

Delaware Valley School District AEDY Program Handbook Grades 6-12

(Alternative Education for Disruptive Youth)

2022-2023

Delaware Valley School District Mission Statement

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

Delaware Valley School District – Educating for Life’s Journey

The DV Five:

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

NON-DISCRIMINATION and TITLE IX COMPLIANCE

To comply with Federal Laws (including Title IX of Education Amendments of 1972, revised April, 2020/Title IX Sexual Harassment), 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 nondiscrimination extends to students, employees, prospective employees, and the community. The district also provides equal access to various youth groups. Inquiries may be directed to the Title IX Coordinator, Christopher Lodi, the Section 504/ADA Coordinator, Dr. Jayson Pope, and the Title II Coordinator, Joy Sweller, at 236 Route 6 & 209 Milford, PA 18337 or 570-296-1805

REASONS FOR PLACEMENT IN AN AEDY PROGRAM

Students may be placed for one or more of the following reasons:

1. Disregard for school authority, including persistent violation of school policy and rules
2. Display of or use of controlled substances on school property or during school-affiliated activities
3. Violent or threatening behavior on school property or during school-related activities
4. Possession of a weapon on school property
5. Commission of a criminal act on school property
6. Misconduct that would merit suspension or expulsion under school policy

IMMEDIATE PLACEMENT

Student may be placed in an AEDY Program immediately for reasons two, three, and/or four. This is because the student is considered a threat to the safety of our students/staff or creates an unsafe school environment. Student Assistance Program (SAP) referral provided.

INTERVENTIONS

Prior to placement in AEDY, a student should receive the following:

- Meeting(s) with an administrator (principal, assistant principal, etc.)
- Meeting(s) with the school guidance counselor
- Offer for a Student Assistance Program (SAP) referral

HEARINGS

Prior to placement in an AEDY Program, the student should receive a hearing. The parent/guardian and student have the following rights and responsibilities:

- The parent/guardian must be notified in writing why their son/daughter is being suspended.
- The parent/guardian must receive notice within a reasonable amount of time.
- The student may bring witnesses to the hearing.
- The hearing should be offered within the first five days of suspension; if your son/daughter is placed immediately, The hearing may occur after placement.

DURING PLACEMENT IN AEDY

While in AEDY Program, the student must receive at least 20 hours of academic instruction and 2.5 hours of counseling (individual or group) each week. The student must receive instruction in Math, English, Science, Social Studies, and Health/life skills based on his/her grade level.

The student must receive a behavioral assessment and behavioral goals when placed in an AEDY Program.

The school district and the AEDY Program should work with the parent/guardian and the student to create behavioral goals based on his/her reason for placement and information from the behavioral assessment.

The student must receive a formal periodic review (progress review) every 45 days. The parent/guardian, student, school district administrator, AEDY representative, AEDY regular education teacher, AEDY special education teacher, AEDY social worker, school district counselor other AEDY staff, staff from the school and other outside agencies should attend the review. Once the student's progress towards behavioral goals are met, your son/daughter is ready to return to the regular education setting. Once behavioral goals are met, a transition plan is created. The student cannot remain in an AEDY Program for poor grades, not having enough credits, or for other reasons.

TRANSITION PLAN

The purpose of a transition plan is to help the student return to the regular education setting. Transition plans must be created to help the student to be successful. The student's transition may take as much or as little time as needed.

Even though it might seem like a good idea for a student to stay in AEDY Program due to success, it is important to return to the regular education setting. For that reason, once behavioral goals are met, a transition plan must begin.

Any questions or concerns can be forwarded to the Delaware Valley School District ADEY Principal, at 258 Rt. 6 & 209, Milford, PA 18337, or faxed to 570-296-3162, or emailed to mmcelroy@dvsd.org, or call 570-296-1832.

COPYRIGHT

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

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

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

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

SCHOOL EMAIL FOR TEACHERS

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

SENIOR RESEARCH PAPER

Completion and submission of an original senior research paper in a student's respective English class is required for all Seniors. Topics will be assigned and approved by the teacher and specific requirements (style, footnotes, bibliography, etc.) will be taught. Senior research papers MUST be turned in on or before the set deadline date. If a student fails to meet the deadline, he/she will be given a zero for the value of the assignment; the paper is still mandated to fulfill the requirements of the course. Students who do not submit a paper will not receive credit for the course.

