

**DELAWARE VALLEY MIDDLE SCHOOL**  
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**DINGMAN-DELAWARE MIDDLE SCHOOL**  
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[www.dvds.org](http://www.dvds.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***

##### **Core Beliefs: 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

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**DELAWARE VALLEY MIDDLE SCHOOL  
DINGMAN-DELAWARE MIDDLE 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 Middle School and the Dingman-Delaware Middle 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 Middle School and Dingman-Delaware Middle 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.dvsd.org](http://www.dvsd.org).

Students in the Delaware Valley Middle School and the Dingman-Delaware Middle School are expected to behave like ladies and gentlemen. They should show self-control at all times. They have the following responsibilities:

- to attend school regularly
- to put forth their best efforts in all school work
- to complete all classwork and homework assignments on time
- to make up work when absent
- to be aware of and obey all school rules
- to go to lockers before school, before and after lunch, and after school
- to help create a better school
- to respect the rights of others
- to express their ideas in a respectful manner
- to show respect to the adult in charge
- to speak without foul language
- to be on time for all classes

**BELL SCHEDULE**

Warning Bell 7:50 am

Tardy to School 8:00am

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	10:00am
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

### CITIZENSHIP GRADE

O = Outstanding    S = Satisfactory    U = Unsatisfactory

At the start of the school year, all students receive outstanding citizenship status. A student assigned a detention will receive a satisfactory grade and a student assigned an in-school or out-of-school suspension, or bus suspension will receive an unsatisfactory grade during the quarter being reviewed. A satisfactory grade at the end of a quarter will revert to an outstanding grade at the start of the next quarter. An unsatisfactory grade at the end of a quarter will revert to a satisfactory grade at the start of the next quarter.

### GRADING SYSTEM

Letter grades are used on report cards to indicate the quality of work in each subject. These letters have the following values:

A+ = 98-100    B+ = 87-89    C+ = 77-79    D = 65-69  
A = 94-97    B = 84-86    C = 74-76    F = Below 65 (Failing)  
A- = 90-93    B- = 80-83    C- = 70-73

Some subjects are also marked O (Outstanding), S (Satisfactory),

U (Unsatisfactory), P (Pass), or F (Fail). Report cards are sent home after the close of each nine-week marking period.

### 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, the press #

Fourth; Repeat the third step for additional teachers

### HONOR ROLL

The Delaware Valley Middle School and Dingman-Delaware Middle School Honor Roll will be published at the end of each marking period. There are two levels: High Honors - 3.49 grade point average

Honors - 3.00 grade point average

Averages will be computed after each marking period, using the grades for that quarter only. The following points will be assigned to each letter grade:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D = 1.00
A = 4.00	B = 3.00	C = 2.00	F = .00
A- = 3.67	B- = 2.67	C- = 1.67	

- Students with grades of D, F, or I will not be eligible for the honor roll.
- Grades in all subjects will be used to determine if a student is eligible.
- Students listed on the honor roll will also be recognized by having the names posted on the school bulletin board and printed in the local newspapers. A letter will also be sent home to parents/guardians.
- Students who receive an incomplete on their report cards must complete all required work within two weeks. Failure to complete all required work within two weeks will result in the incomplete grade being changed to a failing grade.
- A grade of F, or U automatically eliminates eligibility

## **PROMOTION/RETENTION**

Teachers, guidance counselors, and the principals will decide whether a student is promoted or retained. They will use test scores, report card grades, and reading levels to help make their decision. The basic subjects at the middle school are reading, math, language arts, science, social studies, and world language. If a student fails two of these subjects or is working far below grade level, he/she may be retained. If a student fails a basic subject and a special course, he/she may also be retained. The special courses include art, physical education, health, technology, family and consumer science, and music.

## **TUITION-BASED SUMMER SCHOOL**

Summer school is available for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Anyone who received a failing grade is eligible to take up to three subjects. Official documentation of successful completion of courses must be presented to school officials before promotion will be considered. Delaware Valley also offers an extended learning program during the summer including enrichment and remediation. For further information, call Delaware Valley Middle School at 296-1833; Dingman-Delaware Middle School at 296-3143, and refer to Policy # 124, Tuition- Based Summer School.

## **RULES**

### **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.

### **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 is absent, please call the appropriate number: for DDMS-570-296-3148, for DVMS-570-296-1835.

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.

No student will be excused from physical education classes without a written excuse from a parent/guardian and/or doctor. A student absent from any class is responsible for all work missed.

