

DELAWARE VALLEY ELEMENTARY SCHOOL

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DINGMAN-DELAWARE ELEMENTARY SCHOOL

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SHOHOLA ELEMENTARY SCHOOL

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www.dvsd.org

STUDENT HANDBOOK

2023-2024

Delaware Valley School District Mission Statement

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

Delaware Valley School District – Educating for Life’s Journey**Core Beliefs: The DV Five:**

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

NON-DISCRIMINATION and TITLE IX COMPLIANCE

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, Mr. Christopher Lordi, the Section 504/ADA Coordinator, Dr. Diana Bixby, Title II Coordinator, Dr. Jayson Pope at 236 Route 6 & 209 Milford, PA 18337 or 570-296-1805

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

PREFACE

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

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

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

ATTENDANCE

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 student is absent, please call or email the appropriate school office.

1. Every student absence requires a written or emailed excuse signed by the parent/guardian. The written or emailed excuse must include the date(s), the reason for the absence, and bear the signature of the parent/guardian. School administrators will determine if the written or emailed note meets the criteria of an excused or unexcused absence. When the student, regardless of age, is absent the parent/guardian must submit a written or an emailed note on the first day the student returns to school. If the excuse is not presented by the fifth (5th) school day, the absence will remain unexcused. All absences beyond ten (10) cumulative days require a doctor's note. If a doctor's note or a hospital record is not provided within five (5) school days, the absence will be marked unexcused.
2. If a student reaches three (3) unexcused absences, he/she is considered truant and the parents/guardians will be notified. A Student Attendance Improvement Conference (SAIC) will be offered at this time.
3. If a student reaches six (6) unexcused absences, he/she is considered habitually truant. At this time, the parents/guardians will be notified and a Student Attendance Improvement Conference (SAIC) will be scheduled by the school counselor. In addition, the Pike County Bureau of Children and Youth may be notified.
4. If a student reaches ten (10) absences (any combination of excused or unexcused), parents/guardians will receive an excessive absence letter.
5. Students who visit a doctor during an absence should bring a note from the doctor.
6. Missing the school bus is unexcused.
7. 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 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.
8. Any medical excuse from participation in physical education class that lasts longer than one day must be accompanied by a doctor's note or hospital record.

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, because of truancy, will make it more difficult for students to reach their academic potential. Letters will be mailed home to ensure the parent/guardian is properly informed of the student's attendance record. A Student Attendance Improvement Conference (SAIC) will be initiated, and consequences outlined below will be discussed with the student and parent/guardian:

- Student may not receive their allotted educational time and may not be academically successful.
- Ten (10) unexcused absences – may not be permitted to attend a co-curricular activity
- Ten (10) unexcused absences – may lead to loss of a school privilege (e.g. holiday party, school assembly, school event)
- Student/Family may be cited or fined for habitual truancy.
- Pike County Children and Youth Agency will be notified before a student is cited for attendance.

A student who is absent from any class is responsible for all missed work. All work should be completed within a reasonable amount of time after returning from absence.

TARDINESS

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

EARLY DISMISSAL FROM SCHOOL

The following must occur for a student to be considered excused from school: Note from a doctor and permission from the principal to leave. Students and parents/guardians must realize that the excuses (personal or appointment) must be explained to an administrator, or they will not be excused. Chronic unexcused early dismissal may result in parent/guardian conference. Parents/Guardians are to report to the office to sign out students when taking them out of the building for an appointment. We encourage parents/guardians to make appointments for their children after the school day whenever possible.

STARTING AND DISMISSAL TIMES

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

STUDENT DROP-OFF/PICK-UP FROM SCHOOL

Each school building has established student drop-off and pick-up procedures. Students may be dropped off no earlier than fifteen (15) minutes prior to the start of the school day at the designated door. Parents/Guardians picking up a student(s) at the end of the day will be required to show proper identification. Parents/Guardians must report to the main office and sign-in any student that arrives to school after 9:05 a.m. (9:10 a.m. for Dingman-Delaware Primary School.) Parents/Guardians also must sign students out in the main office if a student must leave school during the school day.

EMERGENCY SCHOOL CLOSING

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

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

Another source for school closing information, in addition to the telephone system is our website, www.dvsd.org.

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

EDUCATIONAL TRIPS/PLANNED ABSENCES

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. After approval of the trip is made, arrangements should be made with the homeroom teacher to secure homework and assignments for the period of time the student is absent. All work must be turned in within 5 days of the student's return to school. 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.