TEACHERS VIDEOTAPING

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

GRADING

CITIZENSHIP GRADE

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

Students begin each marking period with a citizenship grade of outstanding.. An unsatisfactory citizenship grade results when a student serves either an in-school or out-of-school suspension. An assigned detention during a quarter will reduce a student's outstanding citizenship status to satisfactory.

CLASS PARTICIPATION

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

GRADE REPORTS

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

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

GRADING SYSTEM

A. Regular Education Program

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

POWER SCHOOL

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

ATTENDANCE AND TARDIES

ATTENDANCE

Everyone enrolled in school is required by state law to attend regularly. Frequent absences may lead to failure in subjects which may lead to school dropouts. In the event your child will be absent, please call 570-296-1854, or 570-296-1856, or email the appropriate school office, emails available on website.

1. Every student absence requires a written excuse signed by the parent/guardian. The written excuse must include the date(s), the reason for the absence, and bear the signature of the parent/guardian. School administrators will determine if the written note meets the criteria of an excused or unexcused absence. When the student, regardless of age, is absent, the parent/guardian must submit a written note on the first (1st) day the student returns to school. If the excuse is not presented by the tenth (10th) school day, the absence will remain unexcused. All absences, including excused and unexcused, beyond ten (10) cumulative days within the school year require a doctor's note. If a doctor's note or a hospital record is not provided within ten (10) days, the absence will be marked unexcused.
2. A student who is absent from school is prohibited from attending that day's co-curricular activities. Parents/Guardians may request a conference with the assistant principal in regard to attendance.
3. If a student reaches three unexcused absences, he/she is considered truant and the parents/guardians will be notified. A Student Attendance Improvement Plan may be scheduled if unexcused absences are documented.
4. If a student reaches six unexcused absences, he/she is considered habitually truant. At this time, the Pike County Bureau of Children and Youth, as well the parents/guardians, will be notified. At this time, a Student Attendance Improvement Plan will be scheduled by the school counselor.
5. If a student reaches ten (10) absences (any combination of excused or unexcused), parents/guardians will receive an excessive absence letter.
6. Students who visit a doctor during an absence should bring a note from the doctor.
7. Students who are absent due to college visits must make prior arrangements in the School guidance office, and notify the attendance secretary.
8. Missing the school bus is unexcused.
9. 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.
10. Parents/Guardians who pick up children during school hours to excuse them for some legal purpose must also sign out in the register provided by the 11/12 office for that purpose. A note from a parent/guardian and parent/guardian confirmation is required.
11. 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 for student to be dismissed early. The student also needs to drop a note off to the office on the day of the dismissal-
or:
 - b. The student is to bring a note from a parent or guardian to the office the morning of dismissal including a telephone number at which a parent/guardian may be reached for confirmation.
13. Students who are dismissed to take a driving exam should return to school as soon as the exam is completed.

STUDENT ATTENDANCE IMPROVEMENT PLAN

The school will offer and implement a Student Attendance Improvement Plan (SAIP) if a student is truant, habitually truant or has excessive absences. Loss of instructional time, as a result of truancy, will make it more difficult for students to reach their academic potential. Letters such as excessive absence and first offense will be mailed home to ensure the parent/guardian is properly informed of the student's attendance record. A SAIP plan will be initiated, and consequences outlined below will be discussed with the student and parent/guardian:

- Any student who has five (5) unexcused absences or five days of out-of-school suspension/in-school suspension or a combination of five (5) days of unexcused absences and out-of-school suspensions prior to the homecoming dance will not be allowed to attend.
- Any student, who has ten (10) unexcused absences or ten (10) days of out-of-school suspension/in-school suspension or a combination of ten (10) days of unexcused absences and out-of-school suspensions by December 1st, will not be eligible to attend or participate in school-sponsored events, such as dances, fundraisers, or other activities during the winter season.
- Any student who has fourteen (14) unexcused absences or fourteen (14) days of out-of-school suspension/in-school suspension

or a combination of fourteen (14) days of unexcused absences and out-of-school suspensions by the time of senior prom will not be allowed to attend the senior prom.

