

**DELAWARE VALLEY HIGH SCHOOL 11-12**

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

**DELAWARE VALLEY HIGH SCHOOL 9-10**

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

**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



## **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.

Information concerning the policy or requests to inspect the grievance procedure may be directed to the Equal Rights and Opportunities Director. The Director can be reached at Delaware Valley School District Administrative Offices, 236 Route 6 and 209, Milford, Pennsylvania 18337-9437 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.

## TABLE OF CONTENTS

<b>Delaware Valley High School Colors</b> .....	<b>1</b>
<b>Alma Mater</b> .....	<b>1</b>
<b>Preface</b> .....	<b>1</b>
<b>Philosophy</b> .....	<b>1</b>
<b>Professional Credentials</b> .....	<b>2</b>
<b>Bell Schedule</b> .....	<b>2</b>
<b>Two-Hour Delay Bell Schedule</b> .....	<b>3</b>
<b>Academics</b> .....	<b>3</b>
Backpacks .....	3
Books .....	3
Dissection Policy .....	3
Homework Hotline.....	3
National Honor Society .....	4
Pledge of Allegiance .....	4
Senior Research Paper.....	4
Writing Assignments (Scoring).....	5
<b>Grading</b> .....	<b>5</b>
Citizenship .....	5
Citizenship Grade .....	5
Class Participation .....	5
Grade Reports .....	5
Grading System .....	5
Physical Education.....	6
Progress Reports .....	7
<b>Attendance and Tardies</b> .....	<b>7</b>
Attendance.....	7
Tardiness to School (Tardy to Class).....	9
Early Dismissal From School .....	9
Excuses .....	10
Closing and Delays .....	10
Hall Pass Policy .....	10
Make-up Tests and Assignments.....	11
Planned Absences/Educational Trips .....	11
Change of Address .....	12
<b>Discipline - Student Code of Conduct</b> .....	<b>12</b>
Purpose.....	12
Board Authority .....	12
Delegation of Responsibility.....	13
Dress Code .....	13
Locker Search.....	15

Personal Valuables .....	15
Separation of 9/10 Area from 11/12 Area .....	15
Student Rights and Responsibilities .....	15
<b>Disciplinary Guidelines.....</b>	<b>16</b>
Teacher Modification Phase .....	16
Administrative Phase .....	17
After-School Detention Rules.....	17
After School: Unsupervised .....	18
Computer/Network/Internet/Electronic Device Usage.....	18
Disciplinary Infractions .....	21
Disciplinary Records .....	22
In-School Suspension Rules.....	22
Major Discipline.....	22
Out-of-School Suspension Rules.....	28
Progression of Penalties for Repeated Offenses.....	29
Suspension/Expulsion of Exceptional Students.....	29
<b>Driving Rules and Regulations .....</b>	<b>30</b>
Automobiles.....	30
Motorcycles .....	31
Driving Examinations.....	32
Violation of District Driving Rules .....	32
<b>Co-Curricular Activities .....</b>	<b>32</b>
Introduction .....	32
Athletic Code.....	32
Dance Rules .....	36
Eligibility for Co-Curricular Activities .....	36
Co-Curricular Attendance Guidelines .....	37
Co-Curricular Behavior Incidents .....	38
Co-Curricular Contract or Code of Behavior .....	38
Guidelines for Eligibility.....	39
Offerings .....	39
Parent/Student Varsity Jacket Information.....	40
Random Drug & Alcohol Testing.....	40
Spectator Decorum/Sportsmanship.....	41
<b>Field Trips .....</b>	<b>41</b>
Criteria For Participation on Trips .....	41
Delaware Valley High School Sponsored Trips .....	41
Disqualifications from Trips.....	42
Trip Guidelines.....	42
<b>Guidance Services .....</b>	<b>42</b>
Introduction .....	42
Career Services .....	43
College Visitations .....	43

Graduation Requirements.....	43
Peer Mediation.....	44
Pennsylvania System of School Assessment (PSSA).....	44
Promotion and Important Dates.....	44
Student Assistance Program (SAP).....	45
Summer School Eligibility.....	45
Withdrawal.....	45
Working Papers.....	46
<b>Health Services.....</b>	<b>46</b>
Introduction.....	46
Athletic Physicals.....	46
Dental Examinations.....	46
Health Conferences.....	46
Insurance.....	47
Medication.....	48
Nurse's Office Schedule.....	48
Physical Examinations for Sophomores.....	49
Reporting to the Nurse.....	49
<b>Procedure for Public Complaints.....</b>	<b>49</b>
<b>Safety.....</b>	<b>50</b>
Bus Drills.....	50
Building Evacuation Procedures.....	50
Fire Drills.....	50
Weather Drills.....	50
<b>School Services.....</b>	<b>51</b>
Acceptable Use of Technology and Internet Safety.....	51
Late/Activity Bus Information.....	54
Computer Lab.....	56
Library.....	56
Lockers.....	57
Math Lab.....	57
Metal Detectors.....	57
Pool and Diving Board Rules.....	58
Telephones.....	59
Textbooks and Supplies.....	59
Writing Lab.....	59
<b>Student Government.....</b>	<b>59</b>
Announcements.....	59
Class Functions.....	59
Student Council.....	60

<b>Transportation</b> .....	<b>60</b>
Bicycles .....	60
Bus Transportation.....	60
Losing Bus Privileges.....	61
<b>Visitors</b> .....	<b>62</b>
<b>Vocational-Technical Program</b> .....	<b>62</b>
Credits .....	62
Discipline.....	62
First Aid.....	62
Placement Services .....	62
Safety.....	63
Student Driving .....	63
Student Passes to Other Areas .....	63
Student Projects.....	64
Transfers.....	64
Uniforms.....	64
<b>Volunteers</b> .....	<b>64</b>
<b>Writing Rubric for PSSA Tests</b> .....	<b>64</b>

## **DELAWARE VALLEY HIGH SCHOOL COLORS**

Black and White

### **ALMA MATER**

Arr. H.F. James

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

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

### **PREFACE**

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

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

### **PHILOSOPHY**

The educational program at Delaware Valley High School exists to help students develop their intellect, aesthetic appreciation, emotional maturity, social development, and civic responsibility. To this end we subscribe to the Pennsylvania Goals of Quality Education.

In order to accomplish these goals, we provide a school climate which enables students to develop to the fullest limits of their potential. Therefore, students are encouraged to make maximum use of educational opportunities available during the school day.

### **PROFESSIONAL CREDENTIALS**

Parents may ask to see the professional credentials of teachers and other members of the professional staff.

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

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

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

### **BELL SCHEDULE**

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

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

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

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

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



### **TWO-HOUR DELAY BELL SCHEDULE**

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

### **ACADEMICS**

#### **BACKPACKS**

Backpacks will only be permitted when carrying books to and from school. Backpacks no longer are permitted during the school day. Students must leave any book carrying device, including backpacks, in their locker during the school day.

#### **BOOKS**

Each student must sign a receipt and accept responsibility for all books and supplies given to him/her. Fines are levied on mutilated books. Students are charged for books torn from the covers. Other charges are levied according to the condition of the book - the amount is left to the discretion of the teacher. Be sure to write your name, the teacher's name, and the date you receive the book on the book label inside the front cover of each of your books. This will be helpful in returning books to the rightful owner when books are lost or misplaced. The "Lost & Found" is located in the main office.

#### **DISSECTION POLICY**

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

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

#### **HOMEWORK HOTLINE**

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

First: Dial 296-3656

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

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

Fourth: Repeat the third step for additional teachers

### **NATIONAL HONOR SOCIETY**

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

Each year any junior or senior, who has a cumulative average of 3.50 or better is considered an eligible candidate. The names of candidates are submitted to the entire faculty who must rate each student with whom they are sufficiently acquainted in the areas of leadership and character. Next, the co-curricular activities of the candidates are checked to make sure that they are contributing participants in school or community activities. All of the above information is then submitted to a faculty council consisting of five teachers who are responsible for making the final decision concerning membership. Once selected, all students must maintain the standards by which they were chosen in order to remain a member.

Each chapter must participate in at least two service activities in the school or in the community. In the past, Delaware Valley Chapter has assisted at bloodmobiles, hearing screenings, Senior Citizen Dinners, and Easter egg parties for children attending the Center for Developmental Disabilities program, and various other activities.

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

### **PLEDGE OF ALLEGIANCE**

All students are expected to salute the flag daily during homeroom exercises. As per the amendment to PA School Code HB 592, parents must be notified if students choose not to recite the Pledge of Allegiance to the flag.

### **SENIOR RESEARCH PAPER**

Students enrolled in English Literature, Advanced English Literature, and AP English Literature and Composition will be required to submit a formal research paper conforming to college standards. Topics will be approved by the teacher and specific requirements (style, footnotes, bibliography, etc.) will be taught. Papers MUST be turned in on or before the set deadline date. If a student fails to meet the deadline, he/she will be given a zero for the value of the assignment; the paper must then be turned in anyway in order to fulfill the

requirements of the course. Students who do not submit a paper will not receive credit for the course.

**WRITING ASSIGNMENTS (SCORING)**

See Page 65 for Writing Rubric.

**GRADING**

**CITIZENSHIP**

Citizenship is an important aspect of your high school education. Good citizenship is important from the time you enter school until you graduate. We believe that it is the role of the high school to help develop good citizens for our community and our country.