COPYRIGHT

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

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

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

BUS PROCEDURES

BUS STUDENTS

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

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

BUS DISCIPLINE

Student Responsibilities

All children are required to:

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

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

LOSING BUS PRIVILEGES

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

When students misbehave, the bus driver will submit a misconduct report to the principal. The principal/or designee will review the report and assign a consequence for the misbehavior. Such consequences include warning, detention, bus suspension, loss of bus privileges for the remainder of the school year, or other action deemed appropriate by the principal.

Any student involved in one of the following behaviors may lose bus privileges for the remainder of the school year:

1. Smoking, chewing or possession of tobacco products
2. Possession or use of alcoholic beverages or drugs
3. Possession of any weapon/ look alike weapon or dangerous instrument
4. Unsafe, dangerous and/or repeated misbehavior
5. Swearing/Cursing
6. Significant inappropriate misconduct

During any bus suspension, parents/guardians must arrange for the transport of the student to and from school. Any student suspended from the bus may be assigned to a seat in the front of the bus upon return for the remainder of the school year.

Students shall ride only their assigned bus. No bus transfers will be approved.

Students may request to get off their assigned bus at a different stop. These students must bring a written request from parents/guardians to the office before school begins. If approved, a special pass will be given to the student before leaving school.

CAFETERIA/LUNCH PROCEDURES

CAFETERIA

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

CAFETERIA MENU

An Elementary monthly menu is distributed to the students and is published on Delaware Valley School District's Web page at <https://www.dvdsd.org/page/1>

Weekly Middle and High School menu is also published on Delaware Valley School district Web Page at <https://www.dvdsd.org/page/1>

LUNCH PAYMENT

Delaware Valley School District uses Schoolcafe' as the cafeteria point-of-sale system.

1. In order for your child to purchase lunch, send cash or check to school with your child in a sealed envelope with your child's name, homeroom teacher's name, and amount written on the envelope. Checks should be made payable to Delaware Valley School Cafeteria
2. To access your child's lunch account go to www.dvdsd.org ,
 - Click on "Meals and Nutrition"
 - In the middle of the next screen click on "School Café"
 - Once you are registered you can then view all account information and pay for the child's lunch by check or credit card using www.schoolcafe.com and the student's ID#.
3. If you have any questions about Schoolcafe' call DVSD Food Services, at 570-296-1868.

Discipline Policy

Disciplinary Guidelines

Students are expected to behave in accordance with the DV-Five:

1. BE RESPONSIBLE
2. BE RESPECTFUL
3. FOLLOW DIRECTIONS
4. KEEP HANDS AND FEET TO SELF

5. BE ON TIME AND BE READY

The Administration reserves the right to review each case individually and elevate the discipline to a higher level if the behavior 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 a private student/teacher conference and follow the steps listed below.

A parent/guardian conference is strongly recommended during this phase. Though a conference is not mandated, contact with the parent/guardian is required. Contact should be made by the teacher or counselor. The teacher should use the following steps:

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

During this phase, normal disciplinary action may be taken. Lunch detention may be assigned and arranged through the administration. Lunch detention supervised by the teacher involved may be used in place of using the office. 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 principal, a copy kept by the teacher. A brief statement of the incident and the teacher's 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 lunch 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. Involve school resource officer if warranted.
5. Refer the student to the Student Assistance Team or the Multidisciplinary Team for appropriate action.
6. Schedule a parent/guardian conference to review discipline records and school policies.

RECORDS: Disciplinary records are maintained on a yearly basis and do not become a part of the student's permanent record. Whenever a student has been a chronic or serious disciplinary problem, the student may be referred to the Superintendent for consideration of initiation of expulsion proceedings. Students may be represented by legal counsel at expulsion proceedings. Legal counsel will be at the expense of the student or parents/guardians.

