

**DELAWARE VALLEY ELEMENTARY SCHOOL**

500 Avenue S  
Matamoras, Pennsylvania 18336  
(570) 296-1820 - (570) 491-5561 (Fax)

**DINGMAN-DELAWARE ELEMENTARY SCHOOL**

1355 Route 739  
Dingmans Ferry, Pennsylvania 18328  
(570) 296-3120 - (570) 296-3171 (Fax)

**DINGMAN-DELAWARE PRIMARY SCHOOL**

1375 Route 739  
Dingmans Ferry, Pennsylvania 18328  
(570) 296-3130 - (570) 296-3173 (Fax)

**SHOHOLA ELEMENTARY SCHOOL**

940 Twin Lakes Road  
Shohola, Pennsylvania 18458  
(570) 296-3600 - (570) 296-3161 (Fax)

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

**STUDENT HANDBOOK**

**2018-2019**

**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

**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

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**DELAWARE VALLEY ELEMENTARY SCHOOL  
DINGMAN-DELAWARE ELEMENTARY SCHOOL  
DINGMAN-DELAWARE PRIMARY SCHOOL  
SHOHOLA ELEMENTARY SCHOOL**

**PREFACE**

The staff of the Delaware Valley Elementary School, Dingman-Delaware Elementary School, Dingman-Delaware Primary School and Shohola Elementary 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 the elementary schools in Delaware Valley. 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.dvds.org](http://www.dvds.org).

Our schools have creative and constructive programming. Along with a strong academic emphasis, we have a stimulating music and art program. Physical fitness is emphasized in our health and physical education classes as well as through the outdoor equipment available to our students and our community.

Our aim is to provide children with the opportunities that will enable them to compete in a highly technical world. Computers are an integral part of our school day. Children read, write, think, analyze, and compute with ease with either a pencil or a computer. Well-rounded students who are actively interacting with the vast amount of ever-increasing information can only be prepared to meet the challenges of the future.

**ATTENDANCE**

**ABSENCES**

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. Every student absence requires a written or emailed excuse signed by the parent/guardian. The written or emailed 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 or emailed 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 or an emailed 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. Any absence beyond 10 cumulative days require a doctor's note.

The school will offer and implement a Student Attendance Improvement Plan (SAIP) if a student is truant, habitually truant or has excessive absences. Letters such as excessive absence and first offense will be mailed home to ensure parent/guardian is properly informed of the student's attendance record. A SAIP plan will be initiated and consequences outlined below will be discussed with the student and guardian:

- Student may not receive their allotted educational time and may not be academically successful
- 10 unexcused absences – may not be permitted to attend a co-curricular activity
- 10 unexcused absences – may be assigned lunch restriction
- 10 unexcused absences – loss of a school privilege (e.g. holiday party, school assembly, school event)
- Student/Family may be cited or fined for unexcused and excessive absences.
- Pike County Children and Youth Agency will be notified if the student is habitually truant or has been cited for attendance.

A student absent from any class is responsible for all missed work. All work should be completed within a reasonable amount of time after the child's absence. Schoolwork for the child may be obtained by calling the homework hotline, by dialing 296-3656 or the teacher's voice mail.

**TARDINESS**

Out of courtesy to and respect for other students and teachers, each child should make it a habit of being on time for school. If a child must be late for school, the parent/guardian and child should report directly to the main office to sign in. Repeated tardiness will result in disciplinary action and may require a parent/guardian-pupil-principal conference. An adult must sign the child into school if the child is late.

**EARLY DISMISSAL FROM SCHOOL**

The following must occur for a student to be considered excused from school: Note from a doctor and permission from the 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. Chronic unexcused early dismissal may result in parent/guardian conference.

Parents/Guardians are to report to the office to sign out students when taking them out of the building for an appointment. We encourage parents/guardians to make appointments for their children after the school day whenever possible.

### **STARTING AND DISMISSAL TIMES**

The starting time for Delaware Valley Elementary School, Dingman-Delaware Elementary School and Shohola Elementary School is 9:05 a.m. The dismissal time, Dingman-Delaware Elementary School, Delaware Valley Elementary School and Shohola Elementary School is 3:30 p.m. The starting time for Dingman-Delaware Primary School is 9:10 a.m. The dismissal time for Dingman-Delaware Primary School is 3:35 p.m.

