

# **TVSD Elementary Student Handbook**

**2023-2024**

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## **Acceptable Use of Internet/Electronic Communication**

The TWIN VALLEY SCHOOL DISTRICT (District) provides employees, students, School Board Members, and guests (users) with approved access to the District's technology resources to be used for educational purposes, including but not limited to electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, copiers and cameras.

Any unauthorized third-party usage of the District's computers, network, internet, electronic communications and information systems is prohibited.

The use of the District's technology resources shall be consistent with the curriculum adopted by the district and made available for the performance of job duties consistent with the educational mission of the District. Instructional needs, learning styles, abilities and developmental levels of students shall be taken into consideration. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the District's technology resources.

All employees and students are responsible for the appropriate and lawful use of the District's technology resources. This policy is intended to ensure that all users continue to enjoy access to the District's technology resources and that such resources are utilized in an appropriate manner and for purposes consistent with the curriculum adopted by the District.

*Child Pornography* - see Act 47 U.S.C. § 254; and Act 24 P.S. § 4601

*District Technology Resources* - All technology owned and/or operated by the District, including but not limited to computers, audio/visual systems, mobile devices, printing/copying devices, scanning devices, cameras and other media equipment, hardware, software, networking equipment/devices or network/resource accounts.

*Educational Purpose* - Use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

*User(s)* - Anyone who utilizes or attempts to utilize District technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents or guardians, and any guest(s) to the District that may be approved to use District technology.

The electronic information available to students and staff does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District makes no guarantee that the functions or services provided by or through the District internet, computers or network resources will be error-free or without defect. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for any unauthorized charges or fees.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges as well as appropriate disciplinary action.

While using District-owned devices, users must utilize the District's wired or wireless networks for access to the internet when operating in or attending district schools and facilities. Other means of access are not permitted (e.g. WIFI hotspots, personal internet access, open/rogue networks etc.)

The District will implement internet and network safety measures through policy, guidelines and technology to filter access by minors, protect users' safety and security, and against unauthorized access, disclosures or dissemination of users' information.

The Superintendent or designee shall develop procedures, in cooperation with the District technology staff, for the acceptable use of all district technology resources.

*Use of Personal Electronic Devices* - see SB Policy 237

*Unauthorized Use Prohibited* - Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's District account, or exceeding one's authorization to use District technology resources is prohibited.

*Privacy* - The District reserves the right to monitor any user's utilization of District technology resources. Users have no expectation of privacy while using district technology resources whether on or off district property. The district may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the internet to ensure compliance with this and other District policies, and state and federal law. All emails and messages, as well as any files stored on District technology resources may be inspected at any time for any reason.

*Filtering & CIPA Compliance* - The District reserves the right to restrict access to any internet site or resource it deems inappropriate through established policy. As required by law, the District shall utilize content and messaging filters designed to prevent users from accessing materials deemed obscene, offensive, pornographic, harmful to minors or otherwise inconsistent with the District's educational mission. Such restrictions will apply to all district devices and users.

*Monitoring* - District technology resources shall be periodically monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The network administrator designated by the Superintendent shall ensure that regular monitoring is completed pursuant to this section. The Superintendent or designee shall also implement procedures to ensure that District technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized.

*District Provided Resources* - District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual email accounts, laptop computers, mobile devices, etc.). Despite being allocated to a particular user, the technology resources remain the property of the District and may be revoked, suspended, or inspected at any time to ensure compliance with this and other District policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.

*Social Media and Networking* - The District is not responsible for, nor does it endorse messages, narratives or rhetoric published by users whose content is inconsistent with the educational purpose of the district. In addition, users shall not publish or post information deemed confidential or non-public.

*Incidental Personal Use* - Occasional personal use by an individual must comply with this policy and all other policies, procedures, and rules, and may not interfere with the employee's duties or the educational purpose of the district.

The following uses of district technology resources are prohibited:

- Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
- Use of technology resources to violate any other district policy.
- Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- Use of technology resources to cause, or threaten to cause harm to others or damage to their property.

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, users may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and federal law.

References:

18 USC 2256 *Harmful materials definitions*

18 PA CSA 6312 *Sexual abuse of children*

20 USC 6777 *Internet safety*

18 PA CSA 5903 *Obscene and other sexual materials and performances*

24 PS 4604 *School entity Internet policies*

#### *Access and Security Prohibitions*

The following activities related to access to the District's electronic resources are prohibited:

- Misrepresentation (including forgery) of the identity of a sender or source of communication
- Acquiring or attempting to acquire passwords of others or giving your password to another
- Altering communication originally received from another person or computer with the intent to deceive
- Disabling virus protection software or procedures
- Altering or attempting to alter files, system security software, or systems
- Unauthorized wiring
- Connecting unauthorized hardware and devices to the network
- Intentionally damaging or destroying the integrity of electronic information
- Intentional destruction of District hardware or software
- Failure to comply with requests from teachers or District administrators to discontinue inappropriate activities
- Post personal contact information about themselves or other people
- Engage in any illegal act
- Send terroristic threats, harassing communications, or hate mail
- Political lobbying as defined by the PA Lobbying Registration Act. Employees and students may use the system to communicate with their elected representatives to express their opinion on political issues.
- Advertising of any kind
- Unauthorized fundraising
- Unauthorized use of the Twin Valley School District's name
- Copyright violations
- Plagiarism
- Students are prohibited from any use of any electronic device (including personal device) in locker rooms, bathrooms, or other changing areas. (See Policy 237)
- Use any electronic device (including personal device) to take photographs or to record audio or video of any person or group without the knowledge or consent of that person or group while on District property or while a student is engaged in school-sponsored activities unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows concerts, etc. (See Policy 237)

Violations of this policy may result in the temporary or permanent revocation of a user's right to access District technology resources. Additionally, users may be subject to other forms of disciplinary actions for violations of this policy and/or local, state, and federal law.