It is the purpose of this handbook to serve as a guide for Delaware Valley students in developing good citizenship. It is expected that students will develop good citizenship through curricular, co-curricular activities, and the guidelines set forth in this Student Handbook.

**CITIZENSHIP GRADE**

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

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

**CLASS PARTICIPATION**

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

**GRADE REPORTS**

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

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

**GRADING SYSTEM**

**A. Regular Education Program**

<b>Excellent</b>		<b>Good</b>		<b>Average</b>	
A+	98-100	B+	87-89	C+	77-79
A	94- 97	B	84-86	C	74-76
A-	90- 93	B-	80-83	C-	70-73
<b>Passing</b>		<b>Failing</b>			
D	65-69	F	0-64		

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

**B. High Honors and Honors**

In high honors and honors computations, all grades should be included in the tabulation: The point totals for each grade follow:

A+ = 4.33	A = 4.00	A- = 3.66
B+ = 3.33	B = 3.00	B- = 2.66
C+ = 2.33	C = 2.00	C- = 1.66
	D = 1.00	F = 0

High Honors - 3.49

Honors = 3.00

A grade of F, or U automatically eliminates eligibility. Each student who meets the high honors or honors requirements will have the appropriate stamp on the report card. In addition, the local papers are notified of the names of the honor roll students.

**C. Weighted Grades for Advanced Placement and Honors Block Math and Science Courses**

The value given to weighted grades are as listed below:

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

**D. Weighted Grades for World Languages Levels 4, 5, and 6 and Advanced English Courses**

The value given to weighted courses are as listed below:

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

The value given to regular courses are as listed below:

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

Students who wish to take an AP exam and have maintained a B+ average or higher in the AP course will have the fee for the exam paid for by the high school. Students with an average of less than a B+ in the AP course must bear the full cost of the examination.

**PHYSICAL EDUCATION**

Health and Physical Education is a state mandated program.

**Graduation Requirements:**

9<sup>th</sup> – 4 Physical Education Units + 1 Health Unit

10<sup>th</sup> – 2 Physical Education Units + 2 Driver Education Units

11<sup>th</sup> – 3 Physical Education Units + 1 Health Unit  
12<sup>th</sup> – 3 Physical Education Units + 1 Health Unit  
Elective Physical Education does not meet the requirement.

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

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

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

#### **PROGRESS REPORTS**

Progress reports are sent home to parents four weeks before the issuance of each report card. These reports can indicate acceptable or outstanding performance or can indicate an impending student failure for the marking period and serve as a warning for both the parent and student. Progress reports also indicate outstanding scholarship. Students and parents should feel free to contact guidance counselors or teachers concerning grades or reports that went home.

### **ATTENDANCE AND TARDIES**

#### **ATTENDANCE**

Everyone enrolled in school is required by state law to attend regularly. Frequent absences lead to failure in subjects which eventually leads to school dropouts. In the event your child will be absent, please call the appropriate number: For grades 9 and 10: 409-2025; For grades 11 and 12: 296-1852.

1. Every absence requires a written excuse signed by the parent or guardian. When the student, regardless of age, is absent, the parent or guardian should submit a note on the first day of returning to school. School administrators will determine if a note warrants an excused or unexcused absence. A student must have an excuse in the main office by the second school day. If the excuse is not presented by the third day, the absence will automatically be marked unexcused. If a student is absent more than ten days in one school year, the parents may receive an Excessive Absence Letter. All excuses after that must be accompanied by a doctor's note. If there is no doctor's note or hospital record the absence will be marked unexcused. When a student receives an additional 3 unexcused absences, the parents will receive a first warning letter from the assistant principal's office. When the student has subsequent unexcused absences, the parents will receive a citation. A student who is absent from school is prohibited from attending that day's co-curricular activities. Parents may request a conference with the assistant principal in regard to attendance. Copies of all absence letters will be forwarded to the Pike County Bureau of Children and Youth Services.
2. To avoid an unnecessary excessive absence letter, students who visit a doctor during an absence should bring a note from the doctor.
3. Juniors and seniors who are absent due to college visits must make prior arrangements in the guidance office, and notify the attendance secretary.
4. **MISSING THE SCHOOL BUS IS UNEXCUSED.**
5. If the student arrives at school after 11:15 a.m., it is considered a half-day absence and the student must have a note.
6. A student may not leave school during the day at any time unless he/she is excused by the nurse because of illness and permission is granted by the principal. The student must sign out in the book provided by the school office for this purpose when leaving school during school hours.
7. Parents who pick up children during school hours to excuse them for some legal purpose must also sign out in the register provided by the office for that purpose. A note from a parent or guardian and parent confirmation is required.
8. The policy for early dismissal when a parent or guardian does not pick up a student is as follows:
  - a. Have parent or guardian call a day or so in advance to get permission, and bring a note the day you are to be dismissed early, or:
  - b. Bring a note from a parent or guardian, including a telephone number at which a parent may be reached for confirmation.

9. Students who are dismissed to take a driving exam should return to school as soon as the exam is completed.
10. **Student Attendance Incentive**  
Students need to be in attendance in order to academically achieve. Any student, who has five (5) unexcused absences prior to the senior breakfast or the homecoming dance will not be allowed to attend those school functions. Any student who has ten (10) unexcused absences by the date of the semi-formal dance, may not attend the semi-formal dance. Any student who has fourteen (14) unexcused absences by the time of the senior prom, will not be allowed to attend the senior prom.

Absences that have a physicians' note are excused provided the physician's note is submitted within three (3) days of the absence. Family vacation days that are not more than five (5) school days are excused absences; every family vacation day beyond the fifth school day is unexcused. Pre-approval college visitations arranged through the high school guidance office are excused absences. Any absence that does not have an approved written excuse within three (3) days is unexcused.

#### **TARDINESS TO SCHOOL (TARDY TO CLASS)**

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

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

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

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

#### **EARLY DISMISSAL FROM SCHOOL**

The following must occur for a student to be considered excused from school: Note from a doctor or documented college visitation and permission from the principal or assistant 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.

### **EXCUSES**

When you are absent three or more consecutive days, report to the school nurse when you return to school for review of that excuse. Doctor's notes are routinely required for extended absences and excessive absences (10 or more days). All doctor's excuses from physical education classes should be presented to the school nurse. Please note that the school nurse does not issue an excusal from physical education classes.

Every absence and every tardy requires an excuse to be delivered to the school office. Excuses must be delivered to the office within three (3) school days. Failure to deliver excuses within specified time will result in a disciplinary action with either detentions or suspensions.

### **CLOSING AND DELAYS**

When inclement weather occurs, the Delaware Valley School District uses 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 High School (11/12): 296-1850 and Delaware Valley High School (9/10): 296-1850. Another source for school closing information in addition to the telephone system is our web site, [www.dvsd.org](http://www.dvsd.org).

### **HALL PASS POLICY**

Each student will be issued four (4) personal use passes (one per marking period ) for the school year. The homeroom teacher will distribute them at the beginning of each marking period. It is for the student's personal use for reasons such as the lavatory, telephone, locker, requests to see other teachers. Each time the pass is used, a teacher must sign it.

In addition, the following will serve as guidelines:

1. Students in the halls during class **must** have a hall pass issued by a teacher or administrator. Habitual offenders will be disciplined and/or placed on restricted movement.
2. Teachers who detain students beyond the normal period time limit will give a late slip to the student for admission to class.
3. Students are not permitted to leave during the first or last five (5) minutes of any class period.
4. Students should avoid asking for passes during seventh period unless it is an emergency.



5. Students whose passes are prematurely filled or lost must secure a new pass from the assistant principal.
6. Students who wish to see their guidance counselors may obtain passes in advance from the guidance counselors stating the date and time of the appointment. Students should arrange appointments with the guidance secretary.
7. Students who report to the guidance office, library, nurse or anywhere else without receiving permission from their teacher are considered to be cutting class. Failure to obtain a completed pass before leaving an assigned area will result in a minimum of two (2) weeks restriction of hall pass privileges.
8. A student wishing to be excused from class must have a pass from the teacher of the class the student is leaving and must contain the student's destination, the time he/she left his/her class, and the date.
9. A student must have a pass when leaving a class for a destination other than the normal passing between classes. A pass must include a teacher's signature, student's name, destination, date and time the student left.

#### **MAKE-UP TESTS AND ASSIGNMENTS**

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

#### **PLANNED ABSENCES/EDUCATIONAL TRIPS**

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

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

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

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

#### **CHANGE OF ADDRESS**

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

### **DISCIPLINE STUDENT CODE OF CONDUCT**

#### **PURPOSE**

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

#### **BOARD AUTHORITY**

The Board shall require each student of this district to adhere to the rules and regulations promulgated and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school, on school trips, in school vehicles, and during the time spent in travel to and from school. Such rules require that students:

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

5. Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record when he/she leaves this school.

#### **DELEGATION OF RESPONSIBILITY**

The Superintendent or designee shall promulgate rules and regulations for student conduct which carry out the purposes of this policy and:

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

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

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

Corporal punishment may not be imposed upon a student. Corporal punishment means the infliction of physical pain on or striking a pupil as a penalty of disapproved behavior. However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

1. To quell a disturbance including but not limited to the following example: A student is insubordinate. The teacher attempts to defuse the situation but to no avail. The teacher instructs the student to "go to the office" and the student refuses. The teacher restrains the student in order to get the student to go to the office.
2. To obtain possession of weapons or other dangerous objects,
3. For the purpose of self-defense,
4. For the protection of persons or property.

