, and banners at athletic events. While infractions of this rule do occasionally go unnoticed during regular season play, the rule is strictly enforced at all playoff games/matches.

**Delaware Valley students who attend any athletic event, as with dances, concerts, etc., may leave the building whenever they wish, but may not return without prior permission from the staff and/or faculty supervising the event.**

Delaware Valley School District events that are conducted off school grounds but are considered home events (for example, home softball games at Airport Park) will have the same rules and sanctions as though the events were conducted on a Delaware Valley Campus. Students who misbehave at the away games/matches of Delaware Valley teams will be subject to the same sanctions as home events.

## **FIELD TRIPS**

### **CRITERIA FOR PARTICIPATION IN TRIPS**

Students:

1. Must be approved by the Delaware Valley High School Administration prior to requesting for the trip based on:
  - a. Good Citizenship Record
  - b. Good Attendance Record
  - c. Satisfactory Academic Progress
2. Meet the criteria of the group.

### **DISQUALIFICATION FROM TRIPS**

Following payment of fees associated with the trip, students may be disqualified and risk the loss of money if any of the following develop:

1. Chronic discipline problems
2. Chronic attendance or tardiness problems
3. Academic difficulties that could delay graduation
4. Drug and alcohol violations during the current school year

### **TRIP GUIDELINES**

1. All student luggage will be thoroughly searched prior to the departure of the trip by the school administrators or their delegates. Any refusal of the luggage search will eliminate the student from the trip.
2. All school sponsored trips will be drug and alcohol free. Students who violate the drug and alcohol policy will be sent home at the parent's/guardian's expense as well as normal sanctions. (notification of police, suspension, drug and alcohol program, etc.)
3. Students also may be sent home for trip violations such as sexual misconduct, serious insubordination, criminal involvement, curfew violations, etc.
4. Written parental/guardian permission is required of all students, regardless of age, in order for a student to attend the trip.
5. Mandatory parent/guardian meetings will be held for all overnight trips. The meeting will review trip rules and appropriate disciplinary measures for possible infractions.
6. All chaperones will be approved by the high school principal - only approved chaperones will accompany school sponsored trips.
7. No more than fifteen students shall be assigned to a chaperone.
8. There will be no unsupervised time during school sponsored trips. Chaperones will make every reasonable attempt to provide supervised structured activities for the entire duration of the trip.
9. Every effort will be made to set up hotel accommodations to maximize supervision by the chaperones.
10. Adherence to any further directives issued by the principal in regard to the class trip.
11. Parents/Guardians who are not sure their son or daughter is responsible enough to function under Delaware Valley High School trip rules are advised to deny their son or daughter permission to go on the trip.
12. Please contact your school nurse if your child must take medication during the field trip.

## GUIDANCE SERVICES

### INTRODUCTION

The Guidance Department for grades 9 and 10 is located in the Administrative Office of the 9/10 high school and for grades 11 and 12 it is located in the 11/12 Administrative Offices.

Students are grouped alphabetically and assigned to a guidance counselor. The counselors are available and willing to discuss the students questions and concerns with them. If the student wishes to see their guidance counselor, they may make an appointment by coming to the guidance counselor before or after school. The student should receive a pass from the guidance secretary indicating the date and time they wish to see their counselor. The parents/guardians are also encouraged to consult with guidance counselor by calling 409-2009 for grades 9 and 10; and 296-1861 for grades 11 and 12.

Numerous opportunities are provided throughout the school year for parents/guardians and students to take part in conferences and discussions on curriculum matters, student program planning with future education and vocational plans.

An overview of guidance department activities includes:

Freshman Orientation	State and National Testing
Freshmen Transition Groups	Senior Financial Aid Night
Strong Interest Inventory	Teacher/Parent Conferences
Advanced Placement Testing	Junior Parent Night
Harrington O'Shea Career Decision	PSAT Testing
Career-Tech Skills Certification Program	Career Day
Armed Forces Vocational Aptitude Battery (ASVAB)	Naviance
College & Post-Secondary Representative Visitation	

### CAREER SERVICES

The guidance department offers a variety of career education opportunities including interest testing, career information, career groups, and individual career counseling.

### COLLEGE VISITATIONS

Students must notify the guidance office of any visitations planned during school time one week in advance of said visitation. School-day visitations are to be limited to a maximum of 5 per school year. Upon completion of a visitation, students must present documentation of the visit to their guidance counselor.

### GRADUATION REQUIREMENTS

The Delaware Valley School District and Pennsylvania Department of Education Graduation Requirements are a minimum of 21 credits. A credit equals one full year course or a combination of two half-year courses.

The following are credit requirements:

- 4 credits of English passed
- 3 credits of Science passed
- 3 full year Math courses passed
- 4 credits of Social Studies passed of which 1 credit satisfies 1 credit of the Humanities\* requirement
- 2 credits of Humanities passed
- 2 credits of Physical Education passed which includes four years of physical education, 3 units of Health and 2 units of Driver's Education,
- 4 credits of electives

Currently students who will be graduating in 2017 must pass the Algebra 1, Biology, and Literature Keystone Exams with a score of proficient or advanced. Students that do not score proficient or advanced on the above mentioned exams will be required to complete a state mandated project based assessment for each failed test, as prescribed by the Department of Education.

\*(Humanities Requirement - satisfied via passing Band, Art, Family and Consumer Sciences, or World Languages)

### PROMOTION AND IMPORTANT DATES

Grade 9 Students: Students who fail two major subjects and/or fail to achieve five credits in Grade 9 will not be promoted to Grade 10

Grade 10 Students: Students who fail two major subjects and/or fail to achieve 10 credits in Grade 10 will not be promoted to Grade 11

Grade 11 Students: To be promoted to Grade 12, 15 credits must have been earned. Be alert for PSAT/NMSQT testing dates in October and College Board SAT tests given in the spring.