#### *Operational Prohibitions*

The following operational activities and behaviors are prohibited:

- Interference with or disruption of computer or network accounts, services, or equipment of others including, but not limited to, the propagation of computer "worms" and "viruses," the sending of electronic chain mail, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. In other words, the user may not hack the network or others' computers, whether by spyware designed to steal information, or viruses and worms or other hardware or software designed to damage computers, the network, or any component of the network, or strip information, or completely take over a person's computer.
- Altering or attempting to alter files, system security software, or the systems without authorization.
- Unauthorized scanning of the network for security vulnerabilities.
- Attempting to alter any District computing or networking components (including, but not limited to, file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
- Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer or network services.

- Connecting unauthorized hardware and devices to the network.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic media.
- Intentionally damaging or destroying the integrity of electronic information.
- Intentional destruction of District computer hardware or software.
- Intentionally disrupting the use of electronic networks or information systems.
- Negligence leading to damage of District electronic information, computing, or networking equipment.
- Failure to comply with requests from appropriate teachers or District administrators to discontinue activities that threaten the operation or integrity of computers, systems, or networks.

#### *Safety*

- To the extent possible, users of the network and internet will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.
- Users will not post personal contact information about themselves or other people; in other words, the user may not steal another's identity in any way, may not use spyware, cookies, or use the network in any way to invade privacy. Additionally, the user may not disclose, use, or disseminate personal information of other students or employees (examples include, but are not limited to, student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records). Personal contact information includes address, telephone, school address, and work address.
- Student users will agree not to meet with someone they have met online.
- Documents or videotapes may not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will be handled in accordance with the applicable provision of the Student Disciplinary Code.

#### *Consequences*

Students who inappropriately use or misuse the District network, hardware/equipment, or software may be subject to disciplinary action. The proceedings could result in a fine or payment of costs related to labor/parts to repair and/or replace equipment. The District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity.

## **Admissions**

### Admission to School

All children entering school, Kindergarten or 1<sup>st</sup> Grade for the first time must be completely immunized for Diphtheria, Tetanus, Polio, Measles, Rubella, Mumps, Hepatitis B, and Varicella.

### Kindergarten

Beginning in the 2020-2021 school year, a child will need to be 5 years old by September 1<sup>st</sup> in order to be enrolled in Kindergarten. A birth certificate is required for verification.

## **Attendance**

### Purpose

The Twin Valley School District requires that school-aged pupils enrolled in the schools of this District attend regularly in accordance with the laws of the Commonwealth of Pennsylvania. The procedures outlined herein are designed to insure that all students take maximum advantage of all the educational services provided by the District.

### General Guidelines

All resident children of the Twin Valley School District are entitled to attend the District's public schools from the earliest admission age for the District's Kindergarten Program until the age of 21 years. School attendance is compulsory from the time the child enters the lowest grade of an elementary school above Kindergarten, which shall be no later than 8 years of age, until the age of 17 or graduation from a regularly accredited high school. No student will be admitted to the District's schools who has attained a high school diploma or its equivalent unless the student is approved as part of a foreign exchange program.

### Procedures Applicable to All District Students

- Students are required to be in full attendance each school day unless absent for an approved reason.
- Any absence not approved will be deemed an unexcused absence. Per Policy 204, the Building Principal will approve excused absences and determine when an absence is unexcused.

Excused absences will be defined as follows:

- Observance of a bona fide religious holiday.
- To receive health care from a licensed practitioner. Special Note: All attempts should be made to schedule these appointments at times when school is not in session.
- Illness or other urgent reasons. The following shall be construed as "urgent reasons:"
  - Physical injury/illness to child
  - Death in the immediate family
  - Impassable roads
  - Other reasons properly deemed "urgent" by the Building Principal
- Approved educational trips
- Absences from school for school-sanctioned activities

Every student absence from school, or from any class a student is required to attend, which is not approved as an excused absence, will be deemed to be an unexcused absence. Unexcused absences include an absence for any other reason than those defined as "excused absences." In addition to the limitations of this definition, other unexcused absences may include, but not be limited to, the following:

- Missing the bus
- Oversleeping
- Automobile failure
- Cutting class
- Failure of parent to arrange child care
- Absences from school for all other reasons are to be classified as unlawful. An unlawful absence is an absence due to parental neglect.

No more than three (3) days of unlawful absences are permitted to a pupil during a school year. As soon as a pupil has accumulated his or her third day of unlawful absences, notice will be sent to the parent or guardian, as required by law, stating that the child has the limit of unlawful



absences. All students K-12, upon return from an absence from school, will provide a written statement signed by the parent/guardian that includes the date(s) of and reason for the absence. If the statement is not provided within three (3) school days following the student's return to school, the absence will be considered to be an unexcused absence.

- Consistent with the state law, students of compulsory attendance age may be fined for any unexcused absences through the district justices.
- All tardiness will be dealt with according to the procedures set forth by the Building Principal.
- Students who cut class or whose absence is illegal or unexcused may not make up any work missed on the dates of illegal or unexcused absences.
- Students who demonstrate a pattern of chronic absence and/or are on a long-term absence (3 days or more) will need to provide a doctor's note for such absences.

The following guidelines are used for tardies and half-day absences:

- Tardy - Arriving after 9:15 A.M. but before 11:15 A.M.
- 1/2 Day Absence - Arriving after 11:15 A.M or leaving before 1:45

#### P.M. Procedure for Excusing Pupils

Students may be excused from school during school hours for the following reasons only:

- An appointment with a doctor or dentist.
- A sudden family emergency.

Students excused will be released only to parents or legal guardians, and in all cases proper identification will be necessary. Parents are urged to make medical and dental appointments after school hours, if possible. Parents are required to come to the school office when picking up a child before regular school dismissal and sign them out.

#### Student/Family Educational Trips

Vacations for students during the regular school term are discouraged. However, if it becomes necessary to remove a student to accompany parents on an educational trip, the parents are asked to submit a request in writing at least a week in advance on the [District Educational Trip Form](#). A student may be excused during a school year for up to five (5) days of absenteeism resulting from family or family-financed trips that have educational aspects. The request to be excused for an educational trip must be approved in advance by the Building Principal. Approval will be contingent upon the student's academic progress, attendance record, and on the student's responsibility for keeping up with assignments during the trip. In the event that the request exceeds 5 school days, the parent will be required to submit a special request to the building principal. No trip will be approved during the first or last five (5) days of a semester or during published state standardized testing dates. The building principal will determine whether or not any additional days will be approved.