EXCHANGE OF MONEY Students should not sell anything in school unless it has been properly authorized. Money should not change hands in school unless it is for school business and with proper authorization. This also includes any form of gambling and/or betting. A. First offense: Lunch Detention b. Second offense: one day in school suspension

LOCKER SEARCH Students are to use their lockers for storage of books, other school material, and appropriate seasonal clothing. Lockers are the property of the school district. The administration reserves the right under state law to search lockers. No locker or other assigned in-school storage space may be used to store any substance or object which is prohibited, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the safety of the building itself. The Delaware Valley School District may, when it deems appropriate, render periodic or sweeping searches of school property including student lockers. Students may not expect that district owned lockers provided to students for storage of their contents are private. School district officials may conduct searches of all lockers at any time without prior notification. Use of dogs or other searching devices may be used at any time. Materials found in locker searches may be used in disciplinary and other proceedings against the student. The district is not responsible for lost or stolen items. Students are not to share lockers. For more information on searches and seizures, please see Board Policy #226.

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.

DISCIPLINE VIOLATIONS/ADMINISTRATIVE CONSEQUENCES

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

1. Academic Dishonesty/Cheating-

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

- a. First offense - one (1) Lunch Detention
- b. Second offense - one (1) day In-School Suspension
- c. Third Offense- three (3) days Out-of-School Suspension

2. Assembly Misconduct. First offense – removal from program and one lunch detention
Second offense – privilege of attending special events suspended.

3. Bullying/cyber-bullying, extortion, intimidation, threatening, or, inappropriate racial comments, 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 will 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.

4. Bus Conduct Report - (BCR)- If a student misbehaves on the bus, he/she will receive a Bus Conduct Report (BCR) from the bus driver. School Board Policy will be followed when bus referrals are received.

5. Cafeteria Disturbances - Any student who is involved in any activity including, but not limited to food fights, screaming, and/or fighting shall be subject to up to ten (10) days suspension from the cafeteria.

6. Cell Phones/Electronic Devices The use of a cell phone/electronic device (communication devices, cell phones, iPad, games cameras watches or other similar devices) is only acceptable when permission has been granted by an administrator or teacher. This includes parent/guardians texting their children or children texting parent/guardians during educational time. The electronic device(s) should be off and away during the school day.

- a. First offense—one (1) Lunch Detention
- b. Second offense—one day (1) in-school suspension, parent/guardian contacted
- c. Three or more offenses may result in two (2) days in-school suspension, parent/guardian contacted.

7. Computer/Network/Internet Use The Delaware Valley School District's Acceptable Use of Internet, Computers and Network Resources Policy, #815, ("Acceptable Use Policy") includes important requirements for students to know as they use the Internet, computers, networks, electronic communication systems, information systems, databases, files, software, and media. The Acceptable Use Policy requirements are in effect any time School District resources are used, whether on School District property or elsewhere. Students are required to read, understand, and comply with the Acceptable Use Policy. Each student's signature and their parent's/guardian's signature are required on the "Acceptable Use of Internet, Computers and Network Resources Policy #815, Acknowledgement and Consent form." This is to acknowledge understanding of the policy and to be able to gain Internet access in school. The Acceptable Use Policy is available in electronic format on the School District's website at www.dvdsd.org (under "Policies"). The misuse of computer/network/Internet as documented in policy #815 under Consequences for Inappropriate Use will result in lunch detention, in-school suspension, out-of-school suspension or expulsion and restricted use, as per the discretion of the Delaware Valley School District Administration. The student also will be responsible for restitution to the school district for any damage to school property; however, the school district reserves the right to review each case and provide consequences for conduct on a case-by-case basis.

8. Defamation - Defamation is a false, damaging statement that harms or slanders one's reputation. Defamation of any

person, including staff members, will result in a three (3) day out-of-school suspension.

9. **Destruction to School Property** Willful destruction of school property and/or personal property will result in 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 – Three (3) days in-school suspension. Parents/guardians notified. Restitution. Police notification.

b) Second offense – Five (5) days out-of-school suspension. Parent/guardian conference. Restitution. Police notification.

c) Third offense – Ten (10) days out-of-school suspension. Parent/guardian conference. Restitution. Police notification.

10. **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 medications/drugs of any type shall not be in the student's possession and must be administered through the nurse's office. A physician may give permission for a student to carry and self-administer certain emergency medications. All medications to be given to the school nurse are to be brought to the school by a parent/guardian in the original container with the prescription label or physician's label, noting name of the student, medication, dosage and time to be given. Students are not allowed to carry medication. The medication form must be on file with the school nurse to allow your child to be given medication at school. Refer to the Delaware Valley School Board Policy #210 Use of Medications. (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 Ten (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 will result in ten (10) days of out-of-school suspension, notification of the police, and referral to the superintendent for expulsion review. 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.
11. **Fighting** The Delaware Valley School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight or engage in any act of violence while in school, on school

property or during any school activity will be punished in accordance with the school discipline policy. Any student provoking fighting, agitating, instigating, or spreading rumors so as to cause a fight, or leaving an assigned area or classroom to watch or record a fight, will be dealt with in a similar matter as fighting. Any student who interferes with a staff member trying to break up a fight will be treated as fighting. Students must make every effort to avoid a fight. When confronted and challenged to a fight, students should seek help from the nearest adult. If assaulted, students have the right to exercise self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force. Students who do not attempt to avoid physical confrontation and participate in its escalation will be disciplined and charged appropriately regardless of who started the fight.

