

Danville Area School District

Liberty Valley Intermediate School

Student Handbook (2023-2024)



"BUILDING THE FUTURE... ONE LEARNER AT A TIME"

327 Liberty Valley Road
Danville, PA 17821

Phone: (570) 271-3268, Option 7, Option 1
Fax: (866) 428-5112

Heaven Reinard, Principal

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Dear Parents/Guardians:

Welcome to the 2023-24 School Year! I would like to welcome you and your child into our Liberty Valley School family. We have planned a program that we hope will be the beginning of many productive, rewarding, and worthwhile school experiences.

A major value of education results when home and school work closely together. Frequent visits to the school, two-way communication, conferences with teachers, and participation in the home and school association offer outstanding opportunities for parents and school to unite and to provide the child with every possible advantage for the development of his/her potential.

The information presented throughout this handbook is intended to assist in making you and your child's school experience a truly pleasant and meaningful experience.

If you have any questions or concerns, I ask that you contact me at the Liberty Valley School Office. Go Ironmen!

Sincerely,

Mrs. Heaven Reinard

Liberty Valley Intermediate School Principal

EDUCATIONAL OPPORTUNITIES

The Danville Area School System's policy regarding equal educational opportunities is as follows:

“No person residing in the school district shall on the basis of race, religion, national origin, or sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination from any educational program or activity operated by the Danville Area School District.”

DANVILLE AREA SCHOOL DISTRICT BOARD OF DIRECTORS

Mr. Wayne Brookhart (President)

Mr. Richard Vognetz (Vice President)

Mr. Michael Clouser

Mrs. Sherry Cooper

Dr. Sandy Green

Mrs. June Heeter

Mr. Chris Huron

Mr. Derl Reichard, Sr.

Dr. Samuel Faulkner

DISTRICT OFFICE ADMINISTRATION

Dr. Molly Nied, Superintendent of Schools

Mr. Jason Moser, Assistant Superintendent of Schools

Michael Sokoloski, Business Manager

Mrs. Amy Willoughby, Secondary 6-12 Interventions & Special Education Principal

Ms. Alyssa Wenrich, Elementary K-5 Interventions & Special Education Principal

Mr. Tim George, Director of Building and Grounds
Mr. Jeffrey Ryan, Network Administrator
Ms. Ariel Weidler, Director of Food Services

BUILDING ADMINISTRATORS

Mrs. Megan Geise	Danville Primary School Principal
Mrs. Heaven Reinard	Liberty Valley Intermediate School Principal
Mr. David Snover	Danville Area Middle School Principal
Ms. Jes Noel	Danville Area Middle School Asst. Principal
Mr. Lee Gump	Danville Area High School Principal
Mr. Robert Varholak	Danville Area High School Assistant Principal

LIBERTY VALLEY INTERMEDIATE SCHOOL DIRECTORY

Office Staff

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Caylie Beagle	Secretary	cbeagle@danillesd.org
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Special Education Teachers

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Specialist Teachers

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Jennifer Quinn	Technology	jquinn@danvillesd.org

Ironmen Cyber Academy, Gifted, and Interventions Teacher

Adams, Jess	Teacher	jadams@danvillesd.org
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MISSION STATEMENT OF THE DANVILLE AREA SCHOOL DISTRICT

The Danville Area School District, a partnership of family, school, and community, is committed to the education and growth of the whole individual.

Building the future, one learner at a time.

MISSION STATEMENT OF LIBERTY VALLEY INTERMEDIATE SCHOOL

Our mission is to promote a safe, creative, and respectful environment where individual students are taught and nurtured. We believe education is the shared responsibility of the student, home, school, and community.

CORE BELIEFS OF LIBERTY VALLEY INTERMEDIATE SCHOOL

- ★ *We will focus on a standards-aligned system of instruction.*

- ★ *We believe all children can learn and succeed.*
- ★ *We believe that every child must be able to learn at his/her own pace.*
- ★ *We will provide a variety of differentiated activities focused on educating the whole child.*
- ★ *Teachers will modify and adjust to meet the needs of the students.*
- ★ *We are committed to high quality communication between the home and school.*

ENTRANCE REQUIREMENTS

Kindergarten admission age for the 2023-2024 school year in the Danville Area School District is that the child must be five years of age before September 1, 2023, be a resident of the school district (must provide proof of residence), have the proper immunizations, and complete a Home Language Survey. A birth certificate and immunization records will be requested at the time of registration. At Danville Area School District, the registration process is centralized. All necessary registration components are available online or can be obtained at the district office.

PROMOTION/RETENTION/ACCELERATION

A student shall be promoted when he/she has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

In all cases of retention, the parents shall be fully involved and informed throughout the process. Parents and students shall be informed of the possibility of retention of a student well in advance of the final decision. The building level principal makes the final decision in retention cases.

Students shall be encouraged to move ahead as rapidly as their ability and desire permit. While acceleration ahead of grade should be approached with much caution, capable students may be advanced after thorough discussion by the assigned team and final approval by the principal.

GRADING SCALE

At Liberty Valley Intermediate, teachers utilize a standards-based report card to report student progress. Report cards are posted to the Sapphire Community Portal four times per school year. Teachers utilize the following scale to report progress on various core standards:

4 - Exceeding the benchmark	3 - Meeting the benchmark
2 - Partially meeting the benchmark	1 - Not meeting the benchmark

At the middle and high school levels, teachers use the following percentage scale:

A	93 - 100	D	70 - 76
B	85 - 92	F	below 70
C	77 - 84		

ELEMENTARY START AND DISMISSAL TIME (Tentative)

8:25 a.m. - 3:07 p.m.

Students may begin arriving at school at 8:00 a.m. For student safety reasons, parents may not drop off their child at school prior to 8:00 a.m. Students may eat breakfast starting at 8:00 a.m. and will be supervised during this time.

Students must arrive at school by 8:25 a.m. Students arriving to school after 8:25 a.m., but before 10:40 a.m. will be assigned a tardy. School time missed due to tardiness will accumulate throughout the school year and count towards a student's absence total. If a student is tardy, a parent/guardian must come into the office with the child to sign the child in. **Please do not drop your child off and leave.** A parent/guardian must provide a doctor's excuse for appointments in order for the tardy to be classified as "excused."