#### Withdrawals and Transfers

In order to keep accurate records of all children in each school, parents are asked to report promptly any change of address within the school system and advance notice of the date of withdrawal if the family will be moving from the District. This is important during both the school term and the summer vacation months.

## **Clearances for School Volunteers & Visitors**

### Volunteer & Chaperone Clearances

The District welcomes parents/guardians, community members and/or interested educators to volunteer in the school. Procedures are set forth to maintain the safety of the TVSD students and staff, and the Superintendent or Building Principal shall have the authority to allow, limit, or prohibit the entry of any individual to a District building or classroom. All visitors are to have scheduled appointments at least one (1) day in advance, and visits to the school are generally confined to school hours. All volunteers and visitors must report to the Elementary Center Office where the child attends, with their driver's license, directly upon entering school property. The school offices utilize the Raptor System to scan the licenses of all visitors entering the school beyond the Main Office. When there are scheduled classroom visits or other specifically designated programs, individuals will not be required to have clearances. Other exceptions and information are outlined in School Board Policy 907 regarding School Visitors. Additionally, volunteers or chaperones will need to follow guidelines for clearances found in Board Policy 916 available on the District Website at <https://www.tvsd.org/school-board/policies>.

### **Dress Code Policy**

Act 46 of 1998, Section 1317.3 of the PA School Code states: "Board of Directors in any school entity may impose limitations on dress or may require pupils to wear standard dress or uniforms. Dress policies may be applicable to one or more school buildings within the school entity."

A well-groomed and neatly dressed student body sets a tone and positive atmosphere conducive to learning. Students should be neat, clean, and dress responsibly in ways that reflect good taste and modesty. When representing the school at off campus events, students should dress appropriately or as directed by a school official. Please observe the following guidelines when considering how to dress for school:

- Clothing and accessories that refer to or promote alcohol, tobacco, vaping and/or drugs are not permitted in school.
- Clothing and accessories that display inappropriate words, slogans, logos, obscenities, and double meanings are not permitted in school.
- Sunglasses, hats, visors, bandannas, headphones, and other unapproved headwear are not permitted to be worn in school. Students will remove these items as they enter the building. These items must be stored in the student book bag during the school day.
- All clothing needs to be worn appropriately.
- Clothing that is ripped above the top of the knee or distracting is not permitted in school.
- All shirts/blouses must have sleeves or at least three inches of material covering the shoulder.
- Shorts and skirts must be of finger-tip length and no shorter than mid-thigh.
- Shirts/tops must be long enough that they can be tucked in. Midriff areas must remain covered.
- Jewelry that incorporates spikes, studs, or chains is not permitted in school.
- Jackets, coats, raincoats, overcoats, and other garments intended to be outerwear may NOT be worn in classrooms or halls during the regular school day. In addition, oversized pullovers and oversized fleece garments, including blankets, may NOT be worn in classrooms or halls during the regular school day.
- Hooded sweatshirts may be worn; however, they should be of correct size, and the hood must remain down while in the school building.
- Clothing that may pose a safety concern or problem is not permitted.
- Footwear must be worn at all times. Flip flops and sandals are allowed. However, individual departments may establish guidelines for footwear/dress in light of safety concerns.

The Building Principal reserves the right to make judgments as to proper grooming and dress. Our wish is to provide for each person's individuality while at the same time maintaining certain standards of dress that will reflect positively upon the school, the student, and the community. Exceptions may be made for clothing worn in support of school-sponsored activities. Failure to follow these rules may result in disciplinary action.

### **Facilities Information**

### Asbestos

The District monitors asbestos in buildings where it is present. In 1988, the District developed a management plan that identified asbestos-containing materials in each building. The plan provides guidance in the maintenance or removal of those materials. Re-inspection plans were conducted in 1992, 1995, 1998, 2001, 2004, and 2007 by Accredited Environmental Technologies, Inc., a nationally recognized, independent consulting firm. Asbestos materials may be found in the following buildings: Robeson Elementary Center and Twin Valley High School. The management plans and related documents are on file in the Office of the Director of Buildings & Grounds. Anyone wishing to review the plan may do so by calling (610) 286-8679 in order to set up an appointment.

### Integrated Pest Management (IPM)

The District contracted with a licensed commercial pesticide provider for an Integrated Pest Management Program at all buildings. An Integrated Pest Management System is an effective and environmentally sensitive approach to pest management that involves monthly inspections and the judicious use of pesticides. Copies of building inspection reports are maintained in the Main Office of each building and are available for review by interested persons. All related documents are on file in the Office of the Director of Buildings & Grounds. Anyone wishing to review these files may do so by calling (610) 286-8600 in order to set up an appointment.

## **General Information**

### Fundraising in the Schools

Fundraising in the schools is permitted only for District-approved projects. Requests for approval of fundraisers should be submitted in writing, in advance, to the Building Principal.

### Homework

The length of the assignment should be in proportion to the student's age, grade level, and ability to achieve. Time required by the student will vary considerably depending on the student's ability.

### Instrumental Music

Many children have potential talent in music and in order to help develop this talent an Instrumental Music Program is offered in the elementary grades. Instrumental lessons begin in the 4<sup>th</sup> Grade.

### Library

The library program is an integral part of the curriculum. Each child has the opportunity to borrow books regularly. Special care of books shall be observed always. Careless handling of books may result in loss of library privileges and replacement of lost/damaged books.

### Notes from Home

A note from home is required when the following situations occur:

- A child is dismissed early.
- A child has been ill and should not play outdoors or take physical education classes. A doctor's excuse is necessary if these restrictions are to last longer than three days.
- A child is not to ride his regular bus.
- A child is to ride with someone other than his/her parents.
- A child plans to accompany his/her parents on a family trip that necessitates child being absent from classes. Dismissal must be cleared through the principal's office prior to the planned trip.

### Physical Education

To ensure personal safety, children are required to wear sneakers during Physical Education class. Their teacher will explain the specific safety rules to each class. All children are expected to participate in physical education classes.