- Any student who has fourteen (14) days of out-of-school and/or in-school suspension will not be permitted to walk at graduation.
- There are NO exceptions.
- Pike County Children and Youth Agency will be notified if the student is habitually truant or has been cited for attendance.

TARDINESS TO SCHOOL (TARDY TO CLASS)

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

When students arrive late to school, parents/guardians are required to sign the attendance sheet in the 11/12 office.

Tardy students must have a written note from their parent or guardian. School administrators will determine if a note warrants an excused or unexcused tardy. Students who are tardy because of a doctor's appointment need a note from the doctor. Notes regarding tardiness to school must be submitted within ten (10) days of the late arrival in order to be considered excused. The third tardy, and each tardy thereafter, may result in detention. Chronic tardiness may result in suspension from school and/or a parent/guardian conference.

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

EARLY DISMISSAL FROM SCHOOL

A student is excused from school with a note from a doctor or documented college visitation, and permission from an administrator. Any other early dismissals, unless the school nurse dismisses the student, will be unexcused. An administrator may use discretion in other circumstances to excuse an early dismissal. The third unexcused early dismissal and each unexcused early dismissal thereafter, may result in detention. Chronic unexcused early dismissals may result in parent/guardian conference and/or a suspension from school.

EXCUSES

When you are absent three or more consecutive days, report to the school nurse when you return to school for review of that excuse.

Doctor's notes are routinely required for extended absences and excessive absences (10 or more days). All doctor's excuses from physical education classes should be presented to the school nurse. The school nurse does not issue an excuse from physical education classes.

Every absence and every tardy requires an excuse to be delivered to the school office. Excuses must be delivered to the office within ten (10) school days. Failure to deliver excuses within specified time will result in a disciplinary action with either detentions or suspensions.

CLOSING AND DELAYS

When inclement weather occurs, the Delaware Valley School District uses an automated phone system to contact parents/guardians.

Please update the school with any changes to your telephone contact numbers. Calling any of the main school telephone numbers (296-1850) and then pressing "1": after the system answers will provide an announcement of school delay or closing information. School closing information can be found on our school website at www.dvsd.org.

MAKE-UP TESTS AND ASSIGNMENTS

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

PLANNED ABSENCES/EDUCATIONAL TRIPS

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

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

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

1. If a student is going on vacation, the office must receive written notification, five (5) days in advance, from the parent or guardian. If the office is not notified in writing, in advance, the days missed will be marked unexcused. Student illness, death in the family, emergency in the family, advanced written notification of vacation, appointments, college visits, or interviews are considered excused absences.
2. The student is responsible for informing the teacher of his/her need of assignments at least five (5) school days prior to the trip and then collecting the assignments when available.
3. The missed work must be submitted within five (5) days of the student's return to school.

4. If the assignments are not satisfactorily completed within the specified time, the student will receive no credit and a grade of zero (0) for the assignments.

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the office at once so that the home can be contacted in the event of an emergency. If a family is moving from the area, it is necessary to transfer records to the receiving school district. Students may not receive a schedule until records are received from his/her last school. Withdrawal of students should be reported to the School counselor office or main office as soon as possible.

DISCIPLINE STUDENT CODE OF CONDUCT

PURPOSE

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

BOARD AUTHORITY

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

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

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

DELEGATION OF RESPONSIBILITY

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

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

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

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

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

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

DRESS CODE

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

1. All clothing worn to school should be clean.
2. No clothing should be worn which would interfere with others' education, or present a safety hazard to any student or property.
3. Personal grooming should conform to reasonable standards of cleanliness. This especially, but not exclusively, pertains to proper care of a student's hair.
4. Students are expected to dress appropriately for the weather conditions, i.e. long sleeves, sweatshirts, sweaters, etc. in the colder months. Outdoor wear, including coats, jackets, blankets, etc. should be stored in the locker.
5. Students should not wear clothing that is more suitable for the beach, playground or other informal occasions.
 - a. Students must wear clothing this is relatively modest and suitable for the business-like atmosphere of a public school.
 - b. Undergarments must be covered by the clothing the student is wearing.
 - c. Hats, caps, bandannas, or hoods may not be worn indoors. Students are not to wear any full head coverings (except for religious beliefs and chronic health conditions) or sweatbands in the building during the regular school day.