Student dismissal will take place from 3:07 p.m. and last through approximately 3:25 p.m.

ATTENDANCE

Section 1327 of the "Public School Code" mandates that every child of compulsory school age is required to attend school. Every parent/guardian or other person having control or charge of any child or children of compulsory school age is required to send such child or children to school. Failure to comply with the "Compulsory School Law" will result in the arrest and fine of the parent or guardian.

Parents are requested to call the school attendance line **570-271-3268 x 3575** each day to report their child's absence and send a written excuse with their child the day of returning back to school. This excuse should contain the following information:

- | | |
|------------------------|-------------------------------|
| (a) Child's Name | (c) Reason for Absence |
| (b) Date(s) of Absence | (d) Parent/Guardian Signature |

Students have five (5) school days from the date of absence to return an excuse to the office. In case of chronic irregular absence, school authorities may request a physician's statement showing such absence to be justifiable. Principals **will** require a doctor's excuse for **any** absence after ten (10) days.

If it is known that the reason for the absence required isolation from other children, a clearance from a physician will be required. The mere fact that a parent has sent a written excuse to the teacher does not necessarily mean the absence is "lawful" and "excused." Such reasons for absence as "visiting," "missed the bus," "had to baby-sit," or "overslept" are not legitimate excuses and will be recorded as unlawful absences.

Absences for which legal excuses have not been supplied will be deemed unlawful. Once it has been determined that a student has had three (3) unlawful absences, a letter may be sent to the parent/guardian requesting an Attendance Improvement Plan meeting. After five (5) unlawful absences, a complaint may be filed with the District Magistrate. At this point, a fine may be levied against the parent/guardian. The parent/guardian may be given the option of attending a parenting class in lieu of a fine. Complaints may be filed with the District Magistrate for every five (5) unlawful days thereafter. A fine shall be the recommended consequence for these violations. Please remember, a legal excuse is the parent/guardian's only protection from arrest. In case of arrest, the burden of proof is upon the parent/guardian to show that the absence of the student was properly excused.

RECORDING OF ABSENCES

- **Tardy** - A morning absence of up to 2 hours and 15 minutes; Student arrives at school prior to 10:40 a.m.
- **Half Day AM** - An absence from school for up to 2 hours and 15 minutes; An example would be 10:00 a.m. - 12:05 p.m.
- **Midday** - An absence from school for up to 2 hours and 15 minutes; An example would be 11:30 a.m. - 1:40 p.m.
- **Half Day PM** - An absence from school for up to 2 hours and 15 minutes; An example would be 1:30 p.m. - 3:07 p.m. (dismissal time)
- **Early Dismissal** - Leaving school up to an hour before 3:07 p.m. (dismissal time)

Students returning to school or arriving without a note will have the time out of school considered unlawful. Students leaving and not returning the same day must present a note upon their return to school the next day.

RELEASING A STUDENT FROM SCHOOL

Every effort should be made to schedule appointments at times other than school hours. If it is necessary to schedule an appointment during the school day, a parent/guardian or another designated person is to pick up the student in the school office. No student is allowed to “wait outside” unsupervised. The person picking up the student at school must come to the office and sign out the child. Time missed due to appointments and other absences during the school day will be documented using the “Recording of Absences” guidelines. Time lost due to any unexcused release from school may be accumulated and counted as an unlawful absence. (For every 330 minutes of accrued time, one (1) unlawful absence will be recorded.)

EDUCATIONAL TRAVEL

Pleasure trips for purposes such as vacations, skiing, hunting, and the like are discouraged during the school term. The principal evaluates each Educational Travel (ET) request and may approve trips of reasonable length. Time missed in these instances is considered excused if pre-approved by the building administrator. Students shall be responsible for collecting their schoolwork before they leave, making up any work they miss, and completing all their assignments.

Forms for ET should be filled out and submitted to the office **two (2) weeks prior** to any trip. ET forms are available in the school office and on the Liberty Valley website. The trip is not approved until signed and approved by the building principal. Telephone calls and emails may not be accepted. Students with three (3) or more unlawful absences may not be eligible for ET approval. No ET requests may be approved for a student who has been absent from school for ten (10) or more days unless the student has experienced a documented extraordinary illness, injury, or circumstance. ET requests will not be approved during any of the Pennsylvania State Mandated testing windows.

Please check the calendar before scheduling any trips during this time. As of the printing of this handbook, the **tentative** dates for the PSSA Spring 2024 Assessment Window are as follows:

English Language Arts: **April 22-26, 2024**

Math & Science: **April 29 - May 3, 2024**

EMERGENCY SCHOOL CLOSINGS

Due to inclement weather or other emergency conditions, school may be closed. The school district will post school closings on the school district website [www.danvillesd.org], local radio stations, and local television stations. If you suspect the possibility of school closing due to weather conditions, please check the school district website, listen to the radio, or watch the local television stations for emergency information.

It is requested that at the beginning of the school year parents develop a plan for such school closings by arranging for their child to gain access to their home or a neighbor's home if schools are dismissed earlier than usual. Please have a plan in place with your child!

Parents may also elect to receive school closing and emergency notifications through the Blackboard Mass Notifications system. Parents can find more information regarding this system under the "Parents" tab on the district website.

VIRTUAL INSTRUCTION DAY

At various times throughout the school year, the district may elect to hold a Virtual Instruction Day. These days will be announced through the school district website and BlackBoard Mass Notification system.

Liberty Valley Intermediate students will follow the schedule outlined by their classroom teacher through their Google Classroom. On a virtual instruction day, students will continue to use Google Classroom, Google Meet, and/or instructional materials previously sent home with students. Pending inclement weather, the district's intention will be to send Chromebooks home with students who have submitted the necessary paperwork.

HOMEWORK

Homework is defined as additional needed preparation in a given subject area. Such assignments provide essential practice in needed skills in order to enrich, enhance, or extend school experience. Homework encourages growth in responsibility, gives practice in developing good work habits, and affords opportunities for increasing self-direction, and learning how to budget time wisely.

