

DELAWARE VALLEY ELEMENTARY SCHOOL

244 Route 6 & 209

Milford, Pennsylvania 18337

(570) 296-1820 - (570) 296-3163 (Fax)

DINGMAN-DELAWARE ELEMENTARY SCHOOL

1355 Route 739

Dingmans Ferry, Pennsylvania 18328

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DINGMAN-DELAWARE PRIMARY SCHOOL

1375 Route 739

Dingmans Ferry, Pennsylvania 18328

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SHOHOLA ELEMENTARY SCHOOL

940 Twin Lakes Road

Shohola, Pennsylvania 18458

(570) 296-3600 - (570) 296-3161 (Fax)

STUDENT HANDBOOK

2008-2009

Delaware Valley School District Mission Statement

Delaware Valley School District, the educational leader of our community, strives for excellence with dedication to diverse educational opportunities. Students of all ages are challenged to maximize intellectual, emotional, social and physical potential. Values, knowledge, and skills are nurtured in partnership with family and community. Learning takes place in a safe and positive environment that respects individual differences. Delaware Valley offers a dynamic core curriculum enhanced by the creative use of technology. Our commitment to life-long learning promotes success in an ever-changing global society.

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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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.dvdsd.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 more than adequately meet the challenges of the future.

ABSENCES/TARDINESS

Lack of regular attendance is most frequently the cause of failure. One day's absence costs two days of schoolwork, the day of the absence and lack of preparation for the day of the return. Sickness of the student or some other urgent necessity making attendance or punctuality actually impossible shall be the only legitimate excuse for the absence or tardiness.

Upon the return to school, after an absence, the child is to bring a written excuse from his/her parent/guardian. This note is necessary even if the child is sent home by the school nurse. This written excuse must state the DATES of the absence, REASON for the absence, and bear the SIGNATURE of the parent/guardian. The reason for the absence must be specified (i.e., type of illness, type of family emergency, etc.) This excuse must be presented to the homeroom teacher immediately upon the child's return to school. If such excuse is not presented within five (5) days, the absence will be considered unexcused and illegal, and the student and the parent/guardian may be subject to all penalties specified in Section 1333 of the Pennsylvania School Code. If the reason for the absence is satisfactory, a student is entitled to make up all work missed. It is the student's responsibility to make arrangements with teachers for makeup 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.

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-pupil-principal conference. An adult must sign the child into school if the child is late.

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET SAFETY

1. Purpose

The district supports the educational use of the computer network and the use of the Internet to facilitate learning and teaching through resource sharing, access to information, research, collaboration and communication. The district's system shall be used only for educational purposes consistent with the Delaware Valley School District's mission and goals. The district expects that the faculty will incorporate the use of technology throughout the curriculum providing guidance and instruction to students in their use.

The district will use filtering software, supervision and tracking in an attempt to avoid inappropriate use. However, users may encounter material, which is inappropriate or offensive. On a global network it is impossible to filter controversial material 100% of the time. It is the users' responsibility not to initiate access to such material and to report any inappropriate sites that may be discovered to the teacher/administrator.

2. Authority

The use of the district system and access to the Internet is a privilege, not a right. The individual in whose name a system account is issued is responsible at all times for its proper use. Unacceptable use may result in one or more of the following: suspension or cancellation of the use of access privileges and/or disciplinary action.

The district makes no guarantee that the function or services provided by or through the district system will be error free or without defect. The district is not responsible for any damage suffered including, but not limited to, loss of data or interruptions of service. Delaware Valley School District is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

Parents will receive a user agreement/permission form that must be signed and returned to the school in order for the student to gain access to the school's computer network including access to the Internet.

3. Guidelines

Student General Network/Computer Use

Rules apply relative to student rights and responsibilities.