### **STUDENT DROP-OFF/PICK-UP FROM SCHOOL**

Each school building has established student drop-off and pick-up procedures. Students may be dropped off no earlier than fifteen minutes prior to the start of the school day at the designated door. Parents/Guardians picking up a student(s) at the end of the day must sign-out the student and will be required to show proper identification. Parents/Guardians must report to the main office and sign-in any student that arrives to school after 9:05 a.m. (9:10 a.m. for Dingman-Delaware Primary School.) Parents/Guardians also must sign students out in the main office if a student must leave school during the school day.

### **EMERGENCY SCHOOL CLOSING**

When inclement weather occurs, the Delaware Valley School District uses the automated phone system and the Emergency Notification system to provide an easy way for students and parents/guardians to find out if school is delayed or closed at any time. Calling any of the main school telephone numbers and then pressing "1" after the system answers will provide an announcement of school delay or closing information. This recorded announcement is updated within minutes of any delay or closing decision. Because it is an automated system, it is available twenty-four hours a day. The initial decision to delay opening or close school is made by 5:45 a.m. and when the opening of school is delayed, the decision to close is generally finalized by 7:45 a.m.

The main school numbers are as follows: Delaware Valley Elementary School: 296-1820; Dingman-Delaware Elementary School: 296-3120; Dingman-Delaware Primary School: 296-3130; and Shohola Elementary School: 296-3600.

Another source for school closing information in addition to the telephone system is our web site, [www.dvdsd.org](http://www.dvdsd.org).

If an emergency occurs during the day, each child will need to know where to report when the school closes early. Every parent/guardian must have an emergency plan for their children should a parent/guardian not be home when they get there. It is very important for the office to have the child's correct telephone number or parents/guardians work #, cell phone #, or email address. The address and telephone number must be updated with the annual paperwork at the start of each school year, and as necessary during the school year by calling the school's office.

### **EDUCATIONAL TRIPS**

All educational trips require at least two weeks PRIOR approval or absences will be counted as unexcused. The number of days given approval for an educational trip is up to five days. Requests for educational trips must be submitted in writing. After approval of the trip is made, arrangements should be made with the homeroom teacher to secure homework and assignments for the period of time the student is absent. The combined maximum number of days allowed for both educational and non-educational absences is ten days. Students with absences in excess of ten days will not be given approval for educational trips.

## **TECHNOLOGY**

### **COPYRIGHT**

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

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

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

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

## **Computer/Network/Internet Usage**

### **1. Computer/Network/Internet Use**

The Delaware Valley School District's Acceptable Use of Internet, Computers and Network Resources Policy, #815, ("Acceptable Use Policy") includes important requirements for students to know as they use the Internet, computers, networks, electronic communication systems, information systems, databases, files, software, and media. The Acceptable Use Policy requirements are in effect any time School District resources are used, whether on School District property or elsewhere. Students are required to read, understand, and comply with the Acceptable Use Policy. Each student's signature and their parent's/guardian's signature is required on the "Acceptable Use of Internet, Computers and Network Resources Policy #815, Acknowledgement and Consent form." This is to acknowledge understanding of the policy and to be able to gain Internet access in school. Each student's signature is required to verify their receipt of the handbook.

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

The misuse of computer/network/Internet as documented in policy #815 under, Consequences for Inappropriate Use will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted 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.

### **ELECTRONIC DEVICES**

Use of electronic devices, including communication devices (cell phones, i-pods, i-pads, cameras, games, or other similar devices) is prohibited. Electronic readers may be used with permission/supervision from a teacher or administrator for educational purposes. Use of cell phones is permitted only in an emergency situations during the school day or on the school bus. Students are not to wear or use ear buds or headphones for non-educational purposes.

## **BUS PROCEDURES**

### **Bus Students**

All students will have the opportunity to utilize district transportation for traveling to and from school. Each child will be assigned to a bus and pick-up and drop-off times will be provided to the parent/guardian prior to the start of the school year. Students are not permitted to walk to school at DDPS, DDES, and SES.

Delaware Valley School District buses are equipped with video/audio recording devices. Student behaviors may be monitored. Items being brought to school must fit in a student's backpack. If an item does not fit in a backpack, the item is not allowed on the bus. EX. Basketballs, student projects, etc.