Grade 12 Students: Make sure that you are aware of the College Board test dates. DO NOT SEND your college applications to colleges without processing them through the guidance office.

In addition to the completion of 21 credits, all students must demonstrate the achievement of the academic standards in the following areas:

1. Arts and Humanities
2. Career Education and Work
3. Civics and Government
4. Economics
5. Environment and Ecology
6. Family and Consumer Science
7. Geography
8. Health, Safety and Physical Education
9. History
10. Mathematics
11. Reading, Writing, Speaking & Listening
12. Science and Technology

### **CLASS CHANGE PROCEDURE**

The scheduling timeline is modified on a yearly basis. Please contact your child's guidance counselor for specific dates.

Parents/guardians are asked to review the child's schedule and contact the guidance office to discuss any changes. All schedule conflicts must be completed by the date listed in the letter sent home that accompanies the child's schedule. As stated in the letter, no schedule changes will be made after the start of school and this policy will be strictly enforced.

1. If a student feels they may be misplaced in a class, they must follow the process below in order to ensure correct academic placement:
  - a. Speak to the teacher to discuss how the grade can be improved
    - i. Ask for tutoring opportunities and other tips for grade improvement
  - b. Contact your guidance counselor
    - i. Guidance counselor will contact last year's teacher to discuss previous academic performance and review the recommendation
  - c. If the team determines the student does not have the necessary skill set to be successful after the steps above were completed, then the guidance counselor will contact an administrator to discuss removal from the class.
  - d. If a class change is decided upon and the student was placed in the class as a result of a parent/guardian override, his/her transcript will reflect this change as a "withdrawal failing" from the original course.

### **PEER MEDIATION**

Peer Mediation is a process of conflict resolution. Its purpose is to help eliminate bullying, cyber bullying, bickering, fear and violence in our schools. Students may choose mediation as a response to a conflict in their school lives. They may ask their guidance counselor, an administrator, or any teacher for the opportunity to mediate a conflict. The mediation process is strictly confidential. The students will try to find a peaceful and equitable solution with the help of two trained student mediators. Certain issues may not be discussed or mediated, such as drug abuse/sexual abuse. All parties involved are made fully aware of this at the onset of the mediation. Mediations occur in a private area and students usually mediate during non-academic periods.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

A Student Assistance Program (SAP) is a systematic process that makes it possible for school personnel to determine which students are having problems and refer them for help. The center of the program is a Student Assistance Team; a core group of school personnel especially trained to work with these students.

The Delaware Valley High School Student Assistance Program (SAP) is a way to identify high risk students who are having school-related problems of alcohol and drug use or who are at risk of suicide or experiencing other mental health problems. It is also a method for intervening and referring these students to appropriate community services. It is an intervention, not a treatment program.

Students who are experiencing issues of drug or alcohol abuse and seeking assistance may refer themselves to staff members without being subject to disciplinary action. Staff members who receive such information will refer the students to the appropriate personnel of the Delaware Valley School District.

### **TUITION-BASED SUMMER SCHOOL ELIGIBILITY**

Delaware Valley School District offers an extended learning program, including enrichment and remediation, during the summer. Students who have failed subjects during the regular school year must remediate the failure in summer school or repeat the course during the school year. The Delaware Valley High School principal will determine the equivalency of summer school courses for the issuing of Delaware Valley credit.

### **WITHDRAWAL**

The school should be notified at least two days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions for completing it. All textbooks, library books, materials, equipment, and fines must be cleared before a student secures a transfer record to another school.

## WORKING PAPERS

There are state laws to protect young workers against too long hours, heavy work, dangerous machines, or processes which might lead to serious accidents or be injurious to health. Employers must meet certain conditions in order to hire young workers. They must keep in their files working papers of all boys and girls under 18 whom they employ. For this reason, if you are under 18, you must have working papers.

The main office can give you full information and supply application forms for obtaining these papers. Administrators may deny a request to sign working papers if a student is not in good academic standing.

## HEALTH SERVICES

### INTRODUCTION

The school is an educational institution and cannot maintain facilities for the care of the sick and injured. Students who are ill should seek proper medical attention and/or remain at home. In the event of a serious injury or illness, every attempt will be made to contact a parent or guardian. If deemed necessary by the school nurse, an ambulance will be summoned to transport the student to the nearest hospital. **It is essential that every student has a current Emergency form on file so that appropriate contacts may be made. Students not providing this information at the beginning of each school year will be assigned an after school detention each day until the form is returned to the school. It is the responsibility of the student, parent, or guardian to notify the school if and when this information changes during the school year.**

### HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

1. A full-time nurse is available for emergency and non-emergency health care.
2. Other than administrators, the school nurse is the only member of the school staff who can excuse a student from school during the day because of illness or injury.
3. Illnesses or injuries that occur during the school day should be reported by the student immediately to their teacher or to the school nurse.
4. On-going health care for student illness or injury is the responsibility of the student's personal physician.
5. The school nurse maintains health records for each student. Parents or guardians are responsible for notifying the school nurse, in writing, of medical needs that may affect a student while in school. Parents or guardians are expected to up-date this information regularly, especially when a student's needs change. In accord with School code section 14-1409, to the extent necessary to protect the health and safety of a student, staff members will be notified of health conditions which may adversely affect student learning or present a danger to the students. Medical information will only be disclosed by the nurse's office to school staff to the extent necessary to ensure the safety of a student. Unless it presents a threat to a student's health, medical information may remain confidential with the school nurse only, upon written request of a parent or guardian.
6. Student vision, height, and weight screenings will be administered by the nurse each school year without parental/guardian consent. Parents/guardians will be notified if results are below normal as defined by the Pennsylvania Department of Health. Hearing screenings are state mandated for all students in tenth grade. These screenings will be completed in the beginning of the school year.
7. Students are encouraged to consult with the school nurse about health concerns and interests
8. Dental examinations are not mandated for students at the high school level; however, regular dental examinations are encouraged. Students are advised to secure a statement from their dentist at the time of treatment to be given to the school nurse.