### **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 locker during the school day.

### **DETENTION**

School detention begins at 2:38 p.m. and ends at approximately 4:20 p.m. Students are expected to work quietly while in the detention room. Students who have detention may ride the late bus home. Any student who misbehaves while in detention will be assigned an in-school suspension on the next available day in addition to the detention being rescheduled. Skipping or missing detention will result in the following:

1. First offense – any student missing detention for any reason will be assigned an in-school suspension the next available day in addition to the detention being rescheduled.
2. Second offense – any student missing detention for any reason will be assigned an in-school suspension the next available day, will have the detention rescheduled, a second detention will also be scheduled, and a parents/guardians conference may take place.
3. Third offense – the student will receive three (3) days out-of-school suspension in addition to having the detention rescheduled.

## **ENRICHMENT PERIOD RULES**

1. PASSES - Students should be made aware that being excused for enrichment is a privilege.
  - a. Guidance - only one student will be allowed to go to the guidance office and only when he/she shows a pass from the guidance office.
  - b. Lavatory - no more than one boy and one girl should be sent out of the room at the same time.
  - c. Library -The librarian will determine the number of students allowed and the time frame these students are allowed to access the resources.
  - d. Classroom Rules- each teacher has the right to establish their own classroom policies and procedures which promote an environment that is conducive to learning.
2. STUDENTS ARE NOT PERMITTED TO DO THE FOLLOWING IN ENRICHMENT:
  - a. Converse with one another unless permission has been granted by the teacher.
  - b. Eat food of any kind.
  - c. Waste time doing "nothing." All students are expected to report to enrichment prepared to keep themselves occupied and/or busily engaged in completing assignments.

## **EXCHANGE OF MONEY**

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

## **HALL PASSES**

ALL STUDENTS MUST HAVE A SIGNED PASS WHEN THEY LEAVE THE ROOM DURING A CLASS PERIOD.

These passes must be signed by the teacher who excuses the student and by the teacher who accepts him/her.

Students who misuse this privilege may be denied future passes. Any lost, misplaced handbook must be replaced at the student's expense. The borrowing or sharing of handbooks is not allowed.

## **IN-SCHOOL SUSPENSION**

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

1. Students should report to their assigned homeroom before 8:00 am for attendance purposes and remain there until they are called to the office for In-School Suspension.
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. Students will not be able to go to their lockers during ISS.
4. Students must work on school work or approved reading materials.
5. Reading materials must be approved by the teacher or administration.
6. No talking, laughing, or passing notes.
7. Food or beverage is not allowed in the ISS room unless it is approved by the nurse. The only other exception is during their scheduled lunch.
8. Use of lavatory is restricted to 3rd period and 6th period or in cases of emergency.
9. No heads down on desks and no sleeping.
10. Students dismissed at 2:38 p.m. - dismissal bell.
11. Do not open the door unless an emergency situation occurs.
12. Students are responsible for the care of the suspension room. Any writing or damages should be reported to the principal or assistant principal immediately.
13. 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.

## **LOCKER ROOM RULES**

1. Each student will be issued a lock and assigned to a locker.
2. No changes may be made in locker location unless approved by a physical education teacher.
3. Students may use the long lockers during physical education class to secure their books and clothing. At the end of class, belongings and the lock must be removed from the long locker and returned to the assigned locker. ANY LOCKS REMAINING ON LONG LOCKERS WILL BE REMOVED.
4. Students are responsible for the lock assigned to them. If the lock is lost, a replacement fee must be paid and a new school-issued lock obtained. ONLY SCHOOL ISSUED LOCKS MAY BE USED ON GYM LOCKERS. ALL OTHER LOCKS WILL BE REMOVED.
5. Students are advised NOT to share their combination with fellow classmates. If a problem develops with the lock, please notify a physical education teacher immediately so that a new lock may be issued
6. Due to possible student allergic reactions and/or asthma attacks the use of aerosol forms of antiperspirants, deodorants, colognes, and perfumes is not permitted.



## **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.

## **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 misconduct report to the principal. The 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 subject to expulsion proceedings:

1. Smoking or possession of tobacco products
2. Possession or use of alcoholic beverages or drugs
3. Possession of any weapon/ 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.

Upon returning from bus suspension the student 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.

## **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.

## **LUNCH DETENTION**

Students assigned lunch detention will not be permitted to eat lunch in the cafeteria. Lunch detention will be held in the in-school suspension room unless students are notified otherwise. Lunch detentions will follow a progressive discipline approach.