- d. Any clothing that advertises drugs and alcohol, includes offensive or suggestive language, or promotes violence is strictly prohibited.
 - e. Bottoms will be judged using the "Finger Tip" Length Method. The "Finger Tip" Length Method is when a student stands with arms comfortably at sides, and when the skirts or shorts are worn normally, the bottoms of skirts or shorts must be below the fingertips. The "Finger Tip" method will also be applied to rips and tears in clothing.
 - f. No pajamas or slippers may be worn.
 - g. Students are not to wear any type of gloves, fingerless gloves, or cut-off gloves during the school day.
 - h. Students are not to wear clothing that contains excessive rips or tears or have holes in them to put thumbs or fingers through. Students should not wear midriff tops or tops that expose the entire mid-section of the body.
 - i. "Heelys" or other skating footwear are prohibited.
 - k. On no occasion should any student go barefoot on school premises except in pool/ locker area.
 - l. Clothing or accessories that contain spikes, chains, or any other items that can be considered harmful are not to be worn.
6. Special occasions such as "AWARDS NIGHT," "SCHOLARSHIP NIGHT," etc. are enhanced by a more serious attention to dress. Dress slacks, dress shirts, dresses and dressy blouses are expected. Ties and sport coats are encouraged when appropriate. Sneakers, jeans, T-shirts, etc. are not appropriate for special occasions.
7. GRADUATION: The dress code is strictly enforced at graduation. No one is permitted in the ceremony for graduation who is not suitably dressed.

EXCHANGE OF MONEY

Students should not sell anything in school unless it has been properly authorized. Money should not exchange hands in school unless it is for school business and with proper authorization. This also includes any form of gambling and/or betting. Administrators will use their discretion in assigning disciplinary consequences for students who buy or sell anything in school without proper authorization.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

12.2 Student responsibilities:

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

DISCIPLINARY GUIDELINES

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

TEACHER MODIFICATION PHASE

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

The teacher should use the following steps:

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

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

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

ADMINISTRATIVE PHASE

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

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

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

COMPUTER/NETWORK/INTERNET

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

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

The Acceptable Use Policy is available in electronic format on the School District's website at www.dvsd.org (under "Policies").

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

MINOR DISCIPLINARY INFRACTIONS

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

1. Possession of food or open drink containers outside the cafeteria without proper authorization.

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

PROGRESSION OF PENALTIES FOR REPEATED MINOR OFFENSES

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

DISCIPLINARY RECORDS

Disciplinary records are maintained on each student.

MAJOR DISCIPLINE

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

1. Annoyance Calls

Annoyance calls include but are not limited to:

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

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

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

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

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

- a) First Offense- one (1) detention.
- b) Second Offense- one (1) day in-school suspension, parent/guardian contacted.
- c) Three or more offenses- may result in out-of-school suspension, parent/guardian contacted

3. Violation of the Acceptable Use Policy #185- The misuse of computer/network/Internet (hereafter referred to as "CIS") as documented in Delaware Valley School District policy #815 will result in detention, in-school suspension, out-of-school suspension or expulsion and restricted CIS use, as per the discretion of the Delaware Valley School District Administration. The student will also 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.

4. Texting- Electronic Devices should be off and away during the school day, unless unauthorized by school staff. This includes parents/guardians texting their children or children texting parents/guardians during educational time. Emergency situations should be relayed through the main office and the student will be immediately notified. Discipline will fall under "cell phone use."