#### **DRESS CODE**

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

We recognize that the provisions herein are not exclusive or final. Conditions not covered may require other remedies:

1. All clothing worn to school should be clean.
2. No clothing should be worn which would interfere with others' education, present a safety hazard to any student or property.

3. Personal grooming should conform to reasonable standards of cleanliness. This especially, but not exclusively, pertains to proper care of a student's hair.
4. 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, and tank tops are not appropriate for school. Faddish "torn" clothing is inappropriate and hats, caps, bandannas, or hoods may not be worn indoors.
  - b. Students are not to wear any full head coverings (except for religious beliefs and chronic health conditions) or headbands in the building during the regular school day.
  - c. Slacks and clean jeans are appropriate.
  - d. Students should assure themselves that any clothing they wear is relatively modest and suitable for the business-like atmosphere of a public school.
  - e. Offensive T-shirts, undershirts, tank tops, etc. are not appropriate for school, ie. advertising alcohol or drugs, offensive language, promoting violence.
  - 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, gym shorts, cut offs, short shorts.
  - g. No pajamas or slippers may 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.
6. On no occasion should any student go barefoot on school premises.
7. Spikes on clothing, spikes on bands, spikes on belts, and chains attached to clothes are not to be worn.
8. Special occasions such as "AWARDS NIGHT," "SCHOLARSHIP NIGHT," etc. are enhanced by a more serious attention to dress. Boys should wear dress slacks, dress shirt, (a tie and sport coat is preferable). Girls should wear either a dress, dress slacks, or a skirt

with a dressy blouse. (Sneakers, jeans, T-shirts, etc. are not appropriate for special occasions.)

9. GRADUATION: The dress code is strictly enforced at graduation. No one is permitted in the ceremony for graduation who is not suitably dressed.

#### **LOCKER SEARCH**

Lockers are the property of the school district. The administration reserves the right under state law to search lockers for any materials that do not belong in the school building. The Delaware Valley School District may, when it deems appropriate, render periodic or sweeping searches of school property including student lockers. Students cannot expect that district owned lockers provided to students for storage are private. School district officials may conduct searches of all lockers at any time without prior notification. Use of dogs or other searching devices may be used at any time. Students are not to share lockers.

#### **PERSONAL VALUABLES**

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

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

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

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

All persons residing in the Delaware Valley School District between the ages of 6 and 21 years are entitled to a free and full education in the Delaware Valley public schools. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

Taken from the Pennsylvania State Board of Education Regulations of Title 22 PA Code, Chapter 12.

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

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform with the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  3. Dress and groom so as to meet fair standards of safety and health and not to cause substantial disruption to the educational processes.
  4. Assist the school staff in operating a safe school for all students enrolled therein.
  5. Comply with commonwealth and local laws.
  6. Exercise proper care when using public facilities and equipment.
  7. Attend school daily and be on time at all classes and other school functions.
  8. Make up work when absent from school.
  9. Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.
  10. Report accurately and not use indecent or obscene language in student newspapers or publications.

### **DISCIPLINARY GUIDELINES**

#### **TEACHER MODIFICATION PHASE**

It is a commonly accepted belief that a teacher can deal with minor discipline (e.g. occasional tardiness to class, etc.) without the need for formal referral to the administration. When a teacher feels that a minor problem has become so habitual that it has become a major problem, a referral to the administration should be made. Prior to a formal referral, the teacher should have taken the step of a private student/teacher conference and one of the steps listed below. A parent conference is strongly recommended during this phase. Though a conference is not mandated, a contact with the parent is. The contact may be made by the administration, by the teacher or by the counselor via the guidance office. The assistant principal or principal will decide if a parent conference is necessary.

In addition to the student/teacher conference, the teacher should utilize the following steps:

1. Teacher, counselor conference
2. Teacher, student, counselor conference
3. Teacher, student, administrative conference
4. Teacher, parent conference

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

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

#### **ADMINISTRATIVE PHASE**

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

1. Assign disciplinary consequences that are related to the behavior such as detention, restriction, in-school suspension or out-of-school suspension.
2. Schedule a student-teacher-administrator conference to resolve areas of conflict.
3. Involve or re-involve the guidance department in resolving the present difficulties.
4. Refer the student to the Student Assistance Team or the Multidisciplinary Team for appropriate action.
5. Schedule a parent conference to review discipline records and school policies.
6. Whenever a student has been a chronic or serious disciplinary problem, the student may be referred to the superintendent for consideration of initiation of expulsion proceedings. Students may be represented by legal counsel at expulsion proceedings. Legal counsel will be at the expense of the student or parents.

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

1. Detention is held in Lecture Hall I on Monday, Wednesday, and Thursday.

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

**AFTER SCHOOL: UNSUPERVISED**

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

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

**COMPUTER/NETWORK/INTERNET/ELECTRONIC DEVICE USAGE**

1. Computer/Network/Internet/Electronic Device Use  
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.

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.

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.

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.

#### **DISCIPLINARY INFRACTIONS**

(Minimum of one detention and/or hall pass restriction)

1. Attaching or attempting to attach to the network, wired or wireless, any personally owned electronic devices.
2. Leaving cafeteria, detention, library, classroom, halls or lavatory in unsatisfactory condition. For example - writing on desks.
3. Taking food or open drink containers from the cafeteria or eating food outside the cafeteria.
4. Loitering in the school or unauthorized area without supervision.
5. Excessive tardiness to school (three times or more unexcused).
  - a. Three (3) to nine (9) tardies results in detention for each occurrence.
  - b. Ten (10) to fourteen (14) tardies results in in-school suspension per occurrence.
  - c. Over fourteen (14) tardies results in out-of-school suspension per occurrence.
6. Unexcused tardy to class or lunch will result in detention. Continuous tardies to class or lunch may result in suspension from school.
7. Having no pass.
8. Inappropriate dress, per incident - see Dress Code.
9. Leaving school building without permission during the school day.
10. Misconduct in cafeteria, detention, library, halls, lavatory.
11. Inappropriate public display of affection; kissing.
12. No eating or drinking in classes and in the halls. No water bottles in class.
13. Coats are to be left in the lockers; students are not to wear coats and hats to class.
14. Parking in unauthorized area and/or without sticker issued to the vehicle.
15. Abuse of senior privileges.
16. Use of profanity.

17. Possession of matches, lighters, etc. (either in student possession or in student bags or lockers, etc.)
18. Juniors and seniors who fail to schedule college visitation in advance.
19. In guidance office without teacher's knowledge.
20. The wearing or carrying of hats, bandanna or headband.
21. Failure to sign in or out at the nurse's office.
22. Use of beepers, pagers, cellular phones, cameras during the school day.
23. Use of walkmen, discmen, videogames, I-Pods, and similar devices, etc. in school.
24. Gum chewing. This follows established school district regulations in the elementary and middle schools. It also prevents gum from getting on carpets, in water fountains and under desks and tables.
25. Hitchhiking to or from school is against school policy. It is also dangerous and illegal. Hitchhiking will be considered as a disciplinary problem and will not be allowed.
26. Inappropriate lavatory usage.
27. Items signifying gang affiliation.
28. Other instances of minor misconduct.

#### **DISCIPLINARY RECORDS**

Disciplinary records are maintained on each student.

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

1. Students must be in the in-school Suspension Room by 8:04 a.m.
2. Students may not get out of their assigned seats.
3. Students have the responsibility of obtaining all homework assignments from their teachers prior to the start of their suspension period.
4. Students must work on school work or approved reading materials.
5. Do not bring cards, inappropriate reading materials, games of any kind, radios, food, or beverages (the only exception being your lunch).
6. No talking or laughing.
7. Use of lavatory - 3rd period and 6th period.
8. No heads down on desks.
9. Students dismissed at 2:38 p.m. - dismissal bell.
10. Do not open blinds or windows without permission.
11. Do not open the door.
12. Students are responsible for the care of the suspension room. Any writing or damages should be reported to the principal or assistant principal immediately.
13. Non-compliance with rules will result in an extended period of in-school suspension or out-of-school suspension.

#### **MAJOR DISCIPLINE**

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

1. **Cheating**/per offense – “0” grade for that activity, test or quiz. This will be applied to the individual taking information as well as the individual supplying information.
  - a. First offense – one (1) day in-school suspension
  - b. Second offense – three (3) days out-of-school suspension
  - c. Third offense – five (5) days out-of-school suspension
2. **Cutting Class:**
  - a. First offense – one (1) detention per period plus “0” for class participation. No make-ups of test or quizzes permitted. Two weeks hall pass restriction.
  - b. Second offense – in-school suspension plus “0” for class participation. No make-ups of tests or quizzes. Four weeks hall pass restriction.
  - c. Third offense – three (3) days out-of-school suspension
3. **Defamation** is a false, damaging statement that harms or slanders one’s reputation. Defamation of any person, including staff members, will result in punishment ranging from suspension to referral to the superintendent for expulsion review.
4. **Destruction of School Property**  
 Willful destruction of school property and/or personal property (parent notified and police notified depending upon the seriousness of offense; payment of labor, repair, replacement costs will be charged to the offender or parent/guardian).
  - a. First offense – three (3) days out-of-school suspension
  - b. Second offense – five (5) days out-of-school suspension
  - c. Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history
5. **Driving recklessly** on school property or breaking Pennsylvania driving laws while coming to or going home from school.
  - a. First offense – suspension of driving privileges for 30 school days
  - b. Second offense – suspension of privileges for the remainder of the school year
6. **Drugs and Alcohol**  
 The Delaware Valley School District will not distribute medications/drugs of any kind without the written permission of the primary care provider and the parent. When these conditions are met, only the school nurse will administer the medication. This includes, but is not limited to, such items as over-the-counter preparations; aspirin, Tylenol, Advil, caffeine pills, cough medications, cough drops, laxatives, antacids, vitamins, herbs, etc. and prescriptive medications. Prescribed medications/drugs of any type shall not be in the student’s possession and must be administered through the nurse’s office.