### REPORTING TO THE NURSE

A pass is required from the teacher whose class you may be missing when you report to the school nurse in cases of illness or injury. **STUDENTS MAY NOT REPORT BETWEEN CLASSES EXCEPT FOR URGENT REASONS.** If you need to leave the building, because of illness/injury, the school nurse will notify your parents/guardians and issue a pass. **STUDENTS MAY NOT CALL HOME FOR THIS PURPOSE.** When you report to the school nurse, please utilize the waiting room, thus ensuring privacy for other students. Major or recurring illnesses or accidents should be reported promptly to the school nurse. NOTE: Students who are sent home from school because of illness/injury may not participate in any after-school activity, nor are they expected to report to their employment that day.

### MEDICATION

The policy of the Delaware Valley School District does not permit the school nurse to dispense medication of any kind without proper authorization from your physician and consent of your parent/guardian, including over-the-counter medication such as aspirin and cough medicine. Steroid use by athletes is prohibited. All medication must be brought to school in the pharmacy or doctor's container labeled with your name, medication, dosage and time of administration. Students are NEVER allowed to carry medication or look-alike medication of any kind unless they are transporting the medication to the school nurse with the required doctor's order and parent's/guardian's permission. Students must report to the school nurse with the medication immediately upon entering the building. Any medication classified as a controlled substance must be delivered to the school nurse by a parent/guardian. Students may be permitted to possess asthma inhalers and epinephrine injectables and to self-administer the prescribed medication when their parent/guardian and physician have completed the appropriate medication form. See your school nurse for the appropriate "Authorization for Medication During School Hours" form. Refer to Delaware Valley School Board Policy # 210 Use of Medication.

## PHYSICAL EXAMINATIONS FOR SOPHOMORES

The Pennsylvania School Code requires all students who are entering grade ten to have a complete medical examination. Necessary forms are mailed at the end of the freshman year. Parents/Guardians are encouraged to have this physical completed by their primary care health provider to ensure on-going medical care. With written parents/guardians consent, school medical examinations will be provided to children who do not submit private examination reports and is free of charge. These examinations are scheduled in the spring. Parents/guardians of students who do not have a completed physical examination on record, will be notified of the date of the physicals provided in school and will be asked to submit written parental consent. **Students who fail to complete and/or submit acceptable evidence of the required sophomore physical examination will not be admitted to school the following school year.**

## ATHLETIC PHYSICALS

**INITIAL EVALUATION:** Prior to any student participating in Practices, Inter-School Practices, Scrimmages, and/or Contests, at any PIAA member school in the student's first sport in a school year, the student is required to complete a physical evaluation. Those students who choose to undergo a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) must have the appropriate person(s) complete the first four Sections of the CIPPE Form. Upon completion of Sections 1, 2, and 3 by the parent/guardian, and Section 4 by an Authorized Medical Examiner, those Sections must be turned in to the Principal, or the Principal's designee, of the student's school for retention by the school. The CIPPE shall be performed no earlier than June 1st and shall be effective, regardless of when performed during a school year, until the next May 31st.

**SUBSEQUENT SPORT(S) IN THE SAME SCHOOL YEAR:** A student completing a CIPPE, and seeking to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in subsequent sport(s) in the same school year, must complete Section 5 of this form and must turn in that Section to the Principal, or Principal's designee, of his or her school. The Principal, or the Principal's designee, of the student's school will then determine whether Section 6 need be completed.

Coaches will distribute and collect all necessary forms. Sports physicals not completed by student's private primary care provider, may have the physical completed in school by the school physician at a cost to the student. These physicals will be offered at the beginning of each sports season. It is the student's responsibility to be aware of the athletic physical date and time. Any student who is absent for the examination is responsible to have the required physical examination completed privately at his/her own expense.

## INSURANCE

Students are urged to purchase the special accident insurance policy offered to all students at the beginning of the school year if they do not have another type of accident insurance. Insurance claim forms may be obtained from the office. The school district carries liability insurance; however, parents/guardians should be aware that the school district does not carry medical insurance on students. The school district carries primary excess medical insurance for interscholastic sports and related activities per the Schedule of Medical Benefits.

### **School Vehicle Accident Procedure for Processing Medical Bills**

The following helps to answer questions about procedures that address medical expenses relating to an accident as outlined in the insurance regulations:

- All owners of motor vehicles in the Commonwealth of Pennsylvania are required by law to purchase and maintain automobile insurance. The laws relating to automobile insurance coverage are compiled in the Pennsylvania Motor Vehicle Financial Responsibility Law of 1984- commonly referred to as the "PA No Fault Law".

- First party benefits are a mandatory coverage. This is a basic no-fault type of medical insurance for your own medical bills. The minimum required by law is \$5,000. Regardless of who is at fault for the accident, the medical bills will be paid through your First Party benefits coverage. Using this coverage will not affect your rates or premiums in any way.

The priority of benefits or the order as to which party's auto policy provides the benefits to the injured party is as follows:

- **First** - Student has own auto policy and is a named insured under that policy.

- **Second** - Student is covered under parent's/guardian's policy, whether or not old enough to drive, as a "resident relative". If there should be a case when you as the parent or guardian do not have auto insurance, the laws state that any resident relative in the household who carries auto insurance would file the medical bills. If the medical bills go above the policy limit, they will have to be submitted to student's health insurance. There is no recourse beyond this step.