## **OUT-OF-SCHOOL SUSPENSION RULES**

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

## **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. To quell a disturbance
2. For the purpose of self-defense.
3. For the protection of persons or property

## **STUDENT DRESS-**

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 distract others from the basic educational purposes of the school, present a safety or health hazard to any student, cause damage to school property, or is deemed inappropriate by the administration.
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. It is not a healthy and safe practice for students to wear coats in the building. 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, pajamas, ultra mini skirts, sleeveless shirts, and tank tops are not appropriate for school. Undergarments should not be showing at any time. Faddish "torn" clothing is prohibited. Hats, caps, bandannas, or hoods may not be worn indoors.
  - b. Slacks, jeans, and sweatpants are appropriate.
  - 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. Offensive T-shirts, undershirts, tank tops, etc. are not appropriate for the school (e.g. advertising alcohol or drugs, offensive language, promoting violence).
  - e. Appropriate shorts in class may be worn. They 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, (does not continue to move above the "Finger Tip Method" when moving or seated) the bottoms of skirts or shorts must be below the fingertips at all times throughout the school day. The shorts or skirt should conform to the "Finger Tip Method" all the way around (front, back and sides). Students should not wear the following: biker shorts, cutoff shorts, gym shorts, short shorts.
  - f. Studded/spiked clothing, bands, belts, and chains attached to clothes are not to be worn. Chains of any length are inappropriate and may not be worn.
  - g. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves, in the school building.
  - h. Students are not to wear clothing that have holes in them to put thumbs or fingers through, or excessive rips or tears.
  - i. No "Heelys" or other skating footwear.
6. On no occasion should any student go barefoot on school premises.
7. Students must change for gym. Students may not wear the same clothing in gym as was worn throughout the school day. For gym classes students must wear sneakers, a T-shirt, and shorts with an elastic waistband. Cutoffs are not permitted. Jewelry is not permitted to be worn in gym class. Students who have piercings must remove them, as they are a safety hazard.
8. Sagging Pants- The term 'Sagging' actually refers to the practice of wearing pants below the waist, in such manner that is reveals some part of the person's underwear/boxer shorts.
9. Spandex Leggings, tights, and skirts are not permitted. Leggings and Yoga pants are allowed as long as they are worn with shirts or skirts over their pants that are "finger tip" length.
10. See-through clothing is not permitted
11. Administration will have the final determination on whether the clothing is appropriate. Students who violate the dress code will be asked to change into appropriate clothing. If they do not have appropriate clothing in school, the student will call home to ask a parent/guardian to bring in appropriate clothing. This will serve as a warning and the students will be assigned to the in-school suspension room until they receive the appropriate clothing. Future referrals for violations of the dress code will result in the following:
  - a. First Offense- one (1) Detention
  - b. Second Offense (1) day in-school suspension
  - c. Third Offense- two (2) days in-school suspension

## **TARDINESS**

Students who arrive at school after 8:00 a.m. are considered tardy and must report directly to the office for a pass.

**The adult bringing the tardy student to school should also sign the book in the office.** If the adult bringing the tardy student to school does not come into the school and sign the student in, the student will receive an after-school detention. Please note: The only accepted excuse for a tardy is a written note from a physician or dentist. This note must be brought to the school at the time the student is signed in late. The following will apply to students that are tardy, unexcused, for school:

1. Tardy, unexcused, 3-5 days per semester - after-school detention
2. Tardy, unexcused, 6-8 days per semester - one day of in-school suspension
3. Tardy, unexcused, 9-11 days per semester - two days of in-school suspension
4. Tardy, unexcused, 12 or more days per semester - three days in-school suspension.

### **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

### **ADMINISTRATIVE CONSEQUENCES**

Administrative disciplinary consequences have been provided in this handbook to inform parents/guardians and students of the range of disciplinary consequences for specific infractions. Because the specifics of a particular incident and a student's disciplinary record are unique in each instance, a range of disciplinary consequences is presented for infractions. The specific facts of a discipline violation and a student's disciplinary record are considered when assigning specific disciplinary consequences.

#### **1. Academic Dishonesty/Cheating**

Academic dishonesty includes copying someone else's homework, class work, quizzes, or tests. It also includes plagiarism which is borrowing someone else's words, facts, statistics, and/or ideas without giving that person or source credit. It is expected that each student does his or her own work. Students who engage in academic dishonesty will receive a zero on his or her work, parent/guardian notification, along with the following:

- 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

2. **Annoyance Calls**

Annoyance calls include but are not limited to:

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

3. **Assembly Misconduct**

- a. First offense – removal from program and one detention
- b. Second offense – privilege of attending special events suspended.

4. **Attaching to Network**

Attaching or attempting to attach to the network, wired or wireless, with any personally owned electronic devices will result in a minimum of one detention.