- A. Students are given their own personal ID. This ID and their password give them access to disk space in their home directory. Students are responsible for maintaining the privacy of their passwords. Students are responsible for their individual accounts and should take reasonable precautions to prevent others from using their account. Students must log off of the computer when finished.
- B. Students have full rights in their own home directory. Students can read, write, create, delete, modify, and access data of their own creation in this directory. Home directories need to be maintained by deleting any files that are no longer needed. Students are responsible and accountable for the contents of their home directories.
- C. Students are only to sign on to the network with the ID assigned to them. Users will represent only themselves on the network and will only attempt to modify files or passwords belonging to themselves. Misuse of passwords, unauthorized copying of other's work, and attempting to access files maintained by others is forbidden.
- D. Students will not use the school district system to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; will not tamper with, modify, or change the school district software, hardware, or wiring, or take any action to violate the school district system's security; and will not use the school district system in such a way as to disrupt the use of the system by other users.
- E. Students are not to illegally install copyrighted software or files including copying any of these materials. Uploading and downloading on district computers is prohibited.
- F. Network storage areas and e-mail will be treated like school lockers. The routine maintenance and monitoring of the system may lead to the discovery that the user has violated a district rule. An individual search will be conducted if there is reasonable suspicion that the user has violated a rule. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly. Students should not expect that files stored on district servers will always be private.
- G. Students are responsible for making back-up copies of the documents critical to them.
- H. Any action by a student that is determined by a teacher or administrator to constitute an inappropriate use of the network and/or Internet is in violation of the district Acceptable Use Procedure (AUP).
- I. Violations of the AUP may result in but are not limited to: restricted network access, loss of network access and/or disciplinary action.

Student Internet Safety

Delaware Valley School District has an established connection to the Internet. Students will be able to access the vast resources of the Internet for purposes relating to the instructional program. Students' use of the Internet shall be governed by the following:

- A. Students may connect to and use the Internet only while under supervision by a teacher or designated staff member. A student shall be considered to be supervised when a teacher or designated staff member is present in the location where connection is established, knows that the student is using the Internet, and has given specific permission for Internet use.
- B. Students are to use the Internet for research and other activities, which directly relate to the instruction program. Students must be able to clearly state the purpose for which they are using the Internet.

- C. Specific permission from a teacher or designated staff member is required for a student to send electronic mail (E-mail). E-mail may only be sent for clearly defined purposes relating to the instructional program, under teacher supervision. Sending material likely to be offensive or objectionable to recipients is expressly prohibited. Students must use appropriate language. Obscene, profane, lewd, vulgar, rude, threatening or disrespectful language or images is prohibited. E-mail is not guaranteed to be private.
- D. Downloading executable files is prohibited.
- E. The use of peer-to-peer file sharing and proxy bypass software is prohibited.
- F. Downloading of music files for non-educational purposes is prohibited.
- G. A teacher must grant permission, for educational purposes and provide supervision, in order for students to access or participate in chat rooms, or subscribe to, or access listservs, bulletin boards and/or newsgroups.
- H. Connections to sites that contain pornographic, perverse, or profane material, or establish connections to other unacceptable sites are prohibited.
- I. Revealing student names, home addresses, school or work address, and personal phone numbers, or any other personal identification information, or the names, addresses, and phone numbers of any other person is prohibited.
- J. Student use of the Internet to violate copyright laws including inappropriate reproduction and/or distribution of music, movies, computer software, copyright text, images, etc., or usage licensing agreements, or otherwise to use another person's property without the persons prior approval or proper citation is prohibited.
- K. Student use of the Internet for commercial purposes such as offering, providing or purchasing products or services is prohibited. The district will not be responsible for financial obligations arising from unauthorized use of the system.
- L. Student hacking or attempting to hack into any web site/Internet site is prohibited.
- M. Students connecting to any site that is associated with hacking information, software or tools, or downloading any hacking software or tools is prohibited.

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 prior to the start of the school year. Students are not permitted to walk to school.

Uses of electronic devices are not permitted in school or on the bus. Cell phone use is not permitted during the school day or on the school bus except in the case of an emergency or with the permission from the principal. Delaware Valley School District buses are equipped with video/audio recording devices. Student behaviors may be monitored.

CAFETERIA

Students who carry their lunches proceed directly to their seats or to buy milk upon entering the cafeteria. The cafeteria is not just a place to eat. It is a place where students can learn to live together, by practicing good table manners and by being courteous. No one is to leave the cafeteria during lunch period. If it is necessary to leave, the child must be excused by the teacher in charge.

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>.

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.

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.

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 notified to pick the child up from school with a request to see their family doctor.
2. Education of child, parent 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.

DISCIPLINE POLICIES

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 options that school 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.dvdsd.org.

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 the Acceptable Use of Technology and Internet Safety policy
9. Cheating and stealing
10. Being disrespectful
11. Using foul language or profanity
12. Biting
13. Bullying/Hazing
14. Defamation of any person, including staff members
15. Fighting
16. Destroying or damaging school property or the property of other students
17. Being disruptive in class
18. Buying or selling anything or exchanging money
19. Endangering the lives or well being of students and staff
20. Chewing gum in the school
21. Possession and/or use of beepers, pagers, and cellular phones
22. Attaching or attempting to attach to the district network, wired or wireless, any personally owned electronic devices.
23. Wearing of "Heelys" or similar shoes with wheels.
24. Other behavior not acceptable in a school
25. Electronic devices, collections of value such as baseball cards, stickers, jewelry, toys, are not permitted 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. Hall restriction
4. Counseling with the guidance staff
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.