### Privacy Rights of Students and Parents

The District and its employees are required by federal and state law to protect the rights of all students. The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments) and Pennsylvania Chapter 12 on Student Rights and Responsibilities form the foundation of these rights. The basic premise of these laws is that certain information about students cannot be disclosed without prior written parental consent. However, there is certain information about students that can be released without prior written consent.

Educational records, which consist of information directly related to a student that are maintained by an educational agency and personally identifiable information, which includes the student's name, the name of the parent(s) or other family members, personal information or personal characteristics, and information that would make the student's identity traceable, cannot be disclosed or released without prior written parental consent, or if a student is over 18, without student consent.

However, there is certain information that can be released without consent called directory information. Directory information refers to information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Twin Valley School District designates which information is labeled directory information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution or educational agency attended by the student, e-mail address, and the student's photograph. The parent and/or eligible student (age 18) has the right to refuse the District to designate any or all of the directory information about the student. If a parent or eligible student wishes to refuse release of any or all of this directory information, the parent or eligible student must notify the District in writing as to which information should not be released. This notification must be submitted to the District within 30 school days of the start of each school year. If the District does not receive such notification, it will assume it has the consent to release the types of directory information designated within this notice.

### Promotion and Retention

Students shall be promoted only when they have achieved the academic standards established for each grade based on the professional judgment of their teachers and the results of assessment. At the elementary level:

- Responsible decisions concerning promotion of a student must be made on a variety of academic and social grounds. Retention should be chosen only as a last resort.
- Most children should not spend more than seven years in K-5.
- School personnel will convey to parents what placement will be in the best educational interest of the child. Decisions regarding retention should be reached cooperatively among all persons connected with the situation (i.e. teachers, principal, parents, and school counselor). However, the Building Principal retains the final right to make decisions regarding the child's placement.
- If a child is in danger of not being promoted, the parent shall be informed of the possible retention in writing by the end of the third quarter. No child may be retained in a grade without a prior meeting of persons involved with this decision.
- When retention is considered, parents shall be notified in writing concerning the final decision before the close of the school year.

### School Field Trips

Parents will be advised of the dates for field trips in advance of the trip. All students are required to have accident and health insurance coverage to participate in the field trip. If a student does not have coverage, parents must complete a Field Trip Responsibility Form for their child to participate. Forms may be picked up in your child's Elementary Center Main Office. Field trips are part of the curriculum, and students are expected to attend. If you have any questions, please contact the Building Principal.

### Snacks

Classroom teachers may designate specific times for snacks in class. In order to maintain a safe learning environment for our students with life-threatening food allergies, parents and students should refer to School District Wellness Policy, No. 246, at <https://www.tvsd.org/school-board/policies> for specific snack guidelines.

### Students' Use of School Telephone

With teacher permission, children may use the school telephone in cases of emergency. If it is necessary to reach your child during the school day, a message will be delivered to your child's teacher. This procedure limits classroom disruptions.

## **Health & Wellness Program**

The Commonwealth of Pennsylvania, believing that the public schools have an obligation not only for the training and developing of the minds and characters of children but also for the safeguarding of the health of children, passed a series of laws setting up certain health services in each school district. Among the stipulations set up by law are the following:

### Audiometer Testing

All children in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, and 11<sup>th</sup> Grades, and any referrals, are given an audiometric or hearing test by the school nurse.

### Communicable Diseases

Pennsylvania State Law requires that students who have been diagnosed by a physician, or are suspected of having a communicable disease by the school nurse or parent, shall be excluded from school for an indicated period of time. The duration of the period of exclusion for these specified diseases is as follows:

- Measles (Any Type) - Infected persons shall be restricted from the premises four (4) days after the appearance of the rash.
- Mumps - Infected persons shall be restricted from the premises for nine (9) days from the onset or until there is no swelling present.
- Chicken Pox - Infected persons shall be excluded for six (6) days from the last crop of vesicles or until crusts are dry and child is presentable.
- Respiratory Streptococcal Infections (Including Scarlet Fever) - Infected persons shall remain at home for not less than seven (7) days from the onset or must be on medication for 24 hours before returning to school.
- Tonsillitis - Infected persons must be on medication 24 hours before returning.
- Trachoma (A Contagious Crusting of the Eyelids) - Infected persons must be on medication for 24 hours before returning to school.
- Pertussis (Whooping Cough) - Infected persons shall be restricted from the premises for four (4) weeks from the onset or must be on medication for seven (7) days before returning to school.
- Acute Contagious Conjunctivitis (Pink Eye) - Infected persons must be treated, and a physician's certificate is required for admittance to school.
- Pediculosis (Head & Body Lice) - Infected persons must be treated with a special shampoo preparation for lice.
- Ringworm - Infected persons must be treated. Physician's certificate is required to return to school.
- Impetigo - Infected persons must be treated. A physician's certificate is required to return to school.

- Scabies - Infected persons must be treated. A physician's certificate is required to return to school.

#### Dental Examinations

Students are examined by the District dentist in Kindergarten, or upon their original entry into school, and again in 3<sup>rd</sup> and 7<sup>th</sup> Grades. We urge you to have your family dentist do this examination if possible. After the examination, parents are notified of any dental work the school dentist feels would be necessary or advisable. Parents are then urged to take their children to their own dentist to have that dental work done.

#### Field Trip Medication Procedure

Any student who requires medication or a special medical procedure on a field trip must, as a minimum, have parent consent to participate in the field trip and appropriate instructions from the parent or the child's physician regarding the administration of medication or medical procedures. A responsible adult such as a teacher, parent, or chaperone may administer the medication with parental direction. We strongly encourage parents to accompany their children on field trips if medication is required during the trip. Unusual cases may require review on a case-by-case basis by the Building Principal.