### **Bus Discipline**

Student Responsibilities

All children are required to:

1. Be at their designated school bus stop five minutes before the bus is scheduled to depart.
2. Respect the property rights of people who reside at or near the bus stop.
3. Observe regular classroom conduct while on the bus except for ordinary conversation.
4. Take assigned seats and remain seated while the bus is in motion.
5. Keep heads, hands and arms inside the bus.
6. Keep the aisle clear.
7. Keep the bus clean.
8. Damage to seats, windows, etc. will be paid for by the offender.
9. Improper use of cell phones or electronic devices is prohibited on the school bus.

No animals or pets (with the exception of service dogs, ie: Seeing Eye dogs) are to be transported on the bus. The driver will refuse transportation to any child with an animal or pet even if it is in a jar or cage.

### **Losing Bus Privileges**

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

When students misbehave, the bus driver will submit a misconduct report to the principal. The principal/or designee 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:

1. Smoking, chewing 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

5. Swearing/Cursing
6. Significant inappropriate misconduct

During any bus suspension, parents/guardians must arrange for the transport of the student to and from school. Any student suspended from the bus upon return will 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.

## CAFETERIA/LUNCH PROCEDURES

### CAFETERIA

The cafeteria is a place where students can learn to live together, by practicing good table manners and by being courteous. Students are required to stay in the cafeteria during lunch. If it is necessary to leave, the child must be excused by a Cafeteria Monitor.

### CAFETERIA MENU

A monthly menu is distributed to the students and is published on Delaware Valley School District's Web page at <http://www.dvds.org/Menu/lunchmenu.htm>.

### LUNCH PAYMENT

Delaware Valley School District uses Schoolcafe' 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 left hand under "site shortcuts" click on "cafeteria"
  - In the middle of the next screen click on "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.schoolcafe.com](http://www.schoolcafe.com) and the student's ID#.
3. If you have any questions about Schoolcafe' call DVSD Food Services, at 570-296-1868.

## DISCIPLINE POLICIES

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

### Student Discipline

Each student in the Delaware Valley elementary schools is expected to conform to reasonable standards of socially acceptable behavior. The rights and properties of others must be respected. Proper student conduct is expected in school and during time spent in travel to and from school.

Most student discipline will be handled by the teacher. Problems of a more serious or repetitive nature will be handled by a building administrator. Among school discipline options those school(s) personnel may choose are limited or withdrawn playtime, denial or removal of privileges, suspension and expulsion. School Board Policies and additional student handbooks are available for review in the main office of each elementary school or on the website at [www.dvds.org](http://www.dvds.org).

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**

Students have the following responsibilities under Pennsylvania law:

- to attend school regularly
- to put forth their best efforts in all school work
- to be aware of and obey all school rules
- to help create a better school
- to respect the rights of others

- to express their ideas in a respectful manner
- to speak without foul language
- to be on time for all classes
- to make up work when absent

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 allowed in school:

1. Possession and/or use of a weapon\* or a "look-alike," ammunition or a "look-alike," fighting with or attacking another person, creating a dangerous situation, making threats
2. Possession and/or use of smoke emitting devices
3. Possession and/or use of fireworks or other explosive devices
4. Setting off the fire alarm when there is no emergency
5. Smoking, using, or carrying smoking and tobacco products\*
6. Possessing, using, transporting or transmitting drugs or alcohol or "look-alikes" \*\*
7. Sexual or other forms of harassment
8. Violation of any School Policy
9. Cheating and stealing
10. Being disrespectful
11. Using foul language or profanity
12. Biting
13. Bullying/Cyber-Bullying/Hazing
14. Threatening/inappropriate comments
15. Defamation of any person, including staff members
16. Fighting
17. Destroying or damaging school property or the property of other students
18. Being disruptive in class
19. Buying or selling personal items or exchanging money
20. Endangering the lives or well being of students and staff
21. Chewing gum and or eating candy in the school
22. Attaching or attempting to attach to the district network, wired or wireless, any personally owned electronic devices.
23. Wearing or using ear buds or head phones without permission
24. Collections of value such as baseball cards, Pokemon, stickers, jewelry, toys, are not permitted in school.
25. Use of cell phones or other electronic devices on school property without permission is prohibited.
26. Unauthorized publication of photographs or videos to websites of school campus activities is also prohibited.
27. Unauthorized photographs, video, or audio recording of student activities is prohibited.
28. The use of fidget spinners is prohibited in school.