a) First Offense - Depending on the circumstances involved in the physical conflict and the student's past discipline history, the range of disciplinary consequences, for the first offense, may vary from in-school suspension(s), to multiple days (up to and including ten (10) days) of out-of-school suspension. Expulsion review is possible for major infractions which result in multiple days of out-of-school suspension. Students may also be referred to the Student Assistance Program. Possible Police Notification.

b) Second Offense - Five (5) days out-of-school suspension or greater action appropriate to the student's past disciplinary history in accordance with this policy and police notification. Expulsion review is possible and student will be referred to the Student Assistance Program.

c) Third Offense - Ten (10) days out-of-school suspension and possible expulsion review. Police notification and referral to the Student Assistance Program.

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

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

b) Second offense – five (5) days out-of-school suspension

c) Third offense – ten (10) days out-of-school suspension or greater action appropriate to the student's past disciplinary history (Parent/guardian notified, and police notified depending upon the seriousness of offense)

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

a) First offense—one (1) day in-school suspension.

b) Second offense—three (3) days in-school suspension.

c) Third offense—one (1) day out-of-school suspension. Depending on the severity of the offense, the level of discipline may be elevated at any offense level.

14. **Leaving Class/School Grounds**

a) First offense – one (1) day in-school suspension

b) Second offense – two (2) days in-school suspension

c) Third offense – three (3) days out-of-school suspension. In the event that any student leaves school grounds without permission, local law enforcement will be notified.

15. **Physical Assault-** A physical attack on another individual. A threat or attempt to attempt to inflict offensive physical contact or bodily harm on a person. Behaviors include but not limited to; hitting, pushing, grabbing, kicking, scratching, hair pulling, biting, and/or throwing objects.

a.) First Offense: one (1) day in school suspension

b.) Second Offense: two (2) days in school suspension

c.) Third Offense: three (3) days out of school suspension.

16. **Profanity** – the use of profanity will be subject to major disciplinary actions including suspension from school. Administrators will use their discretion in contacting the school police and issuing of citations.