5. **Extortion, intimidation, threatening, harassing, 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 – Discussion with victim. Discussion with bully. Identify the anti-social behavior. Parents/guardians notified. Two days in-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.
- b. Second offense – Discussion with victim. Discussion with bully. Identify the anti-social behavior. Parents/guardians notified. Five (5) days out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.
- c. Third offense – Discussion with victim. Discussion with bully. Identify the anti-social behavior. Parents/guardians notified. Ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.\

6. **Cell Phones/Electronic Devices**

**Use of electronic devices, (cell phones, i-pods, i-pads, cameras, games, or other similar devices) that will result in a disruption of the educational process is prohibited.**

The use of a cell phone/electronic device is only acceptable when permission has been granted by an administrator or teacher. The cell phone/electronic device should be off and away during the school day. If a student is using a cell phone/electronic device that is not their own, they are still in violation of the policy and both students will be subjected to the appropriate level of discipline based on prior history. The cell phone/electronic device will still be held for parent/guardian pick up.

- a. First offense—one (1) detention, parent/guardian contacted and parent/guardian must pick up cell phone/electronic device.
- b. Second offense—one (1) day In-School suspension, parent/guardian contacted and parent/guardian must pick up cell phone/electronic device.
- c. Third offense—three (3) days out-of-school suspension, parent/guardian contacted and parent/guardian must pick up cell phone/electronic device.

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

7. **Classroom Disruption**

Classroom disruption will result in punishment ranging from detention to out-of-school suspension, depending on the severity and past discipline history.

8. **Computer/Network/Internet Use**

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 students' 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.dvds.org](http://www.dvds.org) (under "Policies").

The misuse of computer/network/Internet (hereafter referred to as "CIS") as documented 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.

9. **Cutting Class**

Students in school but absent from class without permission or a pass may be considered to be cutting.

- a. First offense – one (1) day in-school suspension
- b. Second offense – two (2) days in-school suspension
- c. Third offense – three (3) days out-of-school suspension

10. **Defamation**

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.

11. **Destruction to School Property**

Willful 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 – 3 day out-of-school suspension. Parents/guardians notified. Restitution. Possible police notification.
- b. Second offense – 5 days out-of-school suspension. Parent/guardian conference. Restitution. Possible police notification. Possible expulsion.
- c. Third offense – 10 days out-of-school suspension. Parent/guardian conference. Restitution. Possible police notification. Possible expulsion.

12. **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.

13. **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.

14. **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.

15. **Giving False Information to a school official (Lying)**

- a. First offense – 1 day in-school suspension
- b. Second offense – 1 day out-of-school suspension
- c. Third offense – 3 day out-of-school suspension.

16. **Gum Chewing**

- a. First offense—one (1) detention
- b. Second Offense—one (1) day of in-school suspension
- c. Third Offense 1 day out-of-school suspension

17. **Inappropriate Language**

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

18. **Insubordination-Disrespect, Defiance, Disobedience**

A positive school climate depends upon everyone in the school knowing and understanding his/her role in the school. School personnel are responsible for maintaining a safe, secure and healthy learning environment. Students are expected to follow all reasonable requests of the school faculty and staff. Students who choose not to follow, or who openly ignore or defy instructions given to them by school personnel will be subjected to the following

- 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.

- Depending on the severity of the offense, the level of discipline may be elevated at any offense level.
19. **Late to Class**  
Late to class is different than late (Tardy) to school, (1<sup>st</sup> period). A student late to class will receive a detention on the first offense. Further lates to class will result in punishment ranging from detention to out-of-school suspension.
  20. **Leaving Class**
    - a. First offense – one (1) day in-school suspension
    - b. Second offense – two (2) days in-school suspension
    - c. Third offense – three (3) days out-of-school suspension
  21. **Leaving the School Building or School Grounds Without Permission**
    - a. First offense - three (3) days in-school suspension
    - b. Second offense - three (3) days out-of-school suspension
    - c. Third offense - five (5) days out-of-school suspension.

In the event that any student leaves school grounds without permission, local law enforcement will be notified.
  22. **Locker Damage**—Any act that results in damage to the lockers will result in out of school suspension. This includes kicking the locker or purposely damaging it so it can easily and quickly be opened without using the secure combination. Restitution for repairing or replacing the broken locker may be sought in addition to the suspension.
    - 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.
  23. **Loitering** – creating a disturbance, or inappropriate behavior on any school district property during or after school hours shall result in suspensions.
  24. **Nurse Dismissal (from school)**-the only accepted way a student will be dismissed from school for an illness is through the school nurse. Students are not allowed to call/text their parents/guardians asking them to come to the school to pick them up because they are sick. Students need to be evaluated by the school nurse and the school nurse will contact a parent/guardian to arrange pick-up/dismissal.
    - 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.
  25. **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 period 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.
  26. **Use of Profanity** 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.
  27. **Public Displays of Affection**-Inappropriate affection is not allowed on school grounds. This also covers dances and after school activities.
    - 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.
  28. **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
  29. **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.
  30. **Safety Violations** – Creating a risk to the environment, which includes, but is not limited to, bodily secretions, itching powder, etc.
    - a. First offense – Warning to out-of-school suspension.
    - b. Second offense – In-school suspension to out-of-school suspension
    - c. Third offense – 1-10 days out-of-school suspension



31. **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).