#### Illness During School Hours

If an accident or illness occurs, first aid will be administered to the child and the parents will be notified if considered necessary. In case of emergency, 911 will be called and the procedure according to your instructions on your child's Emergency Procedure Card will be followed. School personnel will give no care beyond first aid, defined as the immediate temporary care given in case of accident, or sudden illness. Making final provisions for adequate care for children suffering from illness or injury is the responsibility of the parents. Therefore, parents will be requested to pick up their ill or injured children in a timely manner. Illness, allergies, accidents, operations or any other health condition occurring during the school year should be reported to the school nurse so that an accurate health record can be maintained for your child. The school cannot assume responsibility of injuries that did not occur at school. Students should not come to school ill or injured seeking diagnosis by the school nurse.

#### Medicine Guidelines

Guidelines for the administration of both prescriptive and non-prescriptive (patent) medications are necessary for both safety and control reasons in a school setting. Four (4) rules apply:

- The administration of prescribed medication under the direction of a parent and physician during school hours will be permitted only when failure to take such medication would jeopardize the health of the student and/or the student would not be able to attend school if the medicine was not available during school hours.
- No student may take medication in school without parental permission.
- Students may take medications in school only in the presence of a school nurse or other designated adult.
- A parent/guardian is responsible for medication delivered to and retrieved from school.

There are two (2) procedures for administration of medication. One procedure is for over the counter medication, and the other is for prescribed medicine.

#### **Over-the-Counter Medication**

Medications that do not require a prescription and that are sent from home with a student to be taken during school hours must be brought to the nurse in the original container and properly labeled. A permission slip signed by the parent or guardian must accompany the medication. Written permission from the physician may be required.

## **bPrescribed Medication**

Medication prescribed by a physician for a student to take during school hours must be presented to the nurse in the original container, properly labeled with the following:

- Name of student
- Date of prescription
- Name of medication
- Directions for giving the medication
- Name of physician

A signed note stating the time medication is to be given must accompany the container. Most medications prescribed three times a day should be given at home, before school, after school, and at bedtime.

Special Note: Inhalers are prescribed medication. A school form will be provided. Before a student may possess or use an asthma inhaler or EpiPen during school hours, the Board shall require the following:

- A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner, or physician assistant.
- A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the physician, certified registered nurse practitioner, or physician assistant that states (form will be provided by school) the name of the drug, the prescribed dosage, the times medication is to be taken, the length of time medication is prescribed, the diagnosis or reason medication is needed (unless confidential), potential serious reaction or side effects of medication, emergency response, and if child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler or EpiPen is intended for his/her use only and may not be shared with other students. The student will also notify the school nurse immediately following each use of an asthma inhaler or EpiPen.

### Physical Examination of School Children

Pupils in Kindergarten or upon their original entry into school, and again in 6<sup>th</sup> Grade and 11<sup>th</sup> Grade will be given a physical examination sometime after the beginning of the school term. Competent physicians employed by the District conduct these examinations, although we urge you to have your family physician do this examination. We will send you the proper form to be completed by your physician.

### Scoliosis Testing

A visual examination of all 6<sup>th</sup> and 7<sup>th</sup> Grade students for detection of curvature of the spine is given by the school nurse.

### Vision Testing

All children in public school are given a vision test annually by the school nurse.

### Weighing, Measuring, and Body Mass Index (BMI)

All children in public school are weighed and measured annually by the school nurse. Students in Grades Kindergarten through 4<sup>th</sup> Grade will be screened, and a letter will be sent to parents indicating their child's Body Mass Index (BMI).

## Wellness Policy

The Twin Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:

1. A comprehensive nutrition program consistent with Federal and State requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

## Management of Food Allergies in District Schools

The District shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Classroom foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall be limited to allowable items published on the District's food service website. These foods and beverages include healthier options and are also intended to reduce food allergens brought into District Schools. If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

- Rewards and Incentives: Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
- Classroom Parties and Celebrations: o Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following: Fresh fruits/vegetables; and Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- Shared classroom snacks are not permitted in District Schools

To support our students and staff diagnosed with a life-threatening allergy, the TVSD Elementary Centers have added the following procedures to address classroom birthday celebrations, daily snacks (if permitted by the classroom teacher), and classroom parties.

- No food is permitted to be sent to school for birthday celebrations. Alternative celebration items may be brought to the classroom to give to students like stickers, pencils, or other small tokens. Other alternatives are donating a book to the classroom or school library in honor of the birthday celebrant.
- Snacks must come from the recommended elementary snack list. This list was made with consideration to the elimination of peanuts and tree-nuts as well as promoting healthy snacks. Snacks are not to be shared in the classroom. The approved list of snacks may have additional restrictions depending on life threatening allergies that may



be present in the classroom.

- While food is not necessary for seasonal classroom parties, if any treats are provided to students during parties, they must follow the guidelines of the District Board Policies.

Special Note: See Board Policy 209 – Health Examinations – for additional information. It is accessible at the following link: <https://www.tvsd.org/school-board/policies>.

### **Homeless Information (McKinney-Vento Act)**

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding placement, enrollment, and determining responsibility.

*What is the definition of a “homeless youth” under McKinney-Vento?*

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

*What situations fit this definition?*

- Staying in the home of others due to unavailable housing, financial hardship, or similar circumstances.
- Living in motels, hotels, trailer parks (i.e. leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing option.
- Living in an emergency shelter or transitional housing.
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth.
- Refugee and migrant youth.

*How does McKinney-Vento help these students?*

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and reduced school lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service if the student qualifies
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

The District contact is Dr. Christopher Watson, Director of Student Services, and he can be reached by phone at (610) 286-8600 x1694.

### **Medical Information**

#### Immunizations

In accordance with immunization requirements from the Pennsylvania Department of Health and State Board of Education, all students Grades K-12 must have the following immunizations to attend school. If your child is missing one or more of the immunizations listed below, they will not be permitted to attend school until all immunizations are completed or a [Statement of Exemption](#) is completed.

- 4 Doses of Tetanus\* (1 Dose On or After the 4<sup>th</sup> Birthday)
- 4 Doses of Diphtheria\* (1 Dose On or After the 4<sup>th</sup> Birthday)
- 3 Doses of Polio
- 2 Doses of Measles\*\*
- 2 Doses of Mumps\*\*
- 1 Dose of Rubella (German Measles)\*\*
- 3 Doses of Hepatitis B
- 2 Doses of Varicella (Chickenpox) Vaccine or History of Disease

New additional immunization requirements for 7<sup>th</sup> Grade students beginning with 2011-2012:

- 1 Dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap - If 5 years

- have elapsed since last tetanus immunization.)
- 1 Dose of Meningococcal Conjugate Vaccine (MCV)

\*Usually given as DTP, DTaP, DT, or Td.