- a. First offense – up to three days of in-school suspension, or greater action appropriate to past disciplinary history.
- b. Second offense – up to three days of out-of-school suspension, or greater action appropriate to past disciplinary history.
- c. Third offense – up to ten days of out-of-school suspension, or greater action appropriate to past disciplinary history.

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).
- 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).
- 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).
- 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).

Computer/Network/Internet/Electronic Device Usage

The Delaware Valley School District's Acceptable Use of Technology and Internet Safety Policy is hereby fully incorporated into this handbook as the policy is stated in the school district's policy manual. You have been given a copy of this policy and must comply with it. If you have not received a copy and/or have not acknowledged that you received the policy, please contact your building principal. In the event that the policy or any provision(s) below is contradictory, the policy language controls. The below rules are a disciplinary synopsis only. Please consult your policy.

1. The following misuse of computer/network/internet/electronic device (hereafter referred to as "CIS") access will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted CIS use. 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.
 - a. Signing on or attempting to sign on the network with an ID other than the one assigned to you.
 - b. Misrepresentation of others on the network or attempt to modify files or passwords belonging to others.
 - c. Unauthorized uploading and downloading on school district computers.
 - d. Unsupervised use of the internet. (Supervision must be by a teacher or designated staff member).
 - e. Using any CIS access for anything other than educational purposes directly related to the instructional program.
 - f. Sending electronic mail (E-Mail) without specific permission from a teacher or designated staff.
 - g. Downloading and/or playing games.
 - h. Accessing or participating in chat rooms, bulletin boards, and/or newsgroups without specific permission from a teacher or designated staff.
 - i. Intentional deletion or damage to files of information and/or data.
 - j. Subscribing to or accessing listservs unless a teacher grants prior permission, for educational purposes only, and provides supervision.
 - k. Running or attempting to run any application, file or command that was not intended for student use.
 - l. The use of peer-to-peer file sharing and proxy bypass software or websites.
 - m. The use of anonymous proxy websites or any website or software that is designed to circumvent the school district's internet filter.
 - n. Downloading of music files for non-educational purposes.
2. The following misuse of CIS access will result in out-of-school suspension of three to ten days or expulsion and restricted CIS access. 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.
 - a. Illegally installing or copying copyrighted software or files.
 - b. Downloading executable files.
 - c. Using the internet for commercial purposes such as offering, providing, managing or purchasing products or services.

- d. Creating material likely to be obscene, profane, lewd, vulgar, threatening, terroristic, defamatory, unlawful or disrespectful. This applies to all forms of content, including, but not limited to, language or images.
3. The following CIS misuse will result in 10 days out-of-school suspension, the incident being forwarded to the superintendent for expulsion review, sent to the appropriate law enforcement authorities which may include the FBI, and restricted CIS use. The student also will be responsible for restitution for any costs incurred due to damage to school property, CIS repair and for investigative services; however, the school district reserves the right to review each case and provide consequences for conduct on a case-by-case basis.
- a. Using the school district system to vandalize, damage, or disable the property of another person or organization.
 - b. Making deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading, loading, installing, running computer viruses, spyware, or by any other similar means.
 - c. Tampering with, modifying or changing school district software, hardware or wiring.
 - d. Taking any action to violate the school district system's security.
 - e. Using the CIS of the school district in such a way as to disrupt the use by other users.
 - f. Sending E-mail messages consisting of material likely to be offensive or objectionable to recipients, by using obscene, profane, lewd, vulgar, rude threatening, terroristic, defamatory, unlawful or disrespectful language or images.
 - g. Downloading and uploading any information, software, or tools associated with hacking, unauthorized access, and exceeding ones authorization of the CIS.
 - h. Establishing connections to sites that contain pornographic, perverse, or profane material establishing connections to other unacceptable sites, or accessing websites that are blocked or filtered by the school district.
 - i. Creating a website or other message/profile that cyberbullies, degrades or defames another individual or includes personally identifiable information, such as name, home address, school or work address, social security number, drivers license number, bank information, credit card information, grades, and personal phone numbers; and/or creating a website that includes a "hit list," pornographic, perverse, defamatory, unlawful or profane material, or establishes connections to other similarly unacceptable sites.
 - j. Using the Internet to violate copyright laws including, but not limited to, inappropriate reproduction, display, performance, preparation of a derivative work, and/or distribution of music, movies, computer software, copyright text, images, and/or misrepresenting oneself with respect to a licensing agreement for example, using another person's property without the persons prior to approval or lawful transfer.
 - k. Theft of any CIS component.