Students who do not obey the school rules listed in this Student Handbook will be disciplined. The disciplinary action taken by the principal and teachers will depend on the nature of the problem and how often it has occurred. The following actions may be used by the school:

1. A conference with the student and others involved
2. A letter sent to parents/guardians
3. Counseling with the guidance staff
4. Recess or lunch restriction
5. In-school suspension
6. Out-of-school suspension
7. Expulsion
8. Requiring the student to pay for or repair damages
9. Informing legal authorities
10. Other appropriate action

Any student who is involved in an activity that poses a threat to the student body, school district personnel, or guests shall be subject to three to ten days of suspension from school, referral to the superintendent for expulsion proceedings and/or referral



to the police for legal action. Serious threats include, but are not limited to, possession and/or use of a weapon or a “look-alike,” ammunition or a “look-alike,” fighting with or attacking another person, creating a dangerous situation, making threats, possession and/or use of smoke-emitting devices, possession and/or use of fireworks or other explosive devices, setting off the fire alarm when there is no emergency, and threats.

The administration reviewing any case of sexual or other harassment will consider if it is serious enough to warrant the involvement of the police.

1 to 10 days out-of-school suspension will be determined by each offense.

### **School Tobacco Control**

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 a tobacco-related product. Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. It is illegal in the state of Pennsylvania for minors under the 18 years of age 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 may also be required to read articles, complete workbooks or view films pertaining to the hazards of smoking. (Fine \$150.00, or current levy).
- b. Second offense – a three-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).
- c. Third offense – a five-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-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).

\*\*The first offense of a drug or "look-alike" including “over the counter” drug incident (either illegal, controlled, or prescription medication prescribed for another individual) and/or alcohol incident or possessing drug implements, will entail a minimum 10 day out-of-school suspension and possible expulsion and the local and state police will be notified of possession. The student must also 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 expulsion will 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 required in all instances where a student intended to possess the prohibited substance.

Any student who comes onto school property under the influence of drugs or “look alike” drugs (either illegal, controlled, or prescription medication prescribed for another individual) or alcohol will be suspended out of school for ten (10) days, and the matter will be referred to the superintendent for mandatory expulsion review.

Any student who comes onto school property or attends a school function under the influence of drugs or “look alike” drugs (either illegal, controlled, or prescription medication) or alcohol will be suspended out of school for ten (10) days, and the matter will be referred to the superintendent for mandatory expulsion review.

Distribution, transfer, and/or sale of drugs or “look-alike” drugs (either illegal, controlled, or prescription medication) on school property will result in a recommendation for mandatory expulsion and if permanently expelled, 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 following: use of drug-sniffing dogs in the building and/or district property and/or the use of metal detectors.

## **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.

## **DISORDERLY CONDUCT-**

Criminal Code Title 18, Section 5503, In order to provide a safe, orderly, and healthy environment the Delaware Valley School District prohibits the disorderly conduct areas defined in Section 5503 in school building, on school grounds, on school busses, and in any classroom, hallway, or instructional area. The prior statement will also apply to students in school buildings when they are in use for public assemblies (parent/guardian-teacher conferences, in adult education classes, auditoriums, gymnasiums, stadiums, other playing fields or other rooms in use for student presentations, athletics, etc.) The administration may file disorderly conduct charges, a summary offense through magisterial court. Offense defined. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:

- engages in fighting, threatening, or violent or tumultuous behavior
- makes unreasonable noise
- uses obscene language, or makes an obscene gesture; or
- creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

## **DRESS**

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, and spaghetti strap/string tie tank tops/ dresses or tubetops are not appropriate for school. Hats, caps, or bandannas may not be worn indoors.
  - b. Slacks,pants, jeans, and sweatpants are appropriate. Pajama style clothing is not 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, the bottoms of skirts or shorts must be below the fingertips. Students should not wear the following: biker shorts, cutoff shorts, short shorts.
  - f. Studded/spiked clothing, bands, belts, and chains attached to clothes are not to be worn. Chains at 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 during the school day.
  - h. No "Heelys" or other skating footwear.

- i. No flip-flops.
  - j. sneakers for gym are required.
6. On no occasion should any student go barefoot on school premises.
7. Sagging Pants-The term ‘Sagging’ actually refers to the practice of wearing pants below the waist, in such a manner that it reveals some part of the person’s underwear/boxer shorts.