32. **Smoking/ 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 unlit cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. It is illegal in the state of Pennsylvania for anyone under the age of 18 to purchase cigarettes. Smoking or possession 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 also may be required to read articles, complete workbooks or view films pertaining to the hazards of smoking. (Fine - \$150.00)
- b. Second offense – a two (2) day out-of-school suspension and a one (1) day in-school suspension will be imposed or 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 middle 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)

Possession and custody of any item that is illegal, unlawful or considered to be dangerous may result in suspension; police and parent will be notified.

33. **Stealing/Theft**

- a. First offense – Out-of-school suspension. Parent/guardian notified. Restitution. Possible police notification. Possible expulsion.
- b. Second offense – 1-5 days out-of-school suspension. Parent/guardian conference. Restitution. Possible expulsion.
- c. Third offense – 5-10 days out-of-school suspension. Parent/guardian Restitution. Possible police notification. Possible expulsion.

34. **Texting**—Since cell phones should be off and away during the school day, **unauthorized** texting is not permitted at any time. This includes parents/guardian texting their children or children texting parents/guardian **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 unauthorized cell phone use.

35. **Truancy**

Civil authorities will be notified as per law in the case of a truancy. Unauthorized absence from school is a truancy

- and is illegal. A student who is truant will be suspended. If a student is under 17 years of age, repeated trancies (more than 3) are referred to the District Magistrate, and the parents/guardians are fined. If a student is 17 years of age or older, repeated trancies 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 are given on a day he or she is truant, thus the student will receive a 0 for tests/quizzes.
- 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.
  - b. Second offense - A three (3) day out-of-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.
  - c. Third offense - A five (5) day out-of-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.
  - d. Fourth offense - A ten (10) day out-of-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken.
36. **Unprepared for Class**—Students need to be on time and prepared for class each and every day. Taking time to deal with students who do not bring essential items or the required work to class takes valuable educational time away from all students.
- a. **First offense**—written warning (referral) and parental contact by teacher to parent/guardian.
  - b. **Second offense**—one (1) detention.
  - c. **Third offense**—one (1) day In-school suspension.
37. **Possession and Use of any item that is illegal**, unlawful or considered to be dangerous results in the notification of a parent/guardian and depending on the seriousness of the offense, notification of the police.
38. **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
39. **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.
40. **Cafeteria Disturbances** any student who is involved in any 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, referred to the superintendent for expulsion proceedings and/or referral to the police for legal action
41. **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.
42. **Refusal to participate in random drug testing** 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
43. **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.  
Major disciplinary offenses as outlined will result in parent/guardian notification and possible police involvement to be determined at the discretion of the 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, a 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.

### **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.

### **RECORDS**

Disciplinary records are maintained on a yearly basis and do not become a part of the student's permanent record.

**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

## **GENERAL INFORMATION**

### **ACTIVITIES**

Participation in school activities, such as intramurals, class trips, interscholastic sports, yearbook, or drama, is a privilege. Students should remember that inappropriate behavior, failing grades, or illegal class absences could remove this privilege. The activity bus is available for students involved in a supervised school-sponsored activity. For activity/late bus information see [Late/Activity Bus Information](#) located within this handbook.

### **BEFORE AND AFTER SCHOOL**

Before School:

1. Students arriving before 7:45 a.m. should report to the cafeteria, or the DVMS Gymnasium, depending on where their bus drops them off in the morning. Students must report directly to the cafeteria.
2. After entering the building, students should report to their lockers and then directly to homeroom.
3. After entering homeroom, students must receive permission and a pass from the homeroom teacher to go to the lavatory, office, or anywhere else in the building.
4. Students are not permitted to wander through the halls.
5. Students reporting to homeroom after 8:04 a.m. will be marked tardy.
6. All students will stand during the flag salute.