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

a) First offense – (1) day in-school suspension

b) Second offense – three (3) in-school suspension

- c) Third offense – three (3) days out-of-school suspension.
18. **Risking or Causing a Catastrophe**- A person who causes a catastrophe by explosion, fire, flood, avalanche, collapse of building, release of poison gas, radioactive material or other harmful or destructive force or substance, or by any other means of causing potentially widespread injury or damage, including selling, dealing or transporting hazardous materials. Any student who is involved in an activity that poses a serious threat to the student body, school district personnel, or guests shall be subject to ten (10) days suspension from school, referral to the Superintendent for expulsion proceedings and/or referral to the police for legal action.
19. **Safety Violations** – Creating a risk to the environment, which includes, but is not limited to, bodily secretions (spitting), sprays, etc.
- a) First offense – one (1) day in school suspension
- b) Second offense – two (2) days in school suspension
- c) Third offense – Three (3) days out-of-school suspension
20. **Safe-2-Say Something False Tip** - students who are found to have created a false tip to the Safe-2-Say program will be subject to disciplinary actions including suspension from school. Administrators will use their discretion in contacting the school police.
21. **After/Before School Activities** - Misbehavior at after/before school activities will not be tolerated. If a student misbehaves at an after/before school activity, they will receive school discipline according to the offense outlined in the handbook, immediate removal from the activity, parent/guardian pickup, and student may not be able to attend any further activities for that school year.
22. **Smoking/ Possession of Tobacco/Electronic Cigarettes/ Nicotine Delivery Devices** In accordance with the School Tobacco Control Act 128 of 2000, smoking in school or on school property is strictly prohibited, as is the possession or use of any tobacco/nicotine-related product. Tobacco/nicotine includes a lighted or unlit cigarette, cigar, pipe or other smoking or vaping product or material and smokeless tobacco/nicotine in any form. It is illegal in the state of Pennsylvania for anyone under the age of 18 to purchase cigarettes. “Electronic cigarettes” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor. Any student who serves as a “look out” will be treated as smoking. Smoking (which includes vaping) or possession or use of tobacco/nicotine-related products is not permitted anywhere in the school building, school transportation, on school grounds or at bus stops. This prohibition extends to all buses, vans and other vehicles owned by, leased by or under the control of the school district. The prohibition further extends to all school buildings, stadiums, bleachers or any other form of property owned by, leased by or under the control of the school district. Smoking or use of tobacco-related products is not permitted in cars parked on school grounds, nor is it permitted during any school activity, day or night. In addition to disciplinary action, students will be subject to monetary fines as imposed by the magistrate's office. These fines may be imposed for each incident:
- a) First offense – a two (2) day in-school suspension will be imposed, or greater action appropriate to the student's past disciplinary history in accordance with this policy will be taken. Students also may be required to read articles, complete workbooks or view films pertaining to the hazards of smoking. (Fine - \$150.00, 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 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 middle school nurse. (Fine - \$150.00, or current levy)
- c) Third offense – a five (5) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00, or current levy)
- d) Fourth offense – A ten (10) day out-of-school suspension will be imposed or greater action appropriate to past disciplinary history in accordance with this policy will be taken. (Fine - \$150.00, or current levy) In addition, if a student is caught smoking/vaping on the school bus, that student will also receive a bus suspension. The length of the bus suspension may vary according to the number of offenses and student's prior disciplinary history. The bus suspensions may vary from three (3) through ten (10) days and will be assigned along with the appropriate discipline outlined above. Possession and custody of any item that is illegal, unlawful or considered to be dangerous may result in suspension; police and parent/guardian will be notified.
23. **Stealing/Theft**
- a.) First offense – 1-3 days in-school suspension. Parent/guardian notified. Restitution. Police notification.
- b.) Second offense – 3 days out-of-school suspension. Parent/guardian conference. Restitution. Police Notification
- c.) Third offense – 5 days out-of-school suspension. Restitution. Parent/guardian Restitution. Police notification. Possible

expulsion.

- 24. Terroristic Threats/Acts** Students are prohibited from communicating a terroristic threat to or about any student or employee of the district, board member, or community member, and are prohibited from committing a terroristic act directed at any student or employee of the district, board member community member or toward any school building. "Terroristic Threats" are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility, or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. "Terroristic Acts" are offenses against property or involving danger to another person. Offenders are subjected up to ten (10) days out-of-school suspension with an informal hearing scheduled to take place within that timeframe, referral to the Superintendent for expulsion review proceedings, and/or referral to the police for legal action. NOTE: Any parent or guardian of a District student who communicates a terroristic threat or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building, shall be immediately escorted off School District property and local law official will be notified. If necessary, the parent or guardian or any individuals will be notified that he or she has lost the privilege of entering school property and of attending any school related function(s) to which parents or guardians are invited to attend.
- 25. Threats to Staff or Students** - Any threatening verbal comment or physically menacing behavior by a student to a District employee, official, or another student is not tolerated. Threats to staff or students may not rise to the level of "Terroristic Threats" or "Terroristic Acts." Examples of physically menacing behavior include, but are not limited to, raising your fist to a staff member/student, approaching a staff member/student and invading his/her personal space in a menacing or intimidating manner, etc.
- a) First offense - 2 days in-school suspension. Referral to the Student Assistance Program. Police notification.
 - b) Second Offense - Three (3) days out-of-school suspension. Referral to Student Assistance Program. Police Notification.
 - c) Third Offense - Ten (10) days out-of-school suspension and possible expulsion review. Police notification, Referral to the Student Assistance Program.
- 26. Taking/Posting of Video/Audio 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.
- 27. Possession or use of dangerous/prohibited objects** (weapons, weapon look-alikes, ammunition, ammunition look-alikes, 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 (possession or use of smoke emitting devices, setting off the fire alarm, bus conduct that could or does result in serious injury to other students, school employees or bus accident) 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.
- 28. Use of a comment which encourages another student to harm or think about harming themselves** - Any student who communicates in any way (verbal, writing, electronically, etc.) a comment or words which encourages or causes another student to harm or think about harming themselves will be subjected to disciplinary action. An example of this, but not limited to, is another student telling someone to "Go Kill Yourself."
- a) First offense - Discussion with both students. Parents/Guardians notified. Two (2) days of In-School suspension or greater action appropriate to the student's past disciplinary history.
 - b) Second offense - Discussion with both students. Parents/guardians notified. Three (3) days out-of-school suspension.
 - c) Third offense - Discussion with both students. Parent/guardians notified. Five (5) days out-of-school suspension.
- 29. Disciplinary problems** of a serious nature which are not included above will be handled accordingly by administrators and may be referred to the Superintendent for expulsion review. Major disciplinary offenses as outlined will result in parent/guardian notification and possible police involvement to be determined at the discretion of the administration.