When a student is absent from school for two (2) days or more, parents are requested to telephone the school office or attendance line in the morning to request homework. Every effort will be made to ensure the student's homework will be ready at the end of the school day. Parents may pick up the assignments in the school office. In case of a

prolonged absence of ten (10) or more days, a parent should contact the school for homebound instruction. (Examples: health reasons and/or hospitalization)

A parent can aid a child in the area of homework by providing a favorable place for work and study. It is encouraged that parents adopt a favorable attitude toward homework and assist the child in developing a study schedule.

INSTRUMENTAL MUSIC AND CONCERT BAND

The instrumental music program begins in 5th Grade. Through regularly scheduled lessons and band practice, a child will be encouraged and guided in the development of his/her musical talents. The beginner's band trains students in the skills of playing together for the first time. Basics and fundamentals are stressed as well as the advanced skills performed by the concert band.

Performances by the instrumental music students and concert band are open to the public.

COMMUNICATION

Sapphire Community Portal

During the 2023-24 school year, the Danville Area School District will continue to utilize the Sapphire Community Portal to post student scheduling information, student testing results, quarterly report cards, and much more. In order to access important school documents and information, parents/guardians should register for Sapphire Community Portal access. The Community Portal or "Parent Portal" will become an essential part of our communication moving forward as a district. Parents/Guardians will need Community Portal access to view their child's report cards, attendance records, and other student information.

It is very important that the school office and the student's homeroom teacher be notified of any change in address and telephone number. This is required to keep the student's records up-to-date; to reach parents in case of illness, or in the event there is an emergency.

Homeroom Teacher Communication

Realizing that good communication between the classroom teacher and the parents of their children is necessary for the success of the program, we encourage parents to communicate directly to their child's teacher when they have questions pertaining to the classroom. This dialogue can take many forms (i.e. telephone conversations, email communication, personal contacts, and classroom visits).

School-wide Communication

“Tuesday Folders” will still be utilized this school year. Every Tuesday, parents/guardians can anticipate a folder coming home which may include information about upcoming school events, student work and assessments, permission forms, and so much more. Additionally, a monthly newsletter detailing recent school events, student accomplishments, and upcoming school events will be shared digitally with parents, students, and the community.

Guidelines for Parent & Teacher Communications

In an effort to protect instructional time, we ask that the following guidelines be adhered to:

1) The optimum time for brief telephone calls is before school starts (prior to 8:30 a.m.) or at the end of the school day (3:00 to 3:25 p.m.). To interrupt a classroom at any other time in the day would distract the children and have an impact on instruction.

2) If it is necessary to talk to your child’s teacher during the day, call the school office; leave your name and telephone number where you can be reached and the reason for your call. The teacher will return your call at his/her first opportunity and in a timely manner as per district procedures.

3) If the need arises to talk to a teacher personally, please make arrangements in advance. Arrangements should be made directly with the teacher (via a note, phone call, or email).

4) If a parent/guardian desires to observe their child’s classroom, a request must be made in writing to the building principal. The request should include the date and times the observation would occur and the reason(s) for the observation. For more information on classroom visitations, please review DASD Policy #907.

These guidelines are not intended to discourage parents from visiting their child’s classroom. The intent is to protect instructional time by limiting the interruptions.

The mission of the Danville Area School District is for home and school to work as partners in the education and growth of our children. Recognizing this, Parent and Teacher Conferences are an important opportunity for this partnership. Communication is essential. A set of guidelines are outlined below to help facilitate a productive and positive conference.

Before the Parent-Teacher Conference:

- Communicate with the teacher prior to the conference to set up an appointment.
- Prepare any questions you may have in advance.
- Talk with your child before the conference about any concerns he or she may have.

During the Parent-Teacher Conference:

- Share any information you have that may have an impact on your child's school performance.
- Look at your child's work and ask any questions you may have.
- Ask the teacher to explain anything you do not understand.
- Listen to what the teacher has to say and understand that any suggestions are based on the teacher's certified professional opinion.
- Respect the time limits for the conference. If more time is needed, ask to schedule another conference.
- Sum up what you think has been said. This can help avoid any misunderstandings and make clear what any follow-up plan will be.

After the Parent-Teacher Conference

- Talk to your child about the conference. (In some cases, it may be beneficial to have the child participate in the conference.)
- Follow up with the teacher. Share any new information you may have. Ask any further questions you may have. Discuss how well the implementation of any plan is working.

The goals of home and school are the same -- provide the best possible education to the children that attend the Danville Area School District. The purpose of a parent-teacher conference is to solve problems by working together to benefit the child. By working cooperatively, we can show our children how much we value them and their education!

VOLUNTEER PARTICIPATION & APPLICATION PROCESS

The Danville Area School District welcomes volunteer participation in the many opportunities our schools provide to volunteer and actively participate in our educational programs.

Volunteers will need to complete the full application process before volunteering at school events. Volunteers will need to fill out the following forms during the application process: Volunteer Acknowledgement, Volunteer Confidentiality Agreement, PA State Police Criminal History Clearance, FBI Criminal History and Fingerprinting, PA Child Abuse History Clearance, and the Reportable Offense Obligation.

When ALL the application processes have been completed, the applicant must submit all forms to the DASD Administrative Offices located at 733 Ironmen Lane, Danville, PA 17821.

FIELD TRIPS

Field trip permission slips will be sent home prior to the field trip and are to be signed by the parent and returned to the child's homeroom teacher. Siblings will not be permitted to miss a day of school to attend a field trip at another grade level.

BIRTHDAY PARTY INVITATIONS

Birthday party invitations may only be distributed at school if there is one for every child in the classroom.

LUNCH & BREAKFAST PROGRAM

The Food Service Department is a critical part of the Wellness program in the Danville Area School District. Nutritious breakfast and lunches are offered daily. At the elementary level, students can purchase a balanced lunch or purchase milk if they bring a lunch from home.

Parents will be able to view their child's meal account balance and activity on-line as well as make electronic payments to their cafeteria account. Instructions can be found on the school district website under "Offices" and click on "Food Services."