5. **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. Due to an increase of cell phone use during tests, the school is aligning to the state guidelines. If a student is discovered using and/or having a cell phone or other electronic device in his or her possession during the administration of any test, the student will receive a zero on the assessment along with the specific discipline below:
 - 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.
6. **Cutting Class:**
 - a) First offense – one (1) detention per period plus “0” for class participation and/or hall pass restriction for two weeks. No make-ups of tests or quizzes permitted for the class that is cut.
 - b) Second offense – in-school suspension plus “0” for class participation as well as hall pass restriction for four weeks. No make-ups of tests or quizzes for the class that is cut.
 - c) Third offense – three (3) days out-of-school suspension plus “0” for class participation as well as 45 days of hall pass restriction. No make-ups of tests or quizzes for the class that is cut.
7. **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.
8. **Destruction of School Property**
Willful or negligent destruction of school property and/or personal property (parent/guardian notified and police notified depending upon the seriousness of offense; payment of labor, repair, replacement costs will be charged to the offender or parent/guardian).
 - a) First offense – up to three (3) days out-of-school suspension.
 - b) Second offense – up to five (5) days out-of-school suspension.
 - c) Third offense – up to ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history.
9. **Driving recklessly** on school property or breaking Pennsylvania driving laws while coming to or going home from school or school event is prohibited. In addition to driving suspension, students may be subjected to additional disciplinary action as deemed appropriate by school administration.
 - a) First offense may result in a suspension of driving privileges for up to 30 school days.
 - b) Second offense (as well as subsequent offenses) may result in a suspension of driving privileges for up to 180 school days.

40. Drugs and Alcohol

The Delaware Valley School District will not distribute medications/drugs of any kind without the written permission of the primary care provider and the parent/guardian. When these conditions are met, only the school nurse will administer the medication. This includes, but is not limited to, such items as over-the-counter preparations: aspirin, Tylenol, Advil, caffeine pills, supplements, stimulant sprays, cough medications, cough drops, laxatives, antacids, vitamins, herbs, bath salts, CBD and/or hemp derivatives, etc. and Prescription medications. Prescribed medication, all over-the-counter medications or drugs of any type shall not be in the student’s possession. Any medication classified as a controlled substance as well as all prescribed medications and over-the-counter medications must be brought into the nurse’s office by a parent/guardian or by another adult designated by the parent/guardian and must be administered through the nurse’s office. A physician may give permission for a student to carry and self-administer certain emergency medications.

11. Any medication classified as a controlled substance must be delivered to the school nurse by a parent/guardian.

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

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

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

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

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

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

12. **Extortion, intimidation, threatening, bullying/cyber-bullying, inappropriate racial comments, or hazing of others**, or use of a comment which encourages another student to harm or think about harming themselves. (parent/guardian notified and police notified depending upon the seriousness of offense; school counselor notified and student mediation may also be utilized depending on the circumstances).

- a) First offense may result in consequences up to 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.

13. **Falsifying Signature or Document /Falsifying Report**

Falsifying a signature or a document is when a student presents a signature that does not belong to him/her or creates/presents a document that is fraudulent. Falsifying a report is when a student knowingly reports false information to the school (i.e. staff member, Safe2Say Something, etc.). Falsifying signatures, documents, or reports may result in consequences including suspension from school as well as police notification depending upon the severity of the situation. Administrators will use their discretion when determining the appropriate consequences.

14. **Fighting**

Fighting that includes pushing, shoving, slapping, punching, verbal altercation, etc. results in the following discipline:

- a) First offense – (Minor) up to three (3) days of out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken. (Major) up to ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy and the police will be notified. Student may also be referred to the Student Assistance Program.
- b) Second offense – ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy and the police will be notified.
- c) Third offense – ten (10) days out-of-school suspension and may result in referral to the superintendent for expulsion review in accordance with this policy and the police will be notified.

Any student found responsible for organizing, instigating, filming, or facilitating a fight will be subjected to the same consequences as the students directly involved.

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

15. **Horseplay/Safety Violation**

Students who engage in horseplay or who participate in behavior deemed unsafe to others as well as themselves will be subjected to disciplinary consequences including suspension from school. The administration, in reviewing any cases of horseplay or safety violations, will use their discretion when considering the causes and other factors concerning the incident. Administrators may consider other options including referral to the superintendent for expulsion as well as police notification depending on the severity of the situation.