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

Any student who comes onto school property or attends a school function who is in possession, distributes, uses, or is under the influence of prescription or non-prescription drugs, look-alike drugs, or alcohol shall be suspended out of school for ten (10) days. This includes drug or alcohol paraphernalia. The police will also be notified. A referral will be made to the superintendent for expulsion review. The student must also cooperate with the Carbon-Monroe-Pike Drug and Alcohol Program and the SAP team.

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

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

The Delaware Valley School District reserves the right to take appropriate measures to secure the safety and well being of our students. These measures may include, but are not limited to, the following: use of drug-sniffing dogs in the building and/or district property.

7. **Extortion, intimidation, threatening, harassing, bullying, inappropriate racial comments, or hazing of others** (parent notified, and police notified depending upon the seriousness of offense).
  - a. First offense – three (3) days out-of-school suspension

- b. Second offense – five (5) days out-of-school suspension
  - c. Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history
8. **Failure to attend scheduled detention** is serious and considered insubordination (normally out-of-school suspension offense); however, the following shall apply:
- a. First cutting of detention – detention rescheduled and one (1) day of in-school suspension
  - b. Second, third and fourth cutting of detention – detention rescheduled and three (3) days of out-of-school suspension
  - c. Fifth, sixth and seventh cutting of detention – detention rescheduled and five (5) days of out-of-school suspension
  - d. Eighth or more cutting of detention – detention rescheduled and ten (10) days of out-of-school suspension
9. **Fighting**  
 Fighting (which includes pushing, shoving, slapping, punching, etc. under the guise of “fooling around.”)
- a. First offense – (Minor) two (2) days in-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy will be taken. (Major) ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy and the police will be notified.
  - b. Second offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy and the police will be notified.
  - c. Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history in accordance with this policy and the police will be notified.
- The administration reviewing any case of fighting may use discretion considering the causes and other factors concerning the incident. The administrator may facilitate other options if warranted by circumstances. Restitution may be required to repair damage or replace destroyed articles. Fighting may result in police involvement and fines for disorderly conduct or harassment. Parents and police promptly will be notified after an incident involving violent behavior, fighting, etc. The police will be permitted to interview students involved in these acts as soon as possible. If parents cannot be contacted or cannot attend the police interviews, the administration will be present.
10. **Insubordination/defiance** of reasonable authority
- a. First offense – three (3) days out-of-school suspension
  - b. Second offence – five (5) days out-of-school suspension

- c. Third offense – ten (10) days out-of-school suspension
- 11. **Leaving School Without Permission**
  - a. First offense – three (3) days out-of-school suspension
  - b. Second offense – five (5) days out-of-school suspension
  - c. Third offense – ten (10) days out-of-school suspension

In the event that any student leaves school grounds without permission, local law enforcement will be notified.
- 12. **Possession** and custody of any item that is illegal, unlawful or considered to be dangerous (suspension, police, and parent will be notified).
- 13. **Pranks** causing disruption of the educational process or intending to disrupt the educational process will result in ten (10) days of out-of-school suspension and notification of the police for appropriate charges, and this issue will be referred to the superintendent for expulsion review.
- 14. **Profanity to Staff**
  - a. First offense – three (3) days out-of-school suspension
  - b. Second offense – five (5) days out-of-school suspension
  - c. Third offense – ten (10) days out-of-school suspension
- 15. **School Bus Misbehavior**

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

Sexual harassment happens when someone uses words, gestures, or actions of an explicit or implied sexual nature and creates an environment, which is offensive, intimidating, or which makes another member of the school community feel uncomfortable. One may be guilty of sexual harassment even if he or she did not intend to create such an environment. Crucial in determining whether the offense has occurred is whether or not someone has been offended. The administration in reviewing any case of sexual harassment will consider if it is serious enough to warrant the involvement of local police.

Students are advised to refrain from using words, gestures, or actions of an explicit or implied sexual nature in school.

  - a. First offense – three (3) days out-of-school suspension
  - b. Second offense – five (5) days out-of-school suspension
  - c. Third offense – ten (10) days out-of-school suspension
- 17. **Smoking and Possession of Tobacco**

In accordance with the School Tobacco Control Act 128 of 2000, smoking in school or on school property is strictly prohibited, as well as the possession or use of any tobacco-related product. Tobacco includes a



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

- a. First offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken. Students also may be required to read articles, complete workbooks or view films pertaining to the hazards of smoking. (Fine - \$150.00)
  - b. Second offense – a three (3) 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 (5) day out-of-school suspension will be imposed, or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00)
  - d. Fourth offense – A ten (10) day out-of-school suspension will be imposed, or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00)
18. **Stealing/Theft**  
Stealing (parent notified, police notified depending upon the seriousness of offense, and full restitution will be made by the student). Stealing/theft will result in out-of-school suspension ranging from three (3) to ten (10) days depending on the seriousness of the offense.
19. **Students suspended out-of-school** for a total of 25 days or more within a school year shall be deemed continuously and willfully disobedient and shall be referred to the superintendent for expulsion review.
20. **Truancy**  
Truancy (attendance person involved in each case, notification of civil authorities as per law). Unauthorized absence from school is truancy and is illegal. A student who is truant will be suspended. If a student is under 17 years of age, truantries are referred to the District Magistrate, and the parents are fined. If a student is 17 years of age or older, repeated truantries may cause his/her expulsion from school. When a student is

truant, he or she receives a 0 for class participation that day and the student will not be allowed to make up any tests or quizzes, which are given on a day he or she is truant.

- a. First offense – a one (1) day in-school suspension will be imposed or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for 10 school days.
  - b. Second offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for thirty (30) school days.
  - c. Third offense – a three (3) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken and driving privileges suspended for thirty (30) school days.
21. **Use of any item that is illegal**, unlawful or considered to be dangerous (parent notified, and police notified depending upon the seriousness of offense).
22. **Weapons, Possession of Dangerous/Prohibited Objects**, (fireworks, smoke devices, fire alarms, mace, pepper spray, etc.) **Dangerous Activities** (including food fight). Any student who is involved in an activity that poses a serious threat to the student body, school district personnel, or guests shall be subject to ten (10) days suspension from school, referral to the superintendent for expulsion proceedings and/or referral to the police for legal action. Risking a catastrophe includes, but is not limited to:
- a. Possession and/or use of smoke emitting devices
  - b. Possession and/or use of fireworks or other explosive devices
  - c. Setting off the fire alarm when there is no emergency
  - d. Reckless use of an automobile on school property
  - e. Bus conduct that could or does result in serious injury to other students or school employees or results in a bus accident
23. **Disciplinary problems** of a serious nature, which are not included in the above, may be referred to the superintendent for expulsion review.

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

1. Students may not attend school related activities as a participant or spectator (e.g. prom, concerts, games, graduation, trips, etc.).
2. Students may not participate in athletics (practices or games).
2. Suspensions which extend past the weekend mean that a student cannot participate in any athletic or school activity until the suspension is completed.
3. Students may not be on school grounds without administrative approval. This includes driving on school property or the parking area. Violations

- may result in extended out-of-school suspension.
5. Students should stay home during suspension and work on school related homework.
  6. Violation of suspension rules carries severe penalties.
  7. If school is canceled for any reason, the suspension dates will be extended accordingly (e.g. school closing due to snow or icy roads).
  8. Students who are suspended from school are responsible for getting their assignments by contacting the Homework Hot Line.

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

Please note, students who continue to defy the rules listed in the disciplinary infractions section will become subject to the following:

1. A three (3) day out-of-school suspension will be imposed,
2. Continued infractions will result in:
  - a. A five (5) day out-of-school suspension,
  - b. A parent conference,
  - c. The second notice and update of the disciplinary record will be sent to the superintendent.
3. Additional or serious misbehavior will result in:
  - a. A ten (10) day out-of-school suspension according to the guidelines of the Student Rights and Responsibilities (Due Process),
  - b. A parent conference.