Another option for parents is that money can be placed in the account on a regular basis by sending cash or a check with your child. Checks should be made payable to: DASD Cafeteria Fund. Please include your child's student ID or PIN number referenced below on the check. This payment can be made either in the morning prior to or during breakfast. (Please note that deposits may take two to three business days to appear in the account.)

Each student is assigned a PIN (Personal Identification Number) for their cafeteria account. At the end of the breakfast/lunch line, students enter this PIN# and the cost of their purchases is deducted from their account. All purchases, including complete meals, snacks, and milk can be made using this account.

Charging meals is not encouraged. However, we realize that occasionally students forget their lunch money or lunch. Students in grades 3-5 will always be served a full meal from the menu, but parents are reminded these costs accrue. The meal charge policy is located on the school district's website. Select "Offices," then click on "Food Services."

When students owe money, a cafeteria staff member will inform the child at the register. Additionally, a letter may be sent to parents/guardians via mail or email indicating a

negative cafeteria balance. Parents/Guardians can sign up to receive email reminders of cafeteria balances at schoolcafe.com.

DASD operates under the direction of the National School Lunch/School Breakfast Programs and the USDA. Free and reduced-priced meals are available to families who meet the guidelines. Applications may be obtained in your school office or on the district website.

The district participates in the Offer vs. Serve program under which five food items must be offered at lunch in the specified minimum amounts. Students may choose 3, 4, or 5 items in order for the meal to be complete. However, one of these items MUST be a fruit or a vegetable. If not, each item will be charged separately. These are: Meat/meat alternate, grains/breads, two (2) servings of vegetables, one (1) serving of fruit, and one (1) serving of milk.

A monthly menu is given to each student. Menus are also available in your school office or on the district website. Additional information can be found on the district website www.danville.k12.pa.us including under policy #246 regarding School Wellness. Parents are also welcome to contact the Food Service Office at 570-271-3268 ext. 1013.

SPECIAL DIETARY NEEDS

Documentation and a completed Medical Plan of Care for Food Service (which is available online) is needed to accommodate special dietary needs. The following information is required when substituting or modifying school meals:

Substitutions or modifications in school meals may not be completed until a physician's statement containing the following is on file in the school food service office:

- 1) The student's special dietary disability
- 2) An explanation of why the disability restricts the child's diet
- 3) The major life activity(ies) affected by the disability
- 4) The food(s) to be omitted from the student's diet, and
- 5) The food or choice of foods that must be provided as the substitute.

For students who do not have a disability, but are medically certified as having a special medical or dietary need, food substitutions may be made. This is for children that have food intolerances or allergies but do not have life-threatening reactions when exposed to the food(s) to which they have problems. A statement MUST be on file prior to allowing a substitution.

The statement must contain:

- 1) Identification of the medical or other special dietary condition which restricts the student's diet
- 2) The food(s) to be omitted from the student's diet
- 3) The food(s) to be substituted.

Please note; for students with peanut allergies, we take special care to ensure safe peanut free environments and offer peanut free zones in the cafeteria. For students with any non-disabling special dietary needs that prevent them from drinking cow's milk (this would include those students with a milk intolerance, a non-disabling allergy, or any other non-disabling medical condition), lactaid milk will be offered at breakfast and lunch. Students are not required to take milk with their lunch.

Additional information can be found on the district website www.danville.k12.pa.us including under policy #209.1 regarding Food Allergy Management.

HEALTH AND DENTAL SERVICES

The health status of a child directly affects the child's educational performance. Therefore, when a child is registered for kindergarten, the school nurse begins compiling a confidential health history. This record is maintained throughout the child's school career. Parents are urged to share with the school nurse any additions or changes to the health history. Emergency cards are sent home at the beginning of each school year. It is very important that these be completed in full and returned to school as soon as possible. There is a space on the emergency card to indicate any health problems the school nurse should be aware of, permission for minor first aid and illness treatment, as well as numbers to be called if your child should become ill or injured at school. Please update these cards with changes throughout the school year.

DENTAL EXAMINATIONS

Pennsylvania Law requires students receive a dental examination in the year prior or during the year of entry, usually kindergarten, third, and seventh grades. These grades were selected because they represent a critical period of growth and development in a child's life. The school nurses are recommending that these examinations be done by a family dentist since she/he can best evaluate a child's health and assist a family in obtaining necessary treatments and corrections. If a parent/guardian prefers, their child may be examined in school. However, no treatment or correction will be provided.

PHYSICAL EXAMINATION

Pennsylvania State Law requires children attending school receive a physical examination within the year prior to or during the year of original entry, usually kindergarten. It is recommended that examinations be done by a family physician. If you prefer, your child

may be examined in school. Please note that no immunizations will be administered. Please contact the school nurse if you would like to have your child receive an examination at school.

HEALTH SCREENINGS

Yearly mandated health screenings for growth, vision, and hearing will be administered by the nurse. If your child fails any of the screening procedures, a parent/guardian will receive notification to obtain further evaluation and treatment from the child's health care provider. Parents may call the school nurse if help is needed in securing treatment.

IMMUNIZATIONS

Pennsylvania State Law requires the following immunizations be completed before a child may enter school:

- 1) Diphtheria, tetanus, and acellular pertussis: four properly-spaced doses with one dose on or after the 4th birthday
- 2) Poliomyelitis: four properly-spaced doses with one dose on or after the 4th birthday
- 3) Measles: two properly-spaced doses administered with the 1st dose at 12 months or older
- 4) Rubella: one properly-spaced dose administered at 12 months or older
- 5) Mumps: two properly-spaced doses administered with the 1st dose at 12 months or older
- 6) Hepatitis B: three properly-spaced doses with the third dose at age 164 days or older
- 7) Varicella (Chickenpox): two properly-spaced doses administered with the 1st dose at 12 months or older or history of the disease

The school nurse also reviews each child's immunizations each year. If a child is due for a booster or is lacking a mandated immunization, the school nurse will notify the parent. Immunizations may be obtained from a family health care provider or from the PA Department of Health. Anytime a child receives any immunizations, parents are encouraged to record what immunization was given and the date. Parents should send this information to the school nurse so a child's school immunization record is kept current.