Administrative Consequences Defined:

LUNCH DETENTION Students assigned lunch detention will not be permitted to eat lunch in the cafeteria. Lunch detention will be held in the school office unless students are notified otherwise. Lunch detention will follow a progressive discipline approach.

IN-SCHOOL SUSPENSION (ISS) ISS Students assigned to in school suspension will not be permitted to follow their daily schedule. Students will remain in the office, or other designated area, and complete classwork or read quietly.

OUT-OF-SCHOOL SUSPENSION RULES

1. Students may not attend school-related activities as a participant or spectator (e.g., school dances, concerts, games, trips, etc.).
2. Suspensions which extend past the weekend mean that a student cannot participate in any school activity until the suspension is completed.
3. Students may not be on school grounds without administrative approval. Violations may result in extended out-of-school suspension.
4. Students should stay home during suspension and work on school-related homework.
5. If school is canceled for any reason, the suspension dates will be extended accordingly (e.g., school closing due to snow or icy roads).
6. Students who are suspended from school are responsible for getting their assignments by contacting the homeroom teacher.

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 ten (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 ten (10) days or less, once they total more than ten (10) school days, carries the same requirements as a removal of more than ten (10) consecutive days and is considered a change of placement for the student. If the district proposes a disciplinary exclusion of more than ten consecutive school days, a manifestation determination meeting shall be held to determine if the behavior was a manifestation of the student's disability. If it is determined that the behavior was a manifestation of the child's disability, the IEP team must conduct a functional behavioral assessment and implement a behavior intervention plan, unless these steps have already been taken, and return the student to the placement from which the child was removed, unless the parent/guardian and District agree to a change in placement. Fifteen (15) or more cumulative days of suspension is considered a change of placement. If the behavior was determined to not be a manifestation of the student's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities. Any suspension from school of a student with intellectual disabilities constitutes a change in educational placement, which prior to implementation requires notice to the parent/guardian of the procedural right to disapprove the suspension and request a due process hearing. The description of the action proposed in the notice should include the suspension dates and the reason for it. An expulsion is a disciplinary exclusion from school for a period exceeding ten consecutive school days up to and including permanent exclusion. When recommending an expulsion, a school district must offer a parent/guardian the same procedural protections discussed above with regard to suspensions. School personnel may remove a student to an interim alternative educational setting for up to forty-five (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.

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

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

5. Sneakers are required for gym class.
6. Students should not wear clothing that is more suitable for the beach, playground, or other informal occasions.
 - a. Students must wear clothing that 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 "Fingertip" Length Method. The "Fingertip" 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 "Fingertip" 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 should not wear midriff tops or tops that expose the entire midsection of the body.
 - i. Flip-flops are not permitted.
 - j. "Heelys" or other skating footwear are prohibited.
 - k. On no occasion should any student go barefoot on school premises.
 - l. Clothing or accessories that contain spikes, chains, or any other items that can be considered harmful are not to be worn.
7. Students who violate the dress code will be asked to change into appropriate clothing. If they do not have appropriate clothing in school, a call to the parent or guardian to request appropriate clothing will occur.

GRADING SYSTEM

GRADES

Varied and reteaching techniques enable ALL students to learn.

Developmental Checklist for Kindergarten

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

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

Special Areas for Grades K -2:

P= Proficient
E= Emerging
NI= Needs Improvement

CITIZENSHIP GRADE

S = Satisfactory U = Unsatisfactory

At the start of the school year, all students receive satisfactory citizenship status. A satisfactory grade will be determined each quarter according to the adherence of the DV 5. An unsatisfactory grade at the end of a quarter will revert to a satisfactory grade at the start of the next quarter.