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 parent or 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 for violations of the dress code will result in the following:

- 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

## GRADING SYSTEM

### Grades

Varied and reteaching techniques enable ALL students to learn.

### **Developmental Checklist for Kindergarten**

### **Grading System for Grades 1 through 5 & Special Area classes 3-5:**

A+ (98-100)	C+ (77-79)
A (94-97)	C (74-76)
A- (90-93)	C- (70-73)
B+ (87-89)	D (65-69)
B (84-86)	F (64 and below)
B- (80-83)	

### **Special Areas for Grades K -2:**

**P= Proficient**  
**E= Emerging**  
**NI= Needs Improvement**

### CITIZENSHIP GRADE

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

At the start of the school year, all students receive outstanding citizenship status. A student referred to the building principal for a disciplinary matter that results in a warning will receive a satisfactory grade and a student assigned an in-school or out-of-school 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.

### LOSS OF OUTSIDE CLASSROOM ACTIVITIES

Students who receive multiple discipline referrals, or major discipline, may lose the right to participate in any activity that extends beyond the classroom. These activities may include, but are not limited to, the following examples: any after-school club/extra-curricular activity; dances; award ceremonies; field day; assemblies (during school hours and after school hours); and field trips. The administration will remind students during the discipline phase that this may jeopardize such activities and also make parent/guardian contact to provide sufficient notice of the loss of privileges.

### POWER SCHOOL

Parents/Guardians have web access to their students’ grades, attendance, assignments, and test scores through our electronic parent portal. Contact the school counselors for passwords and procedures. Student academic progress is updated on a regular basis in the parent portal. Parents/Guardians may frequently review student progress through this system.

### REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week session.

### RETENTION/PROMOTION

Promotion or retention will be based on the instructional reading and mathematics level of the student as indicated by standards-based assessments, by teacher grades, and teacher recommendations. Placement determination will be made by a placement team consisting of teachers, administrator, guidance counselor, reading specialist and the child’s parent/guardian.

This placement team will utilize various data in reaching their decision. At the K-5 grade level, the emphasis on instruction is in the basic areas of English Language Arts (ELA) and mathematics. Failure in a major subject area or work at least six months below grade level in a major subject area would strongly indicate that retention should take place.

### **PARENT/GUARDIAN CONFERENCES**

Parent/Guardian conferences will be scheduled in November. Parents/Guardians may make additional appointments for conferences with teachers, counselors, or the principal by telephoning the school office any time during the school year.

### **HOMEWORK HOTLINE**

Teacher email, web pages and/or similar digital media tools may be utilized as avenues to disseminate homework. Students should make daily contact with the Homework Hotline. It is the responsibility of students who are absent from school to access the homework hotline for missed class work. To call the homework hotline, do the following (you will need a touch-tone phone):

- First: Dial 296-3656
- Second: Enter the teacher's telephone mailbox number (it has 4 digits), then press #
- Third: To access another teacher, after the first teacher's assignment is noted - press 0, enter the second teacher's telephone mailbox number, then press #
- Fourth: Repeat the third step for additional teachers

## **SCHOOL SERVICES**

### **GUIDANCE SERVICES**

Students and parents/guardians are welcome to consult with the counselor in the guidance office. The counselor functions in a helping capacity in all school-related situations.

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

### **LIBRARY**

Goal: To help students become active locators, evaluators, and users of information to solve problems and satisfy their own curiosity and to stimulate an interest in reading for information and pleasure. Students can then become independent, ethical, lifelong learners who attain personal satisfaction and who contribute responsibly to society.

Basic Library Procedures:

1. Library facilities are available to students as long as the librarian or instructional assistant are present in the library.
2. The librarian will determine the number of books borrowed and length of the borrowing period.
3. Students may renew a book as long as it is not on hold for another student.
4. Books may be returned at any time prior to their due date and additional books may then be checked out. Magazines are also available for checkout.
5. Students are responsible for the proper care of their library materials during the time they are checked out to them. Notices may be given to students if their library materials are overdue.
6. If library materials are not returned or paid for two weeks prior to the end of the school year, a letter will be sent home and parents/guardians will be required to pay for the lost books and/or magazines.
7. Parents/guardians of students who have books or other materials damaged beyond repair while checked out in their name will be billed for a replacement copy.
8. Students who fail to meet their library obligations may lose the privilege to borrow materials.