Students without an up-to-date immunization record will be required to have a Medical Certificate, signed by a physician, certified registered nurse practitioner, physician assistant, or local health department, within five (5) days of starting school. The Medical Certificate contains the dates for obtaining full immunization. A delay in obtaining the Medical Certificate or not following through with the plan for completion of immunizations may result in exclusion from school.

STUDENTS SHOULD NOT BE SENT TO SCHOOL WITH THESE HEALTH PROBLEMS

- 1) Fever of 100.0 F or greater without fever reducing medication
- 2) Repeated vomiting or diarrhea in the past 12 hours

- 3) Pink eye: red itchy eyes with yellow or green drainage but NO allergy symptoms
- 4) Any illness when the child is not able to function normally in the classroom without pain/discomfort. Such illnesses may include but are not limited to: severe sore throat, excessive cough, headache, earache, or stomachache.
- 5) Injuries or surgical procedures that require narcotic medication prior to or during the school day.

Call your child's physician or the school nurse if there is a question as to whether a student needs medical attention or may attend school with an illness or injury.

STUDENT MEDICATION POLICY

In keeping with the Pennsylvania Department of Health regulations and the Danville Area School District School Board's Policy #210, parents must submit a medication permit form for ALL medications. All medications must be transported to school by a parent or an adult designated by the parent. Additionally, all medications must come to school in the original prescription bottle or packaging. No medications, prescription or over-the-counter, will be accepted if this procedure is not followed.

All medications, prescription and over-the-counter, will be stored in the nurse's office. Except for Asthma inhalers, epi-pens, and insulin (with physician order and parent permission to carry), no medications may be carried by the student or stored in a backpack, lunch or sports bag. Emergency epinephrine is available for anaphylactic reactions. A parent or legal guardian may submit in writing to the School Nurse that their child be exempt from emergency epinephrine administration. Medication permit forms are available from the school nurse and are available on the district website.

A parent or designee must pick up medications and over-the-counter prescriptions by the last day of school. Any medications remaining after the last day of school will be destroyed.

The school nurses want to remind parents and students that there are very strict laws regarding the administration of medicine in any setting, not just schools. *It is not the intent of the school district to make the medication situation difficult for the parent, but rather to ensure the medical and legal safety of all concerned.*

SPECIAL EDUCATION SERVICES

The Danville Area School District is required under the Individuals with Disabilities Education Act (IDEA) to ensure educational services are provided to students with disabilities. Students with Individualized Education Plans (IEPs), or 504 plans, will be accommodated at all buildings. Parents who believe their child may be eligible for

special education should contact the Danville Area School District Director of Special Education for further assistance.

GUIDANCE & INTERVENTION SPECIALIST SERVICES

The primary function of this position is to teach, as well as help students and parents in understanding the educational program.

The staff member assists students in evaluating their abilities, achievements, interests, needs, and values. Services are available to students and parents through appointments and scheduled conferences. The guidance department welcomes the opportunity to assist both students and their parents in a variety of ways.

CUMULATIVE RECORDS

A cumulative record for each student is maintained through the Sapphire Student Information System. The records contain yearly grades, attendance records, standardized achievement scores, and other student information. For more information regarding student records, please refer to DASD Board Policy #216.

HOMELESS AND UNACCOMPANIED YOUTH

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public

preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

**DEFINITION OF HOMELESS [MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)]:
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:**

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, please contact Ms. Dana Earnest at (570) 271-3268, ext. 3719.

BUS TRANSPORTATION

The School Laws of Pennsylvania state that the Board of School Directors may provide free transportation for any resident student. Transportation for students on a school bus is a privilege, which may be revoked. Any behavior by a student or a group of students, which infringes on the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will not be tolerated.

Parents are asked to familiarize their children with the obligations and courtesies of public transportation. A pupil who cannot maintain self-discipline forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and school standards on the bus, and in accordance with the Pennsylvania School Code, has the same authority as a teacher. While on the school bus, the student is under the authority of and directly responsible to the bus driver. The driver will be responsible for the orderly conduct of passengers. Students shall conduct themselves on the school bus as they would in the classroom.

School bus transportation is an extension of the school system and the standards set by the school will be carried over into the school bus. Bus drivers have the authority to assign seats. If you have any questions regarding transportation, please contact the Transportation Coordinator at the Administration Office (570-271-3268 ext: 1032).

BUS REGULATIONS

All students must abide by established rules and regulations concerning conduct on the bus. In order to provide safe transportation to and from school, students should follow these rules:

- 1) Be courteous to your bus driver and fellow passengers.
- 2) Keep the aisles clear. Place books, parcels, and lunches on your lap.
- 3) Do not eat or drink on the bus. Chewing gum is prohibited.
- 4) Remain in your assigned seat and face forward. Remain seated until the bus comes to a complete stop.
- 5) Keep your head, arms, and legs inside the bus at all times.
- 6) No fighting or horseplay is allowed on the bus.
- 7) Vandalism is prohibited. Pupils and parents are financially responsible for damage done to a bus. Report any damage observed to your bus driver immediately.
- 8) Smoking, chewing tobacco, using or carrying controlled substances, or lighting matches is prohibited.
- 9) Use of profane language is prohibited.
- 10) Driver permission is needed for students to bring items to school other than those required for their educational program.
- 11) Live animals, knives, matches, sharp objects, snowballs, and laser lights are not permitted on the bus. Bringing toys and radios is not allowed except when required by their educational program.
- 12) Throwing objects inside or outside the bus is prohibited.
- 13) Driver permission is required before opening windows.
- 14) Avoid loud talking and confusion that might distract the driver.
- 15) Be alert to traffic when entering and leaving the bus.

The bus discipline procedures are as follows:

Step 1: Warning: School Counselor and/or Principal will discuss the incident with the student. Parent/Guardian contacted via copy of written referral.

Step 2: Lunch Detention: Student will be placed in a lunch group to discuss proper bus behavior. Parent/Guardian contacted.