\*\*Usually given as MMR.

Immunizations must be appropriately spaced to be counted as valid. The regulations allow for a four-day grace period meaning a vaccine is valid if given with four days prior to minimum age or interval spacing. Students who have received at least one dose of a vaccine in an immunization series will be granted an eight-month provisional enrollment if they have received at least one dose of each antigen in that series. The provisional enrollment begins the first day of attendance or until the consecutive dose(s) are received.

## **School Bus Regulations**

### Behavior Violations

The following are examples of offenses which will result in disciplinary action and suspension of transportation privileges:

- Fighting\*
- Smoking/chewing tobacco/use of tobacco/use of vaping products\*
- Eating/drinking
- Damaging property
- Standing, walking, refusing to remain seated
- Throwing objects in or out of bus
- Hanging any body part out of the windows
- Unnecessary/excessive noise
- Profanity and/or bad language
- Tampering with bus equipment (i.e. emergency doors, etc.)\*
- Refusing to ride assigned bus or riding on an unassigned bus without prior permission
- Boarding a bus at an unassigned stop
- Leaving a bus at an unassigned stop
- Refusing to obey the driver
- Refusing to sit in an assigned seat
- Any violation of the student discipline codes
- Other misbehavior related to safety or well-being

\*Immediate suspension of bus privileges.

### Conduct at the Bus Stop

Students are expected to arrive at the school bus stop at least ten (10) minutes prior to pick-up time. They should wait off the street or roadway and conduct themselves in a responsible manner. Students should never accept rides from strangers.

### Daycare Transportation

A student may be transported to and from a daycare center, rather than his/her home, but the student's daycare provider must reside within the same school attendance area in which the child is enrolled. The daycare provider must live on existing bus routes since no stops will be established outside the attendance area or outside school district boundaries.

### General Procedure

School bus transportation is a privilege. It can be denied to any student who jeopardizes anyone, damages property, or commits any offenses described, but it is not limited to those identified under behavior violations. Parents will be expected to provide transportation for any pupil whose privileges have been suspended. Generally, students must obey and cooperate with the bus driver, teachers, or any other persons assigned to supervise any part of the school transportation system. Assigned seats will be mandatory for each bus. Students will be required to sit in their assigned seat unless otherwise directed by the driver. The bus driver has authority to discipline

the pupils on his/her bus. Students should do the following:

- Obey the bus driver.
- Be at the bus stop 10 minutes prior to pick-up.
- Students must enter the bus and take their seats without disturbing others.
- Students may talk in a normal voice but no shouting.
- Students must never put their arms or head out of the windows.
- Students must remain in their seats while the bus is in motion.
- Students must not throw items on the bus or from the bus at any time.
- There will be no eating or drinking on the bus at any time.
- Students may ride only their assigned buses.
- Missing the bus is not a lawful absence.
- Seatbelts must be used at all times on those vehicles that have them installed.
- Smoking is prohibited.
- Students may not use any type of Bluetooth device without headphones on the bus.
- No items too big for their lap.

#### Large Article on Buses

The Pennsylvania Department of Transportation mandates in 67 Pa. Code §171.58 that the interior of a school bus must be free of objects that could cause injury. Objects must be secured, and the aisles and emergency exits open and free of blockage. The following must be adhered to at all times:

- Large band instruments or school project items are not permitted on the bus unless they can be held on the pupil's lap.
- Items may not be placed under seats. They become projectiles upon impact.
- Nothing can be carried on the bus that will endanger others (i.e. glass objects, hockey sticks, skis, skateboards, large metal objects, etc.).
- Animals are not permitted on the bus.
- Nothing can be placed in the driver's compartment, doorway, or aisle. In case of an accident, the student must be able to exit out of windows and doors.

#### Non-Public Transportation

Upon request, students attending non-public schools, who are legal residents of the District and who provide written verification thereof, are eligible for transportation provided the school attended is within District boundaries or not in excess of ten (10) miles from said boundaries. The distance shall be determined by the most direct public roads and shall not include driveways or private roads.

#### Requesting a Bus Stop Change

A bus driver is prohibited by law from changing a bus stop without approval of District Administration. All bus stop changes must first be reviewed by District Administration. To request a change in bus stop, please call the Transportation Office at (610) 286-8624.

#### School Board Policy No. 810 – Transportation

The Board wishes to encourage education and therefore will afford transportation from home to school and school to home, at District expense, to eligible students legally residing within its boundaries and attending state-mandated school programs. The Superintendent or designee shall establish procedures intended to provide safe, efficient, and economical transportation. The Superintendent shall provide direction and hear appeals. The decision of the Superintendent shall be final. Students eligible for transportation shall be subject to PENNDOT Title 67, Chapter 447, and Paragraph 447.3(d) designating maximum walking distance to stops and riding time, where practical and economical. Policing of bus stops and supervision of students between their residence and the bus stops will be the responsibility of the parents.

#### School Procedures for Misconduct

The school bus driver is expected to be in complete control of the bus and its passengers at all times. When serious misconduct occurs or when misconduct is repeated, the school bus driver is

expected to report such action to the Building Principal or designee. Drivers will submit forms electronically to the principal. The school principal will take whatever action he/she deems necessary to correct the situation. Parents will be advised by the building principal when reports of misconduct are made to the school office. Only the Building Principal has the authority to suspend transportation privileges. A parent of a student whose transportation privilege is suspended must confer with the Building Principal before the privilege is restored.

#### Special Education Transportation

Students who are residents of the District and who are required to attend special education classes shall be eligible for transportation.