#### **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.

## DRIVING RULES AND REGULATIONS

### AUTOMOBILES

Students arriving at school in automobiles prior to 7:45 a.m. will not be allowed in the building until 7:50 a.m. Any student who wishes to operate a motor vehicle on school property must have permission of the principal. Because of limited space, parking is limited to Seniors and Juniors only who are involved in co-curricular activities. The procedure for acquiring permission will be by the presentation of the following items:

1. Vehicle registration permission form
2. Vehicle registration - state
3. Pennsylvania State Driver's License
4. License plate number of the vehicle or vehicles

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

There is a \$50.00 student parking fee for the school year; parking stickers are not transferable to anyone. Additional automobiles registered by the same student are free of charge. **Unregistered student cars will be towed at owner's expense. Students whose driving privileges have been revoked and who park on campus will have their cars towed at their expense.**

Permits will be issued to students in the following order of priority:

1. Co-op work study students
2. Students involved in after school co-curricular activities
3. Seniors
4. Juniors

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

1. The speed limit on school grounds is 10 miles per hour.
2. Students will secure their cars by locking all doors and windows and by removing their keys.
3. Students are not permitted in the parking lot between classes.

4. Students are not to enter their cars during the regular class day except by permission from the assistant principal or principal.
5. No vehicle shall leave school grounds before regular dismissal time except by permission of the principal.
6. Truancy, repeated tardiness, or other serious disciplinary breeches will result in automatic suspension of driving privileges.
7. Student drivers are responsible for their own vehicles. They are also responsible for the conduct of the occupants of their vehicles.
8. Students may not smoke in their vehicles while on school grounds.
9. Students may not pick up hitchhikers on the way to or from school.
10. Any student or guest who operates a vehicle on school grounds is subject to school regulations.
11. Any infraction of Pennsylvania driving laws while a student is driving to or from school will result in suspension of driving privileges as stated below.
12. Drivers are not allowed in the areas near the side entrance to the cafeteria or Vocational-Technical area.
13. Students are to park in the approved designated areas.
14. Motor vehicles are not permitted on the lawns or fields at any time.
15. Parking permits are not transferable to other students.

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

If a student receives an out-of-school or a third in-school suspension, then the student will lose driving privileges for 30 school days. A second out-of-school suspension shall result in the loss of driving privileges for the remainder of the school year.

#### **MOTORCYCLES**

1. Each motorcycle must have the proper safety equipment, proper licensing, proper state registration, and pass inspection.
2. Drivers must have insurance for their motorcycles.
3. Each motorcycle must be registered with the office and have a parking sticker for Delaware Valley High School. This includes written parental permission.
4. Drivers are responsible for their own motorcycles.
5. Motorcycles will be driven to school during months of September, October, April, May, and June ONLY.
6. Motorcycles will not be driven to school when the weather is hazardous (snow, rain, sleet, etc.).
7. Drivers must not exceed the school Speed Limit of 10 miles per hour.

8. Drivers must not ride their motorcycles on the lawn or field at any time.
9. Motorcycles must be parked in the specific place provided for them.
10. Any student or guest who operates a motorcycle on school grounds is subject to school rules.
11. There shall be no trick riding of any kind.

#### **DRIVING EXAMINATIONS**

Driver's tests are administered at the old Milford Elementary School (across the street from the Milford Post Office) every Thursday from 10:00 a.m. and 3:00 p.m. Qualified students who wish to avail themselves of this test should notify the office before the test is administered. A record will be kept of each student who reports to Milford for such a driving examination.

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

#### **VIOLATION OF DISTRICT DRIVING RULES**

- First Offense - suspension of driving privileges for 30 school days.
- Second Offense - suspension of driving privileges for the remainder of the school year.

### **CO-CURRICULAR ACTIVITIES**

#### **INTRODUCTION**

Suggestions for selecting activities: It is especially important that students realize the obligations of the organizations he/she is electing to join. Many of the clubs have certain rigid attendance requirements. For instance, not only do the band and chorus have rigid attendance requirements, but also there may be auditions for these organizations. Great care must be exercised so that a student does not become overly engrossed in co-curricular activities. The school exercises the right to limit the extent of activities if a student's scholarship seems endangered.

#### **ATHLETIC CODE**

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

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

In order to give students an opportunity to participate in one or more sports, the Delaware Valley School District provides a varied program of athletics. All students in good scholastic standing are urged to try out for teams. In addition

to complying with the school's student handbook and district policies (drug testing policy/co-curricular polices/sportsmanship/etc.), the athlete must obey all regulations governing athletics at Delaware Valley.

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

The penalty for a first violation of the code for drinking, smoking, using chewing tobacco, steroids, misconduct, vandalism, stealing, hazing/bullying, or possessing alcohol, drugs, or tobacco products, will result in restricting a student athlete from participating in interscholastic contests for a minimum of 20% of the contests. An athlete who is restricted from participating because of a first offense is required to practice during the period of suspension. The athlete will also be required to attend counseling sessions. The second offense will result in suspension for the remainder of school year.

10. Attendance relating to Athletic & Co-Curricular Activities for Grades 7-12
  - a. Students leaving school early due to illness and students absent from school due to illness are not allowed to participate in any co-curricular activity after school on that day. Students with excused late arrivals or early dismissals must attend at least four class periods to be eligible to participate in after school activities. Students must arrive no later than 10:30 a.m. and must attend four classes to be eligible to participate in an after school co-curricular activity. Excuses in reference to participation in sports should be directed to the coach or athletic director.
  - b. If a student is absent from school or leaves school without the student or a parent/guardian informing us of the reason, it will be assumed that the reason for the absence is illness and the student will not be able to participate. Excuses in reference to participation in sports should be directed to the coach or athletic director.
  - c. If a student has been approved to be on an individualized field trip, attends a school sponsored field trip, or has received administrative clearance to participate in co-curricular activity because of extenuating circumstances, the coach or activity supervisor will be informed generally by written notice. Pennsylvania Interscholastic Athletic Association (PIAA) rules state that examples of excused extenuating circumstances would be a death in the immediate family, court subpoena, quarantine, or a religious activity/function, which the religion requires its members to attend.
  - d. When a student has accumulated six unexcused absences/tardies at any time during the school year, participation in all athletic activities will cease until a meeting with the parents/guardians takes place to discuss the student's absence. It may be decided at that meeting that a cessation of participation will continue.
  - e. A coach or designated person must obtain a daily attendance report from the school office each day of participation. The coach is responsible to review the report and enforce the rules. Infractions must be reported to the school administration.



- f. A student who has out of school suspension will not be allowed to participate in a co-curricular activity during the duration of suspension. Restriction from participation (practice, contests, etc.) will begin as soon as the student has been notified of the suspension.
  - g. Athletes who display a willful and persistent disregard for school regulations (by receiving detention and in-school suspensions) will jeopardize their standing with the team.
  - h. Athletes who miss practice the day before or after a contest may be ineligible for the next contest unless the coach or athletic director excuses them.
11. Physicals Requirements
- a. No student will be eligible to represent the high school in any athletic contest unless he/she has been examined by a school or family physician, prior to the beginning of that sport season. Wrestlers must also obtain from the physician, prior to the beginning of practice, a certification of the minimum weight class at which they may wrestle for the entire season. A PIAA certificate to this effect, signed by both physician and parent, will be filed in the office of the athletic trainer.
  - b. All participants in a sport must be covered by insurance. Questions related to claims should be directed to the athletic trainer.
12. Pennsylvania Interscholastic Athletic Association eligibility rules shall be followed. Listed below is a condensed version of these regulations.
- a. Amateur Status and Awards - to be eligible to participate in a sport, you must be an amateur in the sport. You will lose your amateur status in a sport for at least a year if:
    - 1) You, or your school, or an organization which you represent, or your parent or guardian, receives money or property for or related to your athletic ability, performance, participation, or services.
    - 2) You accept compensation for teaching, training or coaching in a sport. You may receive normal and customary compensation for acting as an instructor in or officiating recreational activities or for serving as a lifeguard at swimming areas. You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy, which must bear appropriate organizational insignia or comparable identification.
    - 3) All-Star Contests: All-Star Contests may only involve senior students who will not be involved in the same sport again in their high school career.

- 4) Out-of-Season Participation: All PIAA sports have a defined season. If any team conducts practice and/or plays a contest after the concluding date for PIAA season or previous to the starting date in a sport, you will lose your eligibility for one year in that sport.
13. Periods of Attendance/Participation/Grade Repetition/Age
    - a. You will lose your eligibility when you have been in attendance more than eight semesters beyond eighth grade. If you repeat a grade after eighth, you will be ineligible as a senior.
    - b. You may participate only one season in each sport during each school year.
    - c. A middle school student may not participate in any sport for more seasons than there are grades in his school above sixth grade.
    - d. You may not have reached your 19<sup>th</sup> birthday by June 30<sup>th</sup> immediately preceding the school year. (15<sup>th</sup> birthday where interscholastic competition is limited to 7<sup>th</sup> & 8<sup>th</sup> grades; 16<sup>th</sup> birthday where limited to grades 7 through 9.)

#### **DANCE RULES**

1. Dances are restricted to Delaware Valley High School students only.
2. Students who leave the building will not be readmitted.
3. Any student creating a disturbance will be asked to leave the premises and may be restricted from future school social functions.
4. Students must be 'stamped' at the entrance before entering the dance area. Students found without 'stamps' will be asked to leave.
5. School rules are in effect at all times.
6. A student with six (6) unexcused tardies to school and/or thirteen (13) absences from school may not attend school dances including the prom.

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

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

To be eligible for noncredit co-curricular activities, a pupil must pursue a curriculum approved by the principal and comply with Delaware Valley School District Board Policy 227 - Drug and Alcohol Testing for Co-curricular Participation, Driving and Parking Permit Privileges. This curriculum must conform to the standards of the Pennsylvania Department of Education.