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

- a) First offense may result in consequences up to 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. **Leaving the school building or school grounds** without permission

- a) First offense – three (3) days out-of-school suspension.
- b) Second offense – five (5) days out-of-school suspension.

c) Third offense – ten (10) days out-of-school suspension.

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

18. **Mutual Sexual Misconduct**

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

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

21. **Pranks** causing disruption to 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. In addition, the issue will be referred to the superintendent for expulsion review.

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

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

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.

24. **Harassment/Sexual Harassment**

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

a) First offense – may range from three (3) days out-of-school suspension to ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history. Student may also be referred to the Student Assistance Program.

b) Second offense – five (5) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history.

c) Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student’s past disciplinary history.

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

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

In accordance with the School Tobacco Control Act 128 of 2000, smoking in school or on school property is strictly prohibited, as well as the possession or use of any tobacco/nicotine-related product. Tobacco/nicotine includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco/nicotine in any form. It is illegal in the state of Pennsylvania for minors under 18 years of age to purchase tobacco/nicotine. In Delaware Valley High School, smoking, use, or possession of tobacco/nicotine-related products, including e-cigarettes (i.e. vape pens, JUULs, Suorins, etc.), is not permitted anywhere in the school building, on school grounds or at bus stops. Additionally, the distribution, transfer, purchase, sale, or attempted transaction of tobacco/nicotine-related products, including e-cigarettes, is strictly prohibited. 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, use, or possession of tobacco/nicotine-related products, including e-cigarettes, is not permitted in cars parked on school grounds, nor is it permitted during any school activity, day or night. In addition to disciplinary action, students will be subject to monetary fines as imposed by the magistrate’s office. These fines may be imposed for each incident.

a) First offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student’s past disciplinary history in accordance with this policy will be taken. Students may be taken out of in-school suspension each day for a tobacco/nicotine cessation class, which is an education pertaining to the hazards of tobacco use. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse (fines and court costs of \$225.00, or current levy).

b) Second offense – a two (2) day out-of-school suspension and a one (1) day in-school suspension will be imposed or a greater action appropriate to past disciplinary history in accordance with this policy will be taken. During the in-school suspension, the student may be taken out for a more in-depth tobacco/nicotine cessation class and review of previous cessation attempt. This class will be provided by either the Drug and Alcohol Prevention specialist or by the high school nurse (fines and court costs of \$225.00, or current levy).

c) Third offense – a five (5) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken (fines and court costs of \$225.00, or current levy).

d) Fourth offense – A ten (10) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken (fines and court costs of \$225.00, or current levy).

26. **Stealing/Theft**

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

27. **Truancy**

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

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

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

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

29. **Risking or Causing a Catastrophe**

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

30. **Terroristic Threats/Acts**

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

31. **Taking video or photographs** of school campus activities, students, or personnel is prohibited unless authorized by school administration or appointed designee. Offenders will be subjected to police notification as well as the following disciplinary consequences:

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

32. **Disciplinary problems** of a serious nature, which are not included in the above will be handled accordingly by administrators and may be referred to the superintendent for expulsion review.

33. Refusal to participate in **Drug Test Board Policy 227.1** will result in the following discipline:

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

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

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

removed, unless the parent/guardian and district agree to a change in placement. Fifteen (15) or more cumulative days of suspension is considered a change of placement.

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

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

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

DRIVING RULES AND REGULATIONS

AUTOMOBILES

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

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

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

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

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

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

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

after the thirteenth absence from school and/or sixth unexcused tardy to school or after the sixth unexcused early dismissal from school, driving privileges will be terminated for the remainder of the school year.

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

MOTORCYCLES

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

DRIVING EXAMINATIONS

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

VIOLATION OF DISTRICT DRIVING RULES

First offense may result in suspension of driving privileges for up to 30 school days.

Second offense may result in suspension of driving privileges for up to 180 school days.

GUIDANCE SERVICES

INTRODUCTION

The School Counseling 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 11/12 Administrative Offices.