#### Transportation/Video Monitoring

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to serious misbehavior. The responsibility for maintaining reasonable discipline on board the District's school buses begins with the individual driver. Bus Incident reports will continue to be the primary tool for use by the driver to report misconduct that he/she observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings. These reports are forwarded to the responsible Building Principal for corrective disciplinary action as per existing District guidelines or procedures. If patterns develop or violations occur, the principal and/or bus driver may request the use of video-audio monitoring. The District Transportation Supervisor will review and approve or disapprove the request. Upon approval, the audio-video monitoring device will be installed. The device will be installed on an as needed basis. A warning (via a posted decal) informs riders that an audio-video monitoring system may be used at any time. Disks will be erased and re-recorded if no incidents occur. Reviews of audio-video disks will be limited to the Building Principal, District Transportation Supervisor, the Superintendent's Designee, and the Superintendent. During an expulsion hearing, school directors have a right to view an audio-video if the video disk provides evidence in the case. Audio-video recorded documentation of misbehavior will be preserved only until the disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased and/or recorded over. The District shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records. Accordingly, a parent/guardian will be permitted to view a tape only if no other student is identified. A request for viewing an audio-video disk may be made by a student's parents or guardians if the student has been videotaped and disciplinary action has been recommended. All requests should be in writing addressed to the Building Principal of the student's school.

### **Student Records**

#### Custody of Students

Parents/Guardians of Twin Valley School District students have an obligation to notify the appropriate school and building administrator in the case of specific custody arrangements ordered by the courts. A copy of any court order that affects the custody arrangements of school age children should be kept on file at the school and updated as the orders change.

#### Educational Records

Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) pertains to all Twin Valley parents and any student over 18 years of age ("eligible students"). All health information created and maintained by the District and its agents is also considered part of the student's educational record and is therefore protected by both FERPA and HIPAA. FERPA provides certain rights with respect to a student's educational records. These rights are as follows:

- The right to inspect and review the student's educational records within 45 days of the date the District receives a request for access.
- The right to request the amendment of the student's educational records that the

- parent or eligible students believe are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that is authorized by FERPA permits disclosure without consent to school officials with legitimate educational interest.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

## **Student Services**

### Homebound Instruction

In special circumstances homebound instruction is provided for pupils in accordance with the rules and regulations set forth by the PA Department of Education. Further information may be obtained by contacting the Student Services Department at (610) 286-8066 x8548.

### School Counseling Services

Elementary school counselors are certified specialists in guidance and counseling with an emphasis in child growth and development. They are knowledgeable about the school curriculum, the process of learning, and developmental issues relating to childhood. School counselors provide the following:

- Classroom guidance lessons on developmentally-appropriate topics
- Small group guidance to help children understand themselves and others
- Crisis intervention
- Coordination of services for children with special needs
- Consultation with teachers, parents, and outside agencies
- Development of personalized programs based on needs

### Special Services

A full range of Special Education Services is provided by the Twin Valley School District. Any questions or concerns regarding special programs should be directed to the Building Principal.

### Title I

Students who are experiencing difficulty with reading and/or writing may qualify for Title I services. All students participate in our universal screener in fall, winter, and spring. Title I enrollment is based on the results of these assessments. Parents are notified if their child is to receive services.

## **Supporting Positive Behavior**

Most of the students who attend Twin Valley Schools are excellent citizens. They are cheerful, polite, courteous, and follow school rules. The elementary centers support positive behavior and address misbehavior in a logical, respectful, fair and consistent way. This includes a responsive approach to discipline utilizing a tiered behavior support system to address whole school, small group, and individual social-emotional and behavioral needs.

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
- Knowing families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

## Anti-Bullying Policy

Bullying of a person by another person is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

Bullying shall mean unwelcome verbal, written, or physical conduct directed at a person by another person(s) that has the intent and effect of:

- Physically harming a student (e.g. hitting, kicking, spitting, or pushing and invading one's personal space in an aggressive manner).
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyberbullying: Forms of verbal and psychological bullying may also occur on the internet through email, instant messaging, or personal profile web sites such as Facebook.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening, or sexual.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. The District will not tolerate known acts of bullying occurring on District property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, including bus stops and routes of travel to and from the bus stops or to school property or school-sponsored events.

If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the Building Principal or appropriate school administrator for further investigation. Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, suspension, a loss of school privileges, and/or exclusion from school-sponsored activities as defined in the Discipline Code.

## Bullying/Cyberbullying

Students who have been bullied should promptly report such incidents to the Building Principal. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the District's legal and investigative obligations. Bullying/Cyberbullying can be reported by students or parents to teachers and/or to the Building Principal via email or by calling the Elementary Center Office where the child attends school. Board Policy 248.1 Bullying/Cyberbullying can be found at this link: <https://www.tvsd.org/school-board/policies>.

## District Policies & Consequences

Students are subject to the policies set by the School Board. Consequences for inappropriate behaviors will be developmentally appropriate and may include the following:

- Teacher conference
- Parent contact
- Counselor contact
- Principal contact
- Apology of action
- Restitution
- Time out
- Home-school meeting to develop behavior support plan

- Detention
- Suspension

#### Electronic Devices

The District shall not be liable for the loss, damage, or misuse of any electronic device brought on the bus or to school by a student. Any device including but not limited to laptop computers and personal digital assistants (PDAs) that provide for an unfiltered connection to the internet are prohibited. Students are also prohibited from using any electronic device to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on District property, school bus, or while a student is engaged in school-sponsored activities. Possession of laser pointers and attachments by students on school property, on buses and other vehicles provided by the District, and at school-sponsored activities is also prohibited. Students' smart phones, smart watches, two-way radios, text messaging devices, radios, audio players, etc. shall be turned off and stored in school bags during the school day. Removable computer flash memory drives may only be used with the permission of the District Director of Information Technology (IT) or designee. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian. For additional information, refer to the TVSD Acceptable Use and Electronic Devices Policies, Nos. 815 and 237, found on the District website at <https://www.tvsd.org/school-board/policies>.

#### Harassment Policy

Unlawful, ethnic, or sexual harassment is prohibited at Twin Valley. Unlawful harassment including but not limited to ethnic and sexual harassment lowers morale and is damaging to the educational environment; it also is illegal pursuant to Titles VI, VII and IX of the Civil Rights Act of 1964 and the Pennsylvania Human Relations Act. Therefore, the District will treat unlawful harassment like any other form of employee or student misconduct, and it will not be tolerated. For purposes of student speech, it is regulated here only insofar as it substantially disrupts or interferes with the work of the school or the rights of other students, is lewd, vulgar or profane, or is school-sponsored, i.e., speech that a reasonable observer would view as the school's own speech.