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

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

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

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

1. All team and club members are expected to attend and participate in all practices, games, performances, etc.
2. Excused absences might include serious illness or injury, family emergencies, etc.
3. Students are to notify their coach or advisor as soon as they know they are going to have a problem attending a practice or event.
4. The coach or advisor will determine if absences are considered excused or unexcused.
5. If an unacceptable attendance pattern develops or further clarification is needed, the coach or advisor will contact parent(s). Parents are also encouraged to contact the coach or advisor concerning any unusual requests or problems.
6. The coach or advisor will consult with the Athletic Director and/or Principal concerning the discipline, suspension or removal of a participant for

unacceptable attendance or team rule violation. Students suspended out-of-school may not attend school activities on the days they are suspended and any intervening weekends and holidays.

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

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

#### **Team Participants**

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

#### **Spectators**

1. Students who are spectators at home or away events are subject to all disciplinary procedures outlined in the student handbook. Violators are also subject to the following additional penalties, including police notification.
  - a. Alcohol or drug possession or use - 70 calendar days; next offense - rest of year
  - b. Insubordination - 15 days; next offense - rest of year
  - c. Stealing - 25 days; next offense - rest of year
  - d. Vandalism - 25 days; next offense - rest of year
  - e. Assault/Fight (including verbal confrontation) - 40 days; next offense - rest of year
  - f. Extortion or intimidation - 25 days; next offense - rest of year
  - g. Profanity to staff members - 25 days; next offense - rest of year
  - h. Use or possession of any item intended to do bodily injury - rest of year
  - i. Unsportsmanlike behavior - 25 days; next offense rest of year

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

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

1. Team members and athletes are expected to be at all practices, performances, and games in accordance with attendance guidelines.
2. Do not use alcohol, tobacco, or illegal drugs.

3. Do not attend parties or activities where other students are drinking alcoholic beverages, using tobacco, or are involved with illegal drugs.
4. Do not embarrass your school, team, family, or yourself with inappropriate behavior during practice or events, in school or in the community.
5. It is the student's responsibility to follow the expectations set forth by the school district and the team's coach.

**GUIDELINES FOR ELIGIBILITY**

1. Co-curricular advisors and coaches must report ineligible students to the assistant principal. STUDENTS ON PROBATION (FIRST 4 1/2 WEEK INELIGIBLE PERIOD):
2. Study sessions two days per week (Monday and Wednesday) under guidance of assistant principal.
3. When the Library is not open, students must report to the assistant principal.
4. After study sessions, students may report to practice until 6:00 p.m. Students may practice with team on days which are not assigned to study or games.
5. While ineligible, students may not play in games.
6. While ineligible, students may not be excused from class for club activities.
7. Ineligible students may continue to attend study sessions after the probationary period.
8. Students who fail to complete two consecutive weeks of study sessions will be removed from probation and become ineligible.
9. Time during which a student is ineligible will not count toward a varsity letter.

**OFFERINGS**

Activities outside regular classes are under the sponsorship of the student council and are open to students who are interested in them. Activities offer an opportunity for students to develop their individual talents and recreational pursuits. Students may participate in activities by contacting one of the officers or faculty sponsor. If an interest develops for a new activity, the activity may be started by getting a group of students together, asking a faculty member to act as a sponsor, and then applying to the student council for approval. Some of the clubs and activities which have been active in recent years are:

DelAware (Newspaper)	Drama Club	Chorus
Odyssey of the Mind	STEP Club	Band
National Honor Society	Football	Golf
Delaware (Yearbook)	Baseball	Softball
Environmental Club	Ham Radio	Martial Arts
Soccer (Boys/Girls)	Wrestling	Cheerleading
Mock Trial Competition	Volleyball	Prom Committee
Political Issues Club	Art Club	Field Hockey

Basketball (Boys/Girls)	Model UN	Mu Alpha Theta
Science Olympiad	Student Council	Tennis (Boys/Girls)
Cross Country (Boys/Girls)		Junior Historians
Swimming (Boys/Girls)		Scholastic Bowl
Lacrosse (Boys/Girls)		Mountain Bike Club
TATU (Teens Against Tobacco Use)		Intramural Sports
SASA (Students Against Substance Abuse)		
PYEA (Pennsylvania Youth Education Association)		
VICA (Vocational Industrial Clubs of America)		
FBLA (Future Business Leaders of America)		
HOSA (Health Occupations Students of America)		
FCCLA (Family, Career and Community Leaders of America)		

**PARENT/STUDENT VARSITY JACKET INFORMATION**

1. Varsity jacket orders are taken twice a year. The approximate date for the first order is the second week of November (usually at the conclusion of the fall sports season). Delivery date is approximately the second week of January. The approximate date for the second order is the first week of March (usually at the conclusion of the winter sports season). Delivery date is approximately the first week in June.
2. The varsity jackets are ordered from Newton Trophy located in Newton, New Jersey. Representatives from Newton Trophy come in to the school during lunch periods from 11:30 am until 1:00 pm to measure the students for their jackets.
3. The student must have received a varsity letter according to the criteria set by the coach in the varsity sport that the student participated in. When ordering a jacket, the student needs to bring with them a deposit check, their DV chenille letter and, the parent signature sheet.

**RANDOM DRUG AND ALCOHOL TESTING**

Random drug and alcohol testing is required for all students participating in co-curricular activities and for all students who obtain parking permits for driving to and/or from school. The Delaware Valley School District considers participation in an co-curricular program, driving to school, and the issuance of parking permits for parking upon school property to be privileges and voluntary activities. Deterring drug use by students is important. With regard to school athletes and student drivers, the risk of immediate physical harm to the drug and alcohol user or those with whom he/she is playing a sport or sharing the highway is particularly high. The purpose of this policy is to prevent student participants in co-curricular programs and students with driving privileges from using drugs, to protect the health and safety of students, to prevent accidents and injuries resulting from the use of alcohol or controlled substances, and to provide drug and alcohol users with assistance programs.

### **SPECTATOR DECORUM/SPORTSMANSHIP**

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

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

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

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

### **FIELD TRIPS**

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

Students:

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

#### **DELAWARE VALLEY HIGH SCHOOL SPONSORED TRIPS**

FCCLA Competition - Food Service Students

HOSA Competition - Health Assistant Students

VICA Competition - Auto, Building and Electrical Students

Science Trip - Marine Biology Studies - Wallops Island, VA

Cape Cod Whalewatch Study Tour

Other School Sponsored Trips

### **DISQUALIFICATION FROM TRIPS**

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

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

### **TRIP GUIDELINES**

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

## **GUIDANCE SERVICES**

### **INTRODUCTION**

The Guidance Department for grades 9 and 10 is located in the administrative office of the 9/10 high school; for grades 11 and 12 it is located in the vocational department of the 11/12 high school.



Each student group is assigned a guidance counselor. The counselors are available and willing to discuss your questions and concerns with you. If you wish to see your guidance counselor, you may make an appointment by coming to the guidance counselor before or after school. You should receive a pass from the guidance secretary indicating the date and time you wish to see your counselor. Your parents are also encouraged to consult with your guidance counselor by calling 409-2009 for grades 9 and 10; and 296-1861 for grades 11 and 12.

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

Included is an overview of guidance department activities:

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

### **CAREER SERVICES**

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

### **COLLEGE VISITATIONS**

Students must notify the guidance office of any visitations planned during school time one week in advance of said visitation. School-day visitations are to be limited to between 3 and 5 per school year. Upon completion of a visitation, students must present documentation of the visit to their guidance counselor.

### **GRADUATION REQUIREMENTS**

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

Students are required to complete a course in Family and Consumer Science.

The following are credit requirements:

- 4 credits of English passed
- 3 credits of Science passed
- 3 credits of Mathematics passed
- 4 credits of Social Studies passed of which 1 credit satisfies 1 credit of the Humanities\* requirement
- 2 credits of Humanities passed

- 2 credit of Physical Education passed which includes four years of physical education, 3 units of Health and 2 units of Drivers Education,
- 4 credits of electives

**21 TOTAL CREDITS (mimumum needed for graduation)**

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

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

1. Reading, Writing, Speaking & Listening
2. Mathematics
3. Science and Technology
4. Environment and Ecology
5. Citizenship
6. Arts and Humanities
7. Career Education and Work
8. Wellness and Fitness
9. Family and Consumer Science

**PEER MEDIATION**

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

**PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)**

Students will have to achieve a score of “Proficient” or better in reading, writing, and mathematics on the state tests known as the Pennsylvania System of School Assessment (PSSA). Students who do not score “proficient” or better will be required to take a PSSA remedial course during the senior year. Any student who fails the PSSA remedial course will not graduate.

**PROMOTION AND IMPORTANT DATES**

- Grade 9 Students: Students who fail two major subjects and fails to achieve five credits in Grade 9 will not be promoted to Grade 10.
- Grade 10 Students: Students who fail two major subjects and fails to achieve 10 credits in Grade 10 will not be promoted to Grade 11.

- Grade 11 Students: To be promoted to Grade 12, 15 credits must have been earned. Be alert for PSAT/NMSQT testing dates in October and College Board SAT tests given in the spring.
- Grade 12 Students: Make sure that you are aware of the College Board test dates. DO NOT SEND your college applications to colleges without processing them through the guidance office.