- **Third** - The owner of the vehicle the student occupied at the time of the accident.

**Note:** First party benefit coverage cannot be stacked between priority levels. Once coverage under the first applicable policy has been exhausted, claimant may not seek additional first party benefits from other policies at lower levels.

**IN SUMMARY, IF SOMEONE IN THE HOUSEHOLD HAS AUTO INSURANCE PLEASE CONTACT YOUR AUTOMOBILE INSURANCE COMPANY IMMEDIATELY AND HAVE THIS INCIDENT ON FILE WITH THEM AS THEY WILL BE ABLE TO ASSIST YOU ON HOW TO FILE ALL MEDICAL BILLS. IF THERE IS NO AUTO INSURANCE IN THE HOUSEHOLD, PLEASE CONTACT THE BUSINESS OFFICE FOR INFORMATION ON PROCESSING THE MEDICAL BILLS THROUGH THE AUTO INSURANCE OF THE OWNER OF THE VEHICLE THAT THE STUDENT OCCUPIED AT THE TIME OF THE ACCIDENT.**

If you need any further assistance please feel free to contact the Business Office at 570-296-1806.

## PROCEDURE FOR PUBLIC COMPLAINTS

Any student, parent/guardian, resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, the program or the operations of the district. The Board has the duty to protect staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies. Refer to Delaware Valley School Board Policy # 906 Public Complaints.

If you have a complaint dealing with a staff member or program, students should follow these steps:

1. Try to resolve the issue informally through discussion with the staff member directly involved.
2. If this discussion fails to resolve the matter, discuss the matter with the building principal or staff member's supervisor.
3. The principal will make the superintendent or designee aware of unresolved issues and further discussion can be held with the superintendent or designee.
4. Should the matter remain unresolved, the issue can be reviewed by the Board or a committee of the Board.

## SAFETY

### BUS DRILLS

Twice each year students will participate in bus drills. These drills are intended to familiarize all students with emergency procedures which may be necessary to implement in the event of an accident.

### BUILDING EVACUATION PROCEDURES

1. If evacuation must take place, notice will be given via the intercom, or the distinct sounding of the fire alarm. Secretary will call cafeteria and custodial staff.
2. All students and teachers report to the assigned positions as quickly and quietly as possible.
3. Teachers having class at the time of the evacuation will take roll and send a student with an "All Present" or absentee names to one of the guidance counselors who will be centrally located.
4. The nurse will be centrally located with emergency forms.
5. Students will remain with class groups. NO ONE WILL LEAVE THE AREA WITHOUT TEACHER PERMISSION. Permission to leave will be granted in a dire emergency only.
6. Secretaries will leave the office with sign-out book and assist guidance counselor in tracking down absentees.
7. English teachers and athletic director will assist in sending lost students to assigned areas.
8. Physical education teachers will assist the nurse in handling first aid and emergencies.
9. 11-12 assistant principal and physical education teachers will assist 9-10 assistant principal in search activities, if necessary.
10. Driver education teacher will handle traffic at entrance until police arrive and then work in conjunction with them.

## COMMUNICATION CENTER EMERGENCY NUMBER

911

### FIRE DRILLS

Delaware Valley students will participate in several fire drills during the school year. Fire drills are necessary for safe and expeditious evacuation of students and the staff members from the building in the event of an emergency. The fire alarm signal will be a lengthy tone.

Student responsibilities during a fire drill are:

1. Each student must know the fire evacuation route for each room in which they have a class.
2. Each student will exit on an instructor's signal without regard for personal belongings, books, and other material.
3. There will be no talking, distracting, or procrastinating during the drill or emergency.
4. Students will exit by the prescribed route in a single file.
5. When the all-clear signal is given students will return to their classes.
6. In the event a fire or a drill happens when students are passing classes, before classes, and during lunch breaks, or during any other uncommon time, students are expected to walk rapidly to the nearest exit or follow the directions given by a faculty member or supervising adult.

### VIDEO SURVEILLANCE

The high school is equipped with video surveillance technology. This technology is used to promote a safe learning environment internal and external to the building on the campus.

### WEATHER DRILLS

The National Weather Service mandates that the school participate in a weather emergency drill once a year. Specific details will be provided to the students by the administration.

## SCHOOL SERVICES

### LATE/ACTIVITY BUS INFORMATION

Activity buses are for middle and high school students who must stay after school for athletic activities, drama practice, detention, and other school activities. **Only students involved in supervised after-school activities may ride the activity bus, and an Activity Bus Pass provided by the coach or advisor is required to ride the bus. Students riding the activity buses are subject to the same disciplinary guidelines as students on the regular buses.**

The buses servicing the Delaware Valley Campus leave from the main entrance of the Delaware Valley High School at 4:30 p.m. and 6:00 p.m. Activity buses are a convenience offered to parents/guardians to reduce the amount of driving time to transport students in after-school activities. Activity buses are not a replacement for the regularly scheduled bus routes; the activity bus may only bring a student to the approximate area where the student resides. Students need to advise the driver where they need to depart the bus in advance of that stop. Parents/Guardians may still have to drive to a suitable location along the route to transport the student home. The 4:30 p.m. and 6:00 p.m. activity runs follow the same routes.

#### SHOHOLA RUN (Activity Run #1)

The bus leaves Delaware Valley High School and proceeds west on Route 84. The bus will then proceed west on Route 6 to Twin Lakes Road to the Shohola Elementary School. The bus continues north on Twin Lakes Road to the village of Shohola, onto Route 434 North, to Shohola Falls Road, to Route 6 East to the intersection of Route 6 and Twin Lakes Road, where the route ends.