Step 3: Lunch & Recess Detention: Student will meet with the principal. The students may be assigned a new seat, if necessary. Parent/Guardian contacted (Bus Safety School: Part A will be assigned to the student.)

Step 4: Suspension from Bus: A one (1) to five (5) day suspension from bus may be assigned by the Principal. The student will be required to complete Bus Safety School: Part B before the student can ride the bus following the suspension.

Step 5: Suspension from Bus: A five (5) to ten (10) day suspension from bus may be assigned by the Principal.

During the period of time in which a student is suspended from riding the school bus, the parents/guardians are responsible for having the student meet the attendance hours of their schedule or the schedule of the school in which they are assigned. It is not the policy of the School Board to make bus riding unpleasant. The intent is to make it pleasant and safe for all students. The building principal is responsible for determining appropriate actions in relation to student behavior.

CHANGES IN TRANSPORTATION

Students will be provided one AM and one PM bus stop. Changes in bus transportation must be approved through the transportation office and may not immediately go into effect. *Parents who need to make a change and pick their child up on a specific day are highly encouraged to contact the office before noon.*

PARENT PICK UP OPTION

Parents/Guardians have the option to pick up their child from school. Parents who wish to do so, must provide a written note indicating their desire to pick their child up from school. *Please note that all requests must be submitted to the office by noon each day.*

Parent Pick-Up Times for 2023-24 SY: **3:07 - 3:25 p.m. (Tentative)**

Parents who choose to pick up their child from school must adhere to the established Parent Pick Up times listed above. These times have been determined based upon the availability of supervisors. The "Parent Pick Up Option" privilege may be revoked if a parent repeatedly arrives late to pick up their child.

POSITIVE BEHAVIORAL INTERVENTIONS and SUPPORTS (PBIS) PROGRAM

Liberty Valley Intermediate School will continue its PBIS Program for the 2023-2024 school year. This comprehensive program is designed to encourage and reinforce a positive learning environment for all students. At the start of the school year, our teachers and staff members will teach these behavioral expectations to students. The name of Liberty Valley's PBIS program is called ***"Forging Your BEST Self!"***

As many of our parents and students know, the town of Danville has a proud and storied history involving the manufacturing of the first T-rail in the United States. The rolling of the first T-rail back in 1845 at the Montour Iron Works of Danville has inspired the faculty

and staff to choose the new name and theme of our PBIS program. The word “forging” was chosen to encourage our students to actively *forge* or *create* their BEST self - and ultimately the BEST school - by striving to achieve the core goals of the program...



Starting on the very first day of school, students will begin to learn what these four core goals are and how to demonstrate them throughout all areas of our school including the classroom, hallways, cafeteria, bathrooms, recess areas, and even on the school bus. The faculty and staff of Liberty Valley will continue to teach and review the components of the new PBIS program throughout the school year.

Teachers and staff members will actively recognize and acknowledge appropriate behavior by saying something positive to the student and giving him/her a “BESTie” Ticket. The student then will cut the ticket, keep the top portion to take home to show his or her parents/guardians, and drop the bottom portion of the ticket in a bucket for a chance to win some cool prizes throughout the school year.

In addition to the tickets, teachers will be recognizing students who best demonstrate their BEST self over the course of each school quarter. These students will be recognized in front of their peers, be given a certificate of recognition, have their photo displayed in a prominent area of the school, and be invited to a pizza luncheon with the principal.

SCHOOL WIDE EXPECTATIONS

HALLWAYS

Be Respectful

Use whisper voices
Stay on the right-hand side

Encourage Kindness

Use polite manners
Hold a door open for others

Safety 1st

Try your hardest

Walk only
Keep hands, feet, objects to self

Stay in line
Follow directions

BATHROOMS

Be Respectful

Use “table-talk” voices
Flush the toilet

Encourage Kindness

Wait your turn quietly
Honor others’ privacy

Safety 1st

Keep hands, feet, objects to self
Wash your hands
Keep the floor dry

Try your hardest

Turn off sink
Place trash in garbage can

CAFETERIA

Be Respectful

Use whisper voices
Follow directions

Encourage Kindness

Use polite manners
Be courteous to others

Safety 1st

Walk only
Keep area clean

Try your hardest

Throw away trash
Check floors for wrappers

RECESS AREA

Children are given the opportunity, weather permitting, for fresh air and exercise during the school day. During inclement weather, or when the playground is snow-covered, children will have recess indoors. All children participate in outside recess unless parents make written requests that their children remain inside. (This might happen in a case where a child is recuperating from a serious illness.) It is requested that children be appropriately dressed for outdoor activity.

Be Respectful

Follow game rules
Care for environment
Return recess materials

Encourage Kindness

Use polite manners
Include everyone
Wait your turn

Safety 1st

Keep hands and feet to yourself

Be aware of surroundings

Line up quickly and quietly

Try your hardest

Use equipment appropriately

Choose kind words

Display sportsmanship

STUDENT BEHAVIOR/DISCIPLINE/BULLYING

All students are expected to conduct themselves in an appropriate manner at school. A courteous and considerate manner is expected of all students. All children deserve an excellent learning environment and no student should prevent a teacher from teaching and/or any student from learning. In order to assure optimum learning conditions, steps are being taken in our schools to help children learn and demonstrate appropriate behavior.

Teachers will post a list of classroom rules and consequences. Additionally, time will be provided for teachers and staff members to help all students understand the rules and expectations of the school environment. All students will be expected to behave appropriately in the classroom and throughout the entire school. Teachers and staff will stress the notion that children must assume responsibility for their own behavior.

The elementary schools are committed to providing a safe, positive learning environment for all students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore the elementary administration, staff, and school board prohibit bullying and cyber-bullying by district students.

DASD's complete policy No.249 regarding Bullying/Cyber-bullying is available on the district's website at www.danvillesd.org under school board policy.

ELECTRONIC DEVICES

Students may have a wide array of electronic devices including cell phones, iPods/MP3 players, electronic games, watches, etc., and many of these items are brought into the school on a daily basis. **These items are not permitted to be turned on during the official school day (8:00 AM – 3:25 PM), unless they are being used for instructional purposes and/or at the discretion of the teacher.** If applicable, students may use these devices while waiting in the morning and afternoon in the cafeteria. Before students exit the cafeteria for their classroom in the morning or for their bus in the afternoon, they must turn off their device and safely store their device in a pocket or backpack.