POWER SCHOOL

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

REPORT CARDS

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

RETENTION/PROMOTION

Promotion or retention will be based on the instructional reading and mathematics level of the student as indicated by standards-based assessments, by teacher grades, and teacher recommendations. Placement determination will be made by a placement team consisting of teachers, administrator, school counselor, reading specialist and the child's parent/guardian. This placement team will utilize various data in reaching their decision. At the K-5 grade level, the emphasis on instruction is in the basic areas of English Language Arts (ELA) and mathematics. Failure in a major subject area or work at least six months below grade level in a major subject area indicates retention is necessary.

PARENT/GUARDIAN CONFERENCES

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

HOMEWORK HOTLINE

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

First: Dial 570- 296-3656

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

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

NOTE: Teachers frequently utilize Class Dojo, Schoology, Remind, or other technology tool to communicate with families and share important school or classroom information. Families are encouraged to participate in these home/school applications.

SCHOOL SERVICES

GUIDANCE SERVICES

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

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

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 District 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

LIBRARY

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

Basic Library Procedures:

1. Library facilities are available to students as long as the librarian or instructional assistant are present in the library.
2. The librarian will determine the number of books borrowed and length of the borrowing period.
3. Students may renew a book as long as it is not on hold for another student.
4. Books may be returned at any time prior to their due date and additional books may then be checked out. Magazines are also available for checkout.
5. Students are responsible for the proper care of their library materials during the time they are checked out to them. Notices may be given to students if their library materials are overdue.
6. If library materials are not returned or paid for two weeks prior to the end of the school year, a letter will be sent

home and parents/guardians will be required to pay for the lost books and/or magazines.

7. Parents/guardians of students who have books or other materials damaged beyond repair while checked out in their name will be billed for a replacement copy.
8. Students who fail to meet their library obligations may lose the privilege to borrow materials.

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

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

HEALTH/NURSE INFORMATION

HEALTH PROGRAM

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

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

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

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

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

SCHOOL NURSE

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

INSURANCE

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

School Vehicle Accident Procedure for Processing Medical Bills

Many questions arise about the procedures that address expenses relating to medical situations. The following is an attempt to clarify the circumstances as outlined in the insurance regulations:

- All owners of motor vehicles in the Commonwealth of Pennsylvania are required by law to purchase and maintain automobile insurance. The laws relating to automobile insurance coverage are compiled in the Pennsylvania Motor Vehicle Financial Responsibility Law of 1984-commonly referred to as the "PA No Fault Law".
- First party benefits are a mandatory coverage. This is a basic no-fault type of medical insurance for your own medical bills. The minimum required by law is \$5,000. Regardless of who is at fault for the accident, the medical bills will be paid through your First Party benefits coverage. Using this coverage will not affect your rates or premiums in any way.

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

- **First** Student has own auto policy and is a named insured under that policy.
- **Second** Student is covered under parent's/guardian's policy, whether or not old enough to drive, as a "resident relative". If there should be a case when you as the parent or guardian do not have auto insurance, the law states that any resident relative in the household who carries auto insurance would file the medical bills. If the medical bills go above the policy limit - they will have to be submitted to student's health insurance. There

is no recourse beyond this step.

- **Third** The owner of the vehicle the student occupied at the time of the accident.

Note: First party benefit coverage cannot be stacked between priority levels. Once coverage under the first applicable policy has been exhausted, claimant may not seek additional first party benefits from other policies at lower levels.

IN SUMMARY, IF SOMEONE IN THE HOUSEHOLD HAS AUTO INSURANCE PLEASE CONTACT YOUR AUTOMOBILE INSURANCE COMPANY IMMEDIATELY AND HAVE THIS INCIDENT ON FILE WITH THEM AS THEY WILL BE ABLE TO ASSIST YOU ON HOW TO FILE ALL MEDICAL BILLS. IF THERE IS NO AUTO INSURANCE IN THE HOUSEHOLD, PLEASE CONTACT THE BUSINESS OFFICE FOR INFORMATION ON PROCESSING THE MEDICAL BILLS THROUGH THE AUTO INSURANCE OF THE OWNER OF THE VEHICLE THAT THE STUDENT OCCUPIED AT THE TIME OF THE ACCIDENT.

If you need any further assistance, please feel free to contact the Business Office at 570-296-1806.