#### Silver Lake Road, Wild Acres (Activity Run #2)

The bus leaves Delaware Valley High School, drives nonstop to the intersection of Route 2001 and Log Tavern Road and begins student drop off while proceeding south on Route 2001. The bus turns onto Route 739 to Doolan Road, to Silver Lake Road to Marcel Lake Estates. The bus then drops off at Pocono Mountain Lake Forest at Moose Court. The bus returns south on Silver Lake Road to Childs Park Road to Wild Acres, then continuing on Park Road turning right onto Milford Road. Proceed to Log and Twig/Milford Road for a stop. Turn left onto Chestnut Ridge, following until the bus makes a left onto Wilson Hill proceeding to the Milford Road/Wilson Hill stop. The bus will precede north on Route 2001, returning to the intersection of Route 2001 and Route 739, where the route ends.

#### Route 2001 Log Tavern Road, Route 739 North (Activity Run # 3)

The bus leaves Delaware Valley High School and proceeds to its first stop at Oak Manor Estates. The bus turns onto Log Tavern Road, to Route 739. The bus proceeds on Route 739 to the Sunrise Lake Entrance, and continues on to Cranberry Ridge and then to Conashaugh Lakes. The bus then returns on Route 739 and drops off along Route 739 (right-handed stops)-Including the 739 Entrance to Birchwood- to the Park and Ride and then returns back on Route 739 dropping off again right-handed stops back to the Dingman-Delaware School complex where the route ends.

#### Milford, Sawkill Road, Raymondskill Road (Activity Run #4)

The bus leaves Delaware Valley High School making stops along Route 6 south to Milford. The two stops in Milford are Broad Street at Sarah Street and West Harford Street at Fifth Street. The bus then proceeds south on Route 2001 to Sawkill Road to VanAukin Hill Road to Raymondskill Road to Route 6 East. The bus leaves Route 6 to precede east on Sawkill Road returning to the intersection of Sawkill Road and VanAukin Hill Road where the route ends.

#### Matamoras (Activity Run #5)

The bus leaves Delaware Valley High School and proceeds to Matamoras the two stops in Matamoras are: Pennsylvania Avenue at Maple Avenue, and First Street at Avenue K.

Run # 5 and Run #1 are combined at 6:00pm.

**All late bus runs may be changed at anytime.**

### COMPUTER LAB/MEDIA CENTER

Computer labs are available for student use throughout the high school. Students may make arrangements to use the lab by contacting the supervisor to obtain a pass.

### LIBRARY

The Delaware Valley High School Library provides students, teachers, and staff access to a collection of over 18,000 books. In addition to the high school's local collection, students can search the catalogs of over 3,000 libraries on the ACCESS PENNSYLVANIA database and request library materials through interlibrary loan at no charge. The librarian and instructional assistant are there to assist students in finding the books and materials they need for their school work and recreational reading. Asking them for help will make students' work easier.

The library is open Monday through Thursday 7:50 - 4:20 and on Friday from 7:50-2:38 following the school calendar. A flexible open schedule provides access to the library when needed by individuals, groups, and/or classes. Subject area teachers schedule class time in the library for students to learn the skills and resources necessary to begin research assignments. During the school day, students must present a signed library pass to use the library on their own.

#### **Library Policies**

1. Students may borrow three books for two weeks. Students have the option to renew materials two times.  
Materials may not be taken from the library without being checked out. Students may not check out books for other students.
2. Reference books, current periodicals, and DVDs may not be borrowed for home use.
3. Students are responsible for all checked-out items until they are returned. Students who have books damaged while checked out



under their name will be billed for the repair. Students who lose library materials should report the loss immediately. Lost books or books damaged beyond repair will cost the replacement cost. Students who lose interlibrary loan books are required to pay the charges determined by the lending library. Students who fail to clear their library obligations will lose the privilege of borrowing materials and may have their report card held at the end of each quarter.

4. Overdue/fine notices are distributed every two weeks. Students may view their library account information at any time from the library online catalog at school. Note: All obligations must be satisfied before a graduation diploma is issued
5. A charge of 10¢ per day will be made for each overdue book. A charge of 25¢ per day will be made for overdue interlibrary loans.
6. Students are expected to use library materials and resources for research or reading. A quiet, academic atmosphere will be maintained at all times. Computers are for ACADEMIC USE ONLY.
7. Students may not eat or drink in the library.

### **Procedures for Using the Library**

Students need a signed library pass to use the library. All students are required to sign in and out when they leave. All passes must have a teacher's signature, student's name, destination, and date, plus the time a student left the room. Students are required to work quietly, follow directions and cooperate with the library staff. They are to come to the library with a purpose and be prepared to work. They should be respectful of other people, the facility, the equipment and materials.

Students who violate the rules will be given a warning. If the inappropriate behavior continues, a discipline referral will be generated.

Students who repeatedly violate the rules may lose their library privileges, and may only be allowed into the library while under the direct supervision of a teacher who is conducting a class activity.

### **LOCKERS**

Each student will be issued a locker to use at no charge.

1. Students must use the lockers assigned to them and no others.
2. Students are responsible for the cleanliness of their lockers (both the inside and outside of the lockers).
3. Students should go to lockers before school, before lunch, and after school, and not between each class.

Students are cautioned not to reveal their locker combination to other students. Students should report any malfunctioning locks to the custodian. Students should leave the locker area by 2:55 p.m.

### **LOST AND FOUND**

The lost and found is located in the office in Delaware Valley 9/10 High School cafeteria and the Delaware Valley 11/12 High School Office. Students who find items should turn them in to the appropriate area. Gym clothing found should be brought to one of the physical education teachers. Students who have lost something should check in the nurse's office or ask one of the gym teachers. Lost books should be reported to the classroom teacher, who may be able to help locate them. Any items left in the lost and found will be donated to charity periodically throughout the year.