Electronic items turned on during the school day without permission of staff will be confiscated and returned only to a parent/guardian. A second offense will result in a disciplinary measure in addition to confiscation and parent/guardian pick-up. A third offense will result in additional disciplinary action. In addition, the student would not be permitted to bring electronic devices to school for the remainder of the school year.

TOBACCO USE

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe, e-cigarette or other smoking product or material, and smokeless tobacco in any form.

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and possession by students at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

CONTROLLED SUBSTANCES

The Board prohibits students from using, possessing, distributing, intending to distribute, and being under the influence of any controlled substances during school hours, on school property, at any school sponsored event, on school buses, and to and from school by any mode of travel.

WEAPONS

The Board believes that the physical safety of students, employees, and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. Based on this premise, the Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

CARE OF SCHOOL PROPERTY

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and Guardians shall be held accountable for the actions of their child.

LOST OR DAMAGED SCHOOL MATERIALS

Students are responsible for electrical devices, textbooks, workbooks, and library books. If a student destroys or loses any of the items and/or other school district material, a replacement cost will be charged. Report cards may be held at the end of the year if outstanding charges are not paid in full.

STUDENT FUNDRAISING

The Danville Area School District has approved Policy #229: Student Fundraising. For the purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services. The Board prohibits the collection

of money by a student for personal benefit in school buildings, on school property, or at any school-sponsored activity.

For specific information regarding approved fundraising activities, parents/guardians and students are encouraged to read the full district policy available on the district website.

SUSPENSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.

Exclusion from School - Suspension

Suspension shall be defined as the prohibition of a student from attending school for a prescribed period of time as a disciplinary measure.

The principal of the school may suspend any student for willful disobedience, obscene language, or other misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible.

Temporary Suspension

Temporary suspension shall be defined as the prohibition of a student from attending school for a period not to exceed three (3) days. Temporary suspension may be ordered by the principal or designee, without a hearing, but the student must be fully informed of the reason for the suspension and given a chance to answer the charges prior to being suspended. The parents/guardians shall be notified immediately in writing when a student is suspended.

Full Suspension

Full suspension shall be defined as the prohibition of a student from attending school for a period not to exceed ten (10) days. Full suspension may be ordered by the principal or designee but an informal hearing shall be required.

Such hearing shall take place as soon as possible after the suspension. In cases of full suspension, the student and his/her parent/guardian shall be provided with written notice of the reasons for the suspension, sufficient prior notice of the time and place of the informal hearing, and a chance to cross-examine witnesses, speak in his/her own defense, and produce supporting witnesses. When extraordinary circumstances

involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Exclusion From Class - In School Suspension

No student may receive an in-school suspension without notice of the reasons for which she/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and his/her parent or guardian shall be offered an informal hearing with the designated school official. Such hearing shall take place prior to the eleventh day of the in-school suspension.

STUDENT'S PERSONAL BELONGINGS

It is highly encouraged that each student's name and grade should be marked on all their belongings. Examples include jackets, coats, gloves, tablets, etc. This will assist in returning lost items. Students are encouraged not to bring any toys or electronic devices to school.

DRESS AND GROOMING

The appearance of any young person is primarily the responsibility of the individual and his/her parents. We expect students to maintain the type of dress and grooming that does not interfere with the educational process of the school.

With the concerns in our culture over the abuse of alcohol and the abuse of drugs, the Danville Area School District has a policy that students DO NOT wear shirts that depict alcohol or drugs in a positive manner. This would include shirts which advocate through advertising that alcohol can have a positive effect on one's life. Also, with the concerns our culture has with suicide, the Danville Area School District highly recommends that students and parents use caution and concern of the negative impact of clothing that highlights the messages or names of artists who place suicide as a positive alternative to life.

Clothing considered inappropriate and thus prohibited, includes but is not limited to: bare midriffs, low cut shirts, shorts and shirts which expose undergarments or bare skin or an intertriginous area where two skin areas may touch or rub together, or such clothing is not at an appropriate length, spaghetti strap tops, excessively short skirts or shorts, pajamas, slippers, bandanas, gang related clothing, sharp spiked jewelry and spiked cuffs, bracelets with inappropriate or vulgar language or clothing and accessories

deemed inappropriate by administration. Because of safety and health requirements, bare feet are not permitted in school.

Finally, any clothing which has symbolism or words which can be construed as obscene, racially, culturally, or religiously biased, cannot be worn in school. Many messages on clothing carry literal and implied messages. In such cases, the literal message may not be objectionable but the implied message is objectionable. Therefore, the Danville Area School District makes very clear that clothing with implied objectionable messages is not to be worn in school.

In recent years, types of clothing, particularly T-shirts have become ways to present innuendos concerning sexual and traditional anti-social behavior. We, at Danville Area, believe our community's cultural beliefs would indicate that school is not a place for sexual and unhealthy social innuendos. Therefore, we caution students not to wear clothing presenting sexual innuendos or unhealthy social ideals. Examples of clothing in reference: Liquor distillery product shirts; Brewing and distilled spirits companies advertising clothing which portrays beer and liquor as positive; Shirts depicting sexual activity; and shirts inferring messages concerning sexual or anti-social activity.

Students who come to school wearing inappropriate clothing will be asked to remove the "inappropriate" article if possible (such as removing a T-shirt). If the article is not removable, parents will be notified and asked to either bring a change of clothing or the student will be required to wear a T-shirt provided by the school.

Hats, caps, bandanas, visors, kerchiefs, and head coverings are not to be worn in the school building. The exception to wearing a head covering would be directly related to one's traditional religious, cultural, or medical reason. The Danville Area School District does not discriminate due to religious or cultural orientation. However, the Danville Area Schools clearly believe that head coverings can be detrimental to the learning environment, especially in the classroom. Students are to place all head coverings in your locker area, cubby area, or bookbag upon arrival to school.