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

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

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

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

### **SUMMER SCHOOL ELIGIBILITY**

Delaware Valley School District offers an extended learning program, including enrichment and remediation, during the summer. Students who have failed subjects during the regular school year may remediate the failure in summer school. To be eligible for summer school credit, a student may not have a failing course average below 55 in the Delaware Valley course and the summer school course must be equivalent to the course presented at Delaware Valley High School. The Delaware Valley High School principal will determine the equivalency of summer school courses for the issuing of Delaware Valley credit.

### **WITHDRAWAL**

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

### **WORKING PAPERS**

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

The main office can give you full information and supply application forms for obtaining these papers. When you have graduated and you are ready for full-time employment, the New York State Employment Service and the Pennsylvania State Employment Service can help you.

## **HEALTH SERVICES**

### **INTRODUCTION**

The school is an educational institution and cannot maintain facilities for the care of the sick and injured. Students who are ill should seek proper medical attention and/or remain at home. In the event an illness or injury occurs during school hours, please report to the school nurse. It is essential that every student has a current Emergency Card on file so that appropriate contacts may be made. Any student who does not return an Emergency Card will be assigned an after school detention each day until the card is returned to the school.

### **ATHLETIC PHYSICALS**

All students participating in varsity and junior varsity athletics must be examined before each sport season. Coaches will distribute and collect all necessary forms. Sports physicals are provided by a school physician prior to the beginning of each sports season at a cost to the student of \$18.00 for the initial exam and \$18.00 for each subsequent exam during the school year. It is the student's responsibility to be aware of the athletic physical date and time. Any student who is absent for the examination is responsible to have the required physical examination privately at his/her own expense. Some students may prefer to have their athletic physical by their family doctor.

### **DENTAL EXAMINATIONS**

Dental examinations are not mandated for students at the high school level, however, regular dental examinations are encouraged. Students are advised to secure a statement from their dentist at the time of treatment to be given to the school nurse.

### **HEALTH CONFERENCES**

Student health conferences are conducted annually by the school nurse. Procedures may include inspection of throat and ears, blood pressure, pulse, temperature, vision screening, and height and weight. Hearing tests are provided for grade 10 during the last week in September, and scoliosis

screening is scheduled in October for all freshman. Records are reviewed and updated for immunization or any illness/injury since last school term. Feel free to discuss any questions you may have concerning your health. All information shared with the nurse is regarded as confidential.

### **INSURANCE**

Students are urged to purchase the special accident insurance policy offered to all students at the beginning of the school year if they do not have another type of accident insurance. Insurance claim forms may be obtained from the office. The school district carries liability insurance; however, parents 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.

### **MEDICATION**

The policy of the Delaware Valley School District does not permit the school nurse to dispense medication of any kind without proper authorization from your physician and consent of your parent, including over-the-counter medication such as aspirin and cough medicine. Steroid use by athletes is prohibited. All medication must be brought to school in the pharmacy or doctor's container labeled with your name, medication, dosage and time of administration. Students are NEVER allowed to carry medication or look-alike medication of any kind. School policy forbids this action. 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.

### **NURSE'S OFFICE SCHEDULE**

Open for non-emergencies (no passes needed) only from 7:45 to 8:05 a.m., from 2:40 to 3:05 p.m., and the last 10 minutes of YOUR lunch period. It is ALWAYS open for emergencies (a pass is required from the teacher whose class you will miss).

The following is a list of emergencies and non-emergencies:

#### **Emergencies**

Asthma  
Bee Stings  
Bleeding  
Breathing Problems  
Contact Lens Pain  
Diabetic Reaction  
Dizziness  
Epilepsy/Seizures  
Extreme Nausea/Vomiting  
Faintness  
Fever/Chills

#### **Non-Emergencies**

Allergies  
Alcohol for Earrings  
Band Aids  
Clean Contact Lenses  
Discomfort (for several days)  
Forms (pick up and drop off)  
Gym Excuses \*\*  
Headache (from not eating)  
Home Injury  
Medication \*\*  
Mosquito Bites

Head/Eye/Throat Injury	Peroxide
Migraine Headache	Safety Pins
Minor Nosebleeds	Severe Pain
Pink Eye (Conjunctivitis)	Tiredness
Poison Ivy	Tissues
Poison Oak or Sumac	
Possible Sprain/Fracture	
Rashes	

\*\* Hand your medications/doctor's correspondences to the school nurse before homeroom.

### **PHYSICAL EXAMINATIONS FOR SOPHOMORES**

The Pennsylvania School Code requires all students who are entering grade ten to have a complete medical examination. Necessary forms are mailed at the end of the freshman year. Students are encouraged to have this examination performed by their family physician. Completed forms should be returned to school on the first day of school or may be mailed directly to the school nurse. Any student not examined privately will be scheduled for examination by a school physician.

### **REPORTING TO THE NURSE**

A pass is required from the teacher whose class you may be missing when you report to the school nurse in cases of illness or injury. **STUDENTS MAY NOT REPORT BETWEEN CLASSES EXCEPT FOR URGENT REASONS.**

If you need to leave the building, because of illness/injury, the school nurse will notify your parents and issue a pass. **STUDENTS MAY NOT CALL HOME FOR THIS PURPOSE.**

When you report to the school nurse, please utilize the waiting room, thus ensuring privacy for other students. Major or recurring illnesses or accidents should be reported promptly to the school nurse. NOTE: Students who are sent home from school because of illness/injury may not participate in any after-school activity, nor are they expected to report to their employment that day.

### **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.

## **SAFETY**

### **BUS DRILLS**

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

### **BUILDING EVACUATION PROCEDURES**

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

## **COMMUNICATION CENTER EMERGENCY NUMBER**

**911**

### **FIRE DRILLS**

Delaware Valley students will participate in several fire drills during the school year. Fire drills are necessary for safe and expeditious evacuation of students



and the staff members from the building in the event of an emergency. The fire alarm signal will be a lengthy bell sound.

Student responsibilities during a fire drill are:

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

#### **WEATHER DRILLS**

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

### **SCHOOL SERVICES**

#### **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 list serves, 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 or staff 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.

#### **LATE/ACTIVITY BUS INFORMATION**

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

The buses servicing the Delaware Valley Campus leave from the main entrance of the Delaware Valley High School at 4:30 p.m. and 6:00 p.m. Activity buses are a convenience offered to parents to reduce the amount of driving time to transport students in after-school activities. Activity buses are not a replacement for the regularly scheduled bus routes; the activity bus may only bring a student to the approximate area where the student resides. Students need to advise the driver where they need to depart the bus in

advance of that stop. Parents may still have to drive to a suitable location along the route to transport the student home. The 4:30 p.m. and 6:00 p.m. activity runs follow the same routes.

**Milford, Shohola Run (Activity Run #1)**

The bus leaves Delaware Valley High School and drives non-stop to the town of Milford. The two stops in Milford are Broad Street at Sarah Street and West Harford Street at Fifth Street. The bus will proceed west on Route 6 to Twin Lakes Road to the Shohola Elementary School. The bus continues north on Twin Lakes Road to the village of Shohola, onto Route 434 North, to Shohola Falls Road, to Route 6 East to the intersection of Route 6 and Twin Lakes Road, where the route ends.

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

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

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

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

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

The bus leaves Delaware Valley High School making stops along Route 6 south to Milford. The bus then proceeds south on Route 2001 to Sawkill Road to VanAukin Hill Road to Raymondskill Road to Route 6 East. The bus leaves Route 6 to proceed east on Sawkill Road returning to the intersection of Sawkill Road at VanAukin Hill Road where the route ends.

**Matamoras (Activity Run #5)**

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

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

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

#### **5:00 Activity Run #1**

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

#### **5:00 Activity Run #2**

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

**Tuesday and Thursday 4:30 Late Bus** – A late bus will leave the Dingman-Delaware Middle School at 4:30 pm. The bus route will be: North on Route 739 to the main entrance of Sunrise Lake and continuing north on 739 to Cranberry Ridge. The bus then returns south on 739 to the entrance of Conashaugh Lakes, continuing south on 739 to Doolan Road. The bus travels Doolan Road and turns right onto Silver Lake Road to make stops at Marcel Lakes and Pocono Mountain Lake Forest Gates 1 & 2. The bus then returns south on Silver Lake Road and turns onto Park Road to Wild Acres. The bus then continues on Park Road and makes a left onto Route 2001 towards Milford. The bus turns onto Log Tavern Road and the final stop is Gold Key Lake.

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

#### **COMPUTER LAB**

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

#### **LIBRARY**

1. The Library is open from 7:45 a.m. until 2:45 p.m. On Monday through Thursday the library is open until 4:20 p.m.
2. Books circulate for two weeks and may optionally be renewed for an additional two weeks. Students are encouraged to request a Xerox copy be made from a reference book or current magazine issue. Reference books (encyclopedias, dictionaries, almanacs, atlases, etc.) circulate overnight. Current magazines circulate overnight. Back issues of magazines circulate one week. Damage to library materials beyond reasonable wear and all losses shall be paid by the student responsible.