Book care- Please help your child care for library books in a way that maximizes their "life span" and enjoyment by all:

1. At home, please keep library materials in a safe place where they will not become lost or damaged (avoiding pets, food, beverages, etc.)
2. Please handle books with clean, dry hands.
3. Turn pages carefully
4. Use a bookmark (not a pencil or other item) to mark your place.
5. Do not carry library books in a backpack with a water bottle which may leak or spill.
6. Please return a library book to the library for repair if it becomes accidentally damaged.

## HEALTH/NURSE INFORMATION

### HEALTH PROGRAM

The school is vitally interested in the health of every student: those who are temporarily ill or disabled, those who are handicapped, and the majority who are healthy. The constant objective is to maintain, support, uphold, protect and when possible, improve the health and vigor of each individual monitored by complete personal health records.

Medical examinations are required periodically. Kindly keep the school nurse informed of medical problems and limitations in activities as they occur throughout your child's school life. The school nurse can help modify a student's activities if needed.

If your child appears to have a developmental or emotional problem, the school nurse should be consulted as well as the guidance counselor, principal and teacher. It has been found in the past that a contributing factor to problem behavior or learning disability may be an undetected physical condition that could possibly be controlled or corrected.

Vision and hearing screenings are conducted regularly throughout your child's school year and upon parent/guardian request. You will be notified if results are below the accepted norm as established by the Pennsylvania Department of Health.

Many community agencies and resources are available to assist families improve the physical health and emotional well being of their children. Call your child's school nurse if you need help locating medical care for your child.

### SCHOOL NURSE

If a student becomes ill in school, he/she will report to the school nurse. If a nurse is not in the building, students are to report to the office. Students must not leave the building because of illness without authorization.

### INSURANCE

Parents/guardians 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**

Many questions arise about the procedures that address expenses relating to medical situations. The following is an attempt to clarify the circumstances 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.

### **COMMUNICABLE DISEASES IN SCHOOL**

When your child enters kindergarten, his/her world expands. He/she will come in contact with new and different things including infections and contagious diseases. Your family doctor should be called promptly when symptoms or illness appear because (1) early diagnosis and medical treatment is always the most effective and (2) advice is often needed about protecting the patient and family.

Epidemics, a time when an illness affects many people at the same time in the same area, usually occurs in intervals of two or three years. An example of an epidemic, which occurs, is chicken pox.

Illnesses and infections are spread by different methods. People, not things, usually spread communicable diseases. Saliva most often carries the infection. An infection by direct contact is one in which the organisms are transferred through contaminated materials: bed clothes, combs, pencils, milk, water, and other foods.

The objective of school personnel in handling communicable diseases is to prevent infections and control organisms by blocking their spread. The following procedures are utilized:

1. An ill child, when discovered, is isolated and his parents/guardians notified to pick the child up from school with a request to see their family doctor.
2. Education of child, parent/guardian and school personnel on how diseases are spread and controlled.

Childhood diseases are the most contagious in the "coming down" stage of illness. If your child has a fever or upset stomach, it is advisable for him to remain home a day for observation.

### **EMERGENCY EPINEPHRINE OPT-OUT FORM**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

### **MEDICATION POLICY**

It is the policy of the Delaware Valley School District not to distribute medication of any kind without the written permission of the doctor and parent/guardian. This includes medication such as aspirin, over-the-counter cough medicines, and prescriptive medication. Medication of any type, in the student's possession without written permission, is against school policy. 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.

All medications to be given by the school nurse are to be brought to school in the original container with the prescription label or physician's label, noting name of the student, medication, dosage and time to be given. The medication form must be on file with the school nurse to allow your child to be given medication at school. Refer to Delaware Valley School Board Policy #210 Use of Medications.

## **GENERAL INFORMATION**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **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.

## **FIELD TRIPS**

Written permission will be sought from parents/guardians so that students may participate in field trips throughout the year. While participating in field trips, all students are under the jurisdiction of the school.

## **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly. The teacher in each classroom will give the instructions to the students. All emergency procedures will be followed during the fire drill.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the lost and found box where they can be claimed by the owner. Clothes should be labeled to avoid loss.