Unlawful harassment includes repeated, unwelcome, and offensive cyberbullying, slurs, jokes, or other verbal, graphic, or physical conduct about another person's race, color, ancestry, religion, sex, national origin, age, or handicap/disability. Ethnic harassment includes the use of derogatory words, phrases, or actions against a person's race or ethnic group. Examples of unlawful harassment include, but are not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct (such as touching, rubbing, grabbing, pushing, hitting or punching) relating to an individual's race, color, ancestry, religion, sex, national origin, age, or handicap/disability. Allegations of harassment should be reported to the Building Principal. If guilty, a student shall be subject to disciplinary action including suspension or expulsion consistent with the student disciplinary code and due process.

#### Hazing Policy

Hazing is any action that endangers the health or safety of a student or removes public or private property for the purpose of initiating for admitting a student into any District organization. Students who observe or who are the victim of hazing shall report it to their building principal or coach. A student found to be in violation of this policy shall be subject to disciplinary measures set forth at the discretion of the building administrator, which may include suspension or expulsion or exclusion from athletic teams, athletic events, extra-curricular and co-curricular activities, and events in accordance with due process.

#### Property Damage or Loss

Children will be held fully responsible for negligence that results in the damage or loss of school property. Damaged property or lost books will be the financial responsibility of the parent or guardian. The District will not be held liable for any loss or damage to personal property.

#### Rules & Logical Consequences

Rules are the proactive guidelines that help the students and the teacher achieve the goals for the school year. These rules are always stated in the positive. Although this may seem obvious, it is important to understand that people, including children, will have a greater desire to follow rules that they help to create. Teachers work with students in the beginning of the

year to develop classroom rules that come from the children and ensure that the class will have an environment conducive to achieving classroom goals.

Logical consequences are the reactive piece, the prescriptions that provide a learning experience as well as an opportunity for students to make amends for their actions. This is different from traditional discipline centered on punishment. Often a punishment has absolutely nothing to do with the disciplinary offense. The name logical consequences implies that the student will make amends in a fashion that makes sense based upon the offense. Logical consequences are respectful, relevant, and reasonable.

#### Student Search

The Building Principal or his/her designee, who has a reasonable suspicion that illicit material or any material that poses a hazard to the safety and good order of the school or violates school policy, may conduct searches according to the guidelines in District Policy that include desks, book bags, pocketbooks, garments, etc..

#### Threats

Students who engage in threats to commit violence with the intent to terrorize others, to cause the evacuation of a building, or to cause serious public inconvenience in reckless disregard of the risk or terror of causing such inconvenience, may be immediately suspended, referred to the police for criminal action, and may be recommended for expulsion. Additional restrictions may be imposed, and the student may thereafter be subjected to random searches.

#### Tobacco Use

The Board recognizes that smoking presents a health hazard that can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board. For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar, and pipe, other lighted smoking product, and smokeless tobacco in any form. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits smoking by students in school buildings, stadiums, bleachers or on any school property, or on school buses, vans, or other District vehicles. Because of the exemplary role played by the adult members of the school community, the Board prohibits smoking by any person on school premises or in District vehicles. The Superintendent shall develop procedures to implement this policy by informing all students and staff members of the smoking regulations of the District and in the health curriculum, instruction on the potential hazards of the use of tobacco. A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined court costs or admitted to alternative adjudication.

#### **Title IX Policy**

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities.



## **Weapons Policy**

The Twin Valley School District recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The Twin Valley School District also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety, and welfare problems to the school community. As an educational institution, the District will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the District will, consistent with the Pennsylvania Crimes Code violations citing, intervene to remove the weapons and prosecute and/or discipline those individuals responsible for handling weapons.

Possession of a weapon on school grounds, in school buildings, or on school transportation is a crime in the Commonwealth of Pennsylvania. Possession of a weapon at school-sponsored activities also presents serious legal, safety, and welfare problems to the school community. Possession includes, but is not limited to, on the person or under the person's control, including his or her purse, book bag, carryall, etc., locker, or vehicle. Therefore, the Twin Valley School District emphasizes that possessing a weapon, or knowing and not properly reporting the possession of a weapon in the buildings of, on the grounds of, at school-sponsored activities, or in any conveyance providing transportation to or from any elementary or secondary educational institution of the Twin Valley School District, is a serious violation of the rules and regulations of the Twin Valley School District.

The only exceptions to this policy will be with respect to law enforcement personnel who carry weapons while on duty in the course of the performance of their duties with their respective law enforcement agency. Other exceptions consistent with 24 P.S. §13-1317.2 shall be granted on a case-by-case basis by prior written consent of the Superintendent.

“Weapon” is defined to include, but is not limited to: “Any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.” 24 P.S. §13- 1317.2(G). This definition may be expanded to include an object that has the appearance or characteristics of a weapon, such as toy guns, water pistols, etc.

Anyone having knowledge of a weapon on school premises must immediately report the incident to the administrator in charge. Professional staff members should not attempt to seize a weapon if the risk exists for bodily harm. School personnel who supply information relating to this policy are immune from prosecution as defined in Commonwealth law.

Any such weapon found on or about a person while on District property is subject to immediate seizure and notification of the police. Any adult possessing a weapon or assisting in the possession of weapons by others will be legally charged for violation of the policy and laws. Upon receiving a report of a weapon, the administrator will thoroughly investigate the report, immediately notify the Office of the Superintendent, and notify local police authorities.

Whenever a weapons incident is reported, the Board will receive notification that will not exceed 24 hours from the time of the incident. In addition, the Superintendent will develop procedures for implementation of this policy.

Except as otherwise noted in the policy, a District shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity.

The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.

The Superintendent may recommend discipline short of the one-year expulsions on a case-by-case basis. The Board must exclude, for at least one year, unless it accepts a lesser term recommended by the Superintendent.