In addition to the board's policy, the elementary administrators encourage parents to not allow their children to wear flip-flops, clogs, or sandals without a heel strap to school. These open back shoes present a danger to students when utilizing playground equipment and stairs. Sneakers are truly the most appropriate shoes for elementary students due to outdoor play. We reserve the right to not allow students to utilize playground equipment if they are not wearing sneakers.

STUDENT BEHAVIORAL EXPECTATIONS

At times throughout the school year, behavior exhibited by students does not meet the school standards and expectations. In these cases, disciplinary action will be necessary. The following categories and lists include types of student misbehavior and disciplinary interventions and actions for faculty and staff to reference when necessary. Faculty and staff will work to correct inappropriate behavior using various retraining techniques. The lists have been categorized into levels according to the seriousness of the child's misbehavior. The frequency of misbehaviors will also be considered when determining the appropriate disciplinary action.

The classroom teacher, staff members, and school administration will utilize the options that follow. If necessary, the teachers will make others (guidance counselor, principal, Child Study team, etc.) aware of the problem behavior. These individuals will involve additional professionals if necessary to help the child learn the appropriate behavior. Prior to referring a student to the school principal, the teacher is to make every effort to correct inappropriate behaviors by utilizing Level I behavioral interventions. Higher-level options for criminal behavior may require law enforcement involvement and possibly school board action.

Level 1 Infractions and Interventions

These behaviors are generally minor infractions, but interfere with the educational process and/or school procedures. The teacher assigns the disciplinary action and may need to contact a parent/guardian.

Infraction

Behavioral Intervention Options

- | | | |
|--|-----|--|
| ● Unprepared for class | --- | Documentation in student file |
| ● Incomplete homework | --- | Verbal reprimand/warning |
| ● Inattentiveness/non-participation | --- | Conference w/ student |
| ● Interrupting/distracting others | --- | Brief time out from activity |
| ● Constant talking out of turn | --- | Restriction/withdrawal of privileges |
| ● Frequently out of seat | --- | Homework completed with supervision |
| ● Having toys/inappropriate materials | --- | Parental contact |
| ● Inappropriate behavior (specials, café, assembly, hallway, bathroom) | --- | Retraining of skill |
| ● Profanity | --- | Removal from class following brief timeout |
| ● Rough play or horseplay | --- | Utilize classroom incentive system |
| ● Name calling/teasing | --- | Referral to counselor for retraining |
| ● Lying | --- | Partial Loss of Recess (10 min.) |
| ● Cheating | --- | Seat change |
| ● Disrespect towards student | --- | Lunch Detention |
| ● Disrespect to staff member/adult | | |
| ● Bullying-type behaviors | | |

Level 2 Infractions and Interventions

Behaviors at this level are more serious disruptions to learning and/or teaching. The teacher may communicate with the guidance counselor, intervention specialist, and/or principal to determine corrective actions for a child's behavior.

Infraction

- Repeated Level I Misconduct
- Strong profanity and/or gestures
- Extreme verbal abuse of others
- Bullying/Cyberbullying*
- Compulsive cheating
- Compulsive lying
- Stealing/taking things purposely from others
- Inappropriate student conduct
- Insubordination (Minor)
- Vandalism

Behavioral Intervention Options

- | | |
|-----|--|
| --- | Continuation of Level 1 options |
| --- | Behavior plan implementation |
| --- | Written apology |
| --- | Removal from class following brief timeout |
| --- | Referral to Child Study Team or Principal |
| --- | Lunch and/or recess detention |
| --- | Loss of school privileges |
| --- | Parent Conference |
| --- | Exclusion from non-academic events |
| --- | In School Suspension |

*Refer to DASD Board Policy #249 for additional information on Bullying/Cyberbullying definitions and consequences.

Level 3 Infractions and Interventions

Behaviors at this level are more serious due to having a longer effect on the individual or pose a threat to people or property. The building principal assumes major responsibility for corrective actions. More severe consequences are required and authorities may become involved. Classroom teacher is responsible for contacting the office for support and remaining with the child until the support (guidance counselor, intervention

specialist, psychologist, or principal) arrives. If necessary students will be removed from the setting to a safer environment within the school building.

Infraction

- Continuous / repetitive use of profanity
- Fighting / physical abuse of others
- Verbal / written threats or harassment
- Weapon/Substance possession (Including toys that resemble weapons)
- Acts that endanger the safety of self or others
- Leaving school property w/o authorization
- Repeated Level II Misconduct
- Insubordination (Major)

Behavioral Intervention Options

- Continuation of Level 2 options
- In School / Out of School Suspension
- Regular meetings with counselor
- Clean up of damage and/or restitution
- Referral to outside agencies
- Contact School Police Officer/Authorities
- After School Detention (Parent must pick up.)
- Behavior plan implementation

To address situations where bullying may be occurring, teachers utilize class discussions as a means for focusing on the issue and working as a team to find solutions. Teachers utilize their classroom rules as well as the school's bullying rules.

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

321GO! PHASE PROGRAM

In order to maximize learning, increase student time-on-task throughout all classrooms, and to provide consistency across the entire school, teachers and staff members follow a phase program called "321GO!" at Liberty Valley. The program provides a process for teachers and staff to follow when addressing student misbehavior in the classroom.

If and when a student displays disruptive behavior in a classroom, a teacher or staff member is initiate the following:

- Provide the student with a minor redirection when needed. If possible, allow a minute or two to pass.
- If the student continues to display disruptive behavior, the teacher or staff member gives the student a non-verbal prompt (ex. a small stop sign). Again, allow another minute or two to pass.
- If the student continues to display disruptive behavior, the teacher places the student in a brief timeout.
- After five minutes or so, the teacher briefly conferences with the student, shares clear expectations for the student to follow, and allows the student to return to the classroom activity.
- If the student continues to display disruptive behavior, the student is sent from the classroom where he/she will be provided time to calm down, reflect upon the reasons why he/she was sent from the classroom, and process the incident with a staff member.
- Behavioral retraining occurs and disciplinary action is assigned, if necessary.

- The child returns to the classroom setting for the next scheduled academic block.