Students are grouped alphabetically and assigned to a school counselor. Due to caseload size, switching school counselors for any reason is not permitted. The school counselors are available and willing to discuss the students questions and concerns with them. If the student wishes to see their school counselor, they may make an appointment by coming to the school counselor before or after school. The student should receive a pass from the guidance secretary indicating the date and time they wish to see their counselor. The parents/guardians are also encouraged to consult with school counselor by calling 409-2009 for grades 9 and 10 and 296-1861 for grades 11 and 12.

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

An overview of Guidance-department activities includes:

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

CAREER SERVICES

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

COLLEGE VISITATIONS

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

GRADUATION REQUIREMENTS

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

The following are credit requirements:

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

Currently students who will be graduating in 2020 must pass the Algebra 1, Biology, and Literature Keystone Exams with a score of proficient or advanced. Students that do not score proficient or advanced on the above mentioned exams will be required to complete a state mandated project based assessment for each failed test, as prescribed by the Department of Education.

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

PROMOTION AND IMPORTANT DATES

- Grade 9 Students: Students who fail two major subjects and/or fail to achieve five credits in Grade 9 will not be promoted to Grade 10
- Grade 10 Students: Students who fail two major subjects and/or fail to achieve 10 credits in Grade 10 will not be promoted to Grade 11
- Grade 11 Students: To be promoted to Grade 12, 15 credits must have been earned. Students that have not accumulated 15 credits by the start of their 4th year in high school will not be permitted to participate in senior privileges such as Prom, Senior Pictures and the Senior Barbeque, be alert for PSAT/NMSQT testing dates in October and College Board SAT tests given in the spring. If a student has 14 credits and is passing all 7 classes at the end of the 3rd Quarter, he or she can apply for reconsideration of senior privileges.
- Grade 12 Students: Make sure that you are aware of the College Board test dates. DO NOT SEND your college applications to colleges without processing them through the guidance office.

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

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

PEER MEDIATION

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

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

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

TUITION-BASED SUMMER SCHOOL ELIGIBILITY

Delaware Valley School District offers an extended learning program, including enrichment and remediation, during the summer. Students who have failed subjects during the regular school year must remediate the failure in summer school or repeat the course during the school year. The Delaware Valley High School principal will determine the equivalency of summer school courses for the issuing of Delaware Valley credit. A minimum grade of a 55% or higher is required in order to be eligible for summer school.

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 transfers his/her 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, students under 18 must have working papers.

Both offices can provide full information and supply application forms for obtaining these papers. Administrators may deny a request to sign working papers if a student is not in good academic standing.

HEALTH SERVICES

INTRODUCTION

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

HEALTH CARE AND CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

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

REPORTING TO THE NURSE

A pass is required from the teacher whose class a student may be missing when he/she reports to the school nurse in cases of illness or injury. **STUDENTS MAY NOT REPORT BETWEEN CLASSES EXCEPT FOR URGENT REASONS.** If a student needs to leave the building, because of illness/injury, the school nurse will notify parents/guardians and issue a pass. **STUDENTS MAY NOT CALL HOME FOR THIS PURPOSE.** When students report to the school nurse, they should utilize the waiting room, thus ensuring privacy for other students. Major or recurring illnesses or accidents should be reported promptly to the school nurse. **NOTE:** Students who are sent home

from school because of illness/injury may not participate in any after-school activity, nor are they expected to report to their employment that day.

MEDICATION

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

PHYSICAL EXAMINATIONS FOR JUNIORS

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

INSURANCE

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

School Vehicle Accident Procedure for Processing Medical Bills

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

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

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

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

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

- **Second** - Student is covered under parent's/guardian's policy, whether or not old enough to drive, as a "resident relative." If there should be a case when the parent or guardian does not have auto insurance, the laws state that any resident relative in the household who carries auto insurance would file the medical bills. If the medical bills go above the policy limit, they will have to be submitted to the 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 THE AUTOMOBILE INSURANCE COMPANY IMMEDIATELY AND HAVE THIS INCIDENT ON FILE WITH THEM AS THEY WILL BE ABLE TO ASSIST 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.