COMMUNICABLE DISEASES IN SCHOOL

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

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

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

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

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

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

MEDICATION POLICY

It is the policy of the Delaware Valley School District not to distribute medication of any kind without the written permission of the doctor and parent/guardian. This includes medication such as aspirin, over-the-counter cough medicines, and prescriptive medication. Medication of any type, in the student's possession without written permission, is against school policy. The only exception to this is that students are permitted to possess asthma inhalers, epinephrine injectable and glucagon and to self-administer the prescribed medication when such is parent/guardian/physician authorized using the appropriate medication form. See your school nurse for the appropriate form.

All medications to be given by the school nurse are to be brought to school by a parent/guardian in the original container with the prescription label or physician's label, noting name of the student, medication, dosage and time to be given. Students are not allowed to carry medication. The medication form must be on file with the school nurse to allow your child to be given medication at school. Refer to Delaware Valley School Board Policy #210 Use of Medications.

EMERGENCY EPINEPHRINE OPT-OUT FORM

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

GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

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

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the office at once so that the home can be contacted in the event of an emergency.

If a family is moving from the area, it is necessary to transfer records to the receiving school district. Withdrawal of students should be reported to the guidance office or main office as soon as possible.

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

CRITERIA FOR PARTICIPATION IN TRIPS:

1. Good Citizenship Record.
2. Good Attendance Record.
3. Satisfactory Academic Progress.

DISQUALIFICATION FROM TRIPS:

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

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

TRIP GUIDELINES

1. Written parental/guardian permission is required of all students, regardless of age, in order for a student to attend the trip.
2. All chaperones will be approved by the elementary school principal - only approved chaperones will accompany school sponsored trips.
3. There will be no unsupervised time during school sponsored trips. Chaperones will make every reasonable attempt to provide supervised structured activities for the entire duration of the trip.
4. Parents/Guardians who are not sure their son or daughter is responsible enough to function under Delaware Valley School trip rules are advised to deny their son or daughter permission to go on the trip.
5. Please contact your school nurse if your child must take medication during the field trip.

FIRE DRILLS

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

LOST AND FOUND

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

PHYSICAL EDUCATION

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

POOL RULES

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

PROCEDURE FOR PUBLIC COMPLAINTS

Any student, parent/guardian, resident or community group shall have the right to present a request, suggestions or complaint concerning district personnel, the program or the operations of the district. At the same time, the Board has the duty

to protect staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies. Refer to Delaware Valley School Board Policy # 906 Public Complaints.

If you have a particular complaint dealing with a staff member or program, you should follow these steps:

1. Try to resolve the issue informally through discussion with the staff member directly involved.
2. If this discussion fails to resolve the matter, discuss the matter with the building principal or staff member's supervisor.
3. The principal will make the superintendent or designee aware of unresolved issues and further discussion can be held with the superintendent or designee.
4. Should the matter remain unresolved, the issue can be reviewed by the Board or a committee of the Board.

RECESS

All students are expected to participate in recess. If a child is not permitted to go outside for any reason, a signed note must be brought in from home bearing the reason for excusal. Children are not sent outside in the severe cold or during inclement weather. If the weather is satisfactory, all students will be expected to participate in recess on the playground. In winter, children should be prepared to wear boots and suitable clothing for playground activities. Pencils, pens, or similar items are not to be brought to recess. Outdoor recess may be temporarily cancelled if the building/district administration decides such an action is in the best interest of students' and staffs' safety.

SCHOOL EMAIL FOR TEACHERS

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

SCHOOL POLICE OFFICERS

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

TEACHERS VIDEOTAPING-

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

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

VISITORS

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

VOLUNTEERS

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

APPENDICES

AHERA Annual Notification

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

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

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

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

ANNUAL PUBLIC NOTICE of SPECIAL EDUCATION

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

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

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

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

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

Consent: School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents/guardians. For additional information related to consent, please refer to the *Procedural Safeguards Notice* which can be found at the PaTTAN website, www.pattan.net. 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/guardian and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

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

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

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

5. The district is permitted by law to disclose appropriately designated “directory information” without obtaining the prior written consent of the parent/guardian or eligible student unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:
- A playbill, showing your student’s role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

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

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

DELAWARE VALLEY SCHOOL DISTRICT

www.dvsd.org

Online Resources Permission Letter

Dear Parents/Guardians:

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

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

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

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

Our primary reasons for introducing these tools to students are:

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

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

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.dvdsd.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.