* Students will be subjected to prosecution under appropriate laws and ordinances.

** The first offense of a drug or "look-alike" 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 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 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 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 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 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 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.

Bus Discipline

Student Responsibilities

1. No animals or pets (with the exception of 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.
2. All children are required to:
 - a. Be at their designated school bus stop five minutes before the bus is scheduled to depart.
 - b. Respect the property rights of people who reside at or near the bus stop.
 - c. Observe regular classroom conduct while on the bus except for ordinary conversation.
 - d. Take assigned seats and remain seated while the bus is in motion.
 - e. Keep heads, hands and arms inside the bus.
 - f. Keep the aisle clear.
 - g. Keep the bus clean.
3. Damage to seats, windows, etc. will be paid for by the offender.
4. Rules regarding tobacco, drugs and alcohol, and weapons apply as well.

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:

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

During any bus suspension, parents/guardians must arrange for the transport of the student to and from school. Any student suspended from the bus upon return will 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 to the office before school begins. If approved, a special pass will be given to the student before leaving school.

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 tank tops are not appropriate for school. Faddish "torn" clothing is inappropriate and hats, caps, or bandannas may not be worn indoors.

- b. Slacks, 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. Students are not to wear hats of any kind while in the building.
 - f. 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, gym shorts, short shorts.
 - g. 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.
 - h. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves.
 - i. Students are not to wear clothing such as sweatshirts and long-sleeve T-shirts that have holes in them to put thumbs or fingers through.
 - j. No "Heelys" or other skating footwear.
 - k. No flip-flops.
 - l. Tie sneakers for gym.
6. On no occasion should any student go barefoot on school premises.

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.

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

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 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.

EMERGENCY SCHOOL CLOSING

When inclement weather occurs, the Delaware Valley School District uses the automated phone system to provide an easy way for students and parents 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.

If an emergency occurs during the day, each child will need to know where to report when the school closes early. Every parent must have an emergency plan for their children should a parent not be home when they get there. It is very important for the office to have the child's correct telephone number. The address and telephone number should be updated by calling the school's office.

FIELD TRIPS

Written permission will be sought from parents 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 and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the instructions to the students. All emergency procedures will be followed during the fire drill.

FLUORIDE TABLET PROGRAM

The Delaware Valley School District is taking part in a dental health program, which consists of the use of sodium fluoride tablets in an effort to help reduce dental cavities. This program begins in kindergarten and continues through grade five. Results from previous studies indicate a 40% reduction in dental cavities due to regular use of sodium fluoride tablets from infancy to the eruption of all permanent teeth.

Each school day the child is given a sodium fluoride tablet. These are about the size of a pea and when chewed, they have a fruit flavor. There will be no charge to the parents for the tablets. Parental permission is required on the back section of the Family Emergency Card.

Children presently taking fluoride prescribed by a physician or dentist should not be enrolled in the school program. Children on special diets should have permission from their physician before receiving fluoride supplements.

GRADING SYSTEM

Varied and reteaching techniques enable ALL students to learn.

Grading System for Grades Kindergarten-3:

- O Outstanding Progress
- S+ Very Good
- S Satisfactory
- I Needs Improvement
- U Unsatisfactory

Grading System for Grades 4 through 6:

A+ (98-100)	C+ (77-79)	O Outstanding
A (94-97)	C (74-76)	S+ Very Good
A- (90-93)	C- (70-73)	S Satisfactory
B+ (87-89)	D (65-69)	I Needs Improvement
B (84-86)	F (64 and below)	U Unsatisfactory
B- (80-83)		

GUIDANCE SERVICES

Students and parents 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 helping personnel of the Delaware Valley School District.

GUM AND CANDY

Students are not allowed to chew gum or eat candy at any time in the school due to the related cleaning problems. Gum and candy are also forbidden during lunchtime or at recess.

HEALTH PROGRAM

The school is vitally interested in the health of every student: those who are temporarily ill and disabled as part of the normal scheme, those who are handicapped, and the majority who are healthy. The constant objective has been 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 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.