## **METAL DETECTOR**

A safe and secure school environment is in everyone's best interest. Therefore, groups of students at unannounced times shall be randomly selected to walk through a metal detector. Also, other items such as book bags may be sent through a metal detector. Students in possession of unlawful or illegal items shall be subject to disciplinary procedures in accord with the student discipline code. This will include the student's past 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.

## **PHYSICAL EDUCATION**

Each student is required to participate in physical education. If there is any reason for a student to be excused from participation on a particular day, the student must present a written excuse from a doctor to the nurse or physical education teacher. The note must state specifically the reason the student should be excused. Students are required to wear sneakers and appropriate clothing for physical education class. Sneakers should have rubber soles, flat bottoms, and either ties or Velcro.

## **POOL RULES**

1. **NEVER** enter the pool or be on the deck area without an instructor or lifeguard being present.
2. **NO** running on the deck.
3. **NO** pushing, shoving, towel snapping, or dunking of persons in the pool.
4. Swim in a depth that is equal to your ability.
5. Do not dive in the shallow area.
6. **NO** flips from the side of the pool.
7. **NO** food, beverage, or gum is allowed in the pool area.
8. **NEVER** wear shoes on the pool deck.
9. Swimmers must remove contact lenses, jewelry, hairpins, band-aids, etc.
10. Shower before entering the pool area and enter pool through locker rooms only.
11. Wear proper bathing attire. NO cutoff jeans permitted.

## **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.

## **RECESS**

All students are expected to participate in recess. If a child is not permitted to go outside for any reason, a signed note must be brought in from home bearing the reason for excusal. Children are not sent outside in the severe cold or during inclement weather. If the weather is satisfactory, all students will be expected to participate in recess on the playground. In winter, children should be prepared to wear boots and suitable clothing for playground activities. Pencils, pens, or similar items are

not to be brought to recess. Outdoor recess may be temporarily cancelled if the building/district administration decides such an action is in the best interest of students' and staff's safety

### **SCHOOL EMAIL FOR TEACHERS**

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

### **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. 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).

### **TEACHERS VIDEOTAPING-**

Teachers may occasionally video record themselves teaching to improve their instruction. If you do not want your child to be included, please notify your child's principal in writing.

**VIDEO SURVEILLANCE-** All elementary 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**

When visiting the school, visitors must sign in with the building secretary to obtain a visitor badge. Parents/Guardians are always welcome and must register in the office upon entering the building. Please respect the safety of our children by following the sign-in procedures. Guests and visitors must have a prearranged appointment with a teacher in order to meet the teacher during class hours.

### **VOLUNTEERS**

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



# ***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, such 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                  | 12. Visual Impairment, including Blindness |

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

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

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

**Preschool Children with Special Needs (Age 3 to School Age):** Parents/guardians whose child has a developmental delay or one or more conditions as listed in the Special Education (Chapter 14) Notice above, and/or who have questions regarding their child's seeing,

hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself, should contact Colonial Intermediate Unit #20 (CIU #20) at 610-252-5550, which offers *Early Intervention*, a preschool program for children with special needs. CIU #20 can provide information, screening, evaluation, programs, therapy, parent/guardian support, and referral to community agencies at no cost to the parent/guardian. For further information, call CIU #20 at 610-252-5550.

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

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

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

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

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

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

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

## **ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardian 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 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 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.dvsd.org](http://www.dvsd.org)

Online Resources Permission Letter

Dear Parents/Guardians:

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

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

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

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

Our primary reasons for introducing these tools to students are:

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

Considering that GAFE will use cloud services and apps, the District would like you to know that, in addition to the District’s Acceptable Use Policy (#815), it has enacted two new policies: (1) *the Privacy and Security of Student Electronic and Digital Information Policy* (#820), and (2) *the Cloud Computing Policy* (#821). Please review these policies, which can be found on the District’s web site at: [www.dvsd.org](http://www.dvsd.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 Every Child Succeeds Act ,2015 (formerly the Elementary and Secondary Education Act commonly referred to as No Child Left Behind Act of 2001) is hereby notifying parents/guardians of their rights to receive information regarding:

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

The District/School performance profiles which include aggregate information including student achievement, graduation rates, and school performance are posted on the Delaware Valley website and updated annually. Individual student assessment reports on the PSSAs and Keystone exams are mailed or sent home to families each fall and student scores are printed on the student report cards. The assessment score reports provide parents/guardians with a detailed record of student achievement on state academic standards.

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

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

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

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

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