After School:

1. Students will be dismissed from their 7th period class by the bell.
2. **Under no circumstances are students to remain unsupervised on school grounds after dismissal.**
3. **Late buses are for students involved in a supervised school-sponsored activity.**
4. Parents/guardians may pick up students for early dismissal by submitting a note to the office and by presenting a photo identification.
5. No student may walk to or from the middle school without permission.
6. It is strongly suggested that parents/guardians provide notes to the school office if their child is staying after school for any reason (other than a regularly scheduled activity or club).

### **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.

## **CAFETERIA**

The cafeteria sells nutritionally-balanced lunches at a reasonable cost to students. Students carrying their own lunches may purchase milk. After the regular lunch is served, the cafeteria also offers nutritious snacks. Students are to enter the cafeteria and go directly to their seats. Students who are purchasing lunch will be called up by their monitor in an orderly fashion. Just prior to dismissal from the cafeteria students are to become silent in order to provide an orderly dismissal from the cafeteria. While in the cafeteria, students should behave as if they were in a restaurant. Students should:

- talk quietly
- remain seated until excused to buy lunch
- remain in the same seat for the entire lunch period
- return all trays to the tray drop-off area
- place all litter in the garbage cans
- make sure the table and floor are clean
- **never take food or beverages out of the cafeteria**
- follow all other rules of the adults on lunch duty

## **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.

## **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 (296-3140-DDMS, 296-1830-DVMS) 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.dvsd.org](http://www.dvsd.org).

## **EARLY DISMISSAL**

The following must occur for a student to be considered excused from school: Note from a doctor or permission from the principal or assistant principal to leave. 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 dismissal may result in suspension from school and/or parent/guardian conference.

All requests for early dismissal must be brought to school the morning that the early dismissal is to take place. In all cases, the adult picking up the student must report to the office to sign out the student. Students leaving school early are responsible for any work missed.

## **EDUCATIONAL TRIPS**

Students who are taking educational trips with their parents/guardians must receive prior permission from the principal to be excused from school. Parents/guardians should write a letter to the principal, including the dates of the trip. Students are required to collect homework assignments before leaving on their trip. These assignments should be completed by the time the student returns to school. Approval may be denied for the following reasons:

1. Poor academic achievement
2. Excessive absenteeism and lateness
3. Second request within one year
4. The total absence will exceed five days

## **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 within either detentions or suspensions.

## **EXPECTATIONS**

When passing through the halls, students should talk quietly. They should also walk, staying to the right. Running, pushing and shoving are not allowed. The following activities are not permitted in the school:

1. Smoking or carrying smoking products
2. Using, transporting or selling drugs or alcohol

3. Cheating and stealing
  4. Being disrespectful
  5. Using foul language
  6. Harassment
  7. Fighting
  8. Destroying school property or the property of others
  9. Being disruptive in class
  10. Buying or selling anything or exchanging money
  11. Endangering the lives or well being of students and staff
  12. Chewing gum in the school
  13. Eating or drinking, except at lunch time in the cafeteria (unless it is an approved classroom activity)
- Not meeting these expectations may result in disciplinary action.

### **FIRE DRILLS**

Fire drills are necessary and important for students' safety. When the signal is sounded, students will:

- follow the directions of the teacher or supervisor in charge;
- leave the building in an orderly manner following the map in each room;
- walk quickly, but not run or push;
- remain silent during the drill.

### **GUIDANCE SERVICES**

The guidance services of the Delaware Valley Middle School and the Dingman-Delaware Middle School are planned to help each student get the most out of the school program. Guidance counselors are available to help students with all kinds of problems and concerns. Some of these are studying, home problems, problems with friends, and homework. The guidance counselors can also help students find a career in the library career center. Students are encouraged to meet with the guidance counselors. Students may arrange to see the counselors by setting up an appointment with the counselor.

### **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 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.

### **HOMEWORK**

The Board supports the role of homework as a pivotal factor in the educational process by adopting a district-wide homework policy. Because homework is an integral part of learning a subject, it can increase academic learning time, provide practice necessary to master new skills, and develop independence and responsibility. It also can reinforce what has been learned in class, prepare the student for upcoming lessons and assessments, help the student to learn from mistakes and help develop positive study habits.

### **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 states 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.

### **INTERSCHOLASTIC SPORTS**

The school sponsors sports teams that play other nearby schools. These teams include basketball, wrestling, soccer, football, field hockey, cross country, baseball, tennis, volleyball, track and softball. In order to play on one of these teams, students must meet the standards set by the school district. No student may participate if he/she is failing one subject. The teachers, guidance counselors, and principals will check the grades of team members twice each marking period to determine if students may continue to play on the team.