### **LUNCH PAYMENT**

Delaware Valley School District uses mySchoolBucks as the cafeteria point-of-sale system.

1. In order for your child to purchase lunch send cash or check to school with your child in a sealed envelope with your child's name, homeroom teacher's name, and amount written on the envelope. Checks should be made payable to Delaware Valley School District (DVSD).
2. To access your child's lunch account go to [www.dvdsd.org](http://www.dvdsd.org).
  - On the left-hand side under "Site Shortcuts", click on "Cafeteria".
  - In the middle of the next screen, click "register for a Free Account".
  - Once you are registered you can then view all account information and pay for the child's lunch by check or credit card using [www.myschoolbuck.com](http://www.myschoolbuck.com) and the student's ID#.
3. If you have any questions about mySchoolBucks, call DVSD Food Services, at 570-296-1868.

### **MATH LAB**

The Math Lab in room A3 is open for student use daily. The lab is staffed with a teacher and is designed for individual tutoring for students of all levels from remedial math through advanced math classes. Students may make arrangements to go to the math lab by contacting the math lab mentor or through their math teacher.

### **METAL DETECTORS**

A safe and secure school environment is in everyone's best interest. Therefore, groups of students at unannounced times shall be randomly selected to walk through a metal detector. Also, other items such as bookbags may be sent through a metal detector. Students in possession of unlawful or illegal items shall be subject to disciplinary procedures in accord with the student discipline code. This will include the student's disciplinary history, and the police may be notified. Refusal to submit to a metal detector shall be deemed insubordination with its resulting consequences. Also, refusal to submit to a metal detector will be just cause for a search of the student, the student's possessions, and the student's locker. Again, the police may be notified.

### **SCHOOL POLICE OFFICERS**

The Delaware Valley School Police Officers work to ensure a safe and secure school environment. The school police investigate any and all crimes reported to the administration. Two officers facilitate classes in D.A.R.E., and also address bullying, law, and seatbelt safety in addition to other topics. The School Police Officers will also conduct mediations with student(s) to help solve any issues that are currently ongoing with that student(s).

## **TELEPHONES**

Office phones are for school business. Only urgent emergency messages will be delivered to students. Messages regarding transportation, appointments, etc. will be taken. Students are not to use the office telephones or guidance office phones without permission from the administration. Phones will only be available during students' lunch period or the last ten minutes of the school day.

## **TEXTBOOKS AND SUPPLIES**

Textbooks and supplies must be treated with respect and care. Students are responsible for all lost, stolen, or damaged textbooks, locks, tools and other items issued by the school. You must replace or pay for any lost or damaged items. Each student must sign a receipt and accept responsibility for all books and supplies given to him/her. Fines are levied on mutilated books. Students are charged for books torn from the covers. Other charges are levied according to the condition of the book. The amount is left to the discretion of the teacher. Be sure to write your name, the teacher's name, and the date you receive the book on the book label inside the front cover of each of your books. This will be helpful in returning books to the rightful owner when books are lost or misplaced. The "Lost & Found" is located in the main office.

## **STUDENT GOVERNMENT**

### **ANNOUNCEMENTS**

Notices will be announced during the morning. Any special announcements, assembly information, and other news of importance may be put into the general announcements. A teacher must approve an announcement before the principal will authorize the reading of the announcement over the public address system.

### **CLASS OFFICERS**

To hold class office, a candidate must have satisfactory citizenship. Students must also have either a cumulative average of 3.30 or better, or must have a 3.30 average or better for the current school year, and maintain co-curricular eligibility. A student with a GPA below a 3.30 average must obtain a faculty nomination in order to run for office.

### **STUDENT COUNCIL**

The Student Council is the student advising body of the Delaware Valley High School. It consists of representatives from each class chosen by the student body itself and of the officers of each class. Officers of the organization are to establish closer relationships among the faculty, administration, and student body, encourage a democratic spirit in all school activities, and create a desire to maintain high scholastic standards.

All dances sponsored by the school and held on school grounds are open to DVHS students only. Exceptions to this ruling must be obtained from the administration. The officers of these organizations shall be a president, vice-president, secretary, treasurer, and sergeant at arms. All candidates for school offices must have been students of this school for at least one semester.

The student council sponsors all school activities, regulates the functions of classes and clubs, assists in maintaining order, and endeavors to encourage and maintain a positive level of student behavior.

This organization plays an important part in solving problems concerning the general welfare of the students. Any suggestions that the student body may have should be brought to the attention of the representatives who will, in turn, present the matter to the student council.

Eligibility Requirements for Office:

1. All candidates for student council office must have been members of student council for a minimum of one year.
2. All candidates must maintain good citizenship. Failure to comply with standards may result in removal from office.
3. All candidates must have a cumulative scholastic grade average of 3.30, and maintain co-curricular eligibility.
4. The president shall be a member of the senior class.
5. The vice-president shall be a member of the junior or senior class.
6. The secretary, treasurer, and sergeant at arms shall be members of the sophomore, junior, or senior class.
7. No student may hold a class office and a student council office simultaneously.

## **TRANSPORTATION**

### **BICYCLES**

Due to the danger of bicycle riding on the highways around the high school, bicycle riding is not allowed either to or from school.

### **BUS TRANSPORTATION**

Bus transportation is provided for all students attending Delaware Valley High School. Such transportation is a privilege granted by the School Board. All Delaware Valley School District buses are equipped with a video and audio recording device. Student behavior and conversation may be monitored.

By Pennsylvania School Law, students riding a school bus and at the bus stop are under the authority of the school. Students are expected to behave on the bus and at the bus stop in the same manner they would in a classroom. Bus drivers have the right to assign specific seats to students. All students must sit in their assigned seats.