3. Entrance to the library during and after school will not be allowed if a student does not have a subject pass. **All students are required to sign in.**
4. All passes must have a teacher's signature, student's name, destination, and date, plus the time a student left the room. Limit - one student name per pass.
5. All students must have a pre-signed pass from one of their subject teachers.
6. Passes are given from the library when a student must go to class, to the office, or to the nurse. No students should be accepted back into class or anywhere without a pass.
7. A limit of 40 students will be admitted into the library per period.
8. Library privileges will be revoked for failing to return books, for library fines exceeding \$1.00, and for damaging any library materials. A library restriction for one week will be given to any student who misbehaves or lacks constructive work. The librarian will revoke the student's library privileges and the student will be put on one week library restriction, which will be posted on the daily announcement sheet.

#### **LOCKERS**

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

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

Students are cautioned not to reveal their locker combination to other students. Students should report any malfunctioning locks to the custodian. Students should leave the locker area by 2:55 p.m. The gate to R-pod will be locked after this time and will not be reopened for students to return to lockers.

#### **MATH LAB**

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

#### **METAL DETECTORS**

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

the police may be notified. Refusal to submit to a metal detector shall be deemed insubordination with its resulting consequences. Also, refusal to submit to a metal detector will be just cause for a search of the student, the student's possessions, and the student's locker. Again, the police may be notified.

### **POOL AND DIVING BOARD RULES**

#### **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 pool area and enter pool through locker rooms only.

The following rules apply to non-instructional use of the facility:

1. The School District will not be responsible for clothing or valuables left in the lockers or pool area.
2. All children not enrolled in high school must be accompanied by a swimming adult during family swimming activities.
3. To be eligible for swimming lessons, beginners must be at least 54 inches tall.
4. Please report any injury or sickness to the Pool Manager immediately.
5. Children involved in family swimming sessions must be toilet-trained and must be accompanied by a parent in the water.
6. Those with long hair will be asked to either wear a bathing cap or tie up their hair.

#### **Diving Board Rules:**

1. Only one diver is allowed on the board at any time.
2. Divers may bounce on the board only once before entering the water.
3. All dives must be made from the front of the board.
4. Swimmers should limit their dives to those they have practiced and are capable of completing safely.
5. Swimmers must move from in front of the board after completing their dives.
6. Divers must remain on the deck until the previous diver has moved from in front of the board.
7. Lifeguards may close the diving board if they feel there is any safety problem.



### **TELEPHONES**

Office phones are for school business. Only urgent emergency messages will be delivered to students. Messages regarding transportation, appointments, etc. will be taken. Students are not to use the office telephones or guidance office phones without permission from the administration.

### **TEXTBOOKS AND SUPPLIES**

Textbooks and supplies must be treated with respect and care. Students are responsible for all lost, stolen, or damaged textbooks, locks, tools and other items issued by the school. You must replace or pay for any lost or damaged items.

### **WRITING LAB**

The writing lab located in room S-3 and the Media Center in the 9/10 high school are available for student use with permission from English teachers and/or the lab supervisors.

## **STUDENT GOVERNMENT**

### **ANNOUNCEMENTS**

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

### **CLASS FUNCTIONS**

Freshman, Sophomore, Junior and Senior classes may collect class dues at the beginning of the school year.

Sophomores, juniors and seniors may have two fundraising events during the year. One of these fundraising events may be of a public nature. The other fundraising event should be of a minor nature - no community canvassing or soliciting over a prolonged period. All fundraising events are subject to the approval of the class advisor, and the principal must be notified prior to the scheduling of the event. The freshmen class will have one fundraising event during the school year. The event should be scheduled on the general calendar.

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

To hold office, a candidate must have satisfactory citizenship. Students must also have either a cumulative average of 3.30 or better, or must have a 3.30

average or better for the current school year, and maintain co-curricular eligibility.

### **STUDENT COUNCIL**

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

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

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

Eligibility Requirements for Office:

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

## **TRANSPORTATION**

### **BICYCLES**

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

### **BUS TRANSPORTATION**

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

By Pennsylvania School Law, students riding a school bus and at the bus stop are under the authority of the school. Students are expected to behave on the bus and at the bus stop in the same manner they would in a classroom.

Students riding on the school buses have the following responsibilities:

1. To be at their bus stop five minutes before their bus is scheduled to depart
2. To respect the rights of people who live near the bus stop
3. To behave as if in a classroom, except for ordinary talking
4. To keep head, hands, and arms inside the bus
5. To keep the aisle clear
6. To keep the bus clean
7. To follow the directions of the bus driver

#### **LOSING BUS PRIVILEGES**

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

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

When students misbehave, the bus driver will submit a 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 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 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.

## **VISITORS**

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

## **VOCATIONAL-TECHNICAL PROGRAM**

### **CREDITS**

Students will receive two (2) credits toward high school graduation for each year successfully completed in a Vo-Tech program. A minimum passing grade of 65% must be achieved to receive high school credit.

### **DISCIPLINE**

There is no greater sign of a person's maturity level than the level of self-discipline the individual has achieved. Self-discipline, simply stated, means doing what is "right" without the "threat" of external pressures or consequences.

Students in Vo-Tech programs need to develop a high degree of self-discipline because they are required to work independently on most shop/lab assignments.

The Vo-Tech Department expects our students to behave as mature, young adults and exhibit a high level of self-discipline.

### **FIRST AID**

The school nurse at the Delaware Valley High School will serve students attending the Vo-Tech program. The Health Assistant instructor is available for emergency situations only. Students must be responsible for reporting any accident, no matter how minor, to their instructor. Be sure to do so if you or a fellow student is injured.

### **PLACEMENT SERVICES**

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

In addition, many of our students choose to further their education. The counselors are available to assist with this career choice as well as to provide information regarding career opportunities in the armed forces.

## **SAFETY**

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

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

Keep in mind that your actions may jeopardize the safety of others, as well as yourself. For this reason, there are two areas of behavior that cannot be tolerated in Vo-Tech courses:

1. Horseplay or other disruptive behavior that could distract you, fellow students and/or your instructor.
2. The use of drugs or alcohol, or being under their influence during class. Involvement in either behavior may result in your removal from the Vo-Tech program and possible suspension or expulsion from school.

## **STUDENT DRIVING**

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

## **STUDENT PASSES TO OTHER AREAS**

It is extremely important that you do not leave your shop or assigned area during class without first receiving your instructor's authorization, obtaining a pass and signing out on the shop Sign-Out Sheet. There are two types of passes:

1. Hand Pass - This is a wooden emblem representing your program. This is used when one Vo-Tech student is approved to visit another area within the Vo-Tech area.
2. Written Pass - This is a pass, signed by your instructor, when two or more students are authorized to visit another Vo-Tech program or whenever a student is authorized to leave the Vo-Tech area.

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

### **STUDENT PROJECTS**

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

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

### **TRANSFERS**

Students who wish to change their schedule or program should make an appointment with their counselors to discuss the reasons for the change and possible alternatives. Any changes in program should be given very careful consideration and should not be made in haste.

### **UNIFORMS**

Each program requires specific items of personal clothing that provide for your safety and protection of school clothes while working in the Vo-Tech center. You and your parents will receive information regarding the requirements in your chosen field. Your instructor will discuss cost and time deadline in further detail.

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

### **VOLUNTEERS**

All volunteers who will be working with students (i.e., classroom assistance, field trip chaperones, etc.) need to present to the school office evidence of a negative TB test. Copies of the negative results will be kept on file in the school office.

### **WRITING RUBRIC FOR PSSA TESTS**

See next page for rubric chart

**WRITING RUBRIC FOR PSSA TESTS**

	FOCUS	CONTENT	ORGANIZATION	STYLE	CONVENTIONS
	<i>The single controlling point made with an awareness of task (mode) about a specific topic.</i>	<i>The presence of ideas developed through facts, examples, anecdotes, details, opinions, statistics, reasons and/or explanations.</i>	<i>The order developed and sustained within and across paragraphs using transitional devices including introduction and conclusion</i>	<i>The choice, use and arrangement of words and sentence structures that create tone and voice</i>	<i>The use of grammar, mechanics, spelling, usage and sentence formation</i>
4	Sharp, distinct controlling point made about a single topic with evident awareness of task (mode)	Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas	Sophisticated arrangement of content with evident and/or subtle transitions	Precise, illustrative use of a variety of words and sentence structures to create consistent writer's voice and tone appropriate to audience	Evident control of grammar, mechanics, spelling, usage and sentence formation
3	Apparent point made about a single topic with sufficient awareness of task (mode)	Sufficiently developed content with adequate elaboration or explanation	Functional arrangement of content that sustains a logical order with some evidence of transition	Generic use of a variety of words and sentence structures that may or may not create writer's voice and tone appropriate to audience	Limited control of grammar, mechanics, spelling, usage, and sentence formation.
2	No apparent point but evidence of a specific topic	Limited content with inadequate elaboration or explanation	Confused or inconsistent arrangement of content with or without attempts at transition	Limited word choice and control of sentence structures that inhibit voice and tone	Limited control of grammar, mechanics, spelling, usage and sentence formation
1	Minimal evidence of a topic	Superficial and/or minimal content	Minimal control of content arrangement	Minimal variety in word choice and minimal control of sentence structures	Minimal control of grammar, mechanics, spelling, usage and sentence formation
0	Non-Scoreable: illegible; incoherent; insufficient; blank paper                      Off-Prompt: readable, but did not respond to prompt				