EMERGENCY EPINEPHRINE OPT-OUT FORM

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

PROCEDURE FOR PUBLIC COMPLAINTS

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

If there is a complaint dealing with a staff member or program, please adhere to the following 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

BUILDING EVACUATION PROCEDURES

1. If evacuation must take place, notice will be given via the intercom, or the distinct sounding of the fire alarm. Secretary will call cafeteria and custodial staff.
2. All students and teachers should 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 school counselors who will be centrally located.
4. The nurse will be centrally located with emergency forms.
5. Students will remain with class groups. NO ONE WILL LEAVE THE AREA WITHOUT TEACHER PERMISSION. Permission to leave will be granted in a dire emergency only.
6. In the event of a building emergency please refer to the "All Hazards Tool Kit."

COMMUNICATION CENTER EMERGENCY NUMBER

911

FIRE DRILLS

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

Student responsibilities during a fire drill are:

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

VIDEO SURVEILLANCE

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

WEATHER DRILLS

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

SCHOOL SERVICES

LOCKERS

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

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

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

LOST AND FOUND

The lost and found is at the 11/12 Office, 9/10 Office, and 9/10 Cafeteria. Students who find items should turn them in to the appropriate area. Physical education clothing found should be brought to one of the physical education (P.E.) teachers. Students who have lost something should check in the nurse's office or ask one of the P.E. teachers. Lost books should be reported to the classroom teacher, who may be able to help locate them. Any items left in the lost and found will be donated to charity periodically throughout the year.

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 accordance 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.

PA HOMELESS CHILDREN'S INITIATIVE (MCKINNEY-VENTO ACT)

McKinney-Vento Homeless Assistance Act was created to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. Please use the link below for important information regarding Pennsylvania's Homeless Children Initiative (McKinney-Vento Act): <https://homeless.center-school.org/>

If you believe you may be eligible, please contact the Delaware Valley School Districts Homeless Liaison or your school counselor to find out what services and supports may be available.

DVSD Homeless/Foster Care Liaison office: 570-296-1827

SCHOOL POLICE OFFICERS

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

TELEPHONES

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

TEXTBOOKS AND SUPPLIES

Textbooks and supplies must be treated with respect and care. Students are responsible for all lost, stolen, or damaged textbooks, locks, tools and other items issued by the school. Students must replace or pay for any lost or damaged items. Each student must sign a receipt and accept responsibility for all books and supplies given to him/her. Fines are levied on mutilated books. Students are charged for books torn from the covers. Other charges are levied according to the condition of the book. The amount is left to the discretion of the teacher. Students should be sure to write their name, the teacher's name, and the date he/she received the book on the book label inside the front cover of each of the 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.

Any item which is not returned and/or paid for by the student before the student's senior year, may effect senior privileges such as graduation. All fines MUST be paid prior to the student graduating, or he/she may not participate in the Graduation ceremony.

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.

VISITORS

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

VOLUNTEERS

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

APPENDICES

AHERA Annual Notification

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

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

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

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

ANNUAL PUBLIC NOTICE of SPECIAL EDUCATION

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

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

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

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

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

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

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

Preschool Children with Special Needs (Age 3 to School Age): Parents/guardians whose child has a developmental delay or one or more conditions as listed in the Special Education (Chapter 14) Notice above, and/or who have questions regarding their child's seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself, should contact Colonial Intermediate Unit #20 (CIU #20) at 610-252-5550, which offers *Early Intervention*, a preschool program for children with special needs. CIU #20 can provide information, screening,

evaluation, programs, therapy, parent/guardian support, and referral to community agencies at no cost to the parent/guardian. For further information, call CIU #20 at 610-252-5550.

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

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE

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

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

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

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

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

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

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

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

- A playbill, showing your student's role in a drama production;

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

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

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

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

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

DELAWARE VALLEY SCHOOL DISTRICT
www.dvdsd.org

Online Resources Permission Letter

Dear Parents/Guardians:

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

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

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

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

Our primary reasons for introducing these tools to students are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Any questions regarding this annual notice or parent/guardian input regarding Federal Programs may be directed to your child’s building principal or the Delaware Valley School District Federal Programs Coordinator, 570-296-1827.