Students riding on the school buses have the following responsibilities:

1. To be at their bus stop five minutes before their bus is scheduled to depart
2. To respect the rights of people who live near the bus stop

3. To behave as if in a classroom, except for ordinary talking
4. To keep all body parts inside the bus
5. To keep the aisle clear
6. To keep the bus clean
7. To follow the directions of the bus driver

#### **LOSING BUS PRIVILEGES**

To ensure a safe ride on the school bus, students are expected to behave in accordance with the DV-Five:

1. **BE RESPONSIBLE**
2. **BE RESPECTFUL**
3. **FOLLOW DIRECTIONS**
4. **KEEP HANDS AND FEET TO SELF**
5. **BE ON TIME AND BE READY**

When students misbehave, the bus driver will submit a conduct report to the assistant principal. The assistant principal will review the report and assign a consequence for the misbehavior. Such consequences include warning, detention, bus suspension, loss of bus privileges for the remainder of the school year, or other action deemed appropriate by the principal.

Any student involved in one of the following behaviors may lose bus privileges for the remainder of the school year, and may be subjected to expulsion proceedings:

1. Smoking or possession of tobacco products
2. Possession or use of alcoholic beverages or drugs
3. Possession of any weapon / or look alike weapon or dangerous instrument
4. Unsafe, dangerous and/or repeated misbehavior

During any bus suspension, parents/guardians must arrange for the transport of the student to and from school. Any student suspended from the bus may be assigned to a seat in the front of the bus for the remainder of the school year. Students shall ride only their assigned bus. No bus transfers will be approved. Students may request to get off their assigned bus at a different stop. These students must bring a written request from parents/guardians to the office before school begins. If approved, a special pass will be given to the student before leaving school.

#### **VISITORS**

Visitors may not be in the school building or on school grounds unless they have permission from the school administrators. Unauthorized persons on school grounds are guilty of disorderly conduct and can be prosecuted for same. Students are not allowed to have a visitor in school or to bring an unenrolled friend to school. **When visiting the school, the visitor must sign in with the building secretary to obtain a visitor badge.**

#### **VOLUNTEERS**

All volunteers who will be working with students (i.e., classroom assistance, field trip chaperones, etc.) must comply with the provisions of Delaware Valley School Board Policy # 916. School Volunteers., and PS Legislation.

# ***APPENDICES***

**AHERA Annual Notification**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every year, the Delaware Valley School District conducts a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. The Delaware Valley School District developed a plan, as required, which has been continually updated.

It is the intention of the district to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan during regular business hours by contacting the Director of Support Services.

## **ANNUAL PUBLIC NOTICE of SPECIAL EDUCATION**

### Notice to Parents/Guardians of Children Who Reside in the Delaware Valley School District

**Special Education (Chapter 14):** The Delaware Valley School District, either directly or through various other education agencies including Colonial Intermediate Unit #20, provides special education services which may be required by children with special needs. In compliance with state and federal law, notice is hereby given by the Delaware Valley School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students).

If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf-Blindness
3. Emotional Disturbance
4. Hearing Impairment, including Deafness
5. Intellectual Disabilities
6. Multiple Disabilities
7. Orthopedic Impairment
8. Other Health Impairment
9. Specific Learning Disability
10. Speech or Language Impairment
11. Traumatic Brain Injury
12. Visual Impairment, including Blindness

**Evaluation Process:** The Delaware Valley School District has a procedure in place by which parents/guardians can request an evaluation. If you believe that your school-age child may be in need of special education services and related programs, you may request screening and evaluation at any time whether or not your child is enrolled in the district's public school program. Child Find federal regulations also apply to highly mobile children, including migrant children. Requests for evaluation and screening are to be made in writing to the School Counselor at the building your child attends, or would attend if enrolled in the district.

**Consent:** School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents/guardians. For additional information related to consent, please refer to the *Procedural Safeguards Notice* which can be found at the PaTTAN website, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process.

**Program Development:** Once the evaluation process is completed, a team of qualified professionals and parents/guardians determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, a Notice of Recommended Educational Placement (NOREP)/Prior Written Notice is issued. Written consent is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

**Preschool Children with Special Needs (Age 3 to School Age):** Parents/guardians whose child has a developmental delay or one or more conditions as listed in the Special Education (Chapter 14) Notice above, and/or who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself, should contact Colonial Intermediate Unit #20 (CIU #20) at 610-252-5550, which offers *Early Intervention*, a preschool program for children with special needs. CIU #20 can provide information, screening, evaluation, programs, therapy, parent/guardian support, and referral to community agencies at no cost to the parent/guardian. For further information, call CIU #20 at 610-252-5550.

**Protected Handicapped Students (Chapter 15):** In compliance with state and federal law, the Delaware Valley School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

**Gifted Education (Chapter 16):** The Delaware Valley School District provides gifted education services to school-age students identified as gifted who require these services to reach their potential. In compliance with state and federal law, notice is hereby given by the Delaware Valley School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of gifted education services. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your school-age child may be in need of gifted education services, you may request screening and evaluation at any time, whether or not your child is enrolled in the school district's public school program. Requests for evaluation and screening are to be made in writing to the School Counselor at the building your child attends.

**CONFIDENTIALITY:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The school district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. Parents/Guardians have the right to see and obtain a copy of their child's records. Personally identifiable information relative to an exceptional student will only be released with the permission of the parent/guardian and/or in accordance with the *Family Education Rights and Privacy Act* (FERPA) and the Pennsylvania Rules, Regulations, and Standards.