IMMUNIZATION REQUIREMENT FOR SCHOOL ENTRY BACKGROUND

Act 66 of April 11, 1974 and revised in March 1978 set forth the following regulations to ensure that school children in the Commonwealth of Pennsylvania are, to the extent possible, protected against serious communicable diseases:

1. A child shall not be enrolled in school for kindergarten or first grade if immunization is not documented. Transfer students will not be enrolled without proof of immunization. Exceptions may be made for medical and religious reasons.
2. Proof of immunization (doctor's statement or clinic records), rather than a parent's recall is required.
3. The minimum immunization requirements for kindergarten admission are:
 - a. 4 doses of Diphtheria, Tetanus (D-T), with the 4th dose on or after 4th birthday
 - b. 3 doses of Polio
 - c. 3 doses of Hepatitis B
 - d. 2 doses of Measles, Mumps, Rubella
4. It is suggested that you inform the school nurse when additional boosters are obtained.
5. Many families have found it helpful to keep their child's immunization record with the child's birth certificate since both are required for school registration at any school.
6. Call your school nurse when a question arises regarding your child's immunization.

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 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 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.

LIBRARY

Library facilities are available to students as long as a teacher or the instructional assistant is present in the library. Students in kindergarten through grade six are allowed to check out library books for a period of one week.

Books may be returned at any time prior to their due date, and additional books may be checked out. Magazines may be checked out at the same time for classroom use only, not to be taken home.

Students are responsible for the proper care of their library books during the time they are signed out to them. Three notices will be sent to the student, if their library books are overdue. If their books are not returned after these notices, a letter will be sent home and parents will be required to pay for the missing book.

You can help your child with their library books in these ways:

1. Have a waterproof covering for your child to carry books to and from school.
2. Read the story with them and let them tell you about the book.
3. Help your child find a place where he/she can keep his/her library book so it will not get lost or damaged.
4. Remind your child to have clean hands when he/she reads and to turn the pages from the upper right-hand corner. To prevent damaging book pages, use a book mark to mark your place.
5. Send the book back to the library to be mended if it accidentally becomes damaged while it is signed out to your child.

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.

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. 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/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.

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.

PARENT CONFERENCES

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

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. Bathing caps are to be worn at all times while in the water.
11. Shower before entering the pool area and enter pool through locker rooms only.
12. Wear proper bathing attire. NO cutoff jeans permitted.

PROCEDURE FOR PUBLIC COMPLAINTS

Any student, parent, 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.

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.

PROGRESS REPORTS

Student progress reports will be sent home midway through each marking period. Every student will receive a progress report in every subject. Additional progress reports may be sent any time between marking periods to parents of students who need some type of special attention. If you feel a need to discuss this report, please call or write to the school office to arrange for a conference with the teacher.

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.

REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week session. Kindergarten report cards will be distributed at the parent conferences in November rather than being sent home at the end of the first marking period.

RETENTION/PROMOTION

Promotion or retention will be based on the instructional reading level of the student as indicated by an achievement test and by teacher grades. Placement determination will be made by a placement team consisting of teachers, administrator, guidance counselor and the reading supervisor. This placement team will utilize various data in reaching their decision. Failure in two major subject areas or work at least six months below grade level in two major subject areas would strongly indicate that retention should take place.

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.

STARTING AND DISMISSAL TIMES

The starting time for Delaware Valley Elementary School and Shohola Elementary School is 9:05 a.m. The dismissal time 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 fifteen minutes prior to the start of the school day at the designated door. Parents/Guardians picking up a students at the end of the day must sign-out the student and will be required to show proper identification. Parents 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 also must sign students out in the main office if a student must leave school during the school day.

SUSPENSION/EXPULSION OF EXCEPTIONAL STUDENTS

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. 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 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 and district agree to a change in 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 mental retardation constitutes a change in educational placement, which prior to implementation requires notice to the parent 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 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.

VISITORS

When visiting the school, visitors must sign in with the building secretary to obtain a visitor badge. Parents 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.) need to present to the school evidence of a negative TB test. Copies of the negative results will be kept on file in the school office.

TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972), and Section 504 of the Rehabilitation Act of 1973 and the amendments of 1974, state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure their implementation, the Delaware Valley School District declares itself to be an equal rights and opportunities agency. As an Equal Rights and Opportunities Agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities as defined by law. The Delaware Valley School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community. The professional staff is presently engaged in an evaluation of various aspects of the school district operations.

Information concerning the policy or requests to inspect the grievance procedure may be directed to the Equal Rights and Opportunities Director, at the Delaware Valley School District Administrative Offices, 236 Route 6 and 209, Milford, Pennsylvania 18337 or by telephoning (570) 296-1805. It is the Director's responsibility to make certain that all educational programs and activities and all employment procedures are free from discrimination on the basis of these conditions stated in the policy.