### **INTRAMURALS**

Students must have permission from their parents/guardians to participate. They must be covered by some type of accident insurance and ride one of the buses, unless special permission is given to ride with parents/guardian. Good sportsmanship is also a must!

### **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. Dingman-Delaware Middle School late bus runs Monday- Friday at 5PM, and Tuesdays and Thursdays at 4:30 PM

**Milford, 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 proceed 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) 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 and 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 proceed 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.

**Dingman-Delaware Middle School Late Bus Information**

**5:00 Activity Run #1**

Bus will travel south on Route 739 and turn right onto Doolan Road. The bus will turn right onto Silver Lake Road dropping off along Silver Lake Road and at Marcel Lake and Old Marcel Lake and proceed to Pocono Mountain Lake Forest Gate #2. The bus will return along Silver Lake Road and drop off at the Birchwood entrance on Silver Lake Road and make a left onto Park Road. The bus will drop off at Wild Acres and proceed to the intersection of Park Road and Milford Road where the bus will make a right hand onto Milford Road to Log and Twig Road. The bus will then make a left onto Chestnut Ridge and then turn left onto Wilson Hill Road proceeding to Milford Road and return to Route 739.

**5:00 Activity Run #2**

Bus will travel north to Cranberry Ridge, dropping at Sunrise and Conashaugh Lakes. The bus will then return back along Route 739 and turning left on Log Tavern Road and dropping off along Log Tavern Road to Milford Road and turning right on Milford Road and returning to Doolan Road via Route 739.

**Tuesday and Thursday 4:30 Late Bus** – A late bus will leave the Dingman-Delaware Middle School at 4:30 pm.

The bus route will be: North on Route 739 to the main entrance of Sunrise Lake and continuing north on 739 to Cranberry Ridge. The bus then returns south on 739 to the entrance of Conashaugh Lakes, continuing south on 739 to Doolan Road. The bus travels Doolan Road and turns right onto Silver Lake Road to make stops at Marcel Lakes and Pocono Mountain Lake Forest Gates 1 & 2. The bus then returns south on Silver Lake Road and turns onto Park Road to Wild Acres. The bus then continues on Park Road and makes a left onto Route 2001 towards Milford. The bus turns onto Log Tavern Road and the final stop is Gold Key Lake.

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

**LIBRARY**

The middle school libraries are stocked with over 17,000 books. The libraries are open from 7:45 am-3:00 pm every day. The librarian and instructional assistants 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. Students may go to the library for reference work or to find books with a signed pass from a classroom teacher. The following library rules apply:

1. Students may come to the library on their way in from the bus or before homeroom begins: however, students **must** be on time for homeroom. Once homeroom begins students **must** have a pass to come to the library.



2. Upon arrival at the library, the student must sign in at the circulation desk. **Students must sign in and out when they visit the library on an individual basis.** Students do not have to sign in when coming with a class.
3. Any student who is disruptive to the learning of others will be sent back to their classroom, with the teacher receiving notice of the problem. If a student does not use library time responsibly, he or she may lose library privileges for a specified time period.
4. Items are checked out for two weeks at a time, with three materials being the maximum. Students will be charged a late fine per day per item for overdue materials. Reminder notices of overdue materials and fines are distributed in homeroom on a regular basis.
5. Students are responsible for borrowed items. If a book is lost, the student must pay for it so a replacement can be purchased. Damaged charges, lost book charges, or fines must be paid before other materials can be checked out.
6. Students may not receive their report card if outstanding obligations are owed.
7. 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 items that are lost or damaged beyond reasonable wear.

### **LOCKERS**

Students will be assigned a locker by the homeroom teacher. This locker is a student's only way of protecting his/her belongings. Students should follow these simple rules:

- Never tell other students your combination.
- Never keep valuables in your locker.
- Never put your belongings in another student's locker.
- Always make sure your lock is securely locked.
- Keep lockers neat.
- Never bang, slam, or kick lockers.
- Use only the locker given to you by the school.

Lockers are school property on loan to students. School officials may search lockers if necessary. If a student loses a gym lock, he/she must purchase a new one from their gym teacher.

### **LOST AND FOUND**

The lost and found is located in the office in Delaware Valley Middle School and in the nurse's office in the Dingman-Delaware Middle School. 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.dvds.org](http://www.dvds.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.

### **MEDICATIONS**

Delaware Valley Middle School and Dingman-Delaware Middle School are serviced by a school nurse. Students who become ill in school may report to the nurse, after obtaining a pass from the classroom teacher. The nurse regularly checks students' hearing and vision, as well as height and weight. The Delaware Valley School Board Policy # 210 Use of Medications- 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 parents/guardians 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. The only exception to this is that students are

permitted to possess asthma inhalers, epinephrine injectables and glucagon and to self-administer the prescribed medication when such is parent/guardian/physician authorized using the appropriate medication form. See your school nurse for the appropriate form.

#### **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. 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 walk through a metal detector shall be deemed insubordination with its resulting consequences. Also, refusal to walk through 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.

#### **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.

#### **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.

#### **POWER SCHOOL**

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

#### **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).

#### **SCHOOL PROPERTY**

Everything in the school is paid for by public funds and is on loan to the students who use it. Students are responsible for taking care of school equipment and books. If school books or equipment are damaged or lost, the student will be required to pay for repairs or replacement. If the item was stolen, the student to whom it was issued is still required to pay for replacement.

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

All secondary schools in the Delaware Valley School District offer the Student Assistance Program (SAP), which has been mandated by action of the State legislature. The program is run through a specially trained building team which includes administrators, counselors, teachers, school nurse, and outside counseling agencies.

The building team's primary goal is to identify students at risk of not doing well due to experiencing certain problems. These problems may be related to academic, drug and alcohol, or mental health problems. It has been a proven method for intervening and helping students by appropriate referrals to available community services.

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 helping personnel of the Delaware Valley School District.

#### **TEACHERS SCHOOL EMAIL**

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

#### **TELEPHONE**

The office telephones may not be used by students. However, students may request the use of an office phone in an emergency situation only.

#### **TRANSPORTATION**

By Pennsylvania School Law, students riding a school bus and at the bus stop are under the authority of the school. Walking to and from school is not allowed. Students are expected to behave on the bus and at the bus stop in the same manner they would in a classroom. All Delaware Valley School District buses are equipped with a video and audio recording device. Student behavior and conversation may be monitored. 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:

- to be at their bus stop five minutes before the bus is scheduled to depart
- to respect the rights of people who live near the bus stop
- to behave as if in a classroom, except for ordinary talking
- to keep heads, hands, feet, and arms inside the bus
- to keep the aisle clear
- to keep the bus clean
- to follow the directions of the bus driver

#### **TRAVELING BY CAR**

Students arriving in cars should use the driveway in the front of the building. They should plan to arrive at school before 8:00 a.m., to avoid problems with the buses. (Remember: Students arriving before 7:45 a.m. should report to the cafeteria.)

At dismissal time, students leaving in cars should wait until after buses have left the middle school. They should meet their driver in the middle school parking lot.

No student may ride home in a car without permission from parents/guardians. Middle school students are not permitted to drive any vehicle to or from school. This includes cars, trucks, bicycles, and motorcycles.

#### **VALUABLES**

Valuable items that are not school related should not be brought to school. The school cannot be responsible for these items. Students should not bring more money to school than is needed to purchase lunch.

#### **VIDEO SURVEILLANCE**

All middle schools are equipped with video surveillance technology. This technology is used to promote a safe learning environment internal and external to each building on each campus.

#### **VISITORS**

Adult visitors are welcome at Delaware Valley Middle School and Dingman-Delaware Middle School. When visiting the school, the visitor must sign in with the building secretary to obtain a visitor badge. Parents/guardians who wish to visit classrooms should make arrangements with the principal in advance. Student visitors are not permitted during the school day or at activities not open to the general public.

#### **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".

#### **WEATHER DRILLS**

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

#### **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 for another school.

### **POLICIES AND PROCEDURES**

#### **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 District Board Policy # 814 Copyright.

#### **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.

The 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.

#### **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.

#### **PROCEDURE FOR PUBLIC COMPLAINTS**

Any student, parent/guardian, resident or community group shall have the right to present a request, suggestions or complaint concerning district personnel, the program or the operations of the district. At the same time, 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 particular complaint dealing with a staff member or program, you 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.

#### **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.

#### **CO-CURRICULAR 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.

#### **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. All students in good scholastic standing are urged to try out for teams. In addition to complying with the schools 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 their 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 will 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 as it relates to Athletic & Co-Curricular Activities for Grades 7-12

- 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 church 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 attain 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 an 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. Physicals Requirements

- a. No student shall be eligible to represent the middle school in any athletic contest unless they have 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, shall be filed in the office of the athletic trainer.
- b. All participants in a sport must be covered by 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 & 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> and 8<sup>th</sup> grades; 16<sup>th</sup> birthday where limited to 7<sup>th</sup> through 9<sup>th</sup> grade.)

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

**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](http://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 (GAPE). GAPE 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 story-telling, 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 GAPE 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.dvdsd.org](http://www.dvdsd.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@dvdsd.org](mailto:pschaffer@dvdsd.org)).