For further information regarding the content of this notice, you may contact in writing or by telephone, Dr. Maria Farrell, Director of Special Education for the Delaware Valley School District, at (570) 296-1810, or any building principal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents/Guardians or eligible students who wish to ask the school to amend a record should submit to the school principal a written request that clearly identifies the record or part of the record they want changed and specify why they feel it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information (PII) in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One (1) exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, (such as, but not limited to an attorney, auditor, medical consultant, or therapist, or a cloud based services provider); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Criteria for determining whether the official has a legitimate interest include, but are not limited to, whether particular information concerning the student is: (a) presently or potentially relevant to the provision of education, education-related services, or extracurricular activities or experiences, or (b) necessary to protect the health, safety, or welfare of school officials and/or other students with whom the student might have contact.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The district is permitted by law to disclose appropriately designated "directory information" without obtaining the prior written consent of the parent/guardian or eligible student unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:
  - A playbill, showing your student's role in a drama production;
  - The annual yearbook;



- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with the following information on its junior and senior class students—names, addresses and telephone listings—unless parents/guardians have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district, in writing, prior to the start of the school year. The school district has designated the following information as directory information:

1. The student's name, address, listed telephone number, date, and place of birth.
2. Student's email address.
3. Program or major field of study.
4. Dates of attendance.
5. Participation in officially recognized school activities and sports.
6. Weight and height of members of athletic teams.
7. Placement on the honor roll.
8. Certificates and awards received.
9. The most recent previous educational agency or institution attended by the student.
10. Grade level.
11. Enrollment status.
12. Photograph/School Picture.

Questions regarding this notice or your rights under FERPA should be directed to the building principal.

DELAWARE VALLEY SCHOOL DISTRICT  
*www.dvds.org*

**Online Resources Permission Letter**

Dear Parents/Guardians:

This school year DVSD students may be asked to use online resources in support of classroom learning activities. One example that students in grades K-12 may use is Google Apps for Education (GAFE). GAFE is a set of online tools for communication, collaboration and document storage. Provided by Google to the District at no cost, these tools include:

- GoogleDocs: a word processing, spreadsheet, presentation, and drawing program
- Google Drive: storage space for files to be accessed anywhere, on the internet, on a hard drive, etc.

As Google continues to add new tools to its applications, the district will evaluate each for its educational potential.

In addition, classroom teachers are beginning to utilize online tools for textbook supplements, presentations, digital storytelling, and various other school projects. Some examples of online education tools used in the District are Pearson Successnet, Follett/Destiny and EdModo. All of these tools are housed on the Internet and may be accessed from an internet-connected computer, any time of day, with a relatively recent web-browser. No special software is required.

Our primary reasons for introducing these tools to students are:

- To provide our students practice using current technology applications and tools
- To give students the ability to work on common tools across the District for their own documents both at school and outside of school
- To facilitate “paperless” transfer of work between students and teachers
- To promote collaborative work among students for project creation and publishing documents for an audience

Considering that GAFE will use cloud services and apps, the District would like you to know that, in addition to the District's Acceptable Use Policy (#815), it has enacted two new policies: (1) *the Privacy and Security of Student Electronic and Digital Information Policy* (#820), and (2) *the Cloud Computing Policy* (#821). Please review these policies, which can be found on the District's web site at: [www.dvds.org](http://www.dvds.org).

Using online tools responsibly is an important part of the learning experience for our students. To help ensure the safety of our students and foster responsible online behavior, teachers and librarians will be reviewing our District's Acceptable Use Policy and Internet safety guidelines when they introduce online tools to students.

Your signature, in receipt of the student handbook, provides authorization for your child to use online tools in support of learning activities that are aligned to our curricula and lessons.

Please contact your child's teacher/building principal if you have questions about your child's use of online educational resources.

Sincerely,

Dr. Gina Vives  
| Director of Curriculum and Technology

**Every Child Succeeds Act (ESSA)  
Federal Programs Complaint Procedures**

The Delaware Valley School District in accordance with the Every Child Succeeds Act , 2015 (formerly the Elementary and Secondary Education Act commonly referred to as No Child Left Behind Act of 2001) is hereby notifying parents/guardians of their rights to receive information regarding:

- student performance
- individual school performance
- district performance
- teacher/staff qualifications.

The District/School performance profiles which include aggregate information including student achievement, graduation rates, and school performance are posted on the Delaware Valley website and updated annually.

Individual student assessment reports on the PSSAs and Keystone exams are mailed or sent home to families each fall and student scores are printed on the student report cards. The assessment score reports provide parents/guardians with a detailed record of student achievement on state academic standards.

Each fall a public presentation of our District assessment results are presented at a public meeting and the School Report Card results are published on the District ([www.dvds.org](http://www.dvds.org)) and the State website ([www.paschoolperformance.org/](http://www.paschoolperformance.org/)). If a school has been identified as a “priority” or “focus” school, parents/guardians will receive individual notification via mail. This parent/guardian notification will provide notice to parents/guardians on how to access supplemental aids/services through our schools/community.

**Parent/Guardian Involvement** – Parents/Guardians are encouraged to participate in the education of their children.

- District Parental Involvement and Title I Parental Involvement Policies are reviewed annually each spring.
- Policy and Educational Program input is sought each fall during our Title I Parent/Guardian meetings and throughout the year during PTA meetings.
- During the fall Title I/ELL parent/guardian meetings families are provided with an overview of our Title I/ELL programs. Suggestions for assisting the child throughout the school year are reviewed with parents/guardians.

**Faculty Qualifications** - All teachers and instructional assistants employed by the Delaware Valley School District meet or exceed the Federal requirements for highly qualified. Parents/guardians have the right to know the qualification/certification status of each teacher and instructional assistant who work within our Title I schools. Parents/guardians may contact the individual building principals to verify qualification status for these employees.

Any questions regarding this annual notice or parent/guardian input regarding Federal Programs may be directed to your child’s building principal or the Delaware Valley School District Federal Programs Coordinator, Dr. Peg Schaffer ([pschaffer@dvds.org](mailto:pschaffer@